

CAMPUS SERVICE DIRECTORY FOR INFORMATION

About	Contact	Office	Telephone
Academic Matters	V.P. for Academic Affairs	A-132	317-6710
Admission	Director of Admissions	A-198	317-6740
Alumni Programs	Director of Alumni Development	A-116	317-6729
Business Services	V.P. for Business & Financial Services	A-156	317-6700
Career Services	Career Development Center	C-217	317-6865
Continuing Education	V.P. of Continuing Education	J-111	317-6730
Development	Director of Development	A-106	317-6776
Distance Learning	Director of ITDL	J-204	317-6838
Facilities' Use	Continuing Education	J-111	317-6000
Financial Aid	Director of Financial Aid	A-166	317-6746
General Information	Admissions Office	A-198	317-6740
Institutional			
Advancement	V.P. for Institutional Advancement	A-110	317-6776
Library Services	Director, Learning Resources Center	G-214	317-6760
Minority Advising	Minority Advisor	C-219	317-6924
Personnel	Personnel Director	A-123	317-6720
Publicity	Director of Communications & Philanthropy	A-106	317-6776
Student Affairs	V.P. for Student Affairs	C-217	317-6728
Student Records	Registrar	A-160	317-6742
Student Success	Student Affairs	C-217	317-6865
Testing	Testing Center	C-208	317-6735
Veterans' Affairs	VA Assistance Officer	A-160	317-6745

AN EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY INSTITUTION

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

THE CATALOG NOT A CONTRACT

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

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

CONFIDENTIALITY OF STUDENT RECORDS

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



2008-2009 Catalog

Darton College

University System of Georgia

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

PRESIDENT'S MESSAGE

Welcome to Darton College!

It has been said, "There is a time to let things happen and a time to make things happen." You have taken a monumental step toward transforming your life through education. Our student-centered faculty and staff will guide, encourage, and provide you with the tools necessary for academic, social, and career success.

Darton is one of the fastest growing and most innovative colleges in the University System of Georgia, and has expanded beyond the Albany campus to encompass satellite programs, a Cordele campus, and an online campus spanning the globe. As a leader among community colleges, we incorporate the newest technologies and state of the art facilities, yet we never forget the importance of personal interaction.

Outside the classroom, Darton is bustling with activity. In addition to student activities such as music trivia, late night bowling, and intramural sports, we have one of the largest two-year athletic programs in Georgia. Student athletes compete in basketball, baseball, softball, soccer, swimming, golf, and wrestling. Our intercollegiate athletics program can boast of three consecutive NJCAA National Men's Golf Championships, 2007-2008 Region XVII Champion Women's Soccer team and Cross Country Team.

This catalog is a guide to our policies, procedures, academic programs, and courses. I urge you to familiarize yourself with it and visit our website at www.darton.edu for additional information.

As you take this step into higher education, remember that your success relies not only upon how well you learn, but also upon the relationships you build inside and outside the classroom. I encourage you to make the most of your Darton College experience, whether you are here to prepare for a career in healthcare, earn a certificate, enhance your present job skills, or earn an associates degree and transfer to a university. Get involved. Explore. Make things happen!

Sincerely,
Peter J. Sireno
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/academics/programs/core_curriculum/gen_ed.phtml
- For additional information on the Core Curriculum Principles and Framework:
www.usg.edu/academics/programs/core_curriculum/
- To consult the Common Student Learning Outcomes for the Core Curriculum:
http://www.usg.edu/academics/programs/core_curriculum/outcomes.phtml
- To read the General Guidelines for Core Curriculum Areas A-E:
<http://www.usg.edu/academics/handbook/section2/2.04/2.04.01.phtml>

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COLLEGE CALENDAR

Section One

Spring Semester, 2008

November 5-6	Spring, 2008 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 7	Spring, 2008 Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon.
November 7	Registration for new and readmitted students Invitations to be mailed
January 7	Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due this day
January 8	Regular & A-term classes begin
January 9	Late Registration and Drop/Add 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees plus the \$25.00 late fee are due on this day.
January 21	Martin Luther King Day – College closed College closes at 5:00 p.m. Friday, January 18 and will reopen for regular scheduling Tuesday, January 22
February 4	Last day to drop A-Term classes without penalty
TBA	Regents Test
February 7	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M.. Fees are due on this day
February 27	A-Term last day of classes
February 28	A-Term finals
February 29	Last day to drop Full-Term class or withdraw from College without academic penalty
March 3	B-Term begins
March 13-14	The College will be closed March 13 and 14; no classes are scheduled. Saturday classes will be held as usual.
March 17	Web registration available
March 21 - 22	Friday evening and Saturday classes before spring break will be held
March 23 – 30	Spring break - classes dismissed – College open
March 31 – Apr 1	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
April 2	Summer & Fall Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon.
April 2	Registration for new and readmitted students Invitations to be mailed
April 7	Last day to drop B-Term classes without penalty
To be determined	Honors Awards Ceremony
May 1	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
May 2 – 7	Finals Full-Term & B-Term
May 7	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
May 7	Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.
May 7	Allied Health Pinning 4:00 p.m. Nursing Pinning 5:00 p.m.

May 8 Commencement 7:00 p.m.
Grades due to Registrar

Summer Semester, 2008

March 31 – April 1 Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.

April 2 Summer & Fall Advising/Pre-registration for currently enrolled students and
Registration for new and readmitted students
W 8:00 A.M. – 12:00 noon

May 26 Memorial Day

May 27 Summer Registration
9:00 A.M. – 12:30 P.M.
3:00 P.M. – 6:30 P.M.
Fees are due this day

May 28 Regular & A-Term classes begin

May 29 Late Registration and Drop/Add
9:00 A.M. – 12:30 P.M.
3:00 P.M. – 6:30 P.M.
Fees plus the \$25.00 late fee are due on this day.

TBA Regents Test

June 10 Last day to drop A-Term classes without penalty

June 19 B-Term Registration
9:00 A.M. – 12:30 P.M.
3:00 P.M. – 6:30 P.M.
Fees are due on this day

June 23 A-Term - Last day of class

June 24 A-Term finals

June 24 Last day to drop Full-Term class or withdraw from College
without academic penalty

June 25 B-Term begins

July 4 Independence Day Observance – College closes at 10:00 p.m.
Thursday, July 3 and will reopen for regular scheduling
Monday, July 7, 2008

July 7 Web registration available

July 10 Last day to drop B-Term class without penalty

July 14-15 Fall Advising/Pre-registration for currently enrolled
students M-T 8:00 A.M. – 6:30 P.M.

July 16 New Student Orientation

July 24 Last day of classes

July 28-29 Final examinations for Full-Term and B-Term classes

July 29 Schedule adjustment (1:00 P.M. – 3:00 P.M.)

July 29 Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be
dropped.

July 30 Grades due to registrar

Fall Semester, 2008

July 14-16 Fall Advising/Pre-registration for currently enrolled
students M-T 8:00 A.M. – 6:30 P.M.

July 16 New Student Orientation

July 29 Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be
dropped.

August 13 New Faculty report

August 14 Registration
9:00 A.M. – 12:30 P.M.
3:00 P.M. – 6:30 P.M.
Fees are due on this day

August 15 President's State of the College Address

August 18	Regular & A-term classes begin
August 19	Late Registration and Drop/Add 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees plus the \$25.00 late fee are due on this day
Aug. 29 – Sept. 2	Labor Day Weekend - College closes at 5:00 Friday, August 29, and will reopen for regular scheduling Tuesday, September 2, 2008
September 12	Last day to drop A-Term classes without penalty
October 6	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due on this day
October 8	A-Term last day of classes
October 8	Last day to drop Full-Term classes without penalty
October 9-10	Faculty/Staff Professional Development – College closed
October 13	B-Term begins
November 3	Web registration available
TBA	Regents Test
November 4	Last day to drop B-Term classes without penalty
November 10-11	Spring Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 12	Spring Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon
November 12	Registration for new and readmitted students Invitations to be mailed
Nov. 26-Dec. 1	Thanksgiving - College closes at 5:00 Tuesday, November 25 and will reopen for regular scheduling Monday, December 1
December 8	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
Dec. 9, 10,11,12	Finals Full-Term & B-Term
December 12	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
December 12	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 12	Allied Health pinning 4:00 p.m. Nursing pinning 5:00 p.m. Commencement 7:00 p.m.
December 15	Grades due to Registrar
TBA	Campus Closed – Christmas holidays

Spring Semester, 2009

October 27	Web registration available
November 3-4	Spring, 2009 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 5	Spring, 2009 Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon.
November 5	Registration for new and readmitted students Invitations to be mailed
January 6	Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due this day
January 7	Regular & A-term classes begin
January 12	Late Registration and Drop/Add 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees plus the \$25.00 late fee are due on this day.

January 19	Martin Luther King Day – College closed College closes at 5:00 p.m. Friday, January 16 and will reopen for regular scheduling Tuesday, January 20
February 3	Last day to drop A-Term classes without penalty
TBA	Regents Test
February 19	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due on this day
February 26	A-Term last day of classes
February 27	A-Term finals
February 27	Last day to drop Full-Term class or withdraw from College without academic penalty
March 2-3	The College will be closed March 2 and 3; no classes are scheduled. Saturday classes will be held as usual.
March 4	B-Term begins
March 30	Web registration available
March 31	Last day to drop B-Term classes without penalty
April 3-4	Friday evening and Saturday classes before spring break will be held
April 5-12	Spring break - classes dismissed – College open
April 13-14	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
April 15	Summer & Fall Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon.
April 15	Registration for new and readmitted students Invitations to be mailed
To be determined	Honors Awards Ceremony
May 1	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
May 2 – 7	Finals Full-Term & B-Term
May 7	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
May 7	Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.
May 7	Allied Health Pinning 4:00 p.m. Nursing Pinning 5:00 p.m. Commencement 7:00 p.m.
May 8	Grades due to Registrar
Summer Semester, 2009	
April 6	Web registration available
April 13-14	Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
April 15	Summer & Fall Advising/Pre-registration for currently enrolled students and Registration for new and readmitted students W 8:00 A.M. – 12:00 noon
May 25	Memorial Day
May 26	Summer Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due this day
May 27	Regular & A-Term classes begin
May 28	Late Registration and Drop/Add 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees plus the \$25.00 late fee are due on this day.
TBA	Regents Test

June 10	Last day to drop A-Term classes without penalty
June 22	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due on this day
June 24	A-Term - Last day of class
June 25	A-Term finals
June 29	B-Term begins
July 1	Last day to drop Full-Term class or withdraw from College without academic penalty
July 3 - 4	Independence Day Observance – College closes at 10:00 p.m. Thursday, July 2 and will reopen for regular scheduling Monday, July 6, 2009
July 6	Web registration available
July 13	Last day to drop B-Term class without penalty
July 13-14	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
July 15	New Student Orientation
July 28	Last day of classes
July 29-30	Final examinations for Full-Term and B-Term classes
July 30	Schedule adjustment (1:00 P.M. – 3:00 P.M.)
July 30	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
July 31	Grades due to registrar

Fall Semester, 2009

July 13-14	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
July 15	New Student Orientation
July 30	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 11	New Faculty report
August 12	President's State of the College Address
August 13	Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due on this day
August 14	Regular & A-term classes begin
August 18	Late Registration and Drop/Add 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees plus the \$25.00 late fee are due on this day
Sept. 5, 6, 7	Labor Day Weekend - College closes at 5:00 Friday, Sept. 4, and will reopen for regular scheduling Tuesday, September 8, 2009
September 10	Last day to drop A-Term classes without penalty
October 1	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due on this day
October 6	A-Term last day of classes
October 6	Last day to drop Full-Term classes without penalty
October 7	A-Term finals
October 8-9	Faculty/Staff Professional Development – College closed
October 12	B-Term begins
November 2	Web registration available
TBA	Regents Test
November 5	Last day to drop B-Term classes without penalty

November 9-10	Spring Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 11	Spring Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon
November 11	Registration for new and readmitted students Invitations to be mailed
Nov. 25-29	Thanksgiving - College closes at 5:00 Tuesday, November 24 and will reopen for regular scheduling Monday, November 30
December 4	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
Dec. 5-10	Finals Full-Term & B-Term
December 10	Schedule adjustments (1:00 P.M. - 3:00 P.M.)
December 10	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 10	Allied Health pinning 4:00 p.m. Nursing pinning 5:00 p.m. Commencement 7:00 p.m.
December 11	Grades due to Registrar
TBA	Campus Closed – Christmas holidays

Spring Semester, 2010

November 9-10	Spring Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 11	Spring Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon
November 11	Registration for new and readmitted students Invitations to be mailed

CALENDAR
2008/2009

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GENERAL INFORMATION

Section Two

A. THE COLLEGE

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

Darton College is a community college that offers two-year 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 work force upon receiving their two-year degrees. Just over 50 percent of the students enrolled at Darton College are traditional students immediately out of high school. Non-traditional students, who have been out of high school for five years or more, make up the rest of the student body.

To meet the needs of the community, Darton offers day, evening, weekend, online, and televised classes. Students may earn degrees by attending college in the traditional classroom setting, online, or via cable television.

B. ACCREDITATION AND APPROVAL

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

Specific programs of study and their accreditors follow:

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

Cardiovascular Technology Program – Accredited by the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 1248 Harwood Road, Bedord, TX 76021. Phone (214) 206-3117 through the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 33756. Phone (727) 210-350, Fax (727) 210-2354. Darton College is one of only thirty-three programs in the entire United States with such designation.

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

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

Health Information Technology Program – Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, www.cahiim.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

Histotechnology Program – The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mawr Avenue, Suite 670, Chicago, IL 60631 (773) 714-8880, www.naacls.org

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

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

Occupational Therapy Assistant Program - Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy

Association, P.O. Box 31220, Bethesda, MD 20824-1220, (301)652-2682.

Physical Therapist Assistant Program - Accredited by the Commission on Accreditation in Physical Therapy Education, 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782.

Respiratory Care Program - Accredited by the Committee on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835 through the Commission on Accreditation of Allied Health Education Programs, (CAAHEP), 1361 Park Street, Clearwater, FL 33756 phone (727) 210-2350, FAX (727) 210-2354.

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

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

C. VISION STATEMENT

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

D. MISSION STATEMENT

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

1. RESPONDING TO LOCAL AREA NEEDS WITH A COMMITMENT TO EXCELLENCE:
 - A. Darton College will provide high quality academic programs that assure completion of core curriculum requirements and an opportunity for successful transfer into baccalaureate programs or entrance into professional occupations upon completion of two-year programs.
 - B. Consistent with our local agreements with Southwest Georgia Technical College and other technical colleges, Darton College will provide pre-baccalaureate quality career preparation in select degree and certificate programs, particularly allied health, nursing, business, and health/wellness.
 - C. Darton College will encourage student participation in and appreciation of the performing and fine arts, as well as the role of aesthetics in human experience, and the function of ethics and morals in decision making.
 - D. Darton College will expand its curriculum, programs, and activities to incorporate elements of internationalism and to foster a climate of multicultural understanding and acceptance.
 - E. Darton College will support the physical as well as intellectual development of its students by encouraging participation in intercollegiate and intramural athletics, by providing instructional wellness programs, and by providing appropriate facilities for college and community use.
2. FOSTERING AND MAINTAINING A TEACHING/LEARNING ENVIRONMENT THAT SUSTAINS INSTRUCTIONAL EXCELLENCE FOR DIVERSELY PREPARED

STUDENTS:

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

E. DEGREES AND CERTIFICATES

The College awards the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Applied Science degree (A.A.S.), and certificates. Students who complete the requirements for one of the college transfer programs are awarded either

an A.A. or an A.S. degree depending upon their particular program of study. The A.S. degree is also awarded to students who complete a career program in certain health areas. The A.A.S. degree is awarded to students who complete other two-year career programs. Certificates are awarded to students who complete certain planned objectives or programs requiring less than two years of work.

F. THE CAMPUS

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

(SEE INSIDE BACK COVER)

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

Administration Building-A (0001) - Houses the Offices of the President, Vice President for Academic Affairs, Vice President for Business and Financial Services, Vice President of Institutional Advancement, Alumni Affairs, Office of Marketing and Communications, Registrar, Admissions, Business Office, Financial Aid, Computer Center, and Personnel.

Allied Health, Community Services, Classroom Building-J (0015) - Houses Allied Health Programs, Continuing Education facilities, Division of Online Learning, Instructional Technology and Distance Learning Department, WebCT Help Desk, classrooms, and a theater.

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

Classroom Building-B (0002) - Houses the Science/Mathematics Division, Dental Hygiene facilities, the Math Center, the MESA Center, and a computer laboratory.

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

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

Physical Education Building-E (0005) - Houses the Physical Education and Athletic Departments, including a Recreation gymnasium, the Cavalier Arena, a fitness center, and a 10 lane, 25 yard x 25 meter multi-use indoor heated pool equipped with two one-meter and one three-meter maxi flex model "B" springboards on cement standards. Outdoor athletic facilities surround the building and include a baseball field, soccer fields, softball field, six all-weather lighted tennis courts, six racquetball courts, walking paths and a 5K cross-country course. A cyber café, serving Starbucks products, with free computer stations is located at the center of the complex.

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

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

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

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

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

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

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

G. OFF-CAMPUS CLASSES

Cordele – Darton College offers college credit and continuing education courses in Cordele at the Crisp County Higher Education Center. College credit courses offered in Cordele lead to a two-year associate's degree. Courses are offered days and evenings to accommodate working adults as well as traditional age college students. The Cordele Center is located at 2705 E. 14th Avenue, in the Cordele Industrial Park. 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 is also available on the web at www.darton.edu

Medical Laboratory Technology Degree Program – Classes are offered at two off-campus sites: Rome and Waycross. Some travel to clinical sites may be required to complete the program. Admission and all other requirements for the off-campus programs are the same as they are for the main campus. Additional information may be obtained on the Darton College web site (www.darton.edu) or by calling the Allied Health Division (229) 317-6900.

Nursing Degree Program - Darton College offers its two-year nursing degree program in Cordele, Colquitt and Thomasville in addition to the Albany Campus. Some travel to Albany and clinical sites may be required to complete the program. Admission and all other requirements for the off-campus programs are the same as they are for the main campus. Additional information may be obtained on the Darton College web site (www.darton.edu) or by calling the Nursing Division (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 explains the consequences that result.

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

ADMISSIONS

Section Three

A. GENERAL

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

B. STANDARDS FOR ADMISSION

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

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

Regular Admissions

Applicants must have completed all 16 of the required 16 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 16 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 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 are not required to submit proof of immunizations. These applicants should sign the “Distance Learning Exemption” on the back of the immunization form and submit the form to the Office of

Admissions. 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/ to download an application or to apply online.

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:

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

Applicants who do not submit SAT I and/or ACT scores, or who submit SAT scores below 430 verbal (17 English ACT) and 400 math (17 math ACT) must take the University System of Georgia COMPASS placement test to determine whether Learning Support courses are required.

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

Admissions requirements for career degrees and career certificates depend upon the extent to which the general education component of the program is based on Core Curriculum courses. An applicant enrolling in a career program is not required to make up CPC deficiencies unless the major 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:
- Submit a properly completed application for admission and a \$20 non-refundable application fee.
 - Meet all University System and institutional admissions requirements, depending upon program of study.
 - 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 properly completed application for admission and a \$20 non-refundable application fee.
 - A certified transcript from all colleges or universities previously attended.
 - Applicants who have completed fewer than 30 transferable semester hours shall complete all the requirements for freshman admission.
 - 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.
 - Students with uncompleted Learning Support requirements at another System institution shall be admitted only in accordance with Darton College's Learning Support guidelines.
 - An applicant with fewer than 30 transferable semester hours applying for the programs leading to a Baccalaureate Degree and transferring from an institution or program that did not require the College Preparatory Curriculum shall submit a transcript of secondary school credits. Transfer students who have not met all College Preparatory Curriculum requirements must make up these deficiencies before, or simultaneously with, taking any other courses.
- 5. TRANSIENT ADMISSIONS:** An applicant who is enrolled in another college or university and seeks temporary admission shall submit the following:
- A properly completed application for admission and a \$20 non-refundable application fee.
 - A completed immunization form.
 - A letter from the registrar or other designated official of the institution in which the student is enrolled recommending admission as a transient student.
- 6. AUDITORS:** Students who meet the admissions requirements for one of the above categories and who are admitted to Darton College may register as "auditors." Students registering as "auditors" shall be required to:
- Submit a properly completed application for admission and pay a \$20 non-refundable application fee.
 - Submit a completed immunization form.
 - Pay the regular fees for enrollment and shall be prohibited from receiving credit at a later time for coursework they completed as "auditors."
 - Take the COMPASS test, if applicable.
- 7. THE ACCEL PROGRAM:** Darton College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. The Accel Program allows high school students to earn college degree-level credit hours as they simultaneously meet their high school graduation requirements. Dual credit students who are jointly enrolled at eligible

Georgia public or private high schools and Darton College can receive an Accel Program award covering tuition, HOPE-approved mandatory fees, and a book allowance. All hours paid for by the program will be included in the 127 semester-hour or 190 quarter-hour HOPE credit hour cap. Accel funding applies only to the five College Preparatory Curriculum (CPC) areas. Tuition and other expenses are the responsibility of the student if non-core courses are taken. The Accel Program is not available during summer semester.

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

- a. Must have completed all of the academic requirements of the tenth grade.
- b. Must be a Georgia resident.
- c. Minimum SAT I combined score of 970 (ACT 21); minimum SAT I verbal score of 530 (ACT 23) to qualify for CPC credit in English or social science courses; minimum SAT I math score of 530 (ACT 22) to qualify for CPC credit in math courses.
- d. Minimum high school cumulative grade point average of 3.0 in academic subjects.
- e. Must be on track to complete the required high school CPC requirements by the end of the senior year.

Applicants for the Accel Program must submit the following to the Director of Admissions:

- a. A properly completed application for admission, a \$20 non-refundable application fee, and a completed immunization form.
- b. A letter of recommendation from the high school counselor/principal.
- c. Written consent from the parent or guardian if the student is a minor.
- d. A properly completed Accel Program application form.

For more information on the Accel Program, please contact the Assistant Director of Admissions, at (229) 317-6747, or Ms. Elizabeth Gassel, Accel Program Advisor, at (229) 317-6733.

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 guidelines for joint enrollment are the same as those for the Accel Program outlined above; however, it is not necessary for students to complete the Accel application.
9. **PERSONS 62 YEARS OF AGE OR OLDER:** Darton College and the University System of Georgia have established the following guidelines for the enrollment of persons 62 years of age or older. Applicants for this program:
 - a. Must submit a properly completed application for admission and a \$20 non-refundable application fee. Applicants shall meet all System and institutional admissions requirements.
 - b. Must be residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility.
 - c. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees except for supplies or laboratory fees, or activity and athletic fees.
 - d. Must meet all System, institution, and legislated degree requirements if they are degree seeking students.
10. **NON-IMMIGRANT INTERNATIONAL STUDENT ADMISSIONS:** Applicants who are on Student Visa must complete the following requirements:
 - a. Provide an official English translation with all transcripts showing a minimum 1.8 high school grade point average (GPA) and proof of graduation.

- b. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school must meet the English proficiency requirement by submitting the results of the SAT I with a minimum verbal score of 330 (12 ACT) or the Test of English as a Foreign Language (TOEFL) with a minimum scores of 480 (paper-based), 157 (computer-based), or 54 (internet-based).
 - c. Submit SAT I scores of 330 verbal (12 ACT) and 310 math (14 ACT) if high school graduation was within the past 5 years. Applicants whose first language is not English and whose language of instruction was not English throughout secondary school may submit satisfactory results of the Test of English as a Foreign Language (TOEFL) in lieu of SAT I verbal score.
 - d. Provide documentation of sufficient resources to cover tuition, room and board, health insurance and other living expenses. Send an affidavit from your financial sponsor and an official letter from the sponsor's bank stating a dollar amount of readily available deposits in U.S. currency. The total cost of attendance for one academic year is \$9,388 for students with the out-of-state fee waiver (International Student Fellowship), and \$14,014 without the out-of-state fee waiver.
 - e. Copy of I-94, Visa, or Other Immigration Documents. If you are already in the U.S., send a copy of your passport, I-94 card (DHS Departure Record). If you are currently attending school, you must also submit a copy of your I-20.
11. **Non-U.S. Citizen 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.
12. **NON-DEGREE STUDENTS:** Students may enroll as non-degree students for a maximum of 12 semester hours of credit (including institutional credit). Such students may not enroll in courses with a Learning Support prerequisite unless they have been screened for and have exempted that requirement.
- Students with an earned baccalaureate degree from a regionally accredited institution may enroll as non-degree students with no limitation on the number of semester hours credit that may be earned.
13. **RE-ADMISSION OF FORMER STUDENTS:** Former students are defined as those who have enrolled at Darton College at some time in the past but were not enrolled the previous semester. Students in this category must provide the following:
- a. A properly completed application for re-admission. There is no application fee for former students.
 - b. A certified transcript of undergraduate work from all colleges or universities attended since the last enrollment at Darton College.
Students who re-enroll after a period of suspension re-enter on Academic Probation.
14. **ADMISSION TO SPECIAL COURSES:** Requirements for admission to seminars, short courses, and institutes that carry academic credit are the same as for admission to any other regular college course. Requirements for admission to non-credit seminars, short courses, and institutes will be published at the time of the announcement of the course offering.
15. **EXCEPTIONAL OR UNIQUE CIRCUMSTANCES:** Recognizing that not all applicants have the same needs or qualifications, Darton College makes provisions for those applicants who might profit from an educational experience at the College but, for some reason, do not satisfy all requirements. Such cases are considered

separately, and each is judged on its own merits. Persons admitted under these provisions will be classified in the appropriate group described above.

16. **ADMISSION TO SPECIALIZED PROGRAMS:** Certain specialized programs such as Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Human Services Technology, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant and Respiratory Care have additional admissions requirements. The applicant for one of these programs must first gain admission to the College before being considered for these programs. Admission to the College does not ensure admission to a specialized program. See the specific program area for additional admissions requirements for each program.
17. **INDIVIDUALS WITH PHYSICAL, MEDICAL, OR LEARNING DISABILITIES:** Darton College complies with all aspects of the Public Law 504 and Americans With Disabilities Act requirements for accommodating students with disabilities. In addition, the University System of Georgia has established special guidelines for students with learning disabilities. Therefore, 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.
18. **GED Recipients:** GED recipients must adhere to the following guidelines:
 - a. Students must submit an application for admission and \$20.00 fee.
 - b. Students must 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.
 - e. Students must take the COMPASS placement test.

C. LEARNING SUPPORT REQUIREMENTS

Entering Freshmen who do not submit SAT I and/or ACT scores, or who score below 430 SAT I verbal/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, and (3) to recommend advanced placement when possible.

The following guidelines concerning Learning Support apply to transfer students:

- a. Transfer students who were in Learning Support at the sending institution must provide scores for placement purposes. The scores may be obtained from the previous institution or by retesting at Darton College.
- b. Transfer students for whom the college transcript reads "Exited Learning Support" or "exited" in a specific subject area will not be required to present scores and will be considered "exited" at Darton College.
- c. All transfer students without transfer credit (C or better) in college mathematics will be required to provide scores for the Mathematics and Reading portions of COMPASS test. All transfer students without transfer credit (C or better) for college English will be required to provide scores for the English and reading portions of the COMPASS test.

D. 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, joint enrollment, transient, irregular, or audit.
2. **CONDITIONAL ENROLLMENT** into Learning Support. Those students whose COMPASS test scores or comparable College Placement Examination scores indicate an academic deficiency in one or more of the areas tested are granted conditional acceptance and are required to remove all deficiencies prior to being admitted unconditionally. A student is allowed three attempts in each deficiency area. Scores below 74 in reading, below 60 in English and below 37 in algebra on the COMPASS test will require one or more Learning Support courses in a given deficiency area. Students requiring remediation must enroll in these courses first each semester before enrolling in any credit work. Students needing to satisfy CPC math requirements 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. All deficiencies must be removed by the time the student earns 18 semester credit hours. Courses taken to meet deficiency requirements will not count toward the student's degree requirements and must be completed within the first eighteen hours of college work. Science deficiencies may be removed by completing either BIOL 1110 or CHEM 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, JAPN 1001, or GRMN 1001.
4. **TEMPORARY ENROLLMENT** is granted to an applicant who cannot submit all admissions material prior to the printed deadlines. Such acceptance will permit the student enrollment pending receipt of the missing information. No credits may be recorded or grades released to students attending under this category until the student's admission file is complete.

E. TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

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

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

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

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

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

the College and the Board of Regents of the University System of Georgia.



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

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

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

B. ACCESS TO STUDENT RECORDS

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

C. REGISTRATION

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

D. WEB REGISTRATION

Currently enrolled, eligible students are encouraged to complete the registration process online. Students may register online anytime from the beginning of Pre-Registration until the close of Late Registration each semester (see the Academic Term Calendar at www.darton.edu/calendars for dates.) Students must have written prior approval from their academic advisor to use the BANNER Web Registration System. Students may look up advisor assignments on the Student Directory at <http://www.darton.edu/oit/email.php> at any time. Eligible students are strongly encouraged to register early to secure desired classes. The BANNER FAQs www.darton.edu/admin/BannerInst/ page provides instructions for completing online registration through the BANNER system. Help is also available in the Advising Center. The registration procedure is considered officially complete only upon payment of fees. Students requiring Learning Support and students with undecided majors will need to contact their advisor for registration.

E. PRE-REGISTRATION

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

F. WITHDRAWAL FROM THE COLLEGE

Should the student find it necessary to withdraw from Darton College after completing registration, the student should see his/her academic advisor for assistance in completing the official withdrawal form or if no academic advisor is assigned, see the division office of his/her major. The completed form should be returned to the Registrar's Office for final

processing. Personnel in that office will process a request for refund of fees, if applicable. For refund percentages, see the refund schedule outlined in the catalog and semester schedule.

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

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

G. WITHDRAWAL FROM INDIVIDUAL COURSES

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

H. STUDENT MEDICAL WITHDRAWALS

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

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

FINANCIAL INFORMATION

Section Five

A. FEES AND COSTS

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

FEES ARE SUBJECT TO CHANGE PRIOR TO EACH SEMESTER

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

Matriculation Tuition - The tuition for 12 or more semester hours of credit or Learning Support courses is \$875 in addition to other fees. For less than 12 hours it is \$73 per semester hour. The cost to audit a course is the same as the cost to enroll for credit.

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

Online-Only Tuition – For Online-Only students the tuition for 12 or more semester hours of credit is \$1,188 in addition to other fees. For less than 12 hours, it is \$99 per semester hour in addition to other fees. Online-Only students are exempt from Non-Resident 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.

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 12 or more credit hours will be charged a non-resident fee tuition of \$3,495 per semester in addition to all other fees. Those registering for less than 12 hours will pay \$292 per semester hour in addition to all other fees. Online-Only students residing outside the Darton College service area are exempt from the non-resident fee – regardless of Legal Residence Status. (See Definition of Legal Resident in this catalog.)

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

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

Athletic Fee - Each student taking credit or Learning Support courses of 4 hours or more will be charged an athletic fee of \$72 per semester. This fee is used to defray expenses of intercollegiate athletics. Online-Only students residing outside the Darton College service area are exempt from the Athletic Fee.

Laboratory Fee - A fee of \$10 to \$25 is charged to each student registering for a laboratory science course in Biology, Chemistry, Physical Science or Physics. This fee pays for the required consumable supplies, equipment maintenance, and specimens used in performing laboratory experiments.

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

Information Technology Fee – Students will pay a \$48.00 fee which allows them access to campus computers, the Internet, e-mail, and library collections online.

Student Services Fee - Each student taking credit or Learning Support courses of 4 hours or more will be charged a Student Services Fee of \$50 per semester. This fee is used to defray expenses of various student services such as the College publications, music organization awards, social events, and other college activities and services for students. Students taking 3 hours or less may pay the \$50 fee if they desire full participation in student activities and services. Online-Only students residing outside the Darton College service area are exempt from the Student Services Fee.

Student ID Cards - All students are entitled to a student ID card. ID cards are made in the Cavalier Arena during registration hours and during other designated times throughout the semester. In order to maintain and support the ID card system, a \$10 fee is charged each semester to all currently enrolled students. A \$20 replacement fee is charged for lost or stolen ID's.

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

Books - Costs for textbooks and supplies will vary depending upon the number and kinds of courses taken. Nursing, Dental Hygiene, Medical Laboratory Technology, and other Allied Health program students will incur higher costs in this area and should seek specific information from their academic advisors as to probable costs for books and supplies. Other full-time students may expect to pay approximately \$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 \$15 or 5 percent of check amount, whichever is larger.

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

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

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

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 such as Allied Health and Nursing may be found in the description of such programs.

Background Check - To satisfy JCAHO requirements, clinical affiliates of the program may require students to undergo a criminal background check and drug screen before accepting them for clinical rotations. Darton College intends to use a company call Pre-Check to furnish the required background check. The cost for this background check will be \$48.50 and students will be assessed this fee in their first semester in 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 will be able to access the report from PreCheck and may possibly be able to clear up the record. Clinical facilities may or may not accept students with prior convictions depending on the circumstances. The clinical facilities decision is final. In this event, the program will attempt to assign the student to a different facility. 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.

C. REFUNDS

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

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

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

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

D. DEFINITION OF LEGAL RESIDENT

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

1. If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state resident status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as a resident only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.

3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees.
6. All aliens shall be classified as non-resident students provided, however, that an alien who is living in this country under 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 who, within twelve months of separation from such service, enroll in an academic program and demonstrate an 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

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

FEDERAL & STATE FINANCIAL AID

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

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

Federal Academic Competitiveness Grant (ACG) – Additional funds available to PELL eligible students beginning with 2005 high school college prep graduates.

Federal Work-Study (FWS) - Opportunity to earn financial aid through work; based on need. To be considered for FWS, students should apply through the Career Development Center.

Federal Stafford Student Loans -

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

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

Federal Plus Loans - Parent loan.

Hope Accel 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.

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

STANDARDS OF PROGRESS

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

SCHOLARSHIPS

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

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

VETERANS AFFAIRS

Students who are eligible for benefits should complete the appropriate applications available in the Office of the Registrar located in Bldg. A, Room 160. Applications, supporting documents (i.e., DD-214), and enrollment verifications are forwarded to the V.A. Regional Office in Atlanta for processing of benefits.

SOCIAL SECURITY NUMBERS

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

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

PHILOSOPHY AND OBJECTIVES

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

A. STUDENT ACTIVITIES

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

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

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

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

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

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

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

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

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

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

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

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

Student ID Cards – All students are entitled to a student ID card. ID cards are made in the Cavalier Arena during registration hours and during other designated times throughout the semester. In order to maintain and support the ID card system, a \$10 fee is charged each semester to all currently enrolled students. A \$20 replacement fee is charged for lost or stolen ID's.

B. STUDENT SUCCESS PROGRAM

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

- **Personal Counseling-** Darton College students may seek personal counseling from qualified counselors for any academic/nonacademic problem that is interfering with their ability to achieve success. These individual sessions are confidential and free of charge to any Darton student.
- **Academic Advising-** Students who are undecided majors and not taking Learning Support classes receive academic advising from a success advisor. Advising sessions consist of exploring various majors, introducing the student to the Career Center, developing an educational plan, and suggesting strategies to improve the student's overall academic success.
- **Advising Center-** All first-time freshmen and readmitted students, excluding Allied Health students, are advised by the Advising Center. Advising sessions consist of completing a student evaluation, designing a schedule, registering, introducing the student to the Student Success Program, and making appropriate referrals to improve the student's overall academic success. Students who do not place into Learning Support classes and have not declared a major receive ongoing advising through the Advising Center.
- **Student Success Workshops-** Student Success Workshops are developed to help students improve their academic skills. Topics include enhancing study and test taking strategies, visualizing goals, building self-esteem, resolving conflicts, exploring careers, resume writing, and managing test and math anxiety.
- **Orientation Program-** Prior to each semester, new students are invited to attend an Orientation Program. Information is provided to help students prepare for college. Student survival skills, student services, and college activities are highlighted. Students may register for classes after the completion of the Orientation Program.
- **Orientation Class** – Also called P.A.S.S., this class is required for students taking Learning Support classes, excluding students who are required to take only Learning Support math. The Orientation Class is designed to help students have a successful college experience and focuses on improving study skills, developing time management and stress management techniques, becoming familiar with college policies, and exploring career research.

C. CAREER DEVELOPMENT CENTER

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

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

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

- **Job Opportunities:** Full-time and part-time employment opportunities can be viewed in the Career Center or online at 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.
- **Georgia Hire:** Through Georgia Hire, students and alumni who are job seeking can search the campus' unique and password-protected database 24 hours a day. Resumes may be posted online, and a host of other career resources may be accessed.

D. MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP) is a support program for minority students. MAP offers students a variety of personal and academic support services. The primary goals of the program are to ensure that the college experience is a positive one for minority students and to promote academic achievement and encourage persistence to graduation or program completion. The MAP advisor serves as a liaison between minority students, administrators, and other external agencies. Some of the programs offered under MAP include seminars, career counseling, personal advising, academic advising, and cultural enrichment activities. The office, located in C-220 on the second floor of the Student Center, is open weekdays from 8:00 a.m. until 5:00 p.m. and after hours by appointment.

E. INTERNATIONAL STUDENT PROGRAM

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

F. DISABILITY SERVICES

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

Individuals with Physical, Medical, or Learning Disabilities: Darton College complies with all aspects of the Public Law 504 and Americans With Disabilities Act requirements for

accommodating students with documented disabilities. In addition, the University System of Georgia has established special guidelines for students with learning disabilities. Therefore, students with disabilities who are requesting accommodations are required to:

- a. Provide the Office of Disability Services with a current transcript and current (within the last 3 years) documentation verifying the disability. Documentation is defined as the following: test results; psycho-educational evaluation results; and/or a physician's diagnosis and recommendations. Information provided to the Disability Services Office is strictly confidential and will remain separate from application materials.
- b. Complete the voluntary self-disclosure form that will be sent with the letter of acceptance 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 that rules of conduct and attendance policies apply to all Students regardless of disabilities.

G. TESTING CENTER

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

Testing Services: The Testing Center schedules and administers the COMPASS Admissions and Placement Tests, the Residual ACT, CLEP tests, the MAPP graduation requirement, other ability and achievement tests that require a testing supervisor. Students should check with the Testing Center for applicable fees.

H. ALUMNI AFFAIRS

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

I. HOUSING

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

J. STUDENT CONDUCT

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

K. STUDENT HEALTH SERVICES

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

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

L. PEER TUTORING

The Peer Tutoring Center is located on the first floor of the Student Center, C-144. It is open from 9:00 a.m. until 6:00 p.m. Monday through Thursday and from 9:00 a.m. until 5:00 p.m. on Fridays. 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-227 as soon as they recognize a problem 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.

ACADEMIC SUPPORT SERVICES

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

The Office of Information Technology (OIT) operates the computer labs and computer classrooms on campus to provide students and faculty the support necessary for the academic programs. Darton recognizes the dynamic changes in the computer industry and offers services using the latest in technology within its reach. In addition to hundreds of PCs in the labs and classrooms, OIT 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 adjuncts to their courses.

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

MyDC is Darton College's web portal – students can check their campus email account, view and save appointments on their personal calendars, receive reminders about important class and campus events, check their grades, register for classes, and pay their fees through Banner Web.

OIT supervises a central computer lab of over 70 computers and 4 printers available to students. Windows XP is installed on each Pentium-class PC with Office XP Professional, Microsoft Internet Explorer, Adobe Acrobat Reader, Visual Studio, and other software required for classes; also, Apple McIntosh computers running Mac OSX. A worker, usually a student, will be in the lab during all open hours to assist in using the computers. The lab worker is not responsible for helping students with their homework assignments.

B. Instructional Support Labs

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

C. Writing Center and Math Center

The Humanities/Mathematics divisions, in conjunction with the Student Support Center, provide a Writing Center and Math Center to assist non-learning support students in achieving maximum success in their coursework.

The Writing Center, located in room C-144 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 9:00 a.m. to 9:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. For more information, call 317-6983.

The Math Center, located in room B-222 in the Science/Math building, offers individualized assistance in all non-learning support 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 free of charge to assist in problem solving and completion of assignments.

The Math Center is open 9:00 a.m. to 12:00 Noon and 1:00 p.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. For more information, call 317-6883.

D. Distance Learning – Multiple Options

Darton College offers a variety of Distance Learning options for students seeking alternatives to traditional classroom instruction. Students may pursue a variety of courses in the core curriculum and selected degree programs through online courses, telecourses, video conferencing, or video streaming. Registration and Admissions for Distance Learning classes follow the same procedures as for traditional enrollment at Darton College. Students are expected to meet regular admissions deadlines and are eligible to apply and register online. See Darton College Admissions Procedures. Distance Learning courses at Darton College are supported by the Instructional Technology and Distance Learning Department (ITDL), the Darton College Library, the Georgia Library Catalogs, and the Darton College Bookstore. The Online Learning web site at <http://online.darton.edu> provides additional information on online learning course offerings, online degrees and certificates, policies, procedures, and distance learning student services. Darton College provides free technical support for distance learning through the WebHelp Desk. Technical support may be requested by phone at (229) 317-6923 (local) or 1-800-861-8318 for students outside the Albany, GA calling area. Assistance is also available on the web at http://online.darton.edu/forms/dl_webhelp.htm.

Online Degrees and Programs

Darton offers online courses in a wide variety of program areas, and online offerings are continually expanding. Darton currently offers twenty-six associate degrees and ten certificates that can be completed exclusively online. An additional ten associate degrees may be completed partially online. See <http://online.darton.edu/degrees> for the complete listing of online degrees. Online classes follow the same semester schedule as on-campus classes (see Academic Term Calendars at www.darton.edu/calendars for significant dates.) Online courses at Darton College are provided through the WebCT learning environment. These are multimedia enriched and instructor-led courses, not independent study correspondence courses. Students residing outside the immediate Darton College service area may arrange for exam proctoring. On-campus attendance for testing may be required for students residing in the service area. Testing requirements are determined by the individual course instructor. Off-campus computer hardware and Internet access are the responsibility of the student. Information regarding the minimum computer hardware and software requirements is located at <http://online.darton.edu/degrees/systemrequirements.html>. Basic skills and expectations for distance learning are available at <http://online.darton.edu/right4u.html>. Initial online advisement inquiries can be made by calling (229) 317-6815.

Telecourses

Telecasts of selected credit courses are presented each semester on local cable Channel 19 in the Albany, GA viewing area. Students enrolled in televised classes may call the Darton College TV Operations switchboard during live telecasts with questions or comments for the instructor. Students may also contact telecourse instructors via e-mail, telephone, in person, or through the instructor's division. Classes may be conveniently recorded by the student. An additional consideration is that classes recorded by Darton TV Operations are available for on-site viewing in the Library for two weeks following the class date.

Video Conferencing Courses (Two-way)

Selected credit courses are offered by two-way interactive video conferencing. These courses allow students to enroll in Darton classes, and participate in instructional activities originating at distant institutions while attending class on the Darton Campus. These classrooms are outfitted with microphones which enable the class atmosphere and interaction to be similar to a traditional classroom. Participants at the host and recipient locations are able to see one another by way of a video connection.

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.

E. Instructional Technology

The Instructional Technology and Distance Learning Department (ITDL) staff and facilities support the design, development, and production of instructional content. The department also facilitates the integration of instructional technology into traditional academic settings, distance learning initiatives, and community enrichment programs. Instructional technology is implemented across the curriculum through the use of multimedia courseware and content, web-based instructional materials and activities, and other appropriate presentation technologies. Faculty and staff development, one-on-one faculty support, technical assistance, and helpdesk support are also available. For more information regarding ITDL, please go to <http://online.darton.edu/itdl.html>.

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 in providing and maintaining a range of quality resources/services/facilities that provide educational, cultural, social, physical, personal and professional growth for a diversity of students both on and off campus.

The library promotes distance education, individual and classroom use of these resources through an automated library system, GIL (GALILEO Interconnected Libraries) online catalog, reserve service, library instruction/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 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 patrons 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 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 93,604 volumes, plus a continually changing leased collection of current recreational reading materials. Audiovisual materials in various formats are also available. The serial/periodical collection is made up of 1,028 titles. Back issues of many of the periodicals are available in bound volumes or among the more than 36,986 units of micro materials.

The library also houses the American Enterprise Institute resource collection.

In-house equipment items available for the benefit of patrons are VCRs, computers including wireless, cassette recorders and playback units, microfilm/microfiche reader-printers, microfiche readers, filmstrip/cassette machines, 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 College.

G. Military Opportunities

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

For additional information, visit the websites: www.airforce.com www.goarmy.com
www.marines.com www.navy.com

H. Veterans' Services

The Office of the Registrar serves as the Veterans' Affairs administrative representative at the College. Please contact the V.A. representative in the Administration Building, Room 160, telephone (229) 317-6745 to learn more about any of the military opportunities and veterans' services available to students at Darton.

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 6 - 11 hours are considered “part-time.” The maximum normal academic load that students may carry is 19 semester hours including physical education and music courses. Enrollment in courses taken for audit is included in the computation of student class load. In such cases, the credit in semester hours provides the basis for computing that portion of the student class load. (See also Darton 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 College calculates semester credit hours for both college degree credit courses and institutional credit courses. In general, college degree courses are numbered 1000 or higher, and institutional credit courses are numbered less than 1000, are developmental in purpose, and are offered by the Learning Support Division. A semester credit hour is the unit of measure of academic work. In general one semester credit hour is assigned for each class period the course meets per week. For example, a 3-semester hour class would meet three 50-minute class periods per week for the semester. Some exceptions to this rule are laboratory, clinic, studio, activity, and music courses which meet 2 to 3 hours per week to equal one semester credit hour.

Students Taking An Overload - Students who desire to take more than the maximum normal load, 19 semester hours, and who have demonstrated exceptional academic achievement, such as the Dean’s List for the preceding semester, may apply to the Vice President for Academic Affairs 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 - It is the policy of this college that students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected. Absences in excess of 10% of the sessions scheduled may reduce the grade for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed.

Online Attendance – Attendance in online classes may be verified in terms of log-in and log-out times, 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 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.

Divisions or departments may have class attendance policies of a more specific nature within this general policy statement. Each instructor shall provide detailed policies and procedures in writing to each student at the beginning of the course. Students who miss classes while serving as jurors will not be penalized for such absences but will be required to make up classwork missed as a result of jury service. See the Student Handbook for details.

B. COURSE CHANGE, WITHDRAWAL

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

1. A course may be dropped anytime before 5:00 p.m. of the day indicated in the College Calendar as the last day to drop a course without penalty. Students dropping a course by this date will be assigned a symbol of W. Students dropping a course after this date will receive a grade of WF. The only exceptions are cases of hardship as determined by the Vice President for Academic Affairs or his/her designated representative. Verification of hardship will be required.
2. A course may be added only on Late 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 major division chairperson, or the Registrar's Office and process a withdrawal request. One part of the process is an exit interview with the faculty advisor or the major division chairperson. If circumstances make it impossible for students to present themselves on the campus, a written request to withdraw will suffice. Students who fail to withdraw officially will receive the grade of "F" in all courses for which they are registered. (See Darton 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 College student who wishes to enroll temporarily in another college or university must obtain prior permission to do so and should request that a letter of authorization be sent to the Director of Admissions of that college or university. The Darton College Registrar or Vice President for Academic Affairs may grant the permission and issue the letter of authorization. Students requesting transient permission must have at least a 2.0 GPA. Credit earned while in a transient status may be transferred back to Darton College provided such credit carries a grade of "C" and satisfies curricular requirements. It is the student's responsibility to request that a transcript of credits be sent back to Darton College.

D. CLASSIFICATION OF STUDENTS

At the beginning of each semester, students are classified as follows: Learning Support, freshman, sophomore, provisional, joint enrollment (Accel), transient, irregular, and audit. All students who are required to take any Learning Support courses because of their

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

E. EXAMINATIONS

Within the accepted bounds of academic freedom and sound educational practice, faculty members are free to present their subject matter as they deem best. This includes the number and types of tests and examinations. Faculty are expected, however, to give sufficient evaluation opportunities to arrive at a fair assessment of the students' command of the subject. The College designates the final four days of each semester for final examinations. Most courses will have a final examination.

The College also gives the Regents' Test, CLEP Examinations, COMPASS tests, Residual ACT exams, and the MAPP (Measure of Academic Proficiency and Progress) through the Testing Center. Licensing boards in the health fields require graduates of these programs to pass an examination before receiving the appropriate license.

F. GRADING SYSTEM

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

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

*Except as indicated in course description.

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

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

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 that the student is making progress in the course but needs additional work to complete the course requirements and must re-enroll in the course.

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

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

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

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

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

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

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

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

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

Merit List - The Merit List each semester will include those part-time students who are taking at least 5 semester hours of college credit work but less than 12. A student must

earn a 3.40 grade point average or higher on college credit work. Learning Support students and students on probation are not eligible for the Merit List.

G. REPORTING GRADES

Darton College makes students' 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 fill out a grade mailer request form in the Registrar's Office. It is the student's responsibility to keep the Registrar's Office notified of any name and/or address change. Unless notified to the contrary, requested grade reports will be addressed as shown on the student's application for admission. 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 wisest and most beneficial use of the time and resources of both the student and the institution. It is the general requirement of most four-year institutions that transfer students seeking admission have a minimum overall average of 2.0 (C) for all previous academic work attempted. Darton College probation and suspension policies must not be construed as being congruent with such policies of all other colleges.

Academic Probation - Two factors affect a student's academic status. One is the cumulative grade point average (GPA). This is computed by dividing the grade points earned at Darton by the degree credit hours attempted at Darton. Courses which carry no credit or "institutional credit" are not used in the GPA computation. The other factor which affects a student's academic status is the number of degree credit hours attempted at Darton. Only degree credit hours are used to determine a student's academic status. (See also "Semester Credit Hours," and "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 GPA REQUIRED
0-30	Not Classified
31-40	1.80
41-50	1.90
51 or more	2.00

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

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

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

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

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

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

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

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

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

Academic or Suspension Appeals - The normal procedure to appeal academic matters such as grading, attendance, teacher techniques, student/teacher conflicts, or anything else associated with the academic process is: (1) to discuss the matter with the instructor concerned; (2) if the grievance has not been resolved, to discuss the matter with the chairperson of the division concerned; (3) if the grievance still has not been resolved, discuss the matter with the Academic Appeals Committee. The appeal from the Appeals Committee decision is the Vice President for Academic Affairs.

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

I. SUMMER READMISSION PROGRAM

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

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

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

This program does not apply to students on Learning Support Suspension. See 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 College seeking Academic Renewal status from former enrollment at Darton must have had a five-year absence from any postsecondary institution. A student may be granted Academic Renewal status only once.

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

All previous coursework and academic standing continue to be reflected on the student's official transcript. Academic credit for previously completed coursework, including transfer courses, will be retained only for courses in which an A, B, or C grade has been earned. The renewal grade point average is begun when the student resumes taking coursework following approval for Academic Renewal. Retained grades are not calculated in the Renewal GPA. The Renewal GPA begins with the semester following re-enrollment. Required courses with D or F grades must be repeated at the Academic Renewal institution. All remaining courses for the student's current degree program must be completed at the Academic Renewal institution. A student classified with Academic Renewal cannot attend another institution as a transient student.

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

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

K. ACADEMIC APPEALS PROCEDURE

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

Have you been absent from Darton at least 5 years?

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

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

If you answered "no" to question #2, complete the required form and return it to the

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

A letter of support from the instructor is strongly recommended.

6. Return the forms with any supporting documentation (including proof of extenuating circumstances) to the Records Office. **ALL SUPPORTING DOCUMENTATION MUST ACCOMPANY THE ACADEMIC APPEAL FORMS. NO DOCUMENTATION WILL BE ACCEPTED LATER!**
7. The Academic Appeals committee meets on registration day of each semester. You must be present or your appeal will not be considered.

L. DEGREE REQUIREMENTS

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

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

2. **Qualitative** - The student must have a cumulative grade point average of 2.00 (C) on all work presented to meet graduation requirements of Darton College. 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 courses in or an appropriate examination on the history of the United States, the history of Georgia, the United States Constitution, and the Constitution of Georgia. These requirements may be met by successfully completing Georgia and United States History, HIST 2111 or HIST 2112, and American Government, POLS 1101, or taking an exemption exam as explained below:

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

1. be currently enrolled at Darton College.
2. call (229-317-6560) and make an appointment, (three-day advance notice required).
3. score 70% or higher on the exam.
4. pass on the first attempt.

3a. For History and Government Taken in Another State

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

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

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

POLS 1101 Study "The Georgia Studies Book: Our State and Nation" chapters 23-30, 2nd Edition, 2004; published by The Carl Vinson Institute of Government, the University of Georgia; authors: Edwin L. Jackson, Mary E. Stokes, Lawrence R. Hepburn, Mary A. Hepburn (on reserve) and The League of Women Voters' "Guide to Georgia Government," 2000 edition (on reserve) and visit the website www.georgia.gov and review the government sections.

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

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

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

allowed)

POLS 1101 Study any U.S. Government text and also study "The Georgia Studies Book: Our State and Nation" chapters 23-30, 2nd. Edition, 2004; published by The Carl Vinson Institute of Government, the University of Georgia; authors: Edwin L. Jackson, Mary E. Stokes, Lawrence R. Hepburn, Mary A. Hepburn (on reserve) and the League of Women Voters' "Guide to Georgia Government," 2000 edition (on reserve) and visit the website www.georgia.gov and review the government sections.

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

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

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

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

7. **MAPP** - The MAPP, a national assessment test, is a graduation requirement. The exam should be taken during the semester of graduation. Tests are given in C-205, multiple times each semester. To find the schedule for open hours, follow these steps. Go to www.darton.edu Click on [Calendars and Events](#). Click on Testing Center Calendar. Appointments are not required. There is no charge for the MAPP.

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

M. GRADUATION CEREMONY

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

N. SPECIALIZED GRADUATION REQUIREMENTS

1. Accounting Recipients. In addition to College graduation requirements, Accounting students must have a minimum grade of "C" in each Accounting course.
2. Business Computer System Recipients. In addition to College graduation requirements, Business Computer System students must have a minimum grade of "C" in CISM 2201 and in each COPR course.
3. Cardiovascular Technology Recipients. In addition to College graduation requirements, Cardiovascular Technology students must have a minimum grade of "C" in each Cardiovascular Technology course.
4. Dental Hygiene Recipients. In addition to College graduation requirements, Dental Hygiene students must have a minimum grade of "C" in each Dental Hygiene course.
5. Health Information Technology Recipients. In addition to College graduation requirements, Health Information Technology students must have a minimum grade of "C" in each Health Information Technology course.
6. Human Services Technology Recipients. In addition to College graduation requirements, Human Services Technology students must have a minimum grade of "C" in each Human Services Technology course.
7. Medical Laboratory Technology Recipients. In addition to College graduation requirements, Medical Laboratory Technology students must have a minimum grade of "C" in each MLT course.

8. Nursing Recipients. In addition to College graduation requirements, Nursing students must have a minimum grade of "C" in each Nursing course and in the science courses.
9. Occupational Therapy Assistant Recipients. In addition to College graduation requirements, Occupational Therapy Assistant students must have a minimum grade of "C" in each OTA course.
10. Physical Therapist Assistant Recipients. In addition to College graduation requirements, Physical Therapist Assistant students must have a minimum grade of "C" in each Physical Therapist Assistant course.
11. Psychiatric Technician Recipients. In addition to College graduation requirements, Psychiatric Technician students must have a minimum grade of "C" in each Psychiatric Technician course.
12. Respiratory Care Recipients. In addition to College graduation requirements, Respiratory Care students must have a minimum grade of "C" in each Respiratory Care course.
13. Histologic Technology Recipients. In addition to college graduation requirements students must have a minimum grade of "C" in each required MLTS course.
14. Additional Degree Recipients. Any student seeking a second associate degree must complete an additional 18 hours beyond those presented for the first degree.
15. Honors Recipients. Special recognition is accorded students who satisfy the following conditions of scholarship based on all college work attempted at Darton College.
 - (a) Cum Laude - a grade point average of 3.40.
 - (b) Magna Cum Laude - a grade point average of 3.65.
 - (c) Summa Cum Laude - a grade point average of 3.85.

O. CERTIFICATE REQUIREMENTS

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

P. REGENTS' TESTING PROGRAM

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

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

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

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

1. Passing the Regents' Test is a requirement for graduation in all degree programs offered at Darton College.
2. Students who have a baccalaureate or higher degree from a regionally accredited college are exempted from taking the Regents' Test.
3. Appointments to take the Regents' Test are scheduled through the Writing Center, C-143.
4. Students are eligible to take the Regents' Test after they have completed their required basic core English composition courses (ENGL 1101 in some programs, ENGL 1102 or BUSA 2105 in others) with the grade of C or better and either have

earned 30 degree credit hours or have a 2.0 (or higher) cumulative grade point average. **However, students must take the Regents' Test in their first semester after earning 30 semester college credit hours regardless of their progress through the English sequence.**

5. Students who have earned 45 semester degree credit hours and either have not passed or have not taken the Regents' Test may not enroll in any credit courses without concurrently enrolling in RGTR 0198, Regents Reading Skills: Reading and RGTE 0199 Regents' Writing Skills.
6. Students testing for the first time are required to take both parts of the Regents' Test.
7. Passing the Regents' Test is defined as scoring above the minimum levels of competence expected of college graduates in the areas of reading and writing. These minimum levels are applied statewide. Effective Summer, 2003, students graduating Summer Semester 2003 or later will have the option of satisfying their Regents' Test Reading and Essay requirement with scores on standardized tests other than the University System administered Regents' Test, as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs of the University System of Georgia. For additional information, contact the Division of Learning Support, at 229-317-6870.
8. Students who fail the reading portion of the Regents' Test shall not be held to a higher passing standard at a subsequent retaking of the test than was in effect at the time of their original attempt.
9. Students who fail the writing part of the Regents' Test may request a formal review of the essay if one passing score was received among the three scores awarded. Students requesting a review should contact the Testing Coordinator for additional details.
10. Students failing the Regents' Test must retest. Before being eligible to do so, however, they must enroll and actively participate in RGTE 0199 if they failed writing and RGTR 0198 if they failed reading. Students may retest only with referrals. To be referred, students must be attending classes regularly and passing all course requirements.
11. Having passed the Regents' Test shall not be a condition to transfer into a University System of Georgia institution. However, all transfer students will be subject to the University System policies, guidelines, and procedures of the Regents' Testing Program.
12. Students who transfer to Darton College with 30 or more credit hours and who have not taken the Regents' Test should enroll in RGTW 0197 during their first semester of attendance and take the Regents' Test. Students failing the Regents' Test must enroll in appropriate review courses.

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

Q. BACKGROUND CHECK

To meet the requirements of clinical affiliates in response to JCAHO, most Allied Health, Human Services, and nursing students are required to undergo a criminal background check. Darton College has contracted with Pre-Check for providing these services. The cost for this background check is \$48.50 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 Allied Health programs: Cardiovascular Technology, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Histotechnology, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care, Phlebotomy, Polysomnographic Technologist; Human Services and Nursing.

R. 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 may 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.

S. ALLIED HEALTH STUDENT TRAVEL POLICY

Depending upon the particular allied health 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.

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 and Associate of Science (A.S.) Degree.

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

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

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

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

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

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

The A.A.S. degree may designate a specific area of study (e.g., A.A.S. in Criminal Justice) or a broad field of study with or without the designation of a specific area (e.g., A.A.S. in Business, A.A.S. in Business: Accounting Option) The A.A.S. degree

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

3. **Certificate Programs.** The College is authorized to award certificates for completion of the following one-year programs: Accounting, Addiction Counseling, Business Computer Systems, Church Music, Emergency Medical Services, Family and Child Welfare Practitioner, Graphic Design, Health and Physical Education, Histologic Technology, Management, Mass Communication, Medical Coding, Medical Transcription, Network Security, Office Administration, Paralegal, Phlebotomy, Polysomnography, Professional Writing, Psychiatric Technician, Spanish for the Healthcare Professional, Teacher Communication and Crisis Skills Enhancement, Technical Theatre, and Visual Communication.
4. **Learning Support Program.** Those students who have scores below specified levels on the COMPASS test (65 - English, 76 - Reading, 37 - Algebra) or comparable College Placement Examination scores are placed in courses to remediate their basic skills deficiencies. Enrolled students must attain specified skill levels in reading, writing, and computation before pursuing college level work in the basic skills areas. (See 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 major-related job part-time or full-time while attending Darton College. Credit is awarded based upon the number of hours worked per week.

The objectives of Cooperative Education at Darton College are:

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

A student may earn a total of 6 credit hours for the Cooperative Education Program. It is recommended that the student complete 15 semester hours and maintain a 2.0 G.P.A. before job placement. Interested students are urged to contact the cooperative Education Office at 317-6816, located in the Business/Social Science Division, before the beginning of the semester. Please contact the Cooperative Education Office for more information.

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

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

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

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

C. PROGRAM OF STUDY CHANGE

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

D. LEARNING SUPPORT

Learning Support Course Requirements - When placement test scores indicate that students may not be able to attain their educational goals in one or more of the basic skills areas, they are required to enroll in the appropriate Learning Support courses prior to enrollment in the college-level basic skills courses. Currently, COMPASS test scores below 74 in reading, 60 in English, or below 37 in Algebra will require one or more Learning Support classes in each area of deficiency. Learning Support courses are ENGL 0099, Learning Support English; READ 0099, Learning Support Reading and Study Skills; and MATH 0097 and 0099, Introductory and Intermediate Algebra.

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

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

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

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

E. ACADEMICALLY SUPERIOR STUDENTS

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

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

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

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

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

For more information about the Honors Program, please contact the Honors Program Coordinator at 229-317-6816.

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

The general sequence of honor courses offered at Darton:

FALL SEMESTER*		AREA
COMM 1110	Public Speaking	C
PHIL 1101	Critical Thinking	B
ENGL 1101	English Composition I	A
HIST 2112	U.S. history After 1877	E
HLTH 1163	Personal Health (online)	G
SPRING SEMESTER*		AREA
ENGL 1102	English Composition II	A
HIST 1112	Survey of World History II	E
LEAD 1101**	Leadership Development	B
MATH 2205	Introduction to Statistics	D
POLS 1101	American Government	E
SOCI 1101	Principles of Sociology (online)	E

*Some courses may be added or removed in the future.

**This class is a required course to complete the program.

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 majors invited; Alpha Beta Gamma, for Business majors; Sigma Phi Alpha, for Dental Hygiene majors; Alpha Delta Omega, for Human Services Technology majors; Sigma Delta Mu, for Spanish students; Alpha Mu Gamma for foreign language students and international students whose national language is other than English; and Psi Beta for Psychology majors.

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

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

Credit by Exam – 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 College. Credit by examination will not be awarded in courses for which the student has already earned a grade (A,B,C,D,F,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 chairperson 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 College credit in most cases as listed below.

CLEP EXAM	COURSE EQUIVALENTS	HOURS EARNED
COMPOSITION AND LITERATURE		
American Literature	ENGL 2131	3
English Literature	ENGL 2121	3
English Composition w/essay	ENGL 1101	3
Humanities	FIAR 2250	3
FOREIGN LANGUAGES		
French Language	FREN 1001, 1002, 2001 & 2002	6 or 12
German Language	GRMN 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)		
HISTORY AND SOCIAL SCIENCES		
American Government	*POLS 1101	3
U.S. History I: Early Colonizations 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:	HIST 1111	3
Ancient Near East to 1648		
Western Civilization II: 1648 to the Present	HIST 1112	3
SCIENCE AND MATHEMATICS		
Calculus with Elementary Functions	MATH 1151	4
College Algebra	MATH 1111	3
Precalculus	MATH 1113	3
Biology	BIOL 1107K & BIOL 1108K	8
General Chemistry	CHEM 1100K	4
BUSINESS		
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
- For scheduling information, the student should contact the Testing Center, C-208, 229-317-6735
- Any changes in score requirements or credit to be awarded will be posted at www.darton.edu under Testing

F. LEADERSHIP AWARDS

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

1. Complete one of three alternatives for the Core Leadership Course.
 - a. Honors Program Seminars
 - b. Continuing Education Alternative
 - c. LEAD 1101 Leadership Development
2. Enroll in three of the six leadership component courses. At least two of these courses will be offered each semester during the regular academic year.
 - a. COMM 1110 - Honors Public Speaking - Honors
 - b. ENGL 1101 - Honors English Composition I - Honors
 - c. ENGL 1102 - Honors English Composition II - Honors
 - d. HIST 1112 - Honors Survey of World History II - Honors
 - e. HIST 2112 - Honors History After 1877 - Honors
 - f. HLTH 1136 - Honors Personal Health - Honors
 - g. LEAD 1101 - Honors Leadership Development - Honors
 - h. MATH 2205 - Honors Introduction to Statistics - Honors
 - i. PHIL 1101 - Honors Critical Thinking - Honors
 - j. POLS 1101 - Honors American Government - Honors
 - k. SOCI 1101 - Honors Principles of Sociology - Honors
3. Complete a community service project either as a volunteer or through the Cooperative Education Program. Service should be in a leadership position and documented.

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Business Computer Specialist 1357		100
Information Systems 2+2 2357		109
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Emergency Medical Services 0566	Allied Health	150
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Family & Child Welfare Practitioner 0571	Social Science	211
Graphic Design 0574	Humanities	80
Health & Physical Education	Physical Education	
Athletic Field Maintenance 0580		193
Athletic Training 0579		194
Coaching 0578		195
Histology 0564	Allied Health	242
Homeland Security 0544	Business	224
Logistics & Supply Chain Management 0545	Business	225
Management Concentration	Business	221
Banking 7586		222
Business Emphasis/Allied Health Field 8586		223
Criminal Justice 4586		132
General 1586		221
Women's Leadership & Management 5586		228
Management & Marketing 0584	Business	225
Marketing 0585	Business	227
Mass Communication 0547	Humanities	217
Medical Coding 0563	Allied Health	202
Medical Transcription 0568	Allied Health	203
Microsoft Certified Application Specialist 6556	Business	99
Office Administration Concentration	Business	270
Legal Office Specialist 3556		277
Word Information Processing 2556		276
Paralegal Studies Concentration	Business	280
Paralegal 0542		281
Phlebotomy 0599	Allied Health	244
Polysomnography 0598	Allied Health	297
Polysomnography Accelerated 0597	Allied Health	333
Professional Writing	Humanities	218
Psychiatric Technology 0573	Social Science	317
Small Business Management 0587	Business	95
Spanish for Health Care Professionals 0540	Humanities	171
Teacher Communication & Crisis Skills Enhancement 0572	Social Science	212
Teacher Education		
Middle Grades Math 0581	Science/Mathematics	353
Middle Grades Science 0582	Science/Mathematics	354
Technical Theatre	Humanities	364
Video Techniques and Applications	Humanities	81
Visual Communication	Humanities	82

TEN CREDIT-HOUR PROGRAMS

Accounting	Business	368
Business Computer Systems	Business	368
Management	Business	368
Office Administration	Business	368

ONLINE DEGREE PROGRAMS:

The following transfer and career programs and certificates are also available online. See the description of each online program of study at <http://online.darton.edu/degrees>

Transfer Programs**Associate of Arts**

English

Foreign Language

Associate of Science

Business Administration

Business Education

Computer Information Systems

Criminal Justice

Early Childhood Education

Economics

General Studies

Middle Grades Education

Office Administration (Secretarial Science)

Political Science

Pre-Law

Psychology

Secondary Education

Social Work

Sociology

Special Education

Associate of Science Partially Online

(Courses in the following programs combine online learning with on-the-ground laboratories.)

Biology

Environmental Science

Forensic Science

Forestry

Nuclear Medicine Technology

Nursing

Pre-Dentistry

Pre-Medicine

Pre-Optometry

Pre-Veterinary Medicine

Career Programs**Associate of Science**

Health Information Technology

Associate of Applied Science

Histologic Technology

Management

Office Administration (Administrative Support)

Certificate Programs

Accounting

Addiction Counseling

Criminal Justice Management

General Management

Histology

Management and Marketing
Marketing
Medical Coding
Teachers Communications & Crisis Skills
Technology



H. CORE CURRICULUM OF THE UNIVERSITY SYSTEM

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

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

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

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

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

Students are encouraged to discuss the Core Curriculum with their academic advisors in order to understand the importance of the Core Curriculum in relation to all programs of study offered by all institutions of the University System of Georgia. (Also see Academic Advising.)

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

CORE CURRICULUM

Course Number	Title	Semester Hours
Area A		
Essential Skills - 9 hours		
ENGL 1101 and ENGL 1102	Composition I and Composition II	6
And one of the following:		
MATH 1001	Quantitative Reasoning	3
MATH 1101	Introduction to Mathematical Modeling	3
MATH 1111	College Algebra	3
MATH 1112	Trigonometry	3
MATH 1113	Pre-Calculus	3
MATH 1151	Calculus I with Analytical Geometry*	4
*The extra hour must be taken from Area F		

CORE CURRICULUM

Course Number	Title	Semester Hours
Area B		
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 CISM 2201	Computer Concepts/Software Applications or Fundamentals of Computer Applications	2 3
COMM 1000	Cultural Diversity in Communication	2
COMM 1100	Human Communications	3
COMM 1110	Public Speaking	3
COMM 1111	Issues in Argumentation and Advocacy	3
COMM 2105	Introduction to Interpersonal Communication	3
COMM 2220	Introduction to Small Group Communication	3
PHIL 1101	Critical Thinking	2
ETHI 1101	Issues in Ethics	2
	Foreign Language	3
POLS 1105	Current World Problems	2
INED 2902	International Perspectives	2
INED 2903	International Perspectives	3
LEAD 1101	Leadership Development	2
MYTH 1000	Introduction to Mythology	1
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 101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.

Course Number	Title	Semester Hours
Area C		
Humanities/Fine Arts - 6 hours		
Literature		
Choose one of the following:		
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
ENGL 2121	British Literature I	3
ENGL 2122	British Literature II	3
ENGL 2131	American Literature I	3
ENGL 2132	American Literature II	3
Other Humanities/Fine Arts Courses:		
Choose one of the following:		
ART 1100	The Appreciation of Art	3
COMM 1100	Human Communications	3
COMM 1110	Public Speaking	3
FIAR 2250	Humanities Through the Arts	3
FREN 1001 or 1002	Elementary French I or II	3
FREN 2001 or 2002	Intermediate French I or II	3
GRMN 1001 or 1002	Elementary German I or II	3
GRMN 2001 or 2002	Intermediate German I or II	3
JAPN 1001 or 1002	Elementary Japanese I or II	3
JAPN 2001 or 2002	Intermediate Japanese I or II	3
MUSC 1100	Appreciation of Music	3
PHIL 2205	Introduction to Philosophy	3
SPAN 1001 or 1002	Elementary Spanish I or II	3
SPAN 2001 or 2002 or 2003	Intermediate Spanish I or II or III	3
THEA 1100	Theatre Appreciation	3

CORE CURRICULUM

Course Number	Title	Semester Hours
Area D		
Science, Mathematics and Technology -		11 hours
Science:		
Choose two lab science courses to equal 8 hours from the following:		
(Science and Science Secondary Education majors must complete an 8 hour sequence.)		
BIOL 1110K*, **	Introduction to Environmental Biology*	4
BIOL 1107K**	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
CHEM 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 majoring in Science/Math Fields and Science Secondary Education.

**Cannot use the following combinations for completion of Area D: BIOL 1107 and BIOL 1110; CHEM 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 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**	4
		<u>4</u>
		3-4

TOTAL **11-12**

**The extra hour must come from Area F

CORE CURRICULUM

Course Number	Title	Semester Hours
Area E		
Social Science -		12 hours
HIST 1111 or 1112	Survey of World History I or II	3
HIST 2111 or 2112	U.S. History Through 1877 or After 1877	3
POLS 1101	American Government in World Perspective	<u>3</u>
		9
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 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PUAD 2601	Introduction to Public Administration	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	<u>3</u>
TOTAL		12

CORE CURRICULUM

Course Number	Title	Semester Hours
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Area F

Major Requirements - 18 hours
(See appropriate program requirements.)

CORE CURRICULUM

Course Number	Title	Semester Hours
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Area G

Courses required for the degree above the 60 hours.

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

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

PHED 1182	Personal Conditioning	2
PHED 1105	Strength Training	2
PHED 1161 or 1162	Fitness I or II	2
PHED 1106	Walk, Jog, or Run for Fitness	2
PHED 1115 or 1116	Step Aerobics I or II	2
PHED 1110	Deep Water Exercise	2
PHED 1123	Aerobic Pump	2
PHED 1139	Fitness Swimming	2
PHED 1198	Aerobic Dancing	2
PHED 1220	Aquatic Circuit Training	2
PHED 1225	Aqua-jogging	2
HLTH 1163H	Personal Health Honors	2

Any PHED or HLTH course with a 1000 number satisfies the additional PE requirements. DANC 1600, DANC 1740, DANC 1750, DANC 1600, DANC 1840, DANC 1850, may also be used as PE courses.

TOTAL		4-8
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I. PHYSICAL EDUCATION REQUIREMENTS

On-Campus Students
Health or Physical Education 4 courses
(or 1 course for each semester of full-time enrollment)
A fitness/wellness course must be one of these 4 courses

Online-Only Students
Fitness/Wellness 1 course

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

A competency in fitness/wellness will be required of all graduates of Darton College with exception of those excluded by program requirements, special contracts, and certificate programs. The requirement may be fulfilled by satisfactory completion of one of the following courses: PHED 1105, Strength Training; PHED 1106, Walk, Jog, Run; PHED 1161, Fitness I; PHED 1162, Fitness II; PHED 1110, Deep Water Exercise; PHED 1139, Fitness Swimming; PHED 1115, Step Aerobics; PHED 1116, Step Aerobics II; PHED 1123, Aerobic Pump; or PHED 1182, Personal Conditioning; PHED 1198, Aerobic Dancing; HLTH 1163H Personal Health (Honors.)

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

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

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.

J. COOPERATIVE TRANSFER AGREEMENTS

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

Albany State University - Darton College and Albany State University have an agreement whereby Nursing, Forensic Science, Biomedical Technology, and Military Science students may attend Darton 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 of study are designed for students whose primary educational goal is a two-year Associate Degree or a certificate based on a planned occupational program. They also apply equally to students already in occupations who desire to upgrade their educational level. In general, however, they are designed for students who will enter their career at the end of one or two years of college and may or may not continue their college education.

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

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

Admissions requirements to the College are listed 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 programs of study are designed for students whose educational goal is a four-year degree, the first two years of which they can complete at Darton College. These students will take the Core Curriculum of sixty (60) hours as listed on [page 64](#) plus the program of study appropriate to their academic objective, and up to four (4) 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 under Programs of Study.

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

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
CSCI 1300	Introduction to Computer Science	3

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

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

Area G

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

Two-Year Total **66-70**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
CSCI 1300	Introduction to Computer Science	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
ECON 2105	Principles of Macroeconomics	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

[See Core Curriculum, Area B.](#) 4

Area C

Humanities And The Fine Arts - 6 Hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Mathematics/ Technology courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

ANTH 1103	Introduction to Cultural Anthropology	3
Optional Electives (15 hours) from the following		
BIOL 1107K	Principles of Biology I	4
BIOL 1108K or	Principles of Biology II or	4
CSCI 1150 or	Computer Programming in Visual Basic or	3
CSCI 1300 or	Introduction to Computer Science	3
ECON 2105 or	Principles of Macroeconomics or	3
ECON 2106 or	Principles of Microeconomics or	3
Foreign Language		0-12
GEOG 1101 or	Introduction to Human Geography or	3
HIST 1111** or	Survey of World History I	3
HIST 1112** or	Survey of World History II	3
HIST 2111** or	U.S. History Through 1877 or	3
HIST 2112** or	U.S. History After 1877 or	3
MATH 2205 or	Introduction to Statistics or	3
PHIL 2205 or	Introduction to Philosophy or	3

POLS 2201 or	American State and Local Government or	3
POLS 2401 or	International Politics or	3
PSYC 1101 or	General Psychology or	3
PSYC 2215 or	Human Growth and Development or	3
PSYC 2225 or	Introduction to Abnormal Psychology or	3
PSYC 2226	Introduction to Social Psychology	3+
PUAD 2601 or	Introduction to Public Administration or	3
SOCI 1101 or	Principles of Sociology or	3
SOCI 1160	Introduction to Social Problems	3

Area G

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

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

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or or College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	1-3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
ANTH 1103	Introduction to Cultural Anthropology	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	1-3
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

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

Area C

Humanities And The Fine Arts - 6 Hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

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

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

ART 1020	Design I	3
ART 1030	Design II	3
ART 2280	Art History I	3
ART 2285	Art History II	3
ART 1010 or ART 2130 or ART 2140 or ART 2170 or ART 2180	Drawing or Watercolor or Ceramics I or Web Page Design or Digital Photography	3
ART 2111 or ART 2120 or ART 2150 or ART 2160	Basic Photography or Painting or Computer Arts or Visual Design	3

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

Two-Year Total	64-69
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*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

*** **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.**

****[See Teacher Education \(0014\) for Secondary Education Art Majors.](#)

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

Freshman Year	First Semester	Sem. Hrs.
ART 1020	Design I	3
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ART 1030	Design II	3
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
The following course is recommended, but other Area D Math/Technology courses are allowed.		
MATH 1112	Trigonometry	3
AREA G Elective	See Core Curriculum, Health and Physical Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA C Literature	See Core Curriculum, Area C.	3
HIST 1111 or	Survey of World History I or	3
HIST 1112	Survey of World History II	
ART 2280	Art History I	3
ART 1010 or	Drawing or	
ART 2130 or	Watercolor or	
ART 2140 or	Ceramics I or	
ART 2170 or	Web Page Design or	
ART 2180	Digital Photography	3
The following courses are recommended, but other Area C Humanities/Fine Arts courses are allowed. See Core Curriculum, Area C.		
Foreign Language 2001	Intermediate I or Higher Foreign Language	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ART 2285	Art History II	3
ART 2111 or	Basic Photography or	
ART 2120 or	Painting or	
ART 2150 or	Computer Arts or	
ART 2160	Visual Design	3
The following course is recommended, but other Area B courses are allowed.		
PHIL 1101	Critical Thinking	2
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 1111	Issues in Argumentation and Advocacy	2-3
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
ANTH 1103	Introduction to Cultural Anthropology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-16
	 Two-Year Total	 64-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)



GRAPHIC DESIGN (0574)
Humanities Division
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.) Four of those six courses are in the existing Art Program. The students will be introduced to basic, introductory level skills in these areas: drawing, two-dimensional design, digital design, photography, graphic design production, and web page design.

Fall Semester		Sem. Hrs.
ART 1010	Drawing	3
ART 1020	Design I	3
ART 2170	Web Page Design	<u>3</u>
		9
Spring Semester		
ART 2111	Basic Photography	3
ART 2160	Visual Design	3
ART 2150	Computer Art	<u>3</u>
		9
One Year Total		18

VIDEO TECHNIQUES AND APPLICATIONS CERTIFICATE (569)
Humanities Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Video Techniques and Applications Certificate has been created to provide a working knowledge of the basics of the Videography and Digital Video Editing Field and to use that knowledge to immediately enter the workforce. The Video Techniques and Applications Certificate requires a completion of 18 hours of study (six courses of 3 credit hours each.) Two of these courses are in the Art Transfer Degree Program. This program includes basic and advanced digital video camera techniques, basic and advanced digital video editing techniques, computer art, two-dimensional design and portfolio preparation and review.

Fall Semester		Sem. Hrs.
ART 1020	Design I	3
ART 2150	Computer Art	3
ART 2210	Video I	<u>3</u>
		9
Spring Semester		Sem. Hrs.
ART 2220	Video II	3
ART 2230	Video Editing	3
ART 2200	Prof. Practices, Portfolio Preparation & Review	<u>3</u>
		9
One-Year Total		18

VISUAL COMMUNICATION (0537)
Humanities Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Visual Communication Certificate is structured to provide basic skills for immediate employment in the Visual Communication field. The Visual Communication Certificate program is based on four courses in the Associate of Arts Art Program (Basic Photography, Computer Art, Design I, and Digital Photography,) with the addition of a course in Photographic Lighting Techniques and a course entitled Professional Practices, Portfolio Preparation and Review.

Fall Semester		Sem. Hrs.
ART 2111	Basic Photography	3
ART 2190	Photographic Lighting Techniques	3
ART 1020	Design I	<u>3</u>
		9
Spring Semester		Sem. Hrs.
ART 2150	Computer Art	3
ART 2180	Digital Photography	3
ART 2200	Professional Practices, Portfolio Preparation and Review	<u>3</u>
		9
	One-Year Total	18

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

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

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

Area G

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

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication

courses. [See Core Curriculum, Area B.](#)

******[See AREA G of the Core Curriculum for fitness competency requirement.](#)

*******[Secondary Education Biology Majors – see Teacher Education \(0014\) Secondary Education.](#)

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

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

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

BIOMEDICAL TECHNOLOGY (0055)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

Science Requirements		
BIOL 1107K and	Principles of Biology I	8
BIOL 1108K	Principles of Biology II	
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
CHEM 1211K	Principles of Chemistry I	4
BIOL 2115K	Microbiology	4
BIOM 2101K	Introduction to Biotechnology	4
BIOM 2100K	Molecular Genetics	4
BIOM 2204K	Cellular/Molecular Biology	4
BIOM 2205K	Introduction to Biochemistry	4
BIOM 2202K	Applications in Biotechnology	4

Area G

Physical Education – (1 – 4 courses)**

PHED 1161	Fitness I	<u>2</u>
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Two-Year Total

64-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

BIOMEDICAL TECHNOLOGY (0055)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	Fall Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PHED 1161	Fitness I	2
BIOL 1107K	Principles of Biology I	4
MATH 1112 or	Trigonometry or	
MATH 1113	Pre-Calculus	<u>3</u>
		15
	Spring Semester	
ENGL 1102	English Composition II	3
MATH 2205	Introduction to Statistics	3
BIOL 1108K	Principles of Biology II	4
BIOM 2101K	Introduction to Biotechnology	4
AREA B Elective	See Core Curriculum, Area B.	<u>2</u>
		16
	Summer Semester	
BIOL 2115K	Microbiology	4
BIOM 2100K	Molecular Genetics	<u>4</u>
		8
Sophomore Year	Fall Semester	Sem. Hrs.
AREA C Literature	See Core Curriculum, Area C, Hum/Fine Arts.	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
CHEM 1211K	Principles of Chemistry I	4
COMM 1110*	Public Speaking*	3
BIOM 2204K	Cellular/Molecular Biology	<u>4</u>
		17
	Second Semester	
POLS 1101	American Government	3
BIOM 2202K	Applications in Biotechnology	4
BIOM 2205K	Introduction to Biochemistry	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	<u>3</u>
		16
	Two-Year Total	72

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

BUSINESS ADMINISTRATION (0004)
Business Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other Area A courses are allowed.		
MATH 1111	College Algebra	3
Area B		
Institutional Options - 4 Hours		
See Core Curriculum, Area B		
4		
Area C		
Humanities And The Fine Arts - 6 Hours		
Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	3
The following course is recommended but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
The following courses are recommended, but other Area D courses are allowed.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
MATH 1145	Survey of Calculus	3
Area E		
Social Science - 12 Hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Optional Elective (3 hours) from the following:		
BUSA 1105 or	Introduction to Business or	3
BUSA 2105 or	Communicating in the Business Environment or	3
BUSA 2106	The Environment of Business	3
Area G		
Physical Education – (1 – 4 courses)**		
One course per semester of full-time enrollment with a maximum of 4 courses		
<u>4-8</u>		

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

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

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

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

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

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

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

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

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

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

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

ACCOUNTING (0561)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

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

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

SMALL BUSINESS MANAGEMENT (0587)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This certificate is designed to provide basic knowledge and hands-on skills to those students interested in starting their own business.

Summer Semester		Sem. Hrs.
BUSA 1121	Small Business Management	3
CISM 2201	Fundamental of Computer Applications	3
OCEX 2290	Occupational Experience	3
		9
Fall Semester		Sem. Hrs.
ACCT 2125	Bookkeeping for Small Businesses	3
BUSA 2255	Personal Selling	3
OCEX 2290	Occupational Experience	3
		9
Total		18

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

Area A

Essential Skills - 9 Hours

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

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B		4
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Area C

Humanities And The Fine Arts - 6 Hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

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

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

CISM 2201	Fundamentals of Computer Applications	3
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
PSYC 2215	Human Growth and Development	3
Optional Electives (9 hours) from the following:		
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
BUSA 1105	Introduction to Business	3
BUSA 2105	Communicating in the Business Environment	3
BUSA 2106	The Environment of Business	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3

Area G

Physical Education – (1 – 4 courses)**

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

64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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



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

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-15
Sophomore Year	First Semester	Sem. Hrs.
COMM 1110	Public Speaking*	3
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
AREA C Literature	See Core Curriculum, Area C.	3
PSYC 1101	General Psychology	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
Elect 9 hours from the following:		9
ACCT 2101	Principles of Accounting I	
ACCT 2102	Principles of Accounting II	
BUSA 1105	Introduction to Business	
BUSA 2105	Communicating in the Business Environment	
BUSA 2106	The Environment of Business	
ECON 2105	Principles of Macroeconomics	
ECON 2106	Principles of Microeconomics	
		<u>18-19</u>
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

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

Microsoft Certified Application Specialist

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

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

MCAS Exam	Darton courses needed for preparation
Microsoft Word	COPR 2341 COPR 2342
Microsoft Excel	CISM 2201 COPR 2225
Microsoft Access	CISM 2201, COPR 2226
Microsoft PowerPoint	CISM 2201, COPR 2226

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

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

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

Freshman Year	First Semester	Sem. Hrs.
BUED 1111	Beginning Document Processing	3
BUSA 1105	Introduction to Business	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher level math	<u>3</u>
		15
	Second Semester	
COPR 2341	Microsoft Word Applications	3
BUSA 2105	Communicating in the Business Environment	3
COPR 2220 or	Visual Basic for Business Applications or	
CSCI 1300 or	Introduction to Computer Science or	
CSCI 1150	Computer Programming in Visual Basic	3
COPR 2225	Advanced Spreadsheet Applications	3
POLS 1101	American Government in World Perspective	<u>3</u>
		15
Sophomore Year	First Semester	Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
COPR 2230	Systems Analysis	3
COPR 2250	Computer Systems Support I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
COPR 2235	Database Management Systems	<u>3</u>
		15
	Second Semester	
ACCT 2102	Principles of Accounting II	3
BUSA 2220 or	Human Relations or	
PSYC 1101	General Psychology	3
COMM 1110	Public Speaking*	3
COPR 2244	Introduction to Networking	4
COPR 2251	Computer System Support II	<u>3</u>
		16
	Physical Education – (fitness competency requirement)**	<u>1-2</u>
	Two-Year Total	62-63

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B

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

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

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

GENERAL BUSINESS COMPUTER SYSTEMS OPTION (2576)

	First Semester	Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
MATH 1111	College Algebra or higher level math	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
*Elective		<u>3</u>
		15
	Second Semester	
BUSA 2105 or	Communicating in the Business Environment or	
ENGL 1102	English Composition II	3
*Electives		<u>12</u>
		15
	One-Year Total	30

*Any COPR-prefix course may be used with approval by the Business Computer Systems faculty advisor.

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

The Cisco Support specialist degree option is designed to prepare students to become entry level network technicians. Areas of emphasis will be on network concepts of LAN's and WAN's and on the installing, configuring and maintaining of Cisco routers and switches in a small to medium business environment.

Students will participate in the Cisco Networking Academy Program. The Cisco Networking Academy Program is a comprehensive e-learning program that provides students with the Internet technology skills essential in a global economy. The Networking Academy delivers Web-based content, online assessment, student performance tracking, hands-on labs, instructor training and support, and preparation for industry standard certifications.

Upon completion of the appropriate courses, the student may elect to take the Cisco Certified Network Associate (CCNA) examination. The CCNA is the first of two certifications (the second – Cisco Certified Networking Professional – CCNP) on the path toward CCIE status, Cisco Certified Internetwork Expert, the industry's most respected networking certification. Other certifications can be pursued upon completion of the appropriate courses, including A+, Network+, Security+ and MCP.

While every effort is made to assist the student in preparing for the CCNA examination, no guarantee is made that students will pass the examination.

The prerequisite for this program is a "C" or better in CISM 2201, Fundamentals of Computer Applications.

Exceptions are made for student with excellent computer skills or experience and are made by the director of the program as needed.

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

Freshman Year	Summer Semester	Sem. Hrs.
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	<u>3</u>
		6
	Fall Semester	
ENGL 1101	English Composition I	3
COPR 2281	Cisco I: Networking Basics (A-term)	5
COPR 2282	Cisco II: Routers and Routing Basics (B-term)	<u>5</u>
		13
	Spring Semester	
BUSA 2105 or	Communicating in the Business Environment or	
ENGL 1102	English Composition II	3
COPR 2283	Cisco III: Switching Basics and	
	Intermediate Routing (A-term)	5
COPR 2284	Cisco IV: WAN Technologies (B-term)	<u>5</u>
		13

Sophomore Year	Summer Semester	Sem. Hrs.
COPR 2291	Fundamentals of UNIX	3
COPR 2321	Basic Principles of Network Security	<u>3</u>
		6
	Fall Semester	
MATH 1111	College Algebra or higher math	3
COPR 2301	Networking I (A-term)	5
COPR 2302	Networking II (B-term)	<u>5</u>
		13
	Spring Semester	
CSCI 1300 or CSCI 1301	Introduction to Computer Science or Computer Science I	3-4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	<u>3</u>
		12-13
Physical Education – (fitness competency requirement)***		<u>2</u>
	Two-Year Total	65-66

** Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

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

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

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

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

Freshman Year	Fall Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
COPR 2281	Cisco I: Networking Basics (A-term)	5
COPR 2282	Cisco II: Routers and Routing Basics (B-term)	<u>5</u>
		16
	Spring Semester	Sem. Hrs.
COPR 2283	Cisco III: Switching Basics and Intermediate Routing (A-term)	5
COPR 2284	Cisco IV WAN Technologies (B-term)	5
COMM 1110	Public Speaking**	3
BUSA 2105 or ENGL 1102	Communicating in the Business Environment or English Composition II	<u>3</u>
		16
Sophomore Year	Summer Semester	Sem. Hrs.
COPR 2291	Fundamentals of UNIX	3
COPR 2321	Basic Principles of Network Security	<u>3</u>
		6
	Fall Semester	Sem. Hrs.
COPR 2245	Networking I (A-term)	5
COPR 2246	Networking II (B-term)	5
POLS 1101	American Government in World Perspective	<u>3</u>
		13

	Spring Semester	Sem. Hrs.
COPR 2301	Networking III (A-term)	5
COPR 2328	Enterprise Messaging (B-term)	5
HIST 2111 or	U.S. History to 1877 or	
HIST 2112	U.S. History after 1877	<u>3</u>
		13
Physical Education (fitness competency requirement) ***		2
Two Year Total Hours		66

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

The Cisco Support Specialist certificate option is designed to prepare students to become entry level network technicians. Areas of emphasis will be on network concepts of LAN's and WAN's and on the installing, configuring and maintaining of Cisco routers and switches in a small to medium business environment.

Students will participate in the Cisco Networking Academy Program. The Cisco Networking Academy Program is a comprehensive e-learning program that provides students with the Internet technology skills essential in a global economy. The Networking Academy delivers Web-based content, online assessment, student performance tracking, hands-on labs, instructor training and support, and preparation for industry standard certifications.

Upon completion of the appropriate courses, the student may elect to take the Cisco Certified Network Associate (CCNA) examination. The CCNA is the first of two certifications (the second – Cisco Certified Networking Professional – CCNP) on the path toward CCIE status, Cisco Certified Internetwork Expert, the industry's most respected networking certification. Other certifications can be pursued upon completion of the appropriate courses, including A+, Network+ and Security+.

While every effort is made to assist the student in preparing for the CCNA examination, no guarantee is made that students will pass the examination.

The prerequisite for this program is a "C" or better in CISM 2201 Fundamentals of Computer Applications.

Exceptions are made for students with excellent computer skills or experience and are made by the director of the program as needed.

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

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

	First Semester	Sem. Hrs.
COPR 2281	Cisco I: Networking Basics	5
COPR 2250	Computer Systems Support I	3
		8
	Second Semester	
COPR 2282	Cisco II: Routers and Routing Basics	5
COPR 2251	Computer Systems Support II	3
		8
	Third Semester	
COPR 2283	Cisco III: Switching Basics and Intermediate Routing	5
COPR 2245	Networking I	5
		10
	Fourth Semester	
COPR 2291	Fundamentals of UNIX	3
COPR 2321	Basic Principles of Network Security	3
		6
	One-Year Total	32

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

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

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

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

COMPUTER SYSTEMS SECURITY CERTIFICATE OPTION (8576)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This program is designed to provide students with the skills necessary to (1) understand security threats to computer hardware, software, and networks, (2) protect against those threats and (3) diagnose, document and (when possible) repair problems caused by security breaches.

Upon completion of the appropriate courses, the student may elect to take the A+, Network+, Security+ and/or Certified Forensics Computer Examiner (CFCE) certification exams. While every effort is made to assist the student in preparing for these exams, no guarantee is made that he or she will successfully pass them.

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

		Sem. Hrs.
COPR 2250	Computer Systems Support I*	3
COPR 2251	Computer Systems Support II*	3
COPR 2244	Introduction to Networking*	4
COPR 2321	Basic Principles of Network Security	3
COPR 2334	Computer Forensics	<u>3</u>
	TOTAL	16

*Other courses may be substituted with permission of Business computer Systems advisor.

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

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

Freshman Year	First Semester	Sem. Hrs.
BUSA 2106	The Environment of Business	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
MATH 1001 or MATH 1111 or	Quantitative Skills and Reasoning or College Algebra or higher math	3
POLS 1101	American Government in World Perspective	<u>3</u>
		15
	Second Semester	
COPR 2244	Introduction to Networking	4
COPR 2250	Computer Systems Support I	3
CSCI 1300	Introduction to Computer Science	3
ENGL 1102	English Composition II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U. S. History After 1877	<u>3</u>
		16
Sophomore Year	First Semester	Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking**	3
COPR 2235	Database Management Systems	3
CSCI 1301	Computer Science I	4
ENGL 2111 or ENGL 2112	World Literature I or World Literature II	<u>3</u>
		16
	Second Semester	
ACCT 2102	Principles of Accounting II	3
COPR 2321	Basic Principles of Network Security	3
COPR 2291	Fundamentals of UNIX	3
CSCI 1302	Computer Science II	4
MATH 2205	Introduction to Statistics	<u>3</u>
		16
	Physical Education – (fitness competency requirement)***	<u>2</u>
	Two-Year Total	65

*2 + 2 with Georgia Southwestern State University.

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

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

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

The student must earn a minimum grade of "C" in CISM 2201 before enrolling in any networking courses. Exceptions are made for students with exceptional computer experience and are made by the director of the program as needed. Applicants having passed any of the MCSE exams prior to taking the equivalent course may be exempted from that course if approved by the director of the program.

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

Freshman Year	Summer Semester	Sem. Hrs.
CISM 2201	Fundamentals of Computer Applications	<u>3</u> 3
	Fall Semester	
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	3
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	<u>3</u> 12
	Spring Semester	
COPR 2244	Introduction to Networking	4
CSCI 1300 or	Introduction to Computer Science or	
CSCI 1301	Computer Science I	3-4
COMM 1110	Public Speaking*	3
BUSA 2105 or	Communicating in the Business Environment or	
ENGL 1102	English Composition II	<u>3</u> 13-14
Sophomore Year	Summer Semester	Sem. Hrs.
COPR 2291	Fundamentals of UNIX	3
COPR 2321	Basic Principles of Network Security	<u>3</u> 6
	Fall Semester	
COPR 2245	Networking I (A-Term)	5
COPR 2246	Networking II (B-Term)	5
POLS 1101	American Government in World Perspective	<u>3</u> 13

Spring Semester		
COPR 2301	Networking III (A-term)	5
COPR 2328	Enterprise Messaging (B-term)	5
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	<u>3</u>
		13
Physical Education – (fitness competency requirement)***		<u>2</u>
Two-Year Total		62-63

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

- Networking I - 70-270 and 70-290
- Networking II – 70-291
- Networking III – 70-293
- Enterprise Messaging - 70-284

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

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

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

The student must earn a minimum grade of "C" in CISM 2201 before enrolling in any networking courses. Exceptions are made for students with exceptional computer experience and are made by the director of the program as needed. Applicants having passed any of the MCSA exams prior to taking the equal course may be exempted from that course if approved by the director of the program.

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

Students who complete this certificate may elect to take the necessary courses to earn an Associate in Applied Science degree in the Network Support Specialist Option (3357).

	Summer Semester	Sem. Hrs.
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	<u>3</u>
		6
	Fall Semester	
COPR 2244	Introduction to Networking	4
COPR 2245	Networking I (A-term)	5
COPR 2246	Networking II (B-term)	<u>5</u>
		14
	Spring Semester	
COPR 2301	Networking III	5
COPR 2328	Enterprise Messaging (B-term)	<u>5</u>
		10
	Summer Semester	
COPR 2291	Fundamentals of UNIX	3
COPR 2321	Basic Principles of Network Security	<u>3</u>
		6
	One-Year Total	36

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

- Networking I - 70-270 and 70-290
- Networking II - 70-291
- Networking III - 70-293
- Enterprise Messagin - 70-284

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

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

Prerequisite for this program is a "C" or better in CISM 2201, Fundamentals of Computer Applications, or permission of the director of the program.

To obtain the Darton College A+ Specialist Option Certificate, the 30 - 32 hours listed below are required. However, the only courses necessary to prepare for the A+ certification exam are COPR 2250 and COPR 2251.

	Fall Semester	Sem. Hrs.
COPR 2244	Introduction to Networking	4
COPR 2250	Computer Systems Support I	3
* Electives		<u>8 -9</u>
		15-16
	Spring Semester	Sem. Hrs.
COPR 2245	Networking I	5
COPR 2251	Computer Systems Support II	3
*Electives		<u>7 -8</u>
		15 -16
	One-Year Total	30-32

*Any COPR-prefix course may be used with approval by the Business Computer Systems faculty advisor.

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

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

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

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

		Sem. Hrs.
COPR 2270	Oracle I	3
COPR 2271	Oracle II	3
COPR 2273	Oracle III	3
COPR 2274	Oracle IV	3
COPR 2275	Oracle v	3
Electives*		14-17
One-Year Total		29-32

*Any COPR-prefix course may be used with approval by the Business Computer Systems faculty advisor.

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

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

First Semester		Sem.Hrs.
*Electives	Any technology course	12
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		<u>15</u>
Second Semester		Sem. Hrs.
*Electives	Electives approved by advisor	<u>15</u>
One-Year Total		30

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

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

This Associate of Science degree program is designed to prepare Cardiovascular Technologists who will assist in invasive and non-invasive cardiology settings. Cardiovascular Technologists are educated to intervene with clients experiencing alterations in health that affect the heart or blood vessels in the areas of diagnostic studies, treatment, client teaching and wellness promotion. The Cardiovascular Technology program is accredited by the Joint Review Committee on Education in Cardiovascular Technology (JRC-CTV), 1248 Harwood Road, Bedford, TX 76021 phone (214) 206-3117 through the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 33756. Phone (727) 210-2350, Fax (727) 210-2354. Darton College is one of only thirty-three programs in the entire United States with such designation.

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

Additional Admissions Requirements:

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

Additional Program Requirements:

1. Students must earn a "C" or better in all Science and Professional courses in order to progress to the next course in sequence. Any student with a "D" or "F" in

one professional course will not be allowed to continue in the program. The student may reapply for readmission in the next class. Students seeking readmission will be evaluated by the Cardiovascular Technology program faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who have a "D" and/or "F" in more than one Cardiovascular Technology course (this may be two different courses or the same course twice) will result in permanent dismissal from the program. A "WF" is considered "F". Students who fail a clinical practicum must repeat both the clinical and classroom courses covering that content.

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

Additional Costs and Requirements:

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

made to direct students with major financial problems. The Cardiovascular Technology Program faculty makes no guarantees regarding student travel.



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

Freshman Year ****

Summer Semester		Sem. Hrs.
BIOL 1100K*	Human Anatomy & Physiology for the Health Care Professional	4
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CISM 1100	Computer Concepts & Software Applications	2
CVTE 1100	Introduction to Cardiovascular Technician	1
ALHE 1120	Medical Terminology	<u>1</u>
*BIOL 2111K & BIOL 2112K may be substituted for BIOL 1100K		14

Fall Semester

CHEM 1151K*	Survey of Chemistry I	4
CVTE 1110	Cardiovascular Pharmacology	3
CVTE 1115	Cardiopulmonary Anatomy & Physiology	3
CVTE 1118	Physics of Ultrasound	1
CVTE 1131	Patient Assessment	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	<u>3</u>
*CHEM 1211K & CHEM 1212K may be substituted for CHEM 1151K		17

Spring Semester

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

Sophomore Year

Summer Semester

CVTE 2110	Non-Invasive Cardiology II	5
CVTE 2115	Vascular I (*Elective*)	2
CVTE 2120	Invasive Cardiology II	5
PHED	Physical Education Fitness Competency**	2
COMM 1000	Cultural diversity in Communication	<u>2</u>
		14-16

Fall Semester

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

Spring Semester

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

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

Two-Year Total **75-77**

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

*****Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.**

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

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

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B		4
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Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	3
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The following course is recommended, but other Area C courses are allowed. [See Core Curriculum, Area C.](#)

COMM 1110	Public Speaking*	3
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Area D

Science, Math and Technology - 12 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

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

Area G

Physical Education – (1 – 4 courses)**

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

62-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

*** Teacher Education (0014) Secondary Education

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

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

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
CSCI 1300	Introduction to Computer Science	3
ENGL 1102	English Composition II	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
PSYC 1101	General Psychology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking*	3
CSCI 1301	Computer Science I	4
AREA C Literature	See Core Curriculum, Area C.	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ACCT 2102	Principles of Accounting II	3
MATH 2205	Introduction to Statistics	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	2
Elect 3-4 hours from the following:		3-4
COPR 2244	Introduction to Networking	4
CSCI 1302	Computer Science II	4
CSCI 1150	Computer Programming in Visual Basic	3
		16-17
	Two-Year Total	67-71

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

Area A

Essential Skills - 9 Hours

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

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B		4
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Area C

Humanities And The Fine Arts - 6 Hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

The following courses are recommended, but other Area D courses are allowed.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major – 19-20 Hours

ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
CSCI 1300	Introduction to Computer Science	3
Computer science elective (3-4 hours) from the following:		
CSCI 1301 or CSCI 1302 or CSCI 1150	Computer Science I or Computer Science II or Computer Programming in Visual Basic	4
Optional Electives (6-8 hours) from the following:		
CISM 2201 or CSCI 1301 or CSCI 1302 or CSCI 1150 or COPR 2244 or MATH 2205	Fundamentals of Computer Applications or Computer Science I or Computer Science II or Computer Programming in Visual Basic or Introduction to Networking or Introduction to Statistics	3 4 4 4 4 3

Area G

Physical Education – (1 – 4 courses)**

5-8

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

Two-Year Total

67-71

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)



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

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

CISM 1100	Computer Concepts and Software	2
See Core Curriculum, Area B		2

Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
CSCI 1300	Introduction to Computer Science	3
CSCI 1301	Computer Science I	4
CSCI 1302	Computer Science II	4
MATH 2252	Calculus II	4
Major Electives		
MATH 2253	Calculus III	4
COPR 2235	Database Management Systems	3
COPR 2244	Introduction to Networking	4
COPR 2281	Cisco I: Networking Basics	5
COPR 2290	UNIX	2
MATH 2218	Linear Algebra	3

Area G

Physical Education – (1 – 4 courses)**

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

4-8

Two-Year Total

64-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

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

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
CISM 1100	Computer Concepts and Software	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CSCI 1300	Introduction to Computer Science	3
AREA B Elective	See Core Curriculum, Area B.	2
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
Sophomore Year	First Semester	Sem. Hrs.
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
CSCI 1301	Computer Science I	4
COMM 1110	Public Speaking*	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
MATH 2253 or COPR 2235 or COPR 2244 or COPR 2281	Calculus III or Database Management Systems or Introduction to Networking or Cisco I: Networking Basics	3-5
PHYS 2212K	Principles of Physics II	4
CSCI 1302	Computer Science II	4
AREA C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-21
	Two-Year Total	64-71

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

CRIMINAL JUSTICE (0019)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B		4
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Area C

Humanities And The Fine Arts - 6 Hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

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

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

CRJU 1100	Introduction to Criminal Justice	3
CRJU 2205	Introduction to Criminal Law	3
CRJU 2215	Introduction to Criminology	3
CRJU 2230	Introduction to Corrections	3

Optional Electives (6 hours) from the following

ACCT 2101 or	Principles of Accounting I or	3
ACCT 2102 or	Principles of Accounting II or	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 2210 or	Ethics or	3
PUAD 2601 or	Introduction to Public Administration or	3
SOCI 1160 or	Introduction to Social Problems or	3
ANTH 1103	Introduction to Cultural Anthropology	3
POLS 2301 or	Introduction to Comparative Politics or	3

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

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or or College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
CRJU 1100	Introduction to Criminal Justice	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
The following course is recommended, but other Area D Math/Technology courses are allowed.		
MATH 2205	Introduction to Statistics	3
SOCI 1101	Principles of Sociology	3
CRJU 2205	Introduction to Criminal Law	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
CRJU 2230	Introduction to Corrections	3
AREA F Elective	See Area F Courses Related to the Major, page 131.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
HIST 1111 or HIST 1122	Survey of World History I or Survey of World History II	3
CRJU 2215	Introduction to Criminology	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

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

Fall Semester		Sem. Hrs.
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
Spring Semester		Sem. Hrs.
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
Summer Semester		Sem. Hrs.
CRJU 1110	Criminal Justice Management and Supervision	3
		3
One Year Total		30

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

CRIMINAL JUSTICE TECHNOLOGY (0591)
Social Science Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Criminal Justice Technology Certificate Option is designed to provide graduates with a foundation in Criminal Justice along with specialized training in computer forensics. The program is appropriate for (1) those currently employed in law enforcement who want to increase their skills and value to their organizations and (2) students who aspire to criminal justice occupations and wish to have skills that set them apart from other candidates. After completing this certificate, students may choose to continue their studies by enrolling in the Associate of Science program in Criminal Justice with eventual transfer to a four-year college.

	Fall Semester	Sem. Hrs.
CISM 2201	Fundamentals of Computer Applications	3
CRJU 1100	Introduction to Criminal Justice	3
CRJU 2230	Introduction to Corrections	3
Optional Elective (3 hours) from the following		
CRJU 2240	Budgeting/Grant Management for CJ Managers	3
OCEX 2290	Occupational Experience	1-3
SOCI 1101	Introduction to Sociology	3
PSYC 1101	General Psychology	<u>3</u>
		12
	Spring Semester	
COPR 2250	Computer Systems Support I	3
COPR 2251	Computer Systems Support II	3
CRJU 2205	Introduction to Criminal Law	3
CRJU 2215	Introduction to Criminology	<u>3</u>
		12
	Summer Semester	
COPR 2321	Basic Principles of Network Security	3
COPR 2334	Computer Forensics	<u>3</u>
		6
One-Year Total		30

DANCE (0077)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

Course not yet approved		
FIAR 2100	The Body and Motion	2
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
PHIL 1101	Critical Thinking	2

Area C

Humanities And The Fine Arts - 6 Hours

Literature	See Core Curriculum, Area C.	3
Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
The following course is recommended, but other Area D Math/Technology courses are allowed.		
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

Choose 18 hours from the following:		
DANC 1500	Introduction to Dance	2
DANC 1600	Dance Improvisation	1
DANC 1700	Modern Dance History	2
DANC 1740	Modern Dance I	1
DANC 1750	Modern Dance II	1
DANC 1800	Ballet History & Performance	3
DANC 1840	Ballet Technique I	1
DANC 1850	Ballet Technique II	1
DANC 1900	Dance Composition	2
DANC 1760	Modern Dance III****	1

DANC 1860	Ballet III****	1
DANC 1400	Technical Theatre for dancers	2

Area G

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

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

Two-Year Total **64-69**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***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.

****Dance majors 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, 1860 may be repeated for credit. A total of 6 credits must be in technique.

DANC 1740 and DANC 1840 are open to majors, non-majors, and continuing education students. DANC 1840, DANC 1850, DANC 1740, DANC 1750, DANC 1600 may also be used as PE activity courses in fulfillment of Area G requirements for non-dance majors.

DANCE (0077)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
DANC 1500	Introduction to Dance	2
DANC 1600	Improvisation	1
DANC 1740	Modern I	1
DANC 1840	Ballet I	
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 1111	Issues in Argumentation and Advocacy	2-3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		13-16
	Second Semester	
ENGL 1102	Composition II	3
DANC 1400	Technical Theatre for Dancers****	2
DANC 1740	Modern Dance I or	
DANC 1750	Modern Dance II	1
DANC 1840	Ballet I or	
DANC 1850	Ballet II	1
DANC 1900	Dance Composition	2
FIAR 2250	Humanities Through the Arts	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	First Semester	
Sophomore Year		Sem. Hrs.
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or	Survey of World History I or	
HIST 1122	Survey of World History II	3
DANC 1800	Ballet History and Performance	3
DANC 1740	Modern Dance I or	
DANC 1750	Modern Dance II or	
DANC 1760	Modern Dance III ****	1
DANC 1850	Ballet II or	
DANC 1860	Ballet III****	1
PHIL 1101	Critical Thinking	2
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
ANTH 1103	Introduction to Cultural Anthropology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		18-19

Second Semester

The following course is recommended, but other Area D Math/Technology courses are allowed.

MATH 2205	Introduction to Statistics	3
POLS 1101	American Government in World Perspective	3
DANC 1700	Modern Dance History	2
DANC 1760	Modern III or ****	
DANC 1860	Ballet III ****	1
AREA C Literature	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18

Two-Year Total

64-70

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

***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.

****Dance majors 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, 1860 may be repeated for credit.

DANC 1740 and DANC 1840 are open to majors, non-majors, and continuing education students. These may also be used as PE activity courses.

ASSOCIATE OF SCIENCE DEGREE PROGRAMS ALLIED HEALTH DIVISION

Additional requirements for all students in the Allied Health Division:

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

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

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

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

Additional Admission Requirements:

1. Official college transcripts, plus official high school transcripts, if fewer than 30 semester hours of college work have been completed.
2. SAT I (or equivalent ACT) scores for Dental Hygiene are encouraged, but not required for admission. If no scores are presented, or if presented and if less than 430 verbal and 400 quantitative on the SAT I (less than 19 English and 18 mathematics on the ACT), the student must take the Collegiate Placement Examination (CPE) or COMPASS test. [See page 17.](#)
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 1st. Applications received after June 1st may not receive full consideration.
5. A minimum of a 2.0 GPA on previous coursework.
6. Anatomy and Physiology course work completed within the last ten years. If this course work is older than 10 years, it will be evaluated by the Program Director.
7. Proof of Hepatitis B immunization prior to first patient contact.
8. Proof of CPR Certification - American Heart Association Healthcare Provider Card prior to first patient contact.
9. To progress successfully through the curriculum and function as a practicing dental hygienist after graduation, the individual must have:
 - a. Visual acuity with or without corrective lenses to read an instrument calibrated in mm and to detect subtle dental stains;
 - b. Hearing with or without auditory aids to measure blood pressure using an aneroid sphygmomanometer and to obtain a medical/dental history by interview;
 - c. Physical ability to operate equipment (unit, stool, x-ray machine, etc.);
 - d. Manual dexterity to perform the fine motor functions associated with intra-oral instrumentation.

10. Please note that admission to Dental Hygiene is competitive and is based on the academic qualifications of the current applicant pool.

Readmission of Returning Students:

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

Additional Costs and Requirements:

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

Additional Graduation Requirements:

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

The Dental Hygiene Program reserves the right to discontinue, at any time, the enrollment of a Dental Hygiene student, if, in the judgment of the Vice President for Academic Affairs and the Dental Hygiene faculty, the student does not appear to have the necessary qualifications for dental hygiene. More than one D or F in the Dental Hygiene courses will result in permanent dismissal from the program.

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

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

Prerequisites		Sem. Hrs.
BIOL 1100K	Human Anatomy and Physiology for The Health Care Professional	4
Freshman Year	First Semester	Sem. Hrs.
CHEM 1151K or BIOL 2115K	Survey of Chemistry I or	4
DHYG 1101	Orofacial Anatomy	4
DHYG 1121	Dental Hygiene Lecture I	3
DHYG 1131	Dental Hygiene Clinic I	2
ENGL 1101	English Composition I	<u>3</u>
		16
	Second Semester	
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	2
ENGL 1102	English Composition II	<u>3</u>
		14
	Summer Semester	
DHYG 1133	Dental Hygiene Clinic III	2
DHYG 2550	Dental Specialties and Materials	<u>2</u>
		4
Sophomore Year	First Semester	Sem. Hrs.
DHYG 2150	Pharmacology	2
DHYG 2210	Dental Hygiene Lecture IV	1
DHYG 2250	General and Oral Pathology	3
DHYG 2310	Dental Hygiene Clinic IV	4
MATH 1105	Fundamentals of Laboratory Clinical Mathematics	1
PSYC 1101	General Psychology	3
COMM 1000	Cultural Diversity in Communication	<u>2</u>
		16
	Second Semester	
DHYG 2220	Dental Hygiene Lecture V	1
DHYG 2320	Dental Hygiene Clinic V	4
DHYG 2400	Community Dental Health	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
SOCI 1101	Principles of Sociology	<u>3</u>
		17
Two-Year Total		71

PLEASE NOTE:

- (1) Courses in **bold print** **MAY** be taken prior to acceptance into the program.
- (2) Anatomy and Physiology and **EITHER** Survey of Chemistry I **OR** Essentials of Microbiology **MUST** be taken prior to acceptance into the program.

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

Area A		
Essential Skills - 9 hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B		
4		
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Math and Technology - 11 hours		
Science Requirements		
PHYS 1111K and	Introductory Physics I and	8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	
PHYS 2212K	Principles of Physics II	
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4
Area E		
Social Science - 12 hours		
HIST 1111 or	Survey of World History I	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	See Core Curriculum, Area E, Social/Science courses.	3
Area F		
Courses Related to the Major - 18 hours		
Major Requirements		
BIOL 2111K and	Human Anatomy & Physiology I and	8
BIOL 2112K	Human Anatomy & Physiology II	
Major Electives		
CHEM 1211K	Principles of Chemistry I	8
CHEM 1212K	Principles of Chemistry II	
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	
Area G		
Physical Education – (1 – 4 courses)**		
<u>4-8</u>		
One course per semester of full-time enrollment with a maximum of 4 courses		
Two-Year Total		
67-71		

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

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

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

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

DIAGNOSTIC MEDICAL SONOGRAPHY (0382)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

APPLICATION DEADLINE

Completed application forms must be RECEIVED NO LATER THAN JUNE 1st, 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 TO THE DMS PROGRAM**

1. Meet all of Darton College's acceptance requirements.
2. Overall GPA of 2.5 or greater on a 4.0 scale or a minimum of 19 on the ACT.
3. Completion of a DMSP application. (Available online @ www.darton.edu and in the Allied Health Office.)
4. Application deadline is June 1st every year.
5. Submit 3 recommendation forms.
6. Completion of the following pre-DMSP course requirements with a grade of "C" or better before B-Term Summer Semester begins.

1. College Algebra
2. English I
3. Medical Terminology
4. Introduction to Physical Science I or any College Physics course
5. Anatomy and Physiology for the Health Care Provider (**be aware this course may not transfer**).

Anatomy and Physiology I **and** II may be taken in lieu of Anatomy and Physiology for the Health Care Provider.

Students that have chosen to take Anatomy and Physiology I **and** II may be accepted with the following conditions:

Complete Anatomy and Physiology I **and** II with a grade of "C" or better before the application deadline.

Application & Document Submission to:
Allied Health 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 249.

Allied Health Telephone # (229) 317-6900.

SELECTION NOTIFICATION

Due to limited clinical placements, we are accepting 14 students and 1 alternate at this time for each year's class.

Points in the selection process will be awarded as follows:

1. Three (3) commendation forms. Each form can count up to 65 points.
2. The student's cumulative GPA.
200 POINTS for GPA 3.5-4.0
150 POINTS for GPA 3.0 – 3.49
100 POINTS for GPA 2.5-2.99

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

1. Provided documentation of a degree in an Allied Health Field, Science or Biology that is directly related to patient care and medical imaging; including but not limited to Radiologic Technology. Each degree can count up to 100 points.
2. Provided documentation of a certificate in a health area that is directly related to patient care. Each certificate can count up to 50 points.
3. Provided documentation of work experience in a health care environment that is directly related to patient care. This documentation can count up to 25 points.
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. Provided documentation of 40 hours of volunteer work in a health care environment. This documentation can count up to 1 point per hour volunteered up to 40 hours.
Documentation of volunteer work experience.
 - A. Must be on company letter head.
 - B. A minimum of 40 hours.
 - C. Provide a description of job duties.
5. Completed core course work can count up to 10 points.

An interview with the program director and/or the DMS committee will be required of the students with completed application packets and meeting all criteria for the program.

SELECTION NOTIFICATION

Letters of selection, alternate status, or non acceptance will be sent out following the selection process. The selection process takes place at the end of A-Term Summer Semester every year.
Students are notified by July 1st every 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 that fails to respond in the appropriate time will forfeit their position.

Alternate students may take the Introduction to Diagnostic Medical Sonography course.

The alternate student's inclusion in this course **does not mean** acceptance into the DMS Program unless a selected student resigns or loses his or her position.

Upon acceptance into the DMS Program students must provide a **certification of medical examination form, student physical and mental health self-evaluation form along with immunization documentation including the first Hepatitis vaccination (all forms must be current within one year and must be in the DMSP office no later than September 1st following your selection).**

Failure to provide this documentation will lead to dismissal from the program and an alternate will be chosen to replace you. You may provide this information before notification of selections.

PREGNANCY POLICY

Any student that is pregnant or becomes pregnant while in the Diagnostic Medical Program should consider the following:

- 1) Exposure to communicable diseases. As a student you may be exposed to **many** 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 certain ultrasound exams. Pregnant students must protect themselves and their baby by using lead aprons and avoiding all radiation until after the first trimester.
- 3) If the students' medical condition limits their ability to continue in the program they may withdraw and continue with the next class, if a position is available, beginning with the course or courses dropped. Missed clinical time over the 3 days allowed may be made up but may also delay the student's graduation.

RE-ADMISSION OF RETURNING STUDENTS

Any student who fails a DMS course will not be allowed to continue onto the next semester of DMS courses. If this is the student's first failure, the student may reapply to the DMS program for the following year. If the student fails for a second time, or fails more than one DMS course, it will result in permanent dismissal from the DMS program without chance of re-admission.

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

DIAGNOSTIC MEDICAL SONOGRAPHY (0382)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	Summer Semester	Sem. Hrs.
**PREREQUISITE COURSES – Must be completed or currently enrolled at time of application submission.		
**ALHE 1120	Medical Terminology	1
**BIOL 1100K	Anatomy & Physiology for the Healthcare Provider (Human Anatomy & Physiology I & II may be taken in lieu of BIOL 1110K)	4
**ENGL 1101	English Composition I	3
**MATH 1111	College Algebra	3
**PHSC 1011K	Introduction to Physical Science I	4
		15
Freshman Year	Fall Semester	
ALHE 1115	Clinical Professionalism	1
COMM 1110 or *	Public Speaking or *	3
COMM 1100	Human Communications	
DMSP 1101	Introduction to Diagnostic Medical Sonography	2
ENGL 1102	English Composition II	3
PSYC 1101	General Psychology	3
		12
Junior DMS Student	Spring Semester	
DMSP 1102	Abdomen Ultrasound I	3
DMSP 1103	Obstetrical Ultrasound I	3
DMSP 1104	Pelvic Ultrasound	3
DMSP 1105	Clinical Observations	2
		11
Junior DMS Student	Summer Semester	Sem. Hrs.
CVTE 1118	Physics of Ultrasound	1
DMSP 2111	Abdomen Ultrasound II	3
DMSP 2112	Obstetrical Ultrasound II	3
DMSP 2113	Clinical Observation & Practicum I	2
HIST 2111 or	U.S. History through 1877 or	3
HIST 2112	U.S. History after 1877	3
		12
Senior DMS Student	Fall Semester	
DMSP 2114	Pediatric Ultrasound	3
DMSP 2115	Superficial Structures and Invasive Procedures	4
DMSP 2116	Clinical Observation & Practicum II	2
POLS 1101	American Government in World Perspective	3
		12
Senior DMS Student	Spring Semester	
DMSP 2117	Ultrasound in Review	3
DMSP 2118	Clinical Observation & Practicum III	2
DMSP 2120	Vascular Ultrasound	3
PHED	Fitness Competency Requirement	2
		10
Two-Year Semester Hours Total		72

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

ECONOMICS (0073)
Business Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other Area A courses are allowed.		
MATH 1111	College Algebra	3
Area B		
Institutional Options - 4 Hours		
See Core Curriculum, Area B		
4		
Area C		
Humanities And The Fine Arts - 6 Hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
The following courses are recommended, but other Area D courses are allowed.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
Mathematics/ Technology	See Area D Mathematics/Technology courses,	3
Area E		
Social Science - 12 Hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended but other Area E courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Optional Electives (12 hours) from the following:		
CISM 2201	Fundamentals of Computer Applications	3
MATH 1151	Calculus I with Geometry	4
MATH 2205	Introduction to Statistics	3
Foreign Language/Sociology/History or		
Other Social Science Electives		
6		
Area G		
Physical Education – (1 – 4 courses)**		
One course per semester of full-time enrollment with a maximum of 4 courses		
<u>4-8</u>		
Two-Year Total		
64-68		

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)



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

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

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

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

MATH 1151 or	Calculus I with Geometry or	4
MATH 2205 or	Introduction to Statistics or	3
Foreign Language/Sociology/History or		6
Other Social Science Elective		

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

EMERGENCY MEDICAL SERVICES (0566)
Allied Health Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAMS

The Emergency Medical Services Program is designed to provide paramedic instruction at the certificate and associate degree level for emergency medical personnel who have been certified as emergency medical technician.* The program is based on the revised Emergency Medical Technician-Paramedic: National Standard Curriculum (EMT-P NSC). Graduates of the three semester certificate program who achieve an overall grade point average of 2.0 are eligible to take the certification exam offered by the National Registry of EMTs (NREMT). After passing the paramedic level certification exam, NREMT-Paramedics are licensed to practice by the Emergency Health Section of the Georgia Department of Human Resources and are allowed to perform advanced life support techniques under medical direction in Georgia. Students may elect to take additional prescribed college courses to complete their Associate of Science degree in Emergency Medical Services.

For consideration for admission to the EMS Certificate Program, students must take the University System of Georgia COMPASS Test and score a minimum of 78 on the Reading. Scores of 71 on English and 30 on math ensure unconditional admission to the program provided the other requirements are met.

Additional Admission Requirements:

1. Verification of EMT certification. (exception: FAST-TRACK applicants)
2. Recommendation by EMS director, if applicable.
3. Evaluation on an individual basis by the EMS Admissions Committee.
4. To comply with the requirements of cooperating clinical facilities, the Allied Health Division requires students to submit a completed immunization form and TB screening form. These forms must be completed before clinical rotations commence. Students must also submit to a precheck background check prior to the beginning of clinical rotations.
5. To satisfactorily complete the curriculum and to develop the skills required for an entry level practitioner, the student must have:
 - a. Visual acuity (with or without corrective lenses) to identify cyanosis and to perform patient assessment, to accurately draw solutions into a syringe;
 - b. Auditory acuity (with or without aids) sufficient to accurately use an aneroid sphygmomanometer, to detect breath and bowel sounds, and to accurately obtain a patient's medical history;
 - c. Physical ability to perform cardiopulmonary resuscitation, to safely lift and transport patients and heavy equipment items weighing at least 180 lbs. with a partner;
 - d. Speaking ability to communicate with patients to obtain medical history, to effectively transmit vital information over radio;
 - e. Manual dexterity to correctly use syringes and initiate intravenous lines.

***FAST-TRACK PARAMEDIC PROGRAM**

Students without previous EMS experience, who have exited Learning Support Courses, may take additional courses concurrently with the first and second semesters of the EMS certificate program. After successful completion of the second semester, FAST-TRACK students are eligible to take the National Registry EMT-Intermediate certification exam, which would qualify them for entry in to the EMS job market in Georgia. After successful completion of the third semester, FAST-TRACK paramedic students are eligible to take the NREMT Paramedic certification exam. After passing the exam, NREMT paramedics are licensed to practice by the Emergency Health Section of the Georgia Department of Human Resources and allowed to perform advanced life support procedures under physician direction in the state of Georgia.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

Emergency Medical Services (0566)

Freshman Year (EMS Certificate Program)	First Semester	Sem. Hrs.
BIOL 1100K	Human Anatomy & Physiology for the Allied Health Professional	4
EMTP 1110	Introduction to Paramedic Profession	3
EMTP 1111	Essentials of EMS	2
EMTP 1107	Intermediate Medical/Pediatric Emergencies*	6*
EMTP 1112	Psychiatric Emergencies	<u>3</u>
		18
	Second Semester	
EMTP 1102	Trauma	5
EMTP 1108	Intermediate Ambulance Operations*	2*
EMTP 1113	Pharmacology	3
EMTP 1115	OB/Gyn/Neonatal Emergencies	2
EMTP 1117	Respiratory Emergencies	3
EMTP 1118	Pediatric Emergencies	<u>2</u>
		17
	Third Semester	
EMTP 1104	Medical Emergencies	5
EMTP 1105	Cardiovascular Emergencies	6
EMPT 1119	Pediatric Emergency Clinical Practicum	1
EMTP 1125	Summative Evaluation	<u>3</u>
		15
	One Year Total	50*/42

*Fast-Track students only.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

EMERGENCY MEDICAL SERVICES (0367)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
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.

Freshman Year	First Semester	Sem. Hrs.
(EMS Certificate Program)		
BIOL 1100 K	Human Anatomy & Physiology for Allied Health Professional	4
EMTP 1110	Introduction to Paramedic Profession	3
EMTP 1111	Essentials of EMS	2
EMTP 1112	Psychiatric Emergencies	3
EMTP 1107***	Intermediate Medical and Pediatric Emergencies	<u>6</u>
		18
	Second Semester	
EMTP 1102	Trauma	5
EMTP 1108***	Intermediate Ambulance Operations	2
EMTP 1118	Pediatric Emergencies	2
EMTP 1113	Pharmacology	3
EMTP 1117	Respiratory Emergencies	3
EMTP 1115	OB, Gyn, and Neonatal Emergencies	<u>2</u>
		17
	Third Semester	
EMTP 1104	Medical Emergencies	5
EMTP 1105	Cardiovascular Emergencies	6
EMTP 1119	Pediatric Emergencies Clinical Practicum	1
EMTP 1125	Summative Evaluation	<u>3</u>
		15
Sophomore Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
EMTP 1121 or	Essential Math for the Prehospital Emergency Care Provider or	1
MATH 1111	College Algebra	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	3
CISM 1100	Computer Concepts/Software Application	2
Elective	Choose one from Humanities, Social Science, Business, or Math/Science	<u>3</u>
		12-14
	Second Semester	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
COMM 1110	Public Speaking**	<u>3</u>
		12
	Two-Year Total	66-68

*This is a suggested schedule for full-time students. Students may take core classes which apply to an A.S. Degree in EMS on a part-time basis.

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

***Fast-Track students only.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check



EMERGENCY MEDICAL TECHNICIAN (0589)
Allied Health Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Emergency Medical Technician – Intermediate Certificate provides the student with technical training as it applies to the entry level for Emergency Medical Services. This certificate offers the student hands on training in several aspects of EMS and prepares the student to pursue an advanced degree as a licensed Paramedic.

	Summer Semester	Sem. Hrs.
ALHE 1120	Medical Terminology	1
EMTP 1021	Introduction to Emergency Medical Services	<u>6</u>
		7
	Fall Semester	
EMTP 1025	Trauma for the Emergency Medical Technician – Intermediate	3
EMTP 1036	Medical Emergencies for the Emergency Medical Technician – Intermediate	<u>4</u>
		7
	Spring Semester	
EMTP 1032	Advanced Life Support for the Emergency Medical Technician – Intermediate	5
	ONE YEAR TOTAL	19

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

PRE-ENGINEERING (0044)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B.		4
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Math and Technology - 11 hours		
Science Requirements		
PHYS 2211K and PHYS 2212K	Principles of Physics I and Principles of Physics II	8
Math/Technology Requirement		
MATH 2252	Calculus II	4
Area E		
Social Science - 12 hours		
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Core Curriculum, Area E, Social/Science courses.	3
Area F		
Courses Related to the Major - 18 hours		
Major Requirements		
CHEM 1211K and CHEM 1212K	Principles of Chemistry I and Principles of Chemistry II	8
MATH 2253	Calculus III	4
Major Electives		
CSCI 1300	Introduction to Computer Science	3
ENGR 1111	Engineering Graphics	3
ENGR 2201	Engineering Statics and Dynamics	4
Area G		
Physical Education – (1 – 4 courses)**		
One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

PRE-ENGINEERING (0044)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CHEM 1212K	Principles of Chemistry II	4
CSCI 1300	Introduction to Computer Science	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		18-19
Sophomore Year	First Semester	Sem. Hrs.
MATH 2252	Calculus II	4
ENGR 1111	Engineering Graphics	3
PHYS 2211K	Principles of Physics I	4
COMM 1110	Public Speaking*	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		18-19
	Second Semester	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
ENGR 2201	Engineering Statics & Dynamics	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		18-19
	 Two-Year Total	 70-74

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

ENGINEERING TECHNOLOGY (0047)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 12 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
CHEM 1211K	Principles of Chemistry I	8
CHEM 1212K	Principles of Chemistry II	
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
Major Electives		
CSCI 1300	Introduction to Computer Science	3
ENGR 1111	Engineering Graphics	3
ENGR 2201	Engineering Statics and Dynamics	4

Area G

Physical Education – (1 – 4 courses)**

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

65-69

*Oral Communication requirement may be met by completion of other communication

courses. [See Core Curriculum, Area B.](#)

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

ENGINEERING TECHNOLOGY (0047)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
CSCI 1300	Introduction to Computer Science	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		18-19
Sophomore Year	First Semester	Sem. Hrs.
MATH 2252	Calculus II	4
PHYS 1111K or	Introductory Physics I or	4
PHYS 2211K	Principles of Physics I	
AREA B Elective	See Core Curriculum, Area B.	2
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
MATH 2253	Calculus III	4
PHYS 1112K or	Introductory Physics II or	4
PHYS 2212K	Principles of Physics II	
ENGR 1111	Engineering Graphics	3
AREA C Literature	See Core Curriculum, Area C.	4
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		19-20
	Two-Year Total	70-74

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

ENGLISH (0022)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

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

Area C

Humanities And The Fine Arts - 6 Hours

Literature	See Core Curriculum, Area C.	3
Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
The following course is recommended, but other Area D Math/Technology courses are allowed.		
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

ENGL 2111 or ENGL 2112	World Literature I or World Literature II	3
Choose two of the following courses:		
ENGL 2111 or ENGL 2112 or ENGL 2121 or ENGL 2122 or ENGL 2131 or ENGL 2132 or ENGL 2210 or ENGL 2220 or ENGL 2230 or	World Literature I or World Literature II or British Literature I or British Literature II or American Literature I or American Literature II or Creative Writing or Writing Non-Fiction or Professional and Technical Writing or	6

SOCI 1101 or PSYC 1101 or HIST 1111 or HIST 1112 or HIST 2111 or HIST 2112 or THEA 1100 or FIAR 2250 or MUSC 1100 or PHIL 2205 or Choose one of the following	Principles of Sociology or General Psychology or Survey of World History I or Survey of World History II or U.S. History Through 1877 or U.S. History After 1877 or Theatre Appreciation or Humanities Through the Arts or Music Appreciation or Introduction to Philosophy	3
ENGL 2210 or ENGL 2220 or ENGL 2230 Foreign Language 2001 and 2002	Composition courses: Creative Writing or Writing Non-Fiction or Professional and Technical Writing Intermediate I and II Foreign Language	6

Area G

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

Two-Year Total **64-69**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***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.

****Secondary Education English Majors – [see Teacher Education \(0014\) Secondary Education.](#)

ENGLISH (0022)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>16-18</u>
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
Foreign Language	Intermediate I Foreign Language	
2001		3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>17-18</u>
Sophomore Year	First Semester	Sem. Hrs.
AREA C Literature	See Core Curriculum, Area C.	3
HIST 1111 or	Survey of World History I or	
HIST 1122	Survey of World History II	3
The following course is recommended, but other Area D Math/Technology courses are allowed.		
MATH 2205	Introduction to Statistics	3
Foreign Language	Intermediate II Foreign Language	
2002		3
ENGL 2210 or	Choose one of the following:	3
ENGL 2220 or	Creative Writing or	
ENGL 2230	Writing Non-Fiction or	
AREA G Elective	Professional and Technical Writing	
	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>16-17</u>
	Second Semester	
ENGL 2111 or	World Literature I or	
ENGL 2112	World Literature II	3
AREA C Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3
The following course is recommended, but other Area B courses are allowed.		
PHIL 1101	Critical Thinking	2
	Choose two of the following:	6
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	
ENGL 2121 or	British Literature I or	
ENGL 2122 or	British Literature II or	

ENGL 2131 or
 ENGL 2132 or
 ENGL 2210 or
 ENGL 2220 or
 ENGL 2230 or
 SOCI 1101 or
 PSYC 1101 or
 HIST 1111 or
 HIST 1112 or
 HIST 2111 or
 HIST 2112 or
 MUSC 1100 or
 THEA 1100 or
 FIAR 2250 or
 PHIL 2205
 AREA G Elective

American Literature I or
 American Literature II or
 Creative Writing or
 Writing Non-Fiction or
 Professional and Technical Writing or
 Principles of Sociology or
 General Psychology or
 Survey of World History I or
 Survey of World History II or
 U. S. History Through 1877 or
 U. S. History After 1877 or
 Music Appreciation or
 Theatre Appreciation or
 Humanities Through the Arts or
 Introduction to Philosophy
[See Core Curriculum, Area G, Health/Phy.Educ.](#)

1-2
 15-16

Two-Year Total

64-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

ENVIRONMENTAL SCIENCE (0074)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B		4
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Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K or	Principles of Organic Chemistry I or	4
PHYS 1111K and	Introductory Physics I and	8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K or	Principles of Physics II or	
SCIE 2000K or	Principles of Research Methodology or	2
SCIE 2001K or	Principles of Scientific Instrumentation/Methods or	
MATH 1151	Calculus I with Geometry	4

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

ENVIRONMENTAL SCIENCE (0074)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	70-74

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

FOREIGN LANGUAGE (0023)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

POLS 1105 or INED 2902 or MYTH 1000 or PHIL 1101	Current World Problems or International Perspectives or Introduction to Mythology or Critical Thinking	1-2
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The following course is recommended but other area B courses are allowed.

Foreign Language 1001	Elementary I Foreign Language	3
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Area C

Humanities And The Fine Arts - 6 Hours

The following courses are recommended, but other Area C Literature courses are allowed. [See Core Curriculum, Area C.](#)

ENGL 2111 or ENGL 2112	World Literature I or World Literature II	3
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The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. [See Core Curriculum, Area C.](#)

COMM 1110	Public Speaking*	3
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Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
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The following courses are recommended, but other Area D Math/Technology courses are allowed.

MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
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Area E

Social Science - 12 Hours

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

The following courses are recommended, but other Area E Social Science courses are allowed. [See Core Curriculum, Area E, Social Science.](#)

ANTH 1103 or GEOG 1101 or POLS 2401 or PSYC 1101	Introduction to Cultural Anthropology or Introduction to Human Geography or International Politics or General Psychology	3
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Area F**Courses Related To The Major - 18 Hours**

Foreign Language 1001	Elementary I Foreign Language	3
Foreign Language 1002	Elementary II Foreign Language	3
Foreign Language 2001	Intermediate I Foreign Language	3
Foreign Language 2002	Intermediate II Foreign Language	3
Choose two of the following courses:		6
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
COMM 1110 or	Public Speaking or	
GEOG 1101 or	Introduction to Human Geography or	
PHIL 2205 or	Introduction to Philosophy or	
ART 1100 or	Art Appreciation or	
FIAR 2250 or	Humanities through the Arts or	
MUSC 1100 or	Music Appreciation or	
THEA 1100 or	Theatre Appreciation or	
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II or	
SPAN 2003	Intermediate Spanish III	

Area G**Physical Education – (1 – 4 courses)****4-8

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

Two-Year Total**64-69**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***Secondary Education Foreign Language Majors – [see Teacher Education \(0014\) Secondary Education](#)

FOREIGN LANGUAGE (0023)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
Foreign Language 1001 or Foreign Language 2001	Elementary I Foreign Language or Intermediate Foreign Language	3 3
ENGL 1101	English Composition I	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3 3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3 3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u> 16-17
	Second Semester	
Foreign Language 1002 or Foreign Language 2002	Elementary II Foreign Language or Intermediate Foreign Language	3 3
ENGL 1102	English Composition II	3
The following courses are recommended, but other Area D Math/Technology courses are allowed.		
MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3 3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u> 16-17
Sophomore Year	First Semester	Sem. Hrs.
Foreign Language 2001	Intermediate I Foreign Language or	
SPAN 2003	Intermediate Spanish III**	3
The following courses are recommended, but other Area C Literature courses are allowed. See Core Curriculum, Area C.		
ENGL 2111 or ENGL 2112	World Literature I or World Literature II	3 3
The following courses are recommended, but other Area B courses are allowed.		
PHIL 1101 or INED 2902 or POLS 1105 or MYTH 1000	Critical Thinking or International Perspectives or Current World Problems or Introduction to Mythology	1-2
The following course is recommended, but other Area D Lab Science courses are allowed.		
PHSC 1011K	Introductory Physical Science I	4
The following courses are recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
ANTH 1103 or GEOG 1101 or POLS 2401 or PSYC 1101	Introduction to Cultural Anthropology or Introduction to Human Geography or International Politics or General Psychology	3
AREA G	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u> 15-17

Second Semester		
Foreign language 2002	Intermediate II Foreign Language	3
The following course is recommended, but other Area D Lab Science courses are allowed.		
PHSC 1012K or	Introductory Physical Science II	4
The following course is recommended, but other Area B courses are allowed.		
Foreign language 1001	Elementary I Foreign Language	3
Choose two of the following courses:		
ENGL 2111 or	World Literature I or	
ENGL 2112 or	World Literature II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
COMM 1110 or	Public Speaking or	
GEOG 1101 or	Introduction to Human Geography or	
PHIL 2205 or	Introduction to Philosophy or	
ART 1100 or	Art Appreciation or	
FIAR 2250 or	Humanities through the Arts or	
MUSC 1100 or	Music Appreciation or	
THEA 1100 or	Theatre Appreciation or	
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2 <hr/> 17-18
Two-Year Total		64-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**If Intermediate Spanish I and II are completed in the freshman year, Intermediate Spanish III should be taken in the first semester of the sophomore year.

SPANISH MEDICAL LANGUAGE CERTIFICATE (0540)
Humanities Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This program is designed for individuals working or majoring in health care related fields and provides the student with vocabulary, structures, and grammar with application in the context of health care related professions. This program offers the student basic communicative ability in listening, speaking, reading, and writing Spanish to facilitate communication with Spanish-speaking clients, as well as an introduction to aspects of Hispanic culture that may influence the Hispanic client's history, health, and/or behavior.

SPAN 1050	Fall Semester Spanish for Health Care Professionals I	Sem. Hrs. 3
SPAN 1054	Spring Semester Spanish for Health Care Professionals II	Sem. Hrs. 3
SPAN 1058	Summer Semester Spanish for Health Care Professionals III	Sem. Hrs. <u>3</u>
		9

FORENSIC SCIENCE (0097)**
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 12 hours

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

Area E

Social Science – 12 hours

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

Area F

Courses Related to the Major – 18 hours***

Major Requirements

BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
CISM 2201	Fundamental of Computer Applications	3

Major Electives

BIOL 2115K	Essentials of Microbiology	4
BIOM 2101K	Introduction to Biotechnology	4
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
FOSC 2100	Criminalistics: An Introduction to Forensic Science	3
PHYS 1111K	Introductory Physics I or	4
PHYS 2211K	Principles of Physics I	4

Area G

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

4-8

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

Two-Year Total

65-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**2 + 2 with Albany State University

***Please see advisor for choice of major requirements.

****[See AREA G of the Core Curriculum for fitness competency requirement.](#)

FORENSIC SCIENCE (0097)**
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Science/Mathematics Division

Freshman Year		First Semester	Sem. Hrs.
CHEM 1211K		Principles of Chemistry I	4
ENGL 1101		English Composition I	3
MATH 1113		Pre-Calculus	3
POLS 1101		American Government in World Perspective	3
AREA B Elective		See Core Curriculum, Area B.	2
AREA G Elective		See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
			16-17
		Second Semester	
CHEM1212K		Principles of Chemistry II	4
ENGL 1102		English Composition II	3
MATH 1151		Calculus I with Geometry	4
COMM 1110		Public Speaking**	3
AREA G Elective		See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
			15-16
		Summer Semester	
AREA F Elective		See Area F of Forensic Science for elective	4
AREA F Elective		See Area F of Forensic Science for elective.	<u>4</u>
			8
Sophomore Year		First Semester	Sem. Hrs.
AREA C Literature		See Core Curriculum, Area C.	3
BIOL 1107K		Principles of Biology I	4
HIST 1111 or		Survey of World History I or	
HIST 1112		Survey of World History II	3
CISM 2201		Fundamentals of Computer Applications	3
Area G Elective		See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
			14-15
		Second Semester	
BIOL 1108K		Principles of Biology II	4
HIST 2111 or		U.S. History Through 1877 or	
HIST 2112		U.S. History After 1877	3
Area E Elective		See Core Curriculum, Area E, Social Sciences.	3
FOSC 2100		Criminalistics: An Introduction to Forensic Science	3
AREA B Elective		See Core Curriculum, Area B.	2
Area G Elective		See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
			16-17
		Two-Year Total	69-73

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**2 + 2 with Albany State University

FORESTRY (0008)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 12 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K	Principles of Organic Chemistry I	4
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
MATH 2205	Introduction to Statistics	3

Area G

Physical Education – (1 – 4 courses)**

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

65-69

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

FORESTRY (0008)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
ECON 2105	Principles of Macroeconomics	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	67-71

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

GENERAL STUDIES (0099)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

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

The following course is recommended, but other Area B courses are allowed.

Area C

Humanities And The Fine Arts - 6 Hours

Literature	See Core Curriculum, Area C.	3
Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Math/Technology	See Core Curriculum, Area D, Mathematics/Technology courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

Humanities course related to major area of interest	3
Social Science course related to major area of interest	3
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses	4-8
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Two-Year Total **64-73**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***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.



GENERAL STUDIES (0099)

Humanities Division

**RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
Area D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>16-18</u>
	Second Semester	
ENGL 1102	Composition II	3
Area D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	Humanities course related to major area of interest.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>17-18</u>
Sophomore Year	First Semester	Sem. Hrs.
Area C Literature	See Core Curriculum, Area C.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	Social Science course related to major area of interest	3
AREA D Math/Technology	See Area D Math/Technology courses,	3
AREA F Elective	Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>16-18</u>
	Second Semester	
AREA F Elective	Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
AREA F Elective	Humanities, Social Science, Mathematics,	

AREA F Elective	Science, or other Area B-F course related to major area of interest	3-4
	Humanities, Social Science, Mathematics, Science, or other Area B-F course related to major area of interest	3-4
AREA C Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts	3
PHIL 1101	The following course is recommended, but other Area B courses are allowed. Critical Thinking	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-19
Two-Year Total		64-73

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

GENERAL STUDIES (0099)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
WEEKEND PROGRAM

	Fall Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
POLS 1101	American Government in World Perspective	3
PHED 1161	Fitness	<u>1-2</u>
		7-8
	Spring Semester	
ENGL 1102	English Composition II	3
HIST 2111	U.S. History through 1877	3
PHIL 1101	Critical Thinking	<u>1-2</u>
		7-8
	Summer Semester	
ENGL	Literature	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	<u>3</u>
		6
	Fall Semester	
MATH 1101 or	Math Modeling or	
MATH 1111	College Algebra	3
BUSA 1100 or	Financial Planning/Investment Management or	
CISM 1100	Computer Concepts/Software Application	<u>2</u>
		5
	Spring Semester	
PSYC 1101	General Psychology	3
ECON 2105	Principles of Macroeconomics	3
HIST 2112 or	U.S. History after 1877 or	
SPAN 1001 or	Elementary Spanish I or	
JAPN 1001	Elementary Japanese I	<u>3</u>
		9
	Summer Semester	
ECON 2106	Principles of Microeconomics	3
BUSA 1105	Introduction to Business	3
ENGL	Literature	<u>3</u>
		9
	Fall Semester	
PHSC 1011K	Introduction to Physical Science I	4
ACCT 2101	Principles of Accounting I	3
COMM 1110	Public Speaking	<u>3</u>
		10
	Spring Semester	
BIOL 1110K	Introduction to Environmental Biology	4
MATH 2205	Introduction to Statistics	<u>3</u>
		7
	Total	60-62

GEOGRAPHY (0032)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B		4
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Area C

Humanities And The Fine Arts - 6 Hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Area D Mathematics/Technology courses	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

GEOG 1101	Introduction to Human Geography	3
Optional Electives (15 hours) from the following		
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Foreign Language	See Core Curriculum, Area C, Hum/Fine Arts.	0-12
HIST 1111**	Survey of World History I	3
HIST 1112**	Survey of World History II	3
POLS 2401	Introduction to Global Issues	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

Area G

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

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

64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

GEOGRAPHY (0032)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
GEOG 1101 or	Intro. to Human Geography or	
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	1-3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	1-3
AREA C Literature	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
GEOG 1101	Intro. to Human Geography	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17
	Two-Year Total	62-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**HEALTH AND PHYSICAL EDUCATION (0018)
TEACHER EDUCATION OPTION
Physical Education & Athletics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

Area B

Institutional Options - 4 Hours

CISM 1100	Computer Concepts	2
PHED 2210	Sports Injury and Prevention	2

Area C

Humanities And The Fine Arts - 6 Hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

The following courses are recommended, but other Area D courses may be allowed.

CHEM 1211K	Principles of Chemistry I	4
BIOL 1107K	Principles of Biology I	4
MATH 1112 or MATH 2205	Trigonometry or Statistics	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

BIOL 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
PSYC 2130	Exploring Learning and Teaching	3
PHED 2201	Introduction to Physical Education, Fitness & Sport	1

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment
with a maximum of 4 courses 4-8

Two-Year Total 64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)
(HLTH 1160 Community First Aid and Safety highly recommended but not required)

**HEALTH AND PHYSICAL EDUCATION (0018)
TEACHER EDUCATION OPTION
Physical Education and Athletic Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.*	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
BIOL 1107K	Principles of Biology I	4
MATH 1112 or MATH 2205	Trigonometry or Statistics	3
PSYC 1101	General Psychology	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
BIOL 2111K	Human Anatomy and Physiology I	4
Area C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	
EDUC 2205	Introduction to Education	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
CISM 1100	Computer Concepts	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ. (HLTH 1160 Community First Aid and Safety highly recommended but not required)	<u>1-2</u>
		16-17
	Second Semester	
BIOL 2112K	Human Anatomy and 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 2210	Sports Injury and Prevention	2
AREA G	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-15
	Two-Year Total	64-68

*One Physical Education Course required per semester of full-time enrollment.
Fitness competency required for graduation.

Area G Physical Education One course per semester of full-time enrollment.
(HLTH 1160 Community First Aid and Safety highly recommended but not
required)

HEALTH AND PHYSICAL EDUCATION EXERCISE SCIENCE OPTION (3018)
Physical Education & Athletics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B		2
PHED 2210	Sports Injury and Prevention	2

Area C

Humanities And The Fine Arts - 6 Hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

The following courses are recommended, but other Area D courses may be allowed.

CHEM 1211K	Principles of Chemistry I	4
BIOL 1107K	Principles of Biology I	4
MATH 1112 or	Trigonometry or	
MATH 2205	Statistics	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

BIOL 2111K	Anatomy & Physiology I	4
BIOL 2112K	Anatomy & Physiology II	4
PSYC 2215	Human Growth & Development	3
CISM 2201	Fundamentals of Computer Applications	3
HLTH 1160	Community First Aid and Safety	2
AREA F Elective	See Advisor.	2

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

HEALTH AND PHYSICAL EDUCATION EXERCISE SCIENCE OPTION (3018)
Physical Education and Athletic Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.*	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
BIOL 1107K	Principles of Biology I	4
MATH 1112 or MATH 2205	Trigonometry or Statistics	3
PSYC 1101	General Psychology	3
HIST 2111 or HIST 2112	U. S. History Through 1877 or U. S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	First Semester	Sem. Hrs.
Sophomore Year	Human Anatomy and Physiology I	4
BIOL 2111K	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA C Elective	Community First Aid and Safety	2
HLTH 1160	Survey of World History I or Survey of World History II	3
HIST 1111 or HIST 1112	See Core Curriculum, Area B.	2
AREA B Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
AREA G Elective		15-16
	Second Semester	
BIOL 2112K	Human Anatomy and Physiology II	4
AREA F Elective	See Advisor.	2
PSYC 2215	Human Growth and Development	3
CISM 2201	Fundamentals of Computer Applications	3
PHED 2210	Sports Injury and Prevention	2
AREA G	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*One Physical Education Course is required per semester of full-time enrollment.
 Fitness competency required for graduation.

Area G Physical Education One course is required per semester of full-time enrollment.

HEALTH AND PHYSICAL EDUCATION RECREATION OPTION (1018)
Physical Education & Athletics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3
Area B		
Institutional Options - 4 Hours		
See Core Curriculum, Area B		2
The following course is recommended, but other Area B courses are allowed.		
PHED 2210	Sports Injury and Prevention	2
Area C		
Humanities And The Fine Arts - 6 Hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
The following courses are recommended, but other Area D courses are allowed.		
MATH 1112 or	Trigonometry or	
MATH 2205	Statistics	3
Area E		
Social Science - 12 Hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
CISM 2201	Fundamentals of Computer Applications	3
ACCT 2101	Principles of Accounting I	3
BUSA 2106	The Environment of Business	3
PHED 2201	Introduction to Health & Physical Education	1
PSYC 2215	Human Growth and Development	3
Area F Electives	See Advisor.	5
Area G		
Physical Education – (1 – 4 courses)**		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		
Two-Year Total		64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

HEALTH AND PHYSICAL EDUCATION RECREATION OPTION (1018)
Physical Education and Athletic Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
Area D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.*	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
Area D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
MATH 1112 or	Trigonometry or	3
MATH 2205	Statistics	
PSYC 1101	General Psychology	3
HIST 2111 or	U. S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
CISM 2201	Fundamentals of Computer Applications	3
Area C Literature	See Core Curriculum, Area C, Hum/Fine Arts.	3
ACCT 2101	Principles of Accounting I	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
BUSA 2106	The Environment of Business	3
PSYC 2215	Human Growth and Development	3
PHED 2201	Introduction to Health & Physical Education	1
PHED 2210	Sports Injury & Prevention	2
AREA F Elective	See Advisor.	5
AREA G	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*One Physical Education Course is required per semester of full-time enrollment.
 Fitness competency required for graduation.

Area G Physical Education One course is required per semester of full-time enrollment.

HEALTH AND PHYSICAL EDUCATION SPORTS MANAGEMENT OPTION (2018)
Physical Education & Athletics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3
Area B		
Institutional Options - 4 Hours		
See Core Curriculum, Area B		2
PHED 2210	Sports Injury and Prevention	2
Area C		
Humanities And The Fine Arts - 6 Hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
Lab Science		8
The following courses are recommended, but other Area D courses may be allowed.		
MATH 1112 or	Trigonometry or	
MATH 2205	Statistics	3
Area E		
Social Science - 12 Hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
ACCT 2101	Principles of Accounting I	3
CISM 2201	Fundamentals of Computer Applications	3
BUSA 2106	The Environment of Business	3
AREA F Electives	See Advisor.	9
Area G		
Physical Education – (1 – 4 courses)**		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		
Two-Year Total		64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

HEALTH AND PHYSICAL EDUCATION SPORTS MANAGEMENT OPTION (2018)
Physical Education and Athletic Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.*	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
MATH 1112 or	Trigonometry or	3
MATH 2205	Statistics	
PSYC 1101	General Psychology	3
HIST 2111 or	U. S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	First Semester	Sem. Hrs.
AREA C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA F Elective	See Advisor.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
ACCT 2101	Accounting I	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
CISM 2201	Fundamentals of Computer Applications	3
BUSA 2106	The Environment of Business	3
PHED 2210	Sports Injury & Prevention	2
AREA F Elective	See Advisor.	3
AREA F Elective	See Advisor.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*One Physical Education Course is required per semester of full-time enrollment.
 Fitness competency required for graduation.

Area G Physical Education One course is required per semester of full-time enrollment.

**HEALTH AND PHYSICAL EDUCATION
ATHLETIC FIELD MAINTENANCE (0580)
Physical Education and Athletic Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM**

A student in this program will learn to maintain the turf and grounds of athletic fields and how to prepare each for competitive events. Through classroom and hands-on experience the student will learn to maintain turf grass systems; control erosion; install and repair irrigation systems; develop solutions for disease, pest and weed control; and operate and maintain equipment. Job opportunities include working for school systems, recreation departments and private sports teams.

Fall Semester		Sem. Hrs.
ENGL 1101	English Composition I	3
COMM 1110	Public Speaking	3
BIOL 1110K	Introduction to Environmental Biology	4
PHED 2230	Groundskeeping for Athletic Field Maintenance 1	<u>2</u>
		12
Spring Semester		
PHED 2231	Groundskeeping for Athletic Field Maintenance II	3
CHEM 1151K	Survey of Chemistry I	<u>4</u>
		7
	Total	19

**HEALTH AND PHYSICAL EDUCATION
ATHLETIC TRAINING (0579)
Physical Education and Athletic Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM**

The experience encountered through this certificate program will strengthen age-group coaches, non-certificate high school coaches and personal trainers background in athletic training/sports medicine thus making them more marketable. Others seeking additional training may wish to transfer to four-year institutions to secure a degree in Athletic Training/Physical Education to best enhance their marketability.

Fall Semester		Sem. Hrs.
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy and Physiology For Health Care Professional	4
PHED 2210	Sport Injury and Prevention	2
HLTH 1160	Community First Aid and CPR	<u>2</u>
		12
Spring Semester		
PSYC 1101	Psychology	3
PHED 2226	Athletic Training Practicum	<u>4</u>
		7
	Total	19

**HEALTH AND PHYSICAL EDUCATION
COACHING (0578)
Physical Education and Athletic Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM**

The certificate program in coaching is designed to provide students with the major methods and techniques for sport coaching. The growth of competitive athletics has caused the demand for trained coaches to expand. The following coaching certificate provides the basis for age group coaching.

Fall Semester		Sem. Hrs.
ENGL 1101	English Composition I	3
COMM 1110	Public Speaking	3
PSYC 1101	General Psychology	3
PHED 2201	Introduction to Physical Education, Fitness And Sport	1
PHED 2210	Sports Injury and Prevention	<u>2</u>
		12
Spring Semester		
PSYC 2215	Human Growth and Development Electives **	3 <u>4</u>
		7
	Total	19
**Choose from the following:		
PHED 2217	Coaching Methods for Softball	2
PHED 2218	Coaching Methods for Baseball	2
PHED 2219	Coaching Methods for Basketball	2
PHED 2220	Coaching Methods for Soccer	2

HEALTH INFORMATION MANAGEMENT (0025)
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

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

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B. 3

Area C

Humanities And The Fine Arts - 6 Hours

Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	3
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

Science Requirements		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 Hours

HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Choose two of the following:		
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
SOCI 1101	Principles of Sociology	3

Area F

Courses Related To The Major - 18 Hours

BIOL 2111K	Human Anatomy and Physiology I	4
BIOL 2112K	Human Anatomy and Physiology II	4
CISM 2201	Computer Information Systems Management	3
COPR 2235	Database Management Systems	3
Choose two from the following:		
ALHE 1120	Medical Terminology	1
BUED 1113	Advanced Keyboarding and Formatting Applications	3
HITE 2501	Beginning Medical Transcription	4
ALHE 2050	Health Care Delivery System	1

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses 4-8

Two-Year Total 64-68

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

HEALTH INFORMATION MANAGEMENT (0025)
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U. S. History After 1877	
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Sophomore Year	
	First Semester	Sem. Hrs.
BIOL 2111K	Human Anatomy and Physiology I	4
CISM 2200	Computer Concepts and Software Applications	3
BUED 2230	Medical Transcription	3
COMM 1110	Public Speaking*	3
PSYC 1101	General Psychology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
	Second Semester	
BIOL 2112K	Human Anatomy and Physiology II	4
ENGL 2111	World Literature I	3
ALHE 1120	Medical Terminology	1
SOCI 1101	Principles of Sociology	3
COPR 2235	Database Management Systems	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

HEALTH INFORMATION TECHNOLOGY (0370)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAM

The associate degree program in Health Information Technology at Darton College is designed to prepare the student for entry-level employment as a health information technician who performs tasks related to the use, analysis, presentation, abstracting, coding, storage and the retrieval of health care data in manual or electronic form.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

Graduates are eligible to write the national examination given by the American Health Information Management Association. Upon successful completion of the examination, the health information technician is awarded the professional credential of a registered Health Information Technician (RHIT) by the American Health Information Management Association.

Additional Admission Requirements:

To be admitted to the Health Information Technology program, the Darton student must complete all required Learning Support courses, and meet one of the following conditions:

1. Present a composite score of 870 or higher on the Scholastic Aptitude Test 1 (SAT I) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) and have a minimum of 2.00 ("C") or higher, or
2. Have earned or transferred credit at Darton for 15 or more semester credit hours of courses required in the Health Information Technology program with a grade point average of 2.0 ("C") or higher.

Additional Requirements:

1. To continue in the Health Information Technology Program (HITE), a "C" is required in all HIT courses. If the student fails to make a "C" in an HITE course, and it is the student's first failure, the student may reapply to the HITE Program. All the student's previous HITE course work will be evaluated by the Program Director, and the Program Director will make the decision as to which courses should be repeated. More than one "D" and/or "F" in HITE courses will result in permanent dismissal from the program (this may be two courses or failure in the same course twice).
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.
4. Because of the nature of the profession, the student is required to sign and abide by a statement that the student will honor the confidential nature of health/medical records. A charge of breach of confidentiality will be treated according to the procedures outlined in the Student Handbook, "Code of Conduct."
5. Student membership in the American Health Information Management Association is recommended. The cost of student membership is \$35 per year.

6. A student may be denied permission to continue in the program if, in the opinion of the faculty, the Chair of Allied Health, and the Vice President for Academic Affairs, the student does not demonstrate the necessary qualifications for a health information technician.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level health information technician, the student must demonstrate:
 - a. Visual Acuity (with or without corrective lenses): to read paper, microfilm, and electronic documents.
 - b. Physical Ability: to process reports and records, to operate equipment necessary for record keeping (for example, manually operated filing equipment, printers, microfilm reader/printers, computer keyboard), and to move about in space limited by compacted filing.
 - c. Manual Dexterity: to perform the fine motor functions necessary to document analysis of records (i.e., must use pens, pencils, and manage papers), and to operate electronic equipment (i.e., computers, word processors).
 - d. Hearing (with or without aids): to hear the spoken voice in order to be able to respond verbally.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

HEALTH INFORMATION TECHNOLOGY (0370)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
BIOL 1100K or	Human Anatomy & Physiology for the Health Care Professional **	4
ALHE 1120	Medical Terminology	1
COMM 1110	Public Speaking ***	<u>3</u>
		14
Second Semester		
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
CISM 2201	Fundamentals of Computer Applications	3
HITE 2100	Health Record Content and Structure	<u>3</u>
		15
Summer Semester		
HITE 2110	Organization and Supervision in HIM	2
HITE 2250	Legal & Ethical Issues in HIM	2
ALHE 2050	Health Care Delivery Systems	<u>1</u>
		5
Sophomore Year		
First Semester		
HITE 2500	Health Information System Applications	3
HITE 2150	Coding I	3
HITE 2400	Pathophysiology & Pharmacology	3
HITE 2200	Health Care Statistics	2
Elective	Core Curriculum , Area B, C, D, or E	<u>2</u>
		13
Second Semester		
HITE 2160	Coding II (A Term)	2
HITE 2550	Quality Assessment	2
HITE 2600	Professional Practice I	2
HITE 2610	Professional Practice II	2
HITE 2650	Seminar	1
COPR 2235	Database Management Systems	<u>3</u>
		15
Two-Year Total		63

** A combination of BIOL 2111K and BIOL2112K (Human Anatomy & Physiology I and Human Anatomy & Physiology II) may be substituted

***Oral communications requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

CANCER REGISTRY MANAGEMENT (0590)
Allied Health Division
RECOMMENDED COURSES
FOR CERTIFICATE PROGRAM

The certificate program in Cancer Registry Management at Darton College is designed to prepare the student for a career working in hospital-based cancer registries or population-based central registries. Cancer registration is the basic method by which information about the incidence, type, extent of disease at the time of diagnosis, treatment methods used and survival of patients with cancer is systematically collected. Cancer registrars play an important role in the fight against cancer. Cancer Registry professionals are required to collect, analyze, and disseminate cancer data. Graduates of this program will be eligible to write the national examination given by the National Cancer Registry Association. Upon successful completion of the examination, the professional credential of Certified Tumor Registrar (CTR) is awarded.

Prerequisite requirement is that the student already has an associate degree in Health Information Technology to be admitted to this program.

HITE 2717	Registry Organization	3
HITE 2724	Registry Operations	3
HITE 2731	Patient Follow-up	3
HITE 2738	Oncology Coding and Staging	4
HITE 2745	Abstracting Principles 1	3
HITE 2746	Abstracting Principles 2	3
HITE 2752	Cancer Statistics and Epidemiology	2
HITE 2759	Clinical Practicum	<u>8</u>
	TOTAL	29

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

MEDICAL CODING (0563)
Allied Health Division
RECOMMENDED COURSES
FOR CERTIFICATE PROGRAM

Medical coders review patient medical (health) records and assign numeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the International Classification of Diseases and Current Procedural Terminology coding systems. This certificate program is designed to prepare the student for an entry-level position as a medical coder.

The student must complete any Reading and English Learning Support area requirements before enrolling in the medical coding classes. A GPA of 2.0 is required to enter this certificate program, and the student must achieve a grade of "C" or better in the medical coding courses.

Prerequisites:

		Sem. Hrs
BIOL 1100K or	Human Anatomy and Physiology for the	
	Health Care Professional or	4
CISM 2201	Fundamentals of Computer Applications	3
ALHE 1120	Medical Terminology	<u>1</u>
		8
	Fall Semester	Sem. Hrs
HITE 2100	Health Record Content and Structure	3
HITE 2150	Coding I	3
HITE 2400	Pathophysiology and Pharmacology	<u>3</u>
		9
	Spring Semester	
HITE 2160	Coding II (A term)	2
HITE 2170	Advanced Coding and Reimbursement	<u>3</u>
		5
	Total	22

** A combination of BIOL 2111K and BIOL 2112K (Anatomy and Physiology I & II) may be substituted.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

MEDICAL TRANSCRIPTION (0568)
Allied Health Division
RECOMMENDED COURSES
FOR CERTIFICATE PROGRAM

Medical transcriptionists interpret and type (transcribe) physician-dictated medical reports. These reports become a permanent part of the patient's medical (health) record, which functions as an important document for future healthcare delivery, medicolegal and billing purposes. Medical transcriptionists must be skilled in anatomy and physiology, English grammar, spelling, and punctuation, the disease processes, laboratory procedures, pharmacology, surgical procedures, medical terminology and medical record practices.

This certificate curriculum is designed to provide the student with the skills needed for employment as an entry-level medical transcriptionist.

Requirements:

The student must complete any Reading and English Learning Support area requirements and be accepted into this program before beginning any HITE classes. A GPA of 2.0 is required to enter this certificate program, and the student must achieve a grade of "C" or better in all medical transcription courses.

Additional Requirements:

Manual dexterity to operate a computer keyboard.

Demonstrated keyboarding skills and a typing speed of at least 30 wpm.

Prerequisites:

		Sem. Hrs
ALHE 1120	Medical Terminology	1
BIOL 1100K	Human Anatomy and Physiology for the Health Care Professional or Beginning Word/Word Perfect	4
BUED 2251 or CISM 2201	Fundamental of Computer Applications	<u>3</u>
		8
	Semester #1	Sem. Hrs
ENGL 1101	English Composition I	3
HITE 2400	Pathophysiology and Pharmacology	3
HITE 2501	Beginning Medical Transcription	3
HITE 2503	Fundamentals of Health Records	<u>2</u>
		11
	Semester #2	Sem. Hrs
HITE 2502	Advanced Medical Transcription	3
HITE 2505	Medical Transcription issues	2
HITE 2507	Medical Transcription Clinical Practice	<u>3</u>
		8
	One-Year Total	27

** A Combination of BIOL 2111K and BIOL 2112K (Human Anatomy and Physiology I & II) may be substituted.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

HISTORY (0033)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

[See Core Curriculum, Area B](#) 4

Area C

Humanities And The Fine Arts - 6 Hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/	See Core Curriculum, Area D, Mathematics/Technology courses.	
Technology		3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

HIST 1111* or	Survey of World History I or	
HIST 1112*	Survey of World History II	3
HIST 2111* or	U.S. History Through 1877 or	
HIST 2112*	U.S. History After 1877	3
Foreign Language	(3 hrs. if one course is taken in Area B)	3-6

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 2205	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

Area G

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

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

Two-Year Total **64-68**

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

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

****Secondary Education History Majors – [see Teacher Education \(0014\) Secondary Education.](#)

HISTORY (0033)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
Area D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
Foreign Language	See Core Curriculum, Area C, Hum/Fine Arts.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
		3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
Foreign Language	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

HUMAN SERVICES TECHNOLOGY (0371)
Business/Social Science Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The associate degree program in Human Services Technology at Darton College is designed to prepare entry level human service workers to function as direct care providers in mental health, addiction/substance abuse, gerontologic, and other existing and/or emerging human service settings. Graduates are trained to work as collaborative team members under professional supervision and function in the core roles of service provider, service coordinator, and advocate.

This program is accredited by the Council for Standards in Human Service Education. For additional information, please contact CSHSE at:

Council for Students in Human Service Education
Susan Kincaid, VP Program Accreditation
Western Washington University – Dept. of Human Services
516 High Street
Bellingham, WA. 98225 (360) 650-3531

The Human Services Technology Program provides a three dimensional focus on theoretical knowledge, applied competencies, and clinical/field experience. All students must satisfactorily complete a sequenced core curriculum in Human Services. Once this sequence is completed, students can choose a specialty track. The options are Community Health/Mental Health Worker or Addiction/Substance Abuse Counselor. Each option includes fieldwork experience appropriate to the specialty choice.

One class will be admitted per year. The application deadline for Fall Semester enrollment is August 1. Students may enroll on a part-time or full-time basis; the time required to complete the degree will depend upon the number of credits taken each semester. Since the core professional curriculum in Human Services is sequenced, courses are only offered once a year at designated times. Based on availability of faculty and student need, some classes may be offered both day and evening. Course selection and registration for these classes should be done after a personal meeting with the faculty advisor. However, once a student chooses a specialty track, 6 to 18 hours of practicum experience per week in local human service facilities are required. Approximately 500 clock hours in field work settings comprise the total program experience.

Graduates in Human Services receive an Associate of Science degree in Human Services Technology. They will be prepared to obtain jobs in settings related to their specialty track or to continue their education toward a Bachelor's Degree in areas such as human services, social work, psychology, sociology, rehabilitation counseling, and mental health technology. Students who are interested in a four-year degree should consult with the Human Services Program Director prior to registering for coursework each semester. These advising sessions will maximize the number of courses taken at Darton that will transfer to another institution.

Admission Requirements:

To be eligible for admission to the Human Services Technology program, the student must complete all required Learning Support courses and meet the following conditions:

1. SAT scores are not required; however, traditional students submitting SAT scores with 430/verbal and 400/math may exempt the COMPASS placement test. All required learning support must be completed prior to entering the program. Transfer students must have a GPA of 2.0 or nine semester hours of related courses at Darton with a GPA of 2.0. Students with a degree from an accredited college or university may enroll in Human Services Technology courses, providing prerequisites are met.

2. The student must complete an application packet to the Human Services Technology Program. This application includes an essay by the student on her/his interest in and understanding of human services and her/his professional goals.

Re-Admission of Returning Students:

Any student who fails a HUST or ALHE course will not be able to continue onto the next semester of HUST courses. If this is the student's first failure, the student may re-apply to the HST Program and, if accepted, placement of the returning student will be determined after previous coursework has been evaluated by the program director. Courses more than two years old will have to be repeated. More than one "D" and/or "F" in HUST courses will result in permanent dismissal from the program. (This may be two courses or failure of the same course twice.)

The HST program reserves the right to discontinue, at any time, the enrollment of a HST student if, in the judgment of the Vice President for Academic Affairs, the HST faculty, and the chair of the Business/Social Science Division, the student does not appear to have the necessary qualifications for a career as a HST.

Additional Requirements:

1. Proof of hepatitis B vaccination series, an up-to-date immunization record, and annual TB testing are required prior to enrolling in the first practicum experience.
2. A minimum grade point average of 2.0 is required in each Human Services course for graduation from the program. If a grade less than "C" is received the course must be repeated.
3. A fee of approximately \$17.50 is required to provide liability insurance coverage for the practicum and field work experiences, and is included in student fees.
4. The student is expected to provide transportation to and from any fieldwork site and/or arrange for living accommodations.
5. Prior to the first practicum experience, the student will be expected to successfully complete a CPR course (provided by the Division of Social Science faculty).
6. Prior to the first practicum experience, the student must sign a statement that she/he will maintain confidentiality in matters relating to clients.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level human services technician, the student must be able to:
 - a. complete required documentation in written or recorded format for effective job performance,
 - b. hear the spoken voice (with or without auditory aids) or "hear" through lip-reading or sign language,
 - c. be independently mobile with or without the aid of assistive devices.
8. Graduates of the program must demonstrate their ability to communicate effectively in a variety of settings; to function in a warm, empathic, non-judgmental fashion with a diversity of clientele; and to recognize ethical and professional limitations in their relationship with clients.
9. Students must successfully pass both the Clinical placement (50%) and the Practicum/Field Placement Seminar coursework (50%) of HUST 2150, HUST 2210, HUST 2310, HUST 2220 or HUST 2320. Failure of either applicable portion of the clinical placement or seminar coursework will result in an "F" for the course.

For additional policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

HUMAN SERVICES TECHNOLOGY (0371)
Business/Social Science Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
*ENGL 1101	English Composition I	3
*MATH 1111	College Algebra	3
*PSYC 1101	General Psychology	3
*ALHE 1105	Health Care System Foundations	2
HUST 1100	Introduction to Human Services	1
HUST 1115	Crisis Intervention	2
*CISM 1100	Computer Concepts and Software	<u>2</u>
		16
	Second Semester	
COMM 1000	Cultural Diversity in Communication or higher communication course**	2
*ENGL 1102	English Composition II	3
*PSYC 2215	Human Growth and Development	3
HUST 1105	Therapeutic Communications for Healthcare Professionals	3
HUST 1110	Families and Other Systems	3
HUST 2150	Human Services Practicum [1 credit=3 hours; 6 hours/week]	<u>2</u>
		16
	Summer Semester	
*ALHE 2000	Ethics and the Health Professional	2
*ALHE 2100	Personal Growth and Development	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	<u>3</u>
		11
Sophomore Year	First Semester	Sem. Hrs.
HUST 2000	Group Theory and Process	3
HUST 2050	Counseling Theories and Methods	3
HUST 2650	Applied Community Health	3
HUST 2700	Understanding and Treating Addictions	3
HUST 2210 or HUST 2310	Community Health/Mental Health Worker Field Placement I or Addiction/Substance Abuse Counselor Field Placement I [9 hours/week]	3
		15
	Second Semester	
HUST 2750	Current Trends in Addiction and Mental Health	3
HUST 2220 or HUST 2320	Community Health/Mental Health Worker Field Placement II or Addiction/Substance Abuse Counselor Field Placement II [18 hours/week]	6
Elective	Social Science Course preferred but any 3 hour course relevant to the major allowed	<u>3</u>
		12
	Two-Year Total	70

*These courses may be taken prior to acceptance into the program

**Oral Communication requirement may be met by completion of other communication Courses. [See Core Curriculum, Area B](#)

ADDICTION COUNSELING (0570)
Business/Social Science Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAMS

This certificate program consists of six (6) Georgia Addiction Counselors' Association (GACA) approved courses that total to 270 clock hours of instruction. Students who complete this certificate program will meet the *academic training requirement* at the CAC-II level (Certified Addiction Counselor – Level Two) for certification in addiction counseling. The six courses are taught over a period of three semesters with two courses being offered per semester for a total of 6 semester credits and 90 clock hours each semester. Individuals who sit for the CAC Level II exam must have a Bachelor's degree.

Admission Criteria: Individuals who have achieved a Bachelor's Degree or higher, are either currently working in the field of addictions, or are interested in working in this field and meet the listed admissions criteria. However, individuals may also apply:

1. Exited all Developmental Studies/Learning Support classes
2. Earned at Darton or transferred credit to Darton, 90 quarter hours or 60 semester credit hours of college courses
3. Passed with a "C" grade or higher English 1101 (English Composition I) and English 1102 (English Composition II)

	Fall Semester	Sem. Hrs.
HUST 2050	Counseling Theories and Methods	3
HUST 2700	Understanding and Treating Addictions	3
Spring Semester		
HUST 1110	Families and Other Systems	3
HUST 2750	Current Trends in Addiction and Mental Health	3
Summer Semester		
HUST 2000	Group Theory and Process	3
HUST 2650	Applied Community Health	<u>3</u>
	Certificate Total	18

For additional policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

FAMILY AND CHILD WELFARE PRACTITIONER CERTIFICATE (0571)
Business/Social Science Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAMS

This certificate program has been developed in partnership with the Georgia Association of Homes and Services for Children and the National Center for Professional Certification (NCPC.) To be eligible for this certificate an applicant must meet the following criteria:

1. Be an employee of an agency who is affiliated with the Georgia Association of Homes and Services for children and/or who is affiliated with the National Center for Professional Certification;
2. Be working on the Family and Child Welfare Practitioner Level 2 Award or an equivalent award from the national Center for Professional Certification (NCPC).

	Summer Semester	Sem. Hrs.
HUST 1105	Therapeutic Communications for Healthcare Professionals	3
HUST 2150	Human Services Practicum	2
Fall Semester		
HUST 1115	Crisis Intervention	2
HUST 2210	Community Health/Mental Health Worker Field Placement I	3
Spring Semester		
HUST 2220	Community Health/Mental Health Worker Field Placement II	<u>6</u>
Certificate Total		16

For additional policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

TEACHER COMMUNICATION AND CRISIS SKILLS ENHANCEMENT (0572)
Business/Social Science Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAMS

This certificate program will provide teachers and other professionals additional training in handling student/client crises and enhance their ability to manage student concerns and problems in general. Current teachers and any professional who wishes to develop skills in these areas are eligible to apply. All students in the Teacher Communication and Crisis Skills Enhancement Certificate must have exited READ 0099 and ENGL 0099 before taking any program courses.

Students who have been identified as needing Learning Support via the Compass Test must have exited READ 0099 and/or ENGL 0099 to enroll. Students taking on-line classes must have basic computer skills.

		Sem. Hrs.
	Spring Semester	
HUST 1105	Therapeutic Communications for Healthcare Professionals	3
HUST 1110	Families and Other Systems	3
	Summer Semester	
ALHE 2100	Personal Growth and Development	3
HUST 2700	Understanding and Treating Addictions	3
	Fall Semester	
HUST 1115	Crisis Intervention	2
HUST 2750	Current Trends in Addition and Mental Health	<u>3</u>
	Certificate Total	17

JOURNALISM AND MASS COMMUNICATION (0009)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

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

The following course is recommended, but any other Area B courses are allowed.

Area C

Humanities And The Fine Arts - 6 Hours

Literature	See Core Curriculum, Area C Literature	3
Humanities/Fine Arts	See Core Curriculum, Area C Hum/Fine Arts	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Math 2205	Introduction to Statistics	3

The following course is recommended, but other Area D Math/Technology courses are allowed.

Area E

Social Science - 12 Hours

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

The following course is recommended, but other Area E Social Science courses are allowed. [See Core Curriculum, Area E, Social Science.](#)

Area F

Courses Related To The Major - 18 Hours

JOUR 1100	Introduction to Mass Communications	3
Choose one of the following courses:		3
JOUR 1110 or COMM 1100 or COMM 1110 or ENGL 2210 or ENGL 2220 or ENGL 2230 or Foreign Language 1001 or 1002	News Writing or Human Communications or Public Speaking or Creative Writing or Writing Non-Fiction or Professional and Technical Writing or Elementary I or II Foreign Language	3

Choose three of the following courses:

ACCT 2101 or	Principles of Accounting I or
ACCT 2102 or	Principles of Accounting II or
ANTH 1103 or	Introduction to Cultural Anthropology or
ART 1100 or	Art Appreciation or
ART 2111 or	Basic Photography or
ART 2150 or	Computer Arts or
ART 2180 or	Digital Photography or
ART 2280 or	Art History I or
ART 2285 or	Art History II or
Elective or	Communications or
ECON 2105 or	Principles of Macroeconomics or
ECON 2106 or	Principles of Microeconomics or
Elective or	English (2000-level intermediate course) or
Elective or	Foreign Language or
GEOG 1101 or	Introduction to Human Geography or
Elective or	History or
MATH 2205 or	Introduction to Statistics or
MUSC 1100 or	Music Appreciation or
PHIL 2205 or	Introduction to Philosophy or
Elective or	Political Science or
Elective or	Psychology or
Elective or	Sociology or
THEA 1100	Theatre Appreciation

Area G

Physical Education – (1 – 4 courses)**

4-8

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

Two-Year Total

64-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

*** 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.

JOURNALISM AND MASS COMMUNICATION (0009)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
JOUR 1100 (COMM 2230)	Introduction to Mass Communication	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18

Second Semester		
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
	Choose one of the following:	3
JOUR 1110 or	News Writing or	
COMM 1100 or	Human Communications or	
COMM 1110 or	Public Speaking or	
ENGL 2210 or	Creative Writing or	
ENGL 2220 or	Writing Non-Fiction or	
ENGL 2230 or	Professional and Technical Writing	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-15

Sophomore Year	First Semester	Sem. Hrs.
AREA C Literature	See Core Curriculum, Area C.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000 or	Cultural Diversity in Communication or	
COMM 1110 or	Public Speaking* or	
COMM 1111	Issues in Argumentation and Advocacy	2-3
The following course is recommended, but other Area D Math/Technology courses are allowed.		
MATH 2205	Introduction to Statistics	3
Foreign Language	Elementary I or II Foreign Language	
1001 or 1002		3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-17

Second Semester		
Choose three of the following courses:		9
ACCT 2101 or	Principles of Accounting I or	
ACCT 2102 or	Principles of Accounting II or	
ANTH 1103 or	Introduction to Cultural Anthropology or	
ART 1100 or	Art Appreciation or	
ART 2111 or	Basic Photography or	
ART 2150 or	Computer Arts or	

ART 2280 or	Art History I or	
ART 2285 or	Art History II or	
Elective or	Communications or	
ECON 2105 or	Principles of Macroeconomics or	
ECON 2106 or	Principles of Microeconomics or	
Elective or	English (2000-level intermediate course) or	
Elective or	Foreign Language or	
GEOG 1101 or	Introduction to Human Geography or	
Elective or	History or	
MATH 2205 or	Introduction to Statistics or	
MUSC 1100 or	Music Appreciation or	
PHIL 2205 or	Introduction to Philosophy or	
Elective or	Political Science or	
Elective or	Psychology or	
Elective or	Sociology or	
THEA 1100	Theatre Appreciation	
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
Area C Humanities/ Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts	3
The following course is recommended, but other Area B courses are allowed.		
PHIL 1101	Critical Thinking	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
Two-Year Total		64-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

MASS COMMUNICATION (0547)
Humanities Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This certificate provides the student with technical and hands on training as it applies to the film and media industries.

The occupational experience must be completed in the field of film production or broadcasting.

		Sem. Hrs.
ENGL 1101	English Composition I	3
COMM 2235	News Writing	3
OCEX 2290**	Occupational Experience	3
COMM 2230	Introduction to Mass Communication	3
Elective *		3
OCEX 2290**	Occupational Experience	<u>3</u>
Total		18

*Select one elective from the following:

COMM 1110	Public Speaking	3
ART 2150	Computer Art	3
THEA 1105	Acting	3

Or other appropriate courses approved by the Humanities Division advisor.

Exiting Learning Support English is required.

PROFESSIONAL WRITING CERTIFICATE (0535)
Humanities Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This certificate allows students to gain concentrated, practical knowledge in preparing for work in the fields of journalism, marketing communications, and public relations. It is also open to all majors who wish to improve marketability by increasing workplace communication skills. Students will create a portfolio of work to use when applying for positions.

Freshman Year	Summer Semester	Sem. Hrs.
ENGL 1101 (A-Term)	English Composition I	3
ENGL 1102 (B-Term)	English Composition 2	3
	Fall Semester	
JOUR 1100 (COMM 2230)	Introduction to Mass Communication	3
JOUR 1110 (COMM 2235)	News Writing	3
	Spring Semester	
ENGL 2220	Writing Nonfiction	3
ENGL 2230	Professional and Technical Writing	<u>3</u>
	Total	18

MANAGEMENT (0351)
Business Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate Degree program in Management is designed to prepare the student for employment in a wide variety of business enterprises, ranging from industrial and commercial settings to retail, information, and service industries. The student will develop a thorough understanding of the management and marketing 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.

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

Freshman Year	First Semester	Sem. Hrs.
COMM 1110	Public Speaking*	3
ENGL 1101	English Composition I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
MATH 1111	College Algebra or higher Mathematics	3
PSYC 1101	General Psychology	<u>3</u>
		15
	Second Semester	
ENGL 1102	English Composition II	3
BUSA 2106	The Environment of Business	3
BUSA 2220	Human Relations	3
CISM 2201	Fundamentals of Computer Applications	3
POLS 1101	American Government in World Perspective	<u>3</u>
		15
Sophomore Year	First Semester	Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
BUSA 2250	Retail Management	3
BUSA 2215	Principles of Human Resources Management	3
BUSA 2240	Principles of Marketing	3
ECON 2105	Principles of Macroeconomics	<u>3</u>
		15
	Second Semester	
ACCT 2102	Principles of Accounting II	3
BUSA 2200	Principles of Management	3
BUSA 2255	Personal Selling	3
ECON 2106	Principles of Microeconomics	3
BUSA 2105	Communicating in the Business Environment	<u>3</u>
		15
	Physical Education – (fitness competency requirement)**	<u>2</u>
	Two-Year Total	62

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

****Electives to include fulfillment of the Fitness competency requirement by completion of one of the following: PHED 1105 Strength Training, PHED 1106 Walk, Jog, Run, PHED 1161 Fitness I, PHED 1162 Fitness II, PHED 11120 Deep Water Exercise, PHED 1139 Fitness Swimming, PHED 1115 Step Aerobics, PHED 1116 Step Aerobics II, or PHED 1182 Personal Conditioning.**



MANAGEMENT (0586)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The management certificate program is designed to prepare students for work in the shortest time possible. A certificate is awarded upon program completion.

GENERAL MANAGEMENT OPTION (1586)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

First Semester		Sem. Hrs.
BUSA 2215	Principles of Human Resource Management	3
ECON 2105	Principles of Macroeconomics	3
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher Mathematics	3
Elective	ACCT/BUSA/COPR/ECON	3
		15
Second Semester		Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
BUSA 2105	Communicating in the Business Environment	3
BUSA 2200	Principles of Management	3
CISM 2201	Fundamentals of Computer Applications	3
Elective	ACCT/BUSA/COPR/ECON	3
		15
One-Year Total		30

BANKING (7586)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This option is designed primarily for individuals in the banking industry who are trying to improve their skills and knowledge. The banking courses use the American Institute of Banking (AIB) texts and resource materials. It is suggested that a plan of study be discussed with the business academic advisor before pursuing. Non-banking individuals may enter the program, but they should work closely with an academic advisor to choose the courses that will provide the most benefit.

First Semester		Sem. Hrs.
BUSA 1171	Principles of Banking	3
BUSA 1172	Law and Banking Applications	3
BUSA 1173	Money and Banking	<u>3</u>
		9
Second Semester		
Electives		<u>9</u>
One-Year Total		18
*Select electives from the following:		
BUSA 1176	Fundamentals of Consumer Lending	1
BUSA 1177	Introduction to Relationship Selling	1
BUSA 1179	Consumer Lending	3
BUSA 1180	Introduction to Supervision	3
BUSA 1181	Analyzing Financial Statements	3
BUSA 1182	Issues for Bankers	1

*Or other courses approved by the business division advisor.

BUSINESS EMPHASIS* (8586)
Business Division/Allied Health Field
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

Fall Semester		Sem. Hrs.
ACCT 2101	Principles of Accounting I	3
ALHE 2000	Ethics and the Health Professional	2
ALHE 2050	Health Care Delivery System	1
BUSA1100	Financial Planning & Investment Management	2
BUSA 2215	Principles of Human Resources Management	3
Elective	ACCT/BUSA/COPR/ECON	<u>2</u>
		13
Spring Semester		Sem. Hrs.
BUED 2200	Medical Office Management	3
BUSA 2200	Principles of Management	3
BUSA 2220	Human Relations	3
BUSA 2240	Principles of Marketing	3
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		15
One-Year Total		28

*Admission is restricted to those who are currently employed in a management/supervisory capacity in a medical setting and have current certification/licensure in an allied health field or hold an associates or higher degree(s) in business. The chair of the Allied Health or Business Division may waive these requirements under extenuating circumstances.

**MANAGEMENT OPTION
Business Division
RECOMMENDED COURSES FOR A
HOMELAND SECURITY (HSEC) OPTION (0544)**

The Homeland Security Management Certificate is designed for those students who have no experience in the field of Homeland Security and those who already have an entry level job or experience and need to enhance their education to stay competitive. Students must complete all of the core courses and choose a minimum of (2) electives.

	Fall Semester	Sem.Hrs.
HSEC 2109	Introduction to Homeland Security	3
HSEC 2114	National Response Plan	<u>3</u>
		6
	Spring Semester	
HSEC 2123	Terrorism and Homeland Security	3
HSEC 2127	The US Intelligence Community: Links to HSEC	<u>3</u>
		6
	Summer Semester	
HSEC 2131	Introduction to Emergency Management	3
Elective	3 hours from list below	<u>3</u>
		6
	Fall Semester	
HSEC 2134	Securing our Transportation Systems	3
HSEC 2138	Immigration Threats: Securing our Borders	<u>3</u>
		6
	Spring Semester	
HSEC 2142	Protecting Critical Infrastructure	3
Elective	3 hours from list below	<u>3</u>
		6
	Total	30
HSEC 2146	*Protection of Hazardous Materials	3
HSEC 2153	**Theories of Terrorism: Analysis through Case Studies	3
HSEC 2159	*Information Security (INFOSEC)	3
HSEC 2164	*Corporate Security	3
POLS 1105	*Current World Problems	3
POLS 2201	*American State and Local Government	3
POLS 2401	*Introduction to Global Issues	3

(30) Semester Hours required

*A minimum of (2) elective courses are required

**Prerequisite exists (See course outline)

LOGISTICS AND SUPPLY CHAIN MANAGEMENT (0545)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This certificate is designed to provide basic knowledge to those students interested in managing global supply chain and logistics.

	First Semester	Sem. Hrs.
BUSA 2234	Logistics and Supply Chain Management	3
BUSA 2235	Inventory Management	3
BUSA 2236	Transportation and Traffic Management	<u>3</u>
		9
	Second Semester	
BUSA 2237	Cost, Performance and Customer Service Management For Supply Chain	3
BUSA 2238	Global Logistics	3
BUSA 2239	Purchasing and Material Management	<u>3</u>
		9
	Certificate Total	18

MANAGEMENT AND MARKETING (0584)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Management and Marketing Certificate is structured to provide basic skills for employment in the marketing and management fields. All students will be given the option of selecting six courses from a menu of courses.

		Sem. Hrs.
ACCT 2101	Principles of Accounting	3
BUSA 1105	Introduction to Business	3
BUSA 2106	The Environment of Business	3
BUSA 2200	Principles of Management	3
BUSA 2215	Principles of Human Resource Management	3
BUSA 2220	Human Relations	3
BUSA 2240	Principles of Marketing	3
BUSA 2250	Retail Management	3
BUSA 2255	Personal Selling	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Macroeconomics	3
MATH 1111	College Algebra	<u>3</u>
		18

MARKETING (0585)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Marketing Certificate is designed for those students who already have a job or experience and need to enhance their education to stay competitive.

	First Semester	Sem. Hrs.
ENGL 1101	English Composition	3
MATH 1111	College Algebra	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Macroeconomics	3
BUSA 2240	Principles of Marketing	<u>3</u>
		15
	Second Semester	
ACCT 2101	Principles of Accounting	3
BUSA 2105	Communicating in the Business Environment	3
BUSA 2250	Retail Management	3
BUSA 2255	Personal Selling	3
Elective	ACCT/BUSA/ECON	<u>3</u>
		15
	One-Year Total	30

WOMEN'S LEADERSHIP AND MANAGEMENT OPTION (5586)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

This program is designed to enhance opportunities for women in the workforce or women desiring entry into the workforce. The program offers flexibility in the selection of courses thereby addressing the needs of and providing learning opportunities for women at all levels of employment. A Certificate is awarded upon program completion.

		Sem. Hrs.
BUSA 1100	Financial Planning and Investment Management	2
LEAD 1101	Leadership Development	2
ETHI 1101	Issues in Ethics	2
BUSA 2105	Communicating in the Business Environment OR	
CISM 2201	Fundamentals of Computer Application	3
HLTH 1164	Stress Management	2
Elective	Choose 3 hrs. from group *	3
Elective	Choose 1-2 hrs. from group **	1-2
Elective	Choose 3-4 hrs. from group * or ***	<u>3-4</u>

TOTAL 18-20

*

BUED 1111	Beginning Document Processing (3)
BUED 2245	Office Procedures (3)
CISM 1100	Computer Concepts and Software Applications (2)
CISM 2201	Fundamentals of Computer Applications (3)
COPR 2225	Advanced Spreadsheet Applications (3)
COPR 2230	Systems Analysis (3)
COPR 2235	Database Management Systems (3)
COPR 2260	Introduction to Website Creation (1)
Foreign Language	Any Foreign Language 1001 or 1002 (3)

**

PHED 1106	Walk, Job, or Run for Fitness (2)
PHED 1110	Deep Water Exercise (2)
PHED 1115	Step Aerobics I (2)
PHED 1183	Walking (1)

ALHE 2100	Personal Growth & Development (3)
BUSA 1105	Introduction to Business (3)
BUSA 2105	Communicating in the Business Environment (3)
PHIL 1101	Critical Thinking (2)
ENGL 1101	English Composition I (3)
GLOB 1105	Global Issues (2)
HLTH 1163	Personal Health (2)
LEAD 1101	Leadership Development (2)
PERS 1101	Personal Development (2)
Foreign Language	Any Foreign Language 1001 or 1002 (3)

MATHEMATICS (0010)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
MATH 2205	Introduction to Statistics	3
CSCI 1300	Introduction to Computer Science	3
Major Electives		
CSCI 1301 or	Computer Science I or	4
CSCI 1302	Computer Science II	4
MATH 2218	Linear Algebra	3

Area G

Physical Education – (1 – 4 courses)**

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

64-69

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***Secondary Education Mathematics Majors – [See Teacher Education \(0014\)](#)

MATHEMATICS (0010)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
COMM 1110	Public Speaking*	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition	3
MATH 1151	Calculus I with Geometry	4
CSCI 1300	Introduction to Computer Science	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	First Semester	Sem. Hrs.
Sophomore Year		
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
MATH 2205	Introduction to Statistics	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
CSCI 1301 or	Computer Science I	4
CSCI 1302	Computer Science II	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Two-Year Total	65-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

MEDICAL TECHNOLOGY (0026)
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
MATH 1111	College Algebra	3

Area B

Institutional Options - 4 Hours

See Core Curriculum, Area B.	4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Science Requirements		
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
One 8 hour lab course sequence in chemistry and an additional course in science, mathematics or technology		
		3

Area E

Social Science - 12 Hours

HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
POLS 1101	American Government in World Perspective	3
Electives	See Core Curriculum, Area E, Social/Science courses.	6

Area F

Courses Related To The Major - 18 Hours

BIOL 2111K	Human Anatomy & Physiology I	4
BIOL 2112K	Human Anatomy & Physiology II	4
BIOL 2115K	Essentials of Microbiology	4
CHEM 2240K	Principles of Organic Chemistry I	4
Elective		2

Area G

Physical Education – (1 – 4 courses)**

	4-8
One course per semester of full-time enrollment with a maximum of 4 courses	

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

Web Version

MEDICAL TECHNOLOGY (0026)
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1111	College Algebra	3
BIOL 2111K	Human Anatomy and Physiology I	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
BIOL 2112K	Human Anatomy and Physiology II	4
AREA B Elective or	See Core Curriculum, Area B.	
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		5-6
Sophomore Year	First Semester	Sem. Hrs.
BIOL 2115K	Essentials of Microbiology	4
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		13-14
	Second Semester	
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
AREA C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	6
AREA B Elective	See Core Curriculum, Area B.	4
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Two-Year Total	65-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

MEDICAL LABORATORY TECHNOLOGY (0365)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The Medical Laboratory Technology program prepares graduates to practice as a laboratory technician in hospitals, clinics, physician offices, and other health care facilities. Graduates are eligible to sit for national certifying exams. The program is accredited by The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mawr Avenue, Suite 670, Chicago, Illinois 60631, Phone (773)714-8880, www.naacls.org.

MLT Admissions Criteria:

1. Students must have an SAT I score of 870 or 9 semester hours of related courses at Darton with a GPA of 2.0.
2. Students needing Learning Support courses must complete them prior to enrolling in medical laboratory technology courses.
3. Transfer students must have a GPA of 2.0 or 9 semester hours of related courses at Darton with a GPA of 2.0.
4. Students who have a degree from an accredited college/university may enroll in MLT technical courses, providing prerequisites are met.

Additional Requirements:

1. A minimum grade of "C" is required in each MLT professional course.
2. A medical examination, including proof of hepatitis B immunizations, may be required prior to entry into clinical practicum courses.
3. Students must satisfy admission requirements to Darton College.
4. Liability insurance is required upon enrollment in any MLT technical course.
5. To satisfactorily complete the curriculum and to develop the skills required of an entry level medical laboratory technician, the student must have:
 - (a) Visual acuity (with or without corrective lenses) sufficient to differentiate colors used as reaction indicators; to observe the patient during phlebotomy procedure; to differentiate and identify specimens utilizing microscopic examination; to read laboratory manuals, procedure, policies, specimen labels, test requisitions and other materials pertinent to professional practice;
 - (b) Physical ability to manipulate clinical laboratory instruments and equipment in a manner consistent with operational procedures;
 - (c) Manual dexterity to perform venepuncture procedures and to operate hand held medical laboratory equipment and tools in a manner consistent with operational guidelines.

MLT Re-Admission Criteria

Students who do not progress in MLT Program courses as outlined by the curriculum guide may continue in the program under the following conditions:

- (a) They meet Darton College admission criteria.
- (b) They meet MLT Program admission criteria.
- (c) They do not have more than one "D" or "F" in program courses.
- (d) Course enrollment will be permitted on a space-available basis and only if prerequisites are met.
- (e) Students absent from the program for a period exceeding one semester will be required to demonstrate prior course competency by exam or repeat for credit.

Additional Costs:

Students in the Medical Laboratory Technology Program are responsible for the following approximated expenses in addition to books, tuition and fees:

Liability Insurance	\$ 17.50
Uniforms/lab coat	\$ 100.00
Laboratory Supplies (Gloves, masks, face shields, scissors, rulers, pens, graph paper and markers)	\$ 50.00
Specified immunization	<u>\$200.00</u>
	<u>\$367.50</u>

Clinical Assignments:

The Darton College MLT Program has clinical affiliations with many hospitals and clinics in Southwest Georgia. Clinical assignments are made by the program faculty with approved affiliates only. Students must be prepared to travel to their clinical training facility.

Program Application Required:

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

<http://www.darton.edu/programs/AlliedHealth/mlt/>

	Application Deadline
Fall Semester	August 1
Spring Semester	December 7
Summer Semester	May 1

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

ADMINISTRATIVE WITHDRAWALS:

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

MEDICAL LABORATORY TECHNOLOGY (0365)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
MLTS 1160W	MLT I On-line	3
MLTS 1160L	MLT I Lab	1
BIOL 1100K or	Human Anatomy and Physiology	4
	for the Health Care Professional or	
BIOL 2111K	Human Anatomy & Physiology I or	4
BIOL 2112K	Human Anatomy & Physiology II	4
CHEM 1211K	Principles of Chemistry I	4
ENGL 1101	English Composition I	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
***ALHE 1103	Orientation to ML	1
		18-19
	Second Semester	
MLTS 1161W	MLT II On-line	3
MLTS 1161L	MLT II Lab	1
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
COMM 1110	Public Speaking*	3
BIOL 2115K	Essentials of Microbiology	4
		18
Sophomore Year	First Semester	Sem. Hrs.
MLTS 2010W	MLT III On-line	2
MLTS 2010L	MLT III Lab	2
MLTS 2020W	MLT IV On-line	3
MLTS 2020L	MLT IV Lab	1
MATH 1111	College Algebra	3
POLS 1101	American Government in World Perspective	3
		14
	Second Semester	
MLTS 2630	MLT Externship	18
**MLTS 2670	MLT Seminars	1
		19
	 Two-Year Total	 69-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**As an option, program courses are available by distance learning.

***ALHE 1103 Orientation to MLT is highly recommended prior to or during the 1st semester; not required.

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

MEDICAL LABORATORY TECHNOLOGY (0365)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
Alternative Delivery: Distance Learning Option

Freshman Year	Fall Semester	Sem. Hrs.
BIOL 1100K or	Human Anatomy and Physiology for the Health Care Professional or	4
BIOL 2111K or	Human Anatomy and Physiology I or	
BIOL 2112K	Human Anatomy and Physiology II	
*HIST 2111 or	U.S. History Through 1877 or	
*HIST 2112	U.S. History After 1877	3
CHEM 1211K	Principles of Chemistry I	4
*ENGL 1101	English Composition I	3
ALHE 1103	Orientation to MLT	1
MLTS 1160W	MLT I On-line	3
MLTS 1160L	MLT I Lab	1
		18-19
	Spring Semester	
*ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
COMM 1110	Public Speaking	3
BIOL 2115K	Essentials of Microbiology	4
MLTS 1161W	MLT II On-line	3
MLTS 1161L	MLT II Lab	1
		18
Sophomore Year	Summer Semester	Sem. Hrs.
MLTS 2010W	MLT III On-line	2
MLTS 2010L	MLT III Lab	2
MLTS 2020W	MLT IV On-line	3
MLTS 2020L	MLT IV Lab	1
*POLS 1101	American Government in World Perspective	3
*MATH 1111	College Algebra	3
		14
	Fall Semester	
MLTS 2630	MLT Externship	18
*MLTS 2670	MLT Seminars	1
		19
	Two-Year Total	69-70

*Courses also available on-line

Note: MLTS 1160 is equivalent to MLTS 1160W + MLTS 1160L
 MLTS 1161 is equivalent to MLTS 1161 + MLTS 1161L
 MLTS 2010 is equivalent to MLTS 2010W + MLTS 2010L
 MLTS 2020 is equivalent to MLTS 2020W + MLTS 2020L

**Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

***ALHE 1103 Orientation to MLT is highly recommended prior to or during the 1st semester; not required.

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

HISTOLOGIC TECHNOLOGY (0373)
Allied Health Division
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Histologic Technology A.A.S. Degree Program provides students with academic and practical training for job-entry skills in anatomic pathology.

Upon successful completion of the program, students receive an Associate of Applied Science Degree and a Certificate in Histologic Technology. The certificate program component is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mayer Avenue, Suite 670, Chicago, Illinois 60631, phone (773) 714-8880, www.naacls.org.

Histology Admission

Option I:

High School Option

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of high school Algebra, Chemistry and Biology with a "C" or higher.
4. Program application required.*

Option II:

College Option

This option is an alternative way to gain admission into the program as well as a way to eliminate prior academic deficiencies.

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of college Algebra, Chemistry and Biology with a "C" or higher.
4. Completion of at least 30 hours of the general education requirements prior to admission.
5. Program application required.*

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

<http://www.darton.edu/programs/AlliedHealth/hist/>

	Application Deadline
Fall Semester	June 30
Spring Semester	December 7

Selection:

Once applicants meet the general admission criteria for the program, their completed folders are forwarded to the Program Director for review. Students for the program are selected from the applicants according to the following criteria:

- Prior Degree Attained
- Prior laboratory work experience
- GPA
- Completed program application

Applicants with the highest point accumulation are selected until the class positions are filled. Class size is based upon annual clinical site availability.

Additional Requirements:

1. A minimum grade of a "C" in each professional Histology course.
2. Students are required to submit a copy of a recent physical exam prior to program acceptance.
3. Students are required to meet the health requirements of the clinical affiliate to which they are assigned.

4. Students must have documented immunization to Hepatitis B.
5. Liability insurance is required upon enrollment in the program.
6. To satisfactorily complete the curriculum and to develop required skills the students must have:
 - a. **Visual acuity** (with or without corrective lenses) to observe and perform technical procedures; to identify and differentiate specimens, reagents and equipment; to read laboratory manuals, procedures, policies, specimen labels and materials pertinent to professional practice:
 - b. **Physical ability** to manipulate laboratory instruments and equipment in a manner consistent with operational procedures;
 - c. **Manual dexterity** to operate laboratory equipment and use tools in a manner consistent with operational guidelines.

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

Liability Insurance	\$17.50
Uniforms/lab coats	\$150.00
Laboratory Supplies (gloves, pens, markers, etc.)	\$50.00
Special immunizations (HBV)	<u>\$200.00</u>
	<u>\$417.50</u>

Clinical Assignments:

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

Continuation in the Program:

Students must complete each required course with a grade of "C" or better.

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

A student repeating a course in which an unsatisfactory grade was received will experience a delay in clinical placement until the deficient course is satisfactorily completed.

A student withdrawing from the program or a program course may be considered for admission in subsequent classes at the time of the next class selection.

Students absent from the program for a period exceeding one semester will be required to demonstrate prior course competency by exam or repeat for credit.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

HISTOLOGIC TECHNOLOGY (0373)
Allied Health Division
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Freshman Year	First Semester	Sem. Hrs.
BIOL 1100K	Human Anatomy & Physiology/Health Care Professional	4
CHEM 1211K	Principals of Chemistry I	4
ENGL 1101	English Composition I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
MATH 1111	College Algebra	3
Elective	See Core Curriculum, Area E, Social Sciences.	<u>3</u>
		20
	Second Semester	
CHEM 1212K	Principals of Chemistry II	4
ENGL 1102	English Composition II	3
COMM 1110 or	Public Speaking or	3
COMM 2105	Introduction to Interpersonal Communication	
BIOL 2115K	Essentials of Microbiology	4
AREA C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.**	<u>1-2</u>
		18-19
Sophomore Year	First Semester	
MLTS 1300	Introduction to Histology	3
MLTS 1310	Histology I	4
MLTS 1320	Histology II	3
MLTS 1330	Histology III	1
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.**	<u>1-2</u>
		15-16
	Second Semester	
MLTS 1340	Histology IV	5
MLTS 1350	Histology V	2
MLTS 1360	Histology VI	<u>1</u>
		8
	Two-Year Total	61-63

**Electives to include fulfillment of the Fitness competency requirement by completion of one of the following:

PHED 1105 Strength Training, PHED 1106 Walk, Jog, Run, PHED 1161 Fitness I, PHED 1162 Fitness II, PHED 1110 Deep Water Exercise, PHED 1139 Fitness Swimming, PHED 1115 Step Aerobics, PHED 1116 Step Aerobics II, or PHED 1182 Personal Conditioning.

NOTE: Students must score a "C" or higher in all Histology program courses in order to successfully complete each course. Satisfactory completion of the Darton College NAACLS Accredited Histology Certificate Program provides the necessary qualifications for National Certification Examinations.

HISTOLOGY (0564)
Allied Health Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Histotechnology Certificate Program provides students with academic and practical training for job-entry skills in anatomic pathology. The program is approved by the Board of Regents of the University System of Georgia and seeks accreditation with The national Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mayer Avenue, Suite 670, Chicago, Illinois 60631, Phone (773) 714-8880, www.naacls.org. completion of a NAACLS accredited histologic technician certificate program will qualify the student to take their national board exams.

Histology Admission

Option I:

High School Option

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of high school Algebra, Chemistry and Biology with a "C" or higher.
4. Program application required.*

Option II:

College Option

This option is an alternative way to gain admission into the program as well as a way to eliminate prior academic deficiencies.

1. Admission to Darton College
2. Completion of all learning support courses.
3. Completion of college Algebra, Chemistry and Biology with a "C" or higher
4. Program application required.*

Selection:

Once applicants meet the general admission criteria for the program, their completed folders are forwarded to the Program Director for review. Students for the program are selected from the applicants according to the following criteria:

- Prior Degree Attained
- Prior laboratory work experience
- GPA
- Completed program application

Applicants with the highest point accumulation are selected until the class positions are filled. Class size is based upon annual clinical site availability.

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

<http://www.darton.edu/programs/AlliedHealth/hist/>

Additional Requirements:

1. A minimum grade of a "C" in each professional Histology course.
2. Students are required to submit a completed medical form obtained from the office of Allied Health or have a copy of a recent physical exam on file.
3. Students must have documented immunization to Hepatitis B.
4. Liability insurance is required upon enrollment in the program.
5. To satisfactorily complete the curriculum and to develop required skills the students must have:
 - a. **Visual acuity** (with or without corrective lenses) to observe and perform technical procedures; to identify and differentiate specimens, reagents and equipment; to read laboratory manuals, procedures, policies, specimen labels and materials pertinent to professional practice:

- b. **Physical ability** to manipulate laboratory instruments and equipment in a manner consistent with operational procedures;
- c. **Manual dexterity** to operate laboratory equipment and use tools in a manner consistent with operational guidelines.

Program Cost Requirements:

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

Liability Insurance	\$17.50
Uniforms/lab coats	\$150.00
Laboratory Supplies (gloves, pens, markers, etc.)	\$50.00
Special immunizations (HBV)	<u>\$200.00</u>
	<u>\$417.50</u>

Clinical Assignments:

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

Continuation in the Program:

Students must complete each required course with a grade of "C" or better.
 A student may repeat a single course in which the score is less than a "C."
 A student repeating a course in which an unsatisfactory grade was received will experience a delay in clinical placement until the deficient course is satisfactorily completed.
 A student withdrawing from the program or a program course may be considered for admission in subsequent classes at the time of the next class selection.

HISTOLOGY CERTIFICATE

	Fall Semester	Sem. Hrs.
MLTS 1300	Introduction to Histology	3
MLTS 1310W	Histology I	3
MLTS 1310L	Histology I lab	1
MLTS 1320W	Histology II	2
MLTS 1320L	Histology II lab	1
MLTS 1330	Histology III	<u>1</u>
		11
	Spring Semester	
MLTS 1340	Histology IV	5
MLTS 1350	Histology V	2
MLTS 1360	Histology VI	<u>1</u>
		8
	Certificate Total	19

NOTE: Students must score a "C" or higher in all Histology program courses in order to successfully complete each course. Satisfactory completion of the Darton College NAACLS Accredited Histology Certificate Program provides the necessary qualifications for National Certification Examinations.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

PHLEBOTOMY (0599)
Allied Health Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Phlebotomy program of study can be completed in a single semester with classes beginning each fall. Students must have completed all required Learning Support courses before admission to the program is granted. A Certificate of Completion will be awarded when all requirements are satisfied.

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

Additional Costs and Fees:

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 & 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.

PHLE 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 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-available basis and only if prerequisites are met.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, 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 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.

MUSIC (0011)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
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The following courses are recommended, but other Area B courses are allowed.

PHIL 1101 or FREN 1001 or GRMN 1001	Critical Thinking or Elementary French I or Elementary German I	2-3
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Area C

Humanities And The Fine Arts - 6 Hours

Literature	See Core Curriculum, Area C, Literature	3
Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
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The following courses are recommended, but other Area D Math/Technology courses are allowed.

MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
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Area E

Social Science - 12 Hours

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

The following course is recommended, but other Area E Social Science courses are allowed. [See Core Curriculum, Area E, Social Science.](#)

PSYC 1101	General Psychology	3
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Area F

Courses Related To The Major - 18 Hours

MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music I	2
MUSC 1080/1090	College Choir/College Concert Band	4
MUSC 1171	Class Piano	1
MUSC 1172	Sight-Singing/Ear Training	1
MUSC 1102	Elementary Theory II	2
MUSC 2212	Applied Music II	2
MUSC 2201	Advanced Theory I	2
MUSC 2202	Advanced Theory II	2

Area G

Physical Education – (1 – 4 courses)**

4-8

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

Two-Year Total

64-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***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.

Piano and Sight Singing/Ear Training proficiency skills for transfer students must be attained before graduation. Piano and Sight Singing/Ear Training classes may be taken for more than the required 2 hours to meet the proficiency requirements.

Four-year music programs expect music transfer students to have participated in at least 4 semesters of applied study, 4 semesters of ensembles, and to have attained keyboard skills, skills in written theory, aural dictation, and sight-singing before transferring into the junior year of a Baccalaureate program.

****Secondary Education Music Majors – [see Teacher Education \(0014\) Secondary Education](#)

MUSIC (0011)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3
HIST 2111 or HIST 2112	U.S. History through 1877 or U.S. History after 1877	3
MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music	1
MUSC 1080/1090	College Choir/College Concert Band	1
MUSC 1171	Class Piano	1
MUSC 1172	Sight Singing/Ear Training	1
The following courses are recommended, but other Area B courses are allowed.		
COMM 1000 or COMM 1110 or COMM 1111	Cultural Diversity in Communication or Public Speaking* or Issues in Argumentation and Advocacy	2-3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		18-20
	Second Semester	
ENGL 1102	Composition II	3
The following courses are recommended, but other Area D Math/Technology courses are allowed.		
MATH 1112 or MATH 2205	Trigonometry or Introduction to Statistics	3
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	Psychology	3
POLS 1101	American Government in World Perspective	3
MUSC 1102	Elementary Music Theory II	2
MUSC 1080/1090	College Choir/College Concert Band	1
MUSC 2211	Applied Music	1
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	First Semester	
Sophomore Year		Sem. Hrs.
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
The following courses are recommended, but other Area B courses are allowed.		
PHIL 1101 or FREN 1001 or GRMN 1001	Critical Thinking or Elementary French I or Elementary German I	2-3
MUSC 2201	Advanced Music Theory I	2
MUSC 1080/1090	College Choir/College Concert Band	1
MUSC 2212	Applied Music	1
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-16

Second Semester		
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA C Literature	See Core Curriculum, Area C, Literature.	3
AREA C Humanities/Fine Arts	See Core Curriculum, Area C, Hum/Fine Arts.	3
MUSC 2202	Advanced Music Theory II	2
MUSC 1080/1090	College Choir/College Concert Band	1
MUSC 2212	Applied Music	1
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
Two-Year Total		64-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

CHURCH MUSIC (0565)
Humanities Division
RECOMMENDED COURSES
FOR CERTIFICATE PROGRAMS

This certificate is primarily designed for individuals in the church music industry who are trying to improve their skills and knowledge. The church music courses use the texts and materials of current music classes with the exception of the Church Music Seminar which includes seminar presentations on various topics related to the church music industry.

- Planning and organizing a choral/music program for all ages.
- Conducting, music reading, music arranging (choral and/or instrumental), literature and repertoire.
- Working with accompanists and instrumentalists.
- Keyboard Skills
- Music ministry/Worship planning (contemporary and traditional).
- Developing a network and career center for placement of church musicians in ministry locations.
- Contemporary issues of church music.

It is suggested that a plan of study be discussed with the music advisor before pursuing the program and to assure the courses selected provide the greatest benefit.

	First Semester	Sem. Hrs.
MUSC 1101	Elementary Music Theory I	2
MUSC 2211	Applied Music	1
MUSC 1090/1080	College Choir/College Band	1
MUSC 1182	Seminars in Church Music I	2
Elective*		<u>3</u>
		9
	Second Semester	
MUSC 1102	Elementary Music theory II	2
MUSC 2211	Applied Music	1
MUSC 1090/1080	College Choir/College Band	1
MUSC 1183	Seminars in Church Music II	2
Elective*		<u>3</u>
		9
	One Year Total	18
	Select electives from the following:	
COMM 1110	Public Speaking	3
MUSC 1100	Music Appreciation	3

Or other courses approved by the Humanities division advisor.

NUCLEAR MEDICINE TECHNOLOGY (0049)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B.		4
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Math and Technology - 11 hours		
Science Requirements		
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
Math/Technology Requirement		
MATH 2205	Introduction to Statistics	3
Area E		
Social Science - 12 hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
Elective	See Core Curriculum, Area E, Social/Science courses.	3
Area F		
Courses Related to the Major - 18 hours		
Major Requirements		
BIOL 211K and	Human Anatomy & Physiology I and	8
BIOL 2112K	Human Anatomy & Physiology II	
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Major Electives		
BIOL 1107K	Principles of Biology I	4
MATH 1151	Calculus I with Geometry	4
Area G		
Physical Education – (1 – 4 courses)**		
One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
Two-Year Total		66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

NUCLEAR MEDICINE TECHNOLOGY (0049)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Summer Semester	
BIOL 1107K	Principles of Biology I	4
Sophomore Year	First Semester	Sem. Hrs.
BIOL 2111K	Human Anatomy and Physiology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
BIOL 2112K	Human Anatomy and Physiology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Two-Year Total	66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

NURSING (0029)
Nursing Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B. 4

Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
CISM 2201	Fundamentals of Computer Applications	3

Area E

Social Science - 12 Hours

POLS 1101	American Government in World Perspective	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
PSYC 1101	General Psychology	3
SOCI 1101	Principles of Sociology	3

Area F

Courses Related To The Major - 18 Hours

BIOL 2111K	Human Anatomy and Physiology I	4
BIOL 2112K	Human Anatomy and Physiology II	4
BIOL 2115K	Essentials of Microbiology	4

Choose two from the following:

ANTH 1103 or	Introduction to Anthropology or	3
PSYC 2215 or	Human Growth and Development or	3
MATH 2205	Introduction to Statistics	3

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses 4-8

Two-Year Total

64-68

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

NURSING (0029)
Nursing Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
POLS 1101	American Government in World Perspective	3
COMM 1110	Public Speaking*	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-15
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U. S. History After 1877	3
AREA B Elective	See Core Curriculum, Area B.	2
CISM 2201	Fundamentals of Computer Applications	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Summer Semester	
BIOL 2111K	Human Anatomy and Physiology I	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA F Elective	See Area F Courses Related to the Major.	<u>3</u>
		9
Sophomore Year	First Semester	Sem. Hrs.
BIOL 2112K	Human Anatomy and Physiology II	4
PSYC 1101	General Psychology	3
SOCI 1101	Principles of Sociology	3
AREA C Literature	See Core Curriculum, Area C, Literature	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-15
	Second Semester	
BIOL 2115K	Essentials of Microbiology	4
MATH 1111	College Algebra	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		11-12
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**NURSING (0353)
NURSING DIVISION
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

The Associate Degree Program in Nursing at Darton College is approved by the Georgia Board of Nursing. The Nursing Program is also accredited by the National League for Nursing Accrediting Commission (NLNAC). Information regarding nursing programs may be obtained by contacting the NLNAC at 61 Broadway 33rd Floor, New York, New York 10006, (212)363-5555. It is a five semester program planned to prepare the graduate to function as a nurse in first-level staff positions in hospitals and comparable agencies. After successful completion of the Associate of Science in Nursing degree, graduates will be academically eligible to write the state licensing examination to practice as a registered nurse. The state Board of Nursing has the right to refuse to grant a registered nurse license to any individual who has been convicted of moral and/or legal violations specified in Georgia law.

In addition to the application forms submitted for admission to the College in general, students applying for the first time and those returning to nursing courses after a break in nursing enrollment are required to submit a separate application for admission to the Associate Degree Nursing Program. Application forms are available in the Nursing Office and should be completed and returned to the Nursing Office.

To comply with the requirements of cooperating clinical facilities, the Nursing Division requires students to submit a completed health form and to complete a criminal background check. These forms will be provided upon enrollment in NURS 1101 or NURS 1111.

The Associate Degree Nursing Program has limited enrollment, and students are selected on the basis of SAT/ACT scores, college course grades, completion of required nursing related coursework, 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 a minimum of one semester prior to the desired date of admission. Contact the Nursing Office for application deadlines.

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

1. Applicants must have completed required Learning Support courses.
2. Applicants must complete the pre-admission test.
3. Applicants must meet *one* of the following conditions:
 - a. present a composite score of 870 or higher (critical Reading and Math) on the Scholastic Aptitude Test (SAT I) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) **and** have a minimum of 2.00 ("C" average) on all college work previously taken, if any.
 - b. have earned credit on 9 or more semester credit hours of general education courses including one science course required in the nursing program achieving a grade point average of 2.50 or higher. The grade received in the science course must be a C or higher. (All science courses must be completed with a grade of C or higher.)
 - c. if the number of qualified applicants exceeds the number of spaces available in the program, priority will be given to those students who have completed BIOL 2111K and a minimum of 3-5 of the other required core courses.

4. Transfer students will be evaluated based on the requirements outlined above.
5. Students who have received two D's and/or F's in nursing courses at any other institution are not eligible for admission to the Darton College nursing program.
6. Science courses taken more than five years prior to enrolling in the nursing program will be evaluated by the Nursing Division Chair.
 - 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. Students may elect to take both of these courses or BIOL 1100K 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. Students who have completed an LPN Nursing Program or the Advanced Naval Corpsman Hospitalman Course (NER-HN-001) and have one year of active practice within the past two years may challenge NURS 1101 and NURS 1111 for credit. Appointments to challenge these courses will be made after the application, a copy of PNE transcript and a copy of current Georgia license have been submitted.
8. Students desiring to transfer nursing courses for credit must:
 - a. present evidence that transfer course meets the requirements of the nursing curriculum at Darton College, and
 - b. successfully complete the required competency examination on each nursing course presented for transfer credit.
9. Students wishing to repeat NURS 1101 must submit a new application for admission to the nursing program. Readmission will be on a space-available basis.
10. 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.

Additional Nursing Program Requirements

1. All students must be admitted to the Nursing Program before enrolling in NURS 1101. NURS 1101 must be taken immediately preceding or within one semester of NURS 1111.
2. It is recommended that students applying for the Evening Program have completed all of the core courses required for nursing prior to enrolling in NURS 1101.
3. Students will be required to submit a completed health form which documents satisfactory health status prior to clinical practicum. The forms will be available after enrollment in NURS 1101.
4. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease. Evidence of health insurance is required prior to clinical practicum. Professional liability insurance is also required.
5. Students must have a grade of C or better in all science courses and all nursing courses. More than one D and/or F in nursing courses will result in permanent dismissal from the program. A WF is considered F. Students who fail a nursing course must repeat both the theory and clinical components of the course. Students will be re-admitted to the course based on space available.
6. Students are required to maintain at least a 2.0 cumulative grade point average in order to remain in the nursing program.
7. A grade of C or better is required in ENGL 1101, ENGL 1102, BIOL 2111, BIOL 2112, and BIOL 2115.
8. Students must successfully complete a Cardiopulmonary Resuscitation Course (either American Red Cross or American Heart Association) before or during NURS 1101 or NURS 1111. This certification must include CPR for the adult, child, and infant (CPR for the Healthcare Provider) and must be maintained throughout enrollment and updated as necessary.

9. 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.
10. Students are required to take the Regents' Test each semester unless already passed, exempted with test scores, or enrolled in Learning Support English or Learning Support Reading. Passing the Regents' Test is a requirement for graduation from Darton College.
11. Students must have completed all core courses required in the nursing program and the Regents' Test prior to enrolling in the last semester of the nursing program.
12. Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages in NURS 1111, NURS 1112 (or 1311), NURS 2111 (or NURS 2311), NURS 2113 (or NURS 2313), and NURS 2115. Students must demonstrate 100% competency on a math test each semester. A maximum of three (3) opportunities will be provided prior to the last day to withdraw from a course without penalty. If a student is unsuccessful on all three attempts, he/she will receive a clinical failure for calculation of medication dosages. If the student drops, he/she will be eligible to register for the next semester of nursing provided that all of the other entry requirements are met.
13. The Division of Nursing reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Vice President for Academic Affairs and the nursing faculty, the student does not appear to have the necessary qualifications for a nursing career.
14. The faculty, staff, and students in health care programs shall uphold professional and ethical standards.
15. A student may withdraw only once from any given nursing course and no more than three times throughout the duration of the nursing program. This new policy began Fall, 2004.
16. Core performance standards* for admission and progression in the nursing program are:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Physical abilities sufficient for movement from room to room and in small spaces as evidenced by the ability to move around in a patient's room, work spaces, and treatment areas and administer cardiopulmonary procedures.
 - e. 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.
 - f. 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.
 - g. Visual ability sufficient for observation and assessment necessary in nursing care as evidenced by the ability to observe patient/client responses.
 - h. 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 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 applicants must pay the application fee for the pre-admission test.
2. Professional liability insurance is required prior to clinical assignment.
3. The student must assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease. Evidence of health insurance is required prior to clinical practicum.
4. 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 repeat tuberculin skin test at the end of the first year. Health and other forms will be provided as needed.
5. All nursing students will be expected to pay a Testing Fee each semester.
6. All nursing students are required to have uniforms, white hose or white socks, shoes, scissors, and watch with sweep second hand.
7. Nursing students are required to join the Darton College GANS Chapter to enhance professional development.
8. All nursing students will be required to pay for a one-time criminal background check 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.
9. If drug abuse is suspected, the student will be required to be tested at the student's expense.

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 College and the Associate Degree Nursing Program.
2. Submit a transcript from practical nursing education program.
3. Have completed a practical nursing program and have one year of active nursing practice within the last two years. Employee verification and job description required.
4. Submit evidence of unrestricted LPN Licensure.
5. Have completed all prerequisite requirements for the entry nursing class.

HEALTHCARE PROFESSIONAL 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 College and the Associate Degree Nursing Program.
2. Hold a valid Paramedic certification or LPN license with a minimum of one year of field experience.
3. Have earned 16 or more credit hours of general education courses in the nursing curriculum including BIOL 2111 – achieving a GPA of 2.5 or higher.
4. Healthcare Professional Bridge students with previous work experience will have fewer clinical hours than generic students.

**NURSING (0353)
Nursing Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy and Physiology I	4
PSYC 1101	General Psychology	3
COMM1000	Cultural Diversity in Communication	2
NURS 1101	Fundamentals of Nursing - Accelerated Bridge for Healthcare Professionals	<u>3</u> 15
	Second Semester	
ENGL 1102	English Composition II	3
BIOL 2112K	Human Anatomy and Physiology II	4
NURS 1111	Medical Surgical Nursing I	8
CISM 1100	Computer Concepts Software Applications	<u>2</u> 17
	Third Semester	
BIOL 2115K	Essentials of Microbiology	4
NURS 1112	Medical Surgical Nursing II	7
NURS 2113	Psychiatric Nursing	4
PHED	Any (1) credit PE course in area G	<u>1</u> 16
	Fourth Semester	
Sophomore Year	American Government in World Perspective	3
POLS 1101	U. S. History through 1877 or	
HIST 2111 or	U. S. History after 1877	3
HIST 2112	Maternal Child Nursing	<u>9</u> 15
NURS 2111		
	Fifth Semester	
NURS 2115	Medical Surgical Nursing III	8
NURS 2117	Concepts of Modern Nursing	<u>1</u> 9
	Two-Year Total	72

**NURSING
HEALTHCARE PROFESSIONAL BRIDGE (4353)
Nursing Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Freshman Year	Semester I	Sem. Hrs.
ENGL 1101	English Composition I	3
BIOL 2111K	Human Anatomy & Physiology I	4
PSYC 1101	General Psychology	3
COMM 1000	Cultural Diversity in Communication	2
POLS 1101	American Government	<u>3</u>
		15
	Semester II	
ENGL 1102	English Composition II	3
BIOL 2112K	Human Anatomy & Physiology II	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
CISM 1100	Computer Concepts/Software	2
PHED	Any (1) credit hour activity PE	<u>1</u>
		13
	Semester III	
BIOL 2115K	Essentials of Microbiology	4
NURS 1301	Fundamentals of Nursing – Accelerated Bridge for Healthcare Professionals	2
NURS 2313	Psychiatric Nursing – Accelerated Bridge for Healthcare Professionals	<u>2</u>
		8
Sophomore Year	Semester IV	
NURS 1311	Medical-Surgical Nursing - Accelerated Bridge for Healthcare Professionals	<u>8</u>
		8
	Semester V	
NURS 2311	Maternal Child Nursing – Accelerated Bridge for Healthcare Professionals	7
NURS 2117	Concepts of Modern Nursing	<u>1</u>
		8
	Semester VI	
NURS 2115	Medical Surgical Nursing III	<u>8</u>
	Total	60

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 majors.
3. Healthcare Professional Bridge students with previous work experience will have fewer clinical hours than generic students.
4. Healthcare Professional Bridge students are receiving 12 hours of credit (nonpay) on the basis of LPN or Paramedic experience.

**OCCUPATIONAL THERAPY (0085)
TRANSFER PROGRAM
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B		
4		
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology 10-11 Hours		
MATH 1112	Trigonometry	3
CHEM 1211K	Principles of Chemistry I	4
CHEM 1212K	Principles of Chemistry II	4
Area E		
Social Science - 12 Hours		
PSYC 1101	General Psychology	3
POLS 1101	American Government in World Perspective	3
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	3
PSYC 2215	Human Growth and Development	3
Area F		
Courses Related To The Major - 18 Hours		
BIOL 2111K	Human Anatomy & Physiology I	4
PHYS 1111K	Introductory Physics I	4
PHYS 1112K	Introductory Physics II	4
PSYC 2225	Introduction to Abnormal Psychology	3
SOCI 1101	Principles of Sociology	3
Area G		
Physical Education – (1 – 4 courses)**		
<u>4-8</u>		
One course per semester of full-time enrollment with a maximum of 4 courses		

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

**OCCUPATIONAL THERAPY (0085)
TRANSFER PROGRAM
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAM**

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
PSYC 1101	General Psychology	3
COMM 1110	Public Speaking*	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
ENGL 1102	English Composition II	3
POLS 1101	American Government in World Perspective	3
BIOL 2111K	Human Anatomy and Physiology I	4
MATH 1112	Trigonometry	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		14-15
	Summer Semester	
HIST 2111 or HIST 2112	US History Through 1877 or US History After 1877	3
AREA C Elective	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		7-8
Sophomore Year	First Semester	Sem. Hrs.
CHEM 1211K	Principles of Chemistry I	4
PHYS 1111K	Introductory to Physics I	4
SOCI 1101	Principles of Sociology	3
PSYC 2215	Human Growth and Development	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
CHEM 1212K	Principles of Chemistry II	4
PHYS 1112K	Introductory Physics II	4
PSYC 2225	Introduction to Abnormal Psychology	3
ETHI 1101	Issues In Ethics	2
		13
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

OCCUPATIONAL THERAPY ASSISTANT (0372)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The OTA program at Darton College has two tracks for student attendance. The first track is known as the 1+1 option. The student choosing this pathway enters the program after having completed the listed prerequisites. Students following this track will finish the core curriculum in one year. The second track is known as the combined option. Students choosing this pathway enter the program with the curriculum arranged so that over the span of two years they complete integrated prerequisites and core classes. Both track options have the same field work expectations.

OTA classes begin each Fall Semester. To be considered as a candidate, completed application packets should be submitted to the Occupational Therapy Assistant Selection Committee no later than July 1st. Application packets which are incomplete or are received after the deadline will be considered only if the class has not been filled. Students who are in the process of completing prerequisites in the Summer Semester for track number one, may apply for the Fall class provided that all 27 prerequisite hours will be completed by the end of Summer Semester. The selection committee must be provided college transcripts at the end of Summer Semester as proof of completion of prerequisites. Accepted applicants who fail to maintain admission standards will be withdrawn before beginning the OTA program.

Consideration for acceptance into the Occupational Therapy Assistant program will be based on the following:

1. Be admitted to Darton College. Applicants must present a composite scores of 870 or higher on the Scholastic Aptitude Test (SAT I) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) **and** have a minimum of 2.00 ("C" average) on all college work previously taken, if any.
2. Thoroughness and completeness of answers in OTA application packet.
3. Written communication skills as demonstrated on required essay, "Why I have chosen a career as an Occupational Therapy Assistant."
4. Documented observation hours in an Occupational Therapy setting (40 hours).
5. Successful completion of the prerequisites with a grade of "C" or better and minimum GPA as stated in the Darton College Catalog. Prerequisites should be completed within five years of the date of application. Prerequisites completed more than five years prior to the date of application are subject to approval by the OTA Selection Committee.
6. Complete Certificate of Immunization form by private physician or health department.
7. Experience in school, work and life which would help prepare a student for a career as an OTA.

Preliminary selection criteria, including GPA, essay, volunteer work and life experiences are ranked by the Occupational Therapy Assistant Selection Committee. Offers of acceptance will be made by mail. Remaining candidates will either be placed on a waiting list as an alternate or denied admission. Candidates wishing to be reconsidered for a subsequent class must submit a new application packet.

After successful completion of the OTA program, which includes both didactic and fieldwork components, an Associate of Science degree will be awarded. Graduates who have completed fieldwork affiliations are eligible to take the national certification examination administered by the National Board for Certification of Occupational Therapy (NBCOT). Successful completion of this examination leads to eligibility for state licensure granted by the Georgia Board of Occupational Therapy. Student application for limited license status can be completed in the interim period between graduation and completion of the certification examination. The Board has the right to refuse to grant a license to any individual who has been convicted of legal and/or moral violations specified by Georgia law. After satisfactory performance on the examination, Certified Occupational Therapy Assistants (COTA) will be qualified for entry-level employment in hospitals and other related health care settings.

The OTA Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE.) For additional information, please contact ACOTE using the following information:

ACOTE - The American Occupational Therapy Association
P.O. Box 31220
Bethesda, MD 20824-1220
(301) 652-2682

Additional OTA Program Requirements:

1. Any OTA 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.
2. Students returning to the OTA program after withdrawing or failure of an OTA class will be readmitted on a space available basis.
3. A student may withdraw only once from any given OTA course and no more than three times throughout the duration of the OTA program.

Additional Cost and Fees:

All OTA students are required to have a criminal background check completed prior to the first scheduled Level I fieldwork assignment.

Re-Admission of Returning Students:

Because of the sequential nature of the course offerings, students must complete all courses in a Semester before advancing in the program. If a student is experiencing a first time failure, the student may re-apply to the OTA program for admission in the next fall class. Students reapplying to the OTA program must maintain the same requirements expected of all applicants outlined in the OTA Application Packet. Courses more than two years old will have to be repeated. More than one "D" and/or "F" in the OTA curriculum will result in permanent dismissal from the program. (This may be two courses or failure of the same course twice.)

The OTA program reserves the right to discontinue, at any time, the enrollment of an OTA student if, in the judgment of the Vice President for Academic Affairs, the OTA faculty and the Chair of the Allied Health Division, the student does not appear to have the necessary qualifications for a career as an OTA.

Due to the fact that pre-requisites for the Occupational Therapy Baccalaureate programs are different, graduation from the OTA program will not necessarily prepare the student for entry into an Occupational Therapy professional education program. Students wishing to pursue a career as an Occupational Therapist should enroll as an Occupational Therapy major.

Additional OTA Program Requirements

1. The OTA program requires a full-time commitment from the student. Generally, classes will be scheduled Monday through Friday from 8:00 am to 5:00 pm with some evening and/or weekend time commitments as needed.
2. Since clinical education is a critical component of the program, all clinical practicums must be passed. Traveling out of town will be necessary. Students are responsible for their own transportation, food and lodging during the practicums unless other arrangements are made by the clinical site or student.
3. Students must provide evidence of the following prior to the first clinical practicum:
 - a. Health insurance (available through Darton College).
 - b. Completed health form, including evidence of initiation of the hepatitis B Vaccine series.
 - c. Cardiopulmonary resuscitation (CPR) certification - American Heart Association BLS Health Care Provider course must be maintained throughout the program.
 - d. Malpractice insurance (available through Darton College).
 - e. Signed letter of confidentiality and honor code.
4. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease.
5. A minimum grade of "C" is required in all OTA courses to advance in the program.

6. Fieldwork must be passed to graduate. In the event of unsatisfactory performance, a practicum may be repeated one time within 18 months of completion of didactic course work.
7. Once enrolled in the program, failure to satisfactorily complete the course work in the scheduled sequence will result in the student being withdrawn from the program. The student must re-apply, be re-accepted and repeat ALL determined course work.
8. Students must follow all policies and procedures relevant to Darton College, the OTA Program and the fieldwork sites.
9. Membership in state and national professional organizations is encouraged to enhance professional development.
10. All OTA students are required to purchase a name tag, uniforms as specified by clinical sites, stethoscope, sphygmomanometer, goniometer (large and hand) and a watch with a sweep second hand.
11. In order to successfully complete the clinical fieldwork and work effectively as an OTA, students are required to possess the following functional abilities and critical skills:
 - a. Able to stand, walk on all surfaces, stoop, bend, kneel, crouch and sit for long periods of time.
 - b. Able to maintain good balance to assist with gait and transfer training.
 - c. Able to transfer or maneuver (by self or with assistance) patients weighing up to 300 pounds.
 - d. Able to lift, push, pull and carry objects weighing up to fifty pounds.
 - e. Able to reach above and below the waist.
 - f. Able to manually and visually operate and/or manipulate wheelchair, mobility aids, ambulation devices, instrumentation and equipment.
 - g. Able to visually and cognitively assess changes in a patient's condition.
 - h. Able to question the patient and relay information about the patient verbally and in writing.
 - i. Able to wear appropriate protective equipment and to tolerate unsightly, noxious environments.
 - j. Able to manage physical, emotional and mental stress effectively.
 - k. Able to tolerate others' value systems, morals, cultures, sexual orientation and religious beliefs.

OCCUPATIONAL THERAPY ASSISTANT (0372)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Option #1 One-Plus-One track

Pre-requisites:

The course work for the first two semesters consists of general education core requirements totaling at least 27 hours including the following:

Freshman Year	Fall Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
CISM 1100	Computer Concepts and Software Application	2
MATH 1001	Quantitative Skills and Reasoning or higher	<u>3</u>
		12
	Sprint Semester	
ENGL 1102	English Composition II	3
PSYC 1101	General Psychology	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government	<u>3</u>
		12
	Summer Semester	
PSYC 2215	Human Growth and Development	3
ALHE 1120	Medical Terminology	1
COMM 1000	Cultural Diversity in Communication*	<u>2</u>
		6

OTA Core Curriculum Courses:

Sophomore Year	Fall Semester	Sem. Hrs
OTAS 1100	Introduction to Occupational Therapy	3
OTAS 1104	Introduction to Disease Conditions	2
OTAS 1105	Patient Care Skills for the OTA	2
OTAS 1111	Functional Anatomy and Kinesiology	4
ALHE 1115	Clinical Professionalism	<u>1</u>
		12
	Spring Semester	
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
	Summer Semester	
ALHE 2050	Health Care Delivery System	1
OTAS 1132	Physical Function in Occupation II	4
OTAS 2200	Assistive Techniques and Technologies	3
OTAS 2250	Therapeutic Groups for the OTA	2
OTAS 2260	Treatment Methods for the OTA	<u>2</u>
		12
	Fall Semester	
OTAS 2410	Level II Fieldwork and	3
OTAS 2420 or	Level II Fieldwork or	3
OTAS 2400	Level II Fieldwork**	<u>6</u>
		6

Prerequisite Total	30
Core Curriculum Total	<u>42</u>
Two-Year Total	72

*Oral Communication requirement may be met by completion of other communication courses. See [Core Curriculum, Area B](#)

**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. 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, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is (301)652-AOTA. 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. Please note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure.

Track # 1

OTAS 1100

Co-Requisites: OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1101(or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

OTAS 1104

Co-Requisites: OTAS 1100, OTAS 1105, OTAS 1111, ALHE 1115.

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1001(or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

OTAS 1105

Co-Requisites: OTAS 1100, OTAS 1104, OTAS 1111, ALHE 1115.

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1001(or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

OTAS 1111

Co-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, ALHE 1115.

Pre-Requisites: Admission to the OTA Program: ENGL 1101, BIOL 1100K, CISM 1100, COMM 1000, MATH 1001 (or Higher), ENGL 1102, PSYC 1101, HIST 2111 or 2112, POLS 1101, ALHE 1120

OTAS 1131

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

Pre-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.

OTAS 1140

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

Pre-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.

OTAS 1145

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

Pre-Requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.

OTAS 1121

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

Pre-requisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111.

OTAS 1132

Co-Requisites: ALHE 2050, OTAS 2200, OTAS 2250, OTAS 2260.

Pre-Requisites: OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

OTAS 2200

Co-Requisites: ALHE 2050, OTAS 1132, OTAS 2250, OTAS 2260.

Pre-Requisites: OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

OTAS 2250

Co-Requisites: ALHE 2050, OTAS 1132, OTAS 2200, OTAS 2260.

Pre-Requisites: OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, PSYC 2215

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

OCCUPATIONAL THERAPY ASSISTANT (0372)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Option #2 Combined Track

Separate from the one-plus-one option, students who have completed developmental requirements can be accepted into the OTA program earlier. This second track offering affords greater flexibility in meeting the various needs of our learners.

Freshman Year	Fall Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy & Physiology for the Health Care Professional	4
OTAS 1100	Introduction to Occupational Therapy	3
OTAS 1105	Patient Care Skills for the OTA	<u>2</u>
		12
	Spring Semester	
ENGL 1102	English Composition II	3
CISM 1100	Computer Concepts & Software Applications	2
COMM 1000	Cultural Diversity in Communication	2
OTAS 1121	Therapeutic Media	2
OTAS 1145	Developmental Function in Occupation	<u>3</u>
		12
	Summer Semester	
PSYC 1101	General Psychology	3
POLS 1101	American Government	<u>3</u>
		6
Sophomore Year	Fall Semester	
HIST 2111 or	U.S. History Before 1877 or	3
HIST 2112	U.S. History after 1877	
OTAS 1104	Introduction to Disease Conditions	2
OTAS 1111	Functional Anatomy & Kinesiology	4
PSYC 2215	Human Growth & Development	<u>3</u>
		12
	Summer Semester	
MATH 1001	Quantitative Skills and Reasoning or higher	3
ALHE 1115	Clinical Professionalism	1
ALHE 1120	Medical Terminology	1
OTAS 1131	Physical Function in Occupation I	4
OTAS 1140	Psychosocial Function in Occupation	<u>3</u>
		12
	Summer Semester	
OTAS 1132	Physical Function in Occupation II	4
OTAS 2200	Assistive Techniques & Technologies	3
OTAS 2250	Therapeutic Groups for the OTA	2
OTAS 2260	Treatment Methods for the OTA	2
ALHE 2050	Health Care Delivery System	<u>1</u>
		12

Sophomore Year	Fall Semester	
OTAS 2410	Level II Fieldwork	3
OTAS 2420	Level II Fieldwork	<u>3</u>
		6
	OR	
OTAS 2400	Level II Fieldwork	6
	Two Year Total	72

*Oral Communication requirements may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

**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. 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, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is (301)652-AOTA. 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. Please note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure.

TRACK #2

OTAS 1100

Co-Requisites: ENGL 1101, BIOL 1100K, OTAS 1105

Pre-Requisites: Admission to the OTA Program

OTAS 1105

Co-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100

Pre-Requisites: Admission to the OTA Program

OTAS 1145

Co-Requisites: ENGL 1102, CISM 1100, OTAS 1121, COMM 1000

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105

OTAS 1104

Co-Requisites: HIST 2111 or 2112, OTAS 1111, PSYC 2215

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105, OTAS 1145,

ENGL 1102, PSYC 1101, COMM 1000, CISM 1100, OTAS 1121, POLS 1101

OTAS 1111

Co-Requisites: HIST 2111 or 2112, OTAS 1104, PSYC 2215

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105, OTAS 1121, OTAS

1145, ENGL 1102, POLS 1101, PSYC 1101, COMM 1000, CISM 1100

OTAS 1131

Co-Requisites: MATH 1001 or Higher, OTAS 1140, ALHE 1115, ALHE 1120

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS

1111, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM

1100, OTAS 1121, POLS 1101, HIST 2111 or HIST 2112

OTAS 1140

Co-Requisites: MATH 1001 or Higher, OTAS 1131, ALHE 1115, ALHE 1120

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, OTAS 1121, POLS 1101, HIST 2111 or HIST 2112

OTAS 1121

Co-Requisites: ENGL 1102, CISM 1100, COMM 1000, OTAS 1145

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105

OTAS 1132

Co-Requisites: OTAS 2260, OTAS 2200, OTAS 2250, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1001 or Higher, POLS 1101, OTAS 1121, HIST 2111 or HIST 2112, ALHE 1115

OTAS 2200

Co-Requisites: OTAS 1132, OTAS 2250, ALHE 2050, OTAS 2260

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1001 or Higher, POLS 1101, OTAS 1121, HIST 2111 or HIST 2112, ALHE 1115

OTAS 2250

Co-Requisites: OTAS 2260, OTAS 1132, OTAS 2200, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1131, OTAS 1140, OTAS 1145, ENGL 1102, PSYC 1101, PSYC 2215, COMM 1000, ALHE 1120, CISM 1100, MATH 1001 or Higher, POLS 1101, OTAS 1121, HIST 2111 or HIST 2112, ALHE 1115

OTAS 2260

Co-Requisites: OTAS 1132, OTAS 2200, OTAS 2250, ALHE 2050

Pre-Requisites: ENGL 1101, BIOL 1100K, OTAS 1100, OTAS 1105, ENGL 1102, CISM 1100, COMM 1000, OTAS 1121, OTAS 1145, PSYC 1101, POLS 1101, HIST 2111 or HIST 2112, OTAS 1104, OTAS 1111, PSYC 2215, MATH 1001 or higher, ALHE 1115, ALHE 1120, OTAS 1131, OTAS 1140

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

OFFICE ADMINISTRATION (SECRETARIAL SCIENCE) (0042)
Business Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
The following course is recommended, but other area D courses are allowed.		
MATH 1111	College Algebra	3
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B		4
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
The following courses are recommended, but other area D courses are allowed.		
PHSC 1011K	Introduction to Physical Science I	4
PHSC 1012K	Introduction to Physical Science II	4
Mathematics/Technology	See Core Curriculum, Area D, Math/Tech courses.	3
Area E		
Social Science - 12 Hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U. S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area E courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
ACCT 2101	Principles of Accounting I	3
BUSA 1105	Introduction to Business	3
BUSA 2105	Communicating in the Bus. Environment	3
BUSA 2106	The Environment of Business	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105 or	Principles of Macroeconomics or	
ECON 2106	Principles of Microeconomics	3
Area G		
Physical Education – (1 – 4 courses)**		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		
Two-Year Total		64-68

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

OFFICE ADMINISTRATION (SECRETARIAL SCIENCE) (0042)
Business Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CISM 2201	Fundamentals of Computer Applications	3
MATH 1111	College Algebra	3
PHSC 1012K	Introduction to Physical Science II	4
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
BUSA 1105	Introduction to Business	3
ENGL 1102	English Composition II	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PHSC 1011K	Introduction to Physical Science I	4
AREA F Elective	See Area F, Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	Introduction to Business	3
	English Composition II	3
	Survey of World History I or Survey of World History II	3
	Introduction to Physical Science I	4
	See Area F, Courses Related to the Major	3
	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

OFFICE ADMINISTRATION (0352)
(Administrative Support)
Business Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate of Applied Science Degree in Office Administration is designed to provide students with opportunities to develop or improve the knowledge and skills necessary for securing initial employment or for upgrading their present skills.

The program prepares the graduate for entry-level positions as executive assistants and administrative assistants, or for employment opportunities in today's automated offices using microcomputer software applications such as word processing and spreadsheets. In addition, courses such as communicating in the business environment, human relations, and administrative secretarial procedures will provide the graduate with skills that will assist them in becoming contributing members of the office team.

Freshman Year	Summer Semester	Sem. Hrs.
BUED 1105	Keyboarding (if necessary)	<u>2</u>
		0-2
	Fall Semester	
BUED 1111	Beginning Document Processing	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
MATH 1101	Introduction to Mathematical Modeling or higher	<u>3</u>
		12
	Spring Semester	
BUED 1112	Intermediate Document Processing	3
ACCT 2101	Principles of Accounting I	3
BUSA 2105	Communicating in the Business Environment	3
ECON 2105	Principles of Macroeconomics	3
POLS 1101	American Government in World Perspective	<u>3</u>
		15
Sophomore Year	Summer Semester	
BUED 2215	Office Machines	3
BUED 2245	Office Procedures	<u>3</u>
		6
	Fall Semester	
COPR 2341	Microsoft Word Applications	3
BUSA 2106	Environment of Business	3
COPR 2226	Advanced PowerPoint/Access	3
BUSA 1105	Introduction to Business	<u>3</u>
		12
	Spring Semester	Sem. Hrs.
COPR 2342	Advanced Microsoft Word Applications	3
COPR 2225	Advanced Spreadsheet Applications	3
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2111	U.S. History After 1877	3
BUSA 2220 or	Human Relations or	
PSYC 1101	General Psychology	<u>3</u>
		15
Physical Education – (fitness competency requirement)**		<u>2</u>
	Two -Year Total	62-64

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

**Electives to include fulfillment of the Fitness competency requirement. [See Area G of the Core Curriculum.](#)



OFFICE ADMINISTRATION (0556)
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Office Administration Certificate Program is designed to prepare students for clerical positions in the shortest possible time. A Certificate is awarded upon program completion.

WORD/INFORMATION PROCESSING OPTION (2556)

This program prepares the student for career paths in the word/information processing field by offering essential computer skills, word processing skills, and general office skills.

	Summer Semester	Sem. Hrs
BUED 1105	Keyboarding (if necessary)	2
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		3-5
	Fall Semester	Sem. Hrs
BUED 1111	Beginning Document Processing	3
COPR 2341	Microsoft Word Applications	3
COPR 2226	Advanced PowerPoint/Access	3
ENGL 1101	English Composition I	<u>3</u>
		12
	Spring Semester	Sem. Hrs
BUED 1112	Intermediate Document Processing	3
COPR 2342	Advanced Microsoft Word Applications	3
COPR 2225	Advanced Spreadsheet Applications	3
BUSA 2105	Communicating in the Business Environment	<u>3</u>
		12
	Summer Semester	Sem. Hrs
BUED 2215	Office Machines	3
BUED 2245	Office Procedures	<u>3</u>
		6
	One-Year Total	33-35

LEGAL OFFICE SPECIALIST OPTION (3556)

This program prepares the student for working in a legal office by offering essential computer skills, word processing skills, and legal office skills.

	Summer Semester	Sem. Hrs
BUED 1105	Keyboarding (if necessary)	<u>2</u>
		2
	Fall Semester	Sem. Hrs
BUED 1111	Beginning Document Processing	3
CISM 2201	Fundamentals of Computer Applications	3
ENGL 1101	English Composition I	3
Elective	ACCT/BUSA/BUED/COPR/ECON/PARA	<u>3</u>
		12
	Spring Semester	Sem. Hrs
COPR 2341	Microsoft Word Applications	3
COPR 2225	Advanced spreadsheet Applications	3
BUED 1112	Intermediate Document Processing	3
BUSA 2105	Communicating in the Business Environment	<u>3</u>
		12
	Summer Semester	Sem. Hrs
BUED 2215	Office Machines (including Legal Transcription)	3
BUED 2245	Office Procedures (Legal Emphasis)	<u>3</u>
		6
	One-Year Total	30-32

*If a student can demonstrate proficiency by passing an appropriate exemption exam, three hours of credit will be awarded.

MICROSOFT CERTIFIED APPLICATION SPECIALIST (6556)

Through this program, a student will gain advanced skills in the use of Microsoft Word, Excel, PowerPoint and Access at a level appropriate for the Microsoft Office Certified Application Specialist Exams. (While every effort is made to prepare the student for these exams, no guarantee is made that he or she will pass the exams.)

Semester I		Sem. Hrs
BUED 1111	Beginning Document Processing*	3
COPR 2341	Microsoft Word Applications	3
CISM 2201	Fundamentals of Computer Applications	<u>3</u>
		9
Semester II		Sem. Hrs
COPR 2342	Advanced Microsoft Word Applications	3
COPR 2225	Advanced Spreadsheet Applications	3
COPR 2226	Advanced PowerPoint/Access	<u>3</u>
		9
One-Year Total		18

*If a student can demonstrate proficiency by passing an appropriate exemption exam, three hours of credit will be awarded.

**CERTIFIED PROFESSIONAL SECRETARY (or)
THE CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)**

Students who have earned the Certified Professional Secretary (CPS) rating will be granted 15 hours of credit. Please see your advisor for additional information.

Students may want to consider the MOS Master Option (previous page).

Course No.	Course Title	Credit Hours
ACCT 2101	Principles of Accounting I	3
BUSA 2106	The Environment of Business	3
BUED 1111	Beginning Document Processing	3
COPR 2341	Microsoft Word Applications	3
BUED 2245	Office Procedures	<u>3</u>
		15

PARALEGAL STUDIES (0383)
Business Division
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 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.

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra (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
		15
	Second Semester	
ENGL 1102	English Composition II	3
POLS 1101	American Government in World Perspective	3
Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
PARA 1130	Legal Research and Writing	3
PARA 1140	Litigation and Trial Practice	3
		16
Sophomore Year	First Semester	Sem. Hrs.
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
		15
	Second Semester	
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
ECON 2105 or	Principles of Macroeconomics	
ECON 2106	Principles of Microeconomics	3
PARA 1160	Wills, Trusts, and Estates	3
PARA elective	PARA elective****	3
PARA elective	PARA elective ***	3-4
		15-16
	Physical Education (fitness competency requirement) ****	2
	Two-Year Total	63-64

*See AREA D of the Core Curriculum for science course options.

**Oral Communication requirements may be met by completion of other communication courses. See Core Curriculum, Area B

***Choose from PARA 2210, Family Law; PARA 2120, Contract Law; PARA 2130, Bankruptcy Law; PARA 2140, Employment Law; PARA 2150, Paralegal Certification Review; PARA 2160, Special Topics in Paralegal Studies.

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

PARALEGAL STUDIES
Business Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

PARALEGAL STUDIES (0542)

The purpose of the Paralegal Studies program is to provide students the knowledge and skills necessary to perform legal services under the direction of an attorney. The Paralegal Certificate Program offers comprehensive and practical training in the substantive areas of the law offering such courses as Real Estate Law; Wills, Trusts and Estates; Litigation and Trial Practice; and Legal Research and Writing.

Fall Semester		Sem. Hrs
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

Spring Semester		Sem. Hrs
COMM 1110	Public Speaking***	3
PARA 1130	Legal Research and Writing	3
PARA course	(see below)*	<u>3</u>
		9

Fall Semester		Sem. Hrs
PARA Course	(see below)*	3
PARA Course	(see below)*	3
Elective	ACCT/ECON/PARA or BUED 2251 **	<u>3</u>
		9

One-Year Total **30**

*PARA Courses:

PARA 1110	Introduction to the Paralegal Profession	3
PARA 1120	The Understanding of Law	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 2130	Bankruptcy Law	3
PARA 2140	Employment Law	3
PARA 2160	Special Topics in Paralegal Studies	3

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

***Oral Communication requirements may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

PHILOSOPHY (0034)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

[See Core Curriculum, Area B](#) 4

Area C

Humanities And The Fine Arts - 6 Hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech. courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

PHIL 2205	Introduction to Philosophy	3
PHIL 2210	Ethics	3
Optional Electives (12 hours).	See Below for Options	12
Foreign Language	See Core Curriculum, Area C, Hum/Fine Arts.	
Humanities	See Core Curriculum, Area C, Hum/Fine Arts.	
Natural Sciences	See Core Curriculum, Area D, Lab Sciences.	
Social Sciences	See Core Curriculum, Area E, Social Sciences.	

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses 4-8

Two-Year Total

64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

PHILOSOPHY (0034)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F courses related to the major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PHIL 2205	Intro. to Philosophy	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	1-3
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
PHIL 2210	Ethics	3
AREA F Elective	See Area F courses related to the major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	1-3
AREA C Literature	See Core Curriculum, Area C, Literature.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Area F courses related to the major	3
AREA F Elective	See Area F courses related to the major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17
	Two-Year Total	62-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**PHYSICAL THERAPY (0027)
TRANSFER PROGRAM
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3

Area B

Institutional Options - 4 hours

[See Core Curriculum, Area B](#)

Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Literature	
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

Science Requirements

CHEM 1211K &	Principles of Chemistry I &	4
CHEM 1212K or	Principles of Chemistry II or	4
BIOL 1107K &	Principles of Biology I &-	4
BIOL 1108K	Principles of Biology	4

Math/Technology Requirement

MATH 1112 or	Trigonometry or	3
MATH 1113 or	Pre-Calculus or	3
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

BIOL 2111K	Human Anatomy & Physiology I	4
BIOL 2112K	Human Anatomy & Physiology II	4
CISM 2201	Fundamentals of Computer Applications	3
HLTH 1160	Community First Aid & Safety	2
ETHI 1101	Issues in Ethics	2
PSYC 2215 or	Human Growth & Development or	
PSYC 2225	Introduction to Abnormal psychology	3

Area G

Physical Education – (1 – 4 courses)**

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

4-8

Two-Year Total

64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

All PT schools in Georgia are graduate level programs. This means that a bachelor's degree (4-year degree) is required before admission. Each school may require different prerequisites for admission, therefore it is highly recommended that the student choose a possible graduate (PT) school and check the school's requirements for application in order to map out the best educational path.

It is not a requirement to have a 4 year degree in physical therapy. One may major in English or even Business and still be able to attend PT school. The requirements for each school will differ – please check the links below for further information.

Medical College of Georgia http://www.mcq.edu/sah/pt/	Augusta, GA
Armstrong Atlantic State University http://www.pt.armstrong.edu/	Savannah, GA
Emory University http://www.rehabmed.emory.edu/pt/	Atlanta, GA
Georgia State University http://chhsweb.gsu.edu/pt/index.asp	Atlanta, GA
North Georgia College & State University http://www.ngcsu.edu/enrollment/graduate/programs/pt.shtml	Dahlonega, GA

List of Accredited Physical Therapy Schools in the United States
http://www.apta.org/Education/accreditation/Dir_Acc_PT_ED_Prog?process=3&type=PT

Please note: The PTA Program is NOT a stepping stone to PT school.

**PHYSICAL THERAPY (0027)
TRANSFER PROGRAM
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
CHEM 1211K or BIOL 1107K	Principles of Chemistry I or Principles of Biology I	4
HIST 1111 or HIST 2111	Survey of Western Civilization I or US History Through 1877	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
MATH 2205	Introduction to Statistics	3
PSYC 1101	General Psychology	3
CHEM 1112K or BIOL 1108K	Principles of Chemistry II or Principles of Biology II	4
HIST 1112 or HIST 2112	Survey of Western Civilization II or US History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	First Semester	Sem. Hrs.
Area C Elective	See Core Curriculum, Area C.	3
PSYC 2215 or PSYC 2225	Human Growth & Development or Intro. To Abnormal Growth	3
POLS 1101	American Government in World Perspective	3
BIOL 2111K	Human Anatomy and Physiology I	4
HLTH 1160	First Aid, CPR, and AED Essentials	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
COMM 1110	Public Speaking*	3
CISM 2201	Fundamentals of Computer Applications	3
BIOL 2112K	Human Anatomy and Physiology II	4
ETHI 1101	Issues in Ethics	2
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

PRE – PHYSICAL THERAPIST ASSISTANT (0263)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATES OF SCIENCE DEGREE PROGRAMS

Students may declare the Pre-PTA (0263) major upon college enrollment for the purpose of advisement while completing the prerequisite coursework below. However, declaring this major does not guarantee admission to the PTA Program. The following schedule is only an example; the coursework may be taken in any order

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
PSYC 1101	General Psychology	3
BIOL 2111K	Human Anatomy & Physiology I	<u>4</u>
		13
	Second Semester	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
BIOL 2112K	Human Anatomy & Physiology II	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	<u>3</u>
		13
	Summer Semester	
ALHE 1120	Medical Terminology	1
COMM 1110	Public Speaking	3
Elective***	Choose one from the recommended courses below	<u>2</u>
		6
	TOTAL	32

***Recommended elective courses: HLTH 1160 – Community First Aid and Safety, PHED 1105 – Strength Training, PHED 1161 – Fitness 1, PHED 1210 – Sports Injury Prevention & Care, PSYC 2215 – Human Growth & Development, or ALHE 1115 – Clinical Professionalism.

PROGRAM INFORMATION

PTA Program Applications may be picked up in the Allied Health Division Office J-210 or downloaded from the Darton College website @ www.Darton.edu

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

The student may apply to the program if all prerequisite classes will be completed by the end of the Summer Semester prior to the start date in the Fall Semester. Therefore, if the student is in the process of completing classes in the summer Semester of the June 1st deadline, he/she may still apply.

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

1. Be admitted to Darton College
2. Have a cumulative grade point average (GPA) of 2.0 or higher.
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:
 - a. Application for admission to the PTA program
 - b. Prerequisite Information Form
 - c. 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.

One class per year will be selected and will begin each Fall Semester. Application packets which are incomplete or are received after June 1st 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 that 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 as a Physical Therapy major (0027) in the Allied Health Division.

PHYSICAL THERAPIST ASSISTANT (0363)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

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.

Freshman Year	*see Pre-PTA (0263) for prerequisite classes	32
Sophomore Year	First Semester	Sem. Hrs.
PTAS 1100	Introduction to Physical Therapy	3
PTAS 1110	Functional Anatomy & Kinesiology	4
PTAS 1115	Clinical Pathology	2
PTAS 1125	Physical Agents	<u>4</u>
		13
	Second Semester	
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
	Summer Semester	
PTAS 1122	Therapeutic Exercise for Special Populations	4
PTAS 2100	Neurological Rehabilitation	3
PTAS 1135	Seminar for Physical Therapist Assistants 1	2
PTAS 2050	Therapeutic Exercise II	<u>3</u>
		12
	Fall Semester	
PTAS 2020	Clinical Practicum II	3
PTAS 2025	Clinical Practicum III	3
PTAS 2200	Seminar for Physical Therapist Assistant II	<u>2</u>
		8
	Two-Year Total	77

The mission of the Darton College Physical Therapist Assistant Programs is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented physical therapist assistants.

The Physical Therapist Assistant (PTA) Program at Darton College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Admission to the program is a two-step process. Students may declare a PTA major upon college enrollment while completing prerequisite coursework for the purpose of advisement. However, this does not guarantee admission to the program.

After successful completion of 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 chair of the Allied Health Division, the student does not appear to have the necessary qualifications for a career as a PTA.

Additional PTA Program Requirements

1. The PTA program requires a full-time commitment from the student. Generally, classes will be scheduled Monday thru Thursday from 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.
 - 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 College).
 - d. Signed letter of confidentiality and honor code.
4. The student is expected to assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease.
5. A minimum grade of "C" is required in each PTA didactic course to advance in the program.
6. Clinical practicums must be passed to graduate. In the event of unsatisfactory performance, one practicum may be repeated one time only during the 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 transfer or maneuver (by self or with assistance) patients weighing up to 300 pounds.
- d. Able to lift, push, pull, and carry objects weighting up to fifty pounds.
- e. Able to reach above and below the waist.
- f. Able to manually, auditorially, and visually operate and/or manipulate wheelchairs, mobile aids, ambulation devices, instrumentation, and equipment.
- g. Able to visually and cognitively recognize changes in a patient's condition.
- h. Able to effectively communicate with patients and relay information about a patient verbally and in writing.
- i. Able to wear appropriate protective equipment and to tolerate unsightly, noxious environments.
- j. Able to manage physical, emotional, and mental stress effectively.
- k. Able to tolerate others' value systems, morals, cultures, and religions, which may be different from your own.
- l. Able to exhibit professional behavior and ethical conduct in a clinic and classroom.

Re-Admission of Returning Students:

Any student who fails a PTA course will not be able to continue onto the next semester of PTA courses. If this is the student's first failure, the student may re-apply to the PTA Program for the following year. If the student fails for a second time, it will result in permanent dismissal from the program without change of re-admission.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

PHYSICS (0012)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
MATH 2252	Calculus II	4
MATH 2253	Calculus III	4
CHEM 1211K	Principles of Chemistry I	4
Major Electives		
CSCI 1300	Introduction to Computer Science	3
CHEM 1212K	Principles of Chemistry II	4
ENGR 2201	Statics & Dynamics	4

Area G

Physical Education – (1 – 4 courses)**

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

66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

***Secondary Education Physics Majors – [See Teacher Education \(0014\)](#)

PHYSICS (0012)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
MATH 1151	Calculus I with Geometry	4
CHEM 1212K	Principles of Chemistry II	4
CSCI 1300	Introduction to Computer Science	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
Sophomore Year	First Semester	Sem. Hrs.
MATH 2252	Calculus II	4
PHYS 2211K	Principles of Physics I	4
COMM 1110	Public Speaking*	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		18-19
	Second Semester	
MATH 2253	Calculus III	4
PHYS 2212K	Principles of Physics II	4
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	American Literature II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Two-Year Total.	66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B](#)

POLITICAL SCIENCE (0035)

Social Science Division

**RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Hum/Fine Arts.	3
The Following course is recommended but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

The follow courses are recommended, but other area D courses are allowed.		
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

POLS 2401	Introduction to Global Issues	3
Optional Electives (15 hours) from the following		
ANTH 1103	Introduction to Cultural Anthropology	3
Computer Science		0-15
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Foreign Language		0-12
GEOG 1101	Introduction to Human Geography	3
HIST 1111** or HIST 1112**	Survey of World History I Survey of World History II	3
HIST 2111** or HIST 2112**	U.S. History Through 1877 or U.S. History After 1877	3
PHIL 2205	Introduction to Philosophy	3
PHIL 2210	Ethics	3
POLS 2201	American State and Local Government	3
POLS 2301	Introduction to Comparative Politics	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3

POLITICAL SCIENCE (0035)

Social Science Division

**RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>17-18</u>
	Second Semester	
ENGL 1102	Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
POLS 2401	Introduction to Global Issues	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>17-18</u>
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	2
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>15-16</u>
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C Literature.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<u>15-16</u>
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

POLYSOMNOGRAPHY (0384)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate of Science Degree program in polysomnography at Darton College is a six semester sequence. The first three semesters consists of required prerequisite courses, and the remaining three semesters constitute the actual professional curriculum. The professional curriculum is designed to prepare the graduate to function as a polysomnographic technologist in hospitals, sleep clinics, home care and free standing sleep labs. After successful completion of all academic and clinical requirements, the graduate will be eligible to take the credentialing exam offered by the Board of Registered Polysomnographic Technologists (BRPT) 8201 Greensboro Drive, Suite 300, McLean, VA 22102, (703) 610-9020. Upon passing the RPSGT credentialing exam, the graduate may work as a Registered Polysomnographic Technologist. The Polysomnography Program is seeking accreditation by the Council on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL, 33756, (727) 210-2350 through the Committee on Accreditation of Education for Polysomnographic Technologists (CoA-PSG) at the Academy of Sleep Medicine, One Westbrook Corporate Center, Suite 920, Westchester, Illinois 60154, (708) 492-0930.

In addition to application forms submitted to the college, students applying to the Polysomnography Program for the first time or for reapplying for any reason are required to submit a separate application for selection into the Polysomnography Program. Applications are available in the Allied Health Division Office or may be downloaded from the Polysomnography web page for students interested in enrolling in the Polysomnography Program.

To comply with the requirements of cooperating clinical facilities, the Polysomnography Program requires students to submit a completed immunization form.

To be considered for admission into the Polysomnography program, a completed application must be received by January 1st. Applications received after the deadline will be considered only if the class has not been filled. The Polysomnography program has a limited enrollment and students are encouraged to apply as soon as possible. Students are accepted on the basis of SAT/ACT scores, grade point average and number of credits earned, and completed application packet. An offer of acceptance is made to the applicants who achieve the highest rankings in the selection process. The selection process continues until the class is filled.

Additional Admission Requirements:

1. Admission to Darton College.
2. Completion of all Learning Support requirements.
3. A composite score of 870 or higher on the Scholastic Aptitude Test (SAT) or composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) OR have a minimum of a 2.00 cumulative grade point average on all college work previously attempted.
4. A) Complete the required prerequisite course: BIOL 1100K, MATH 1001, ENGL1101, ALHE 1120, and SLEP 1100* with a GPA of 2.0 or greater in the summer OR
B) Have completed 15 or more credit hours of the General Education courses required for graduation from the program with a GPA of 2.0 or higher. Students entering under option B will be required to take SLEP 1100 in the Spring Semester and obtain at least a "C" to remain in the program. Science courses taken more than five years prior to enrollment in the program will be evaluated by the Polysomnography Program Faculty and may need to be repeated.

Polysomnography Program Requirements:

1. Students will be required to submit a completed immunization form which documents satisfactory health status prior to clinical practicum.
2. The student is expected to assume responsibility for his/her own health in the event of illness, accident or exposure to communicable disease in class, lab and clinic.
3. Students must earn a "C" or better in all Science and Professional courses in order to progress to the next course in sequence. Any student failing a professional course will not

be allowed to continue in the program. The student may reapply for admission in the next class. Students seeking readmission will be evaluated by the Polysomnography faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who fail more than one Polysomnography course (this may be two different courses or the same course twice) will be dismissed from the program and will not be re-accepted. Students who fail a clinical practicum must repeat both the clinical and courses covering that content.

4. Students are required to maintain a 2.0 cumulative GPA in order to graduate from the program and Darton College.
5. Students are required to pass the Regents Test as a requirement for graduation as stated in the college catalog.
6. The Polysomnography Program reserves the right to discontinue, at any time, the enrollment of a Polysomnography student if, in the judgment, of the Vice President for Academic Affairs and the Polysomnography Faculty, the student does not appear to have the necessary qualifications for a career as a Polysomnographic Technologist. Refer to the program handbook for more information.
7. The student must abide by the policies and procedures of the Polysomnography Program as defined in the Program Handbook.
8. The student must possess the essential physical and mental functional requirements for the profession in the categories of visual acuity, hearing, physical ability, speech and manual dexterity.

Visual Acuity

Accommodation: Corrective Lenses

- a. Distinguish scalar markings on instruments calibrated in increments of 1mm.
- b. Visually identify positions of analog controls and digital displays on medical equipment in low light conditions.
- c. Identify correct placement of monitoring leads and correct setup of medical equipment.
- d. Identify and distinguish visually between normal and abnormal waveforms used in patient monitoring.

Hearing Acuity

Accommodation: Auditory Aids

- a. Indirect measurement of blood pressure with a stethoscope.
- b. Ability to hear patients through auditory monitoring devices.

Physical Ability

Accommodation: Minimal impairment of extremities and lower back

- a. Ability to use and move equipment including but not limited to the following: Flow meters, mechanical oxygen concentrators, large and small medical gas cylinders, PAP machines, computers and computer components.
- b. Assist patients of limited mobility to and from bed and other areas, move patients to adjust monitoring devices, etc.
- c. Provide CPR and other emergency life support assistance as needed in a safe and timely manner.

Speech Ability

Accommodation: None Known

- a. To be able to interview patients and ask questions about the patient's condition, history, medications, current level of symptoms, and communicate via intercom during testing.
- b. To communicate information verbally and nonverbally to others in an appropriate and timely fashion.

Manual Dexterity

Accommodation: Must perform fine motor tasks.

- a. Must be able to identify by touch appropriate areas of the skull, face, neck, chest, arms and legs to ensure proper hookup.

- b. To adjust fine incremental controls using dials, touch pads, or computer devices.
- c. Manipulation of delicate implements during the set up and take down of the test.

Mental Stress

Accommodation: None known.

- a. Perform without hesitation and with coordinated control, all elements of the Polysomnographic Technologists scope of practice during times of mental stress.
 - b. Displays principles of patient care consistent with the community and BRPT standards.
 - c. Responds positively to correction and modifies behavior as required.
9. Students will have three attempts to successfully demonstrate competency of any skill taught in the laboratory or clinical practicums. Students unable to demonstrate competency after 3 attempts will fail the laboratory or clinical course and will not be allowed to Progress in the program. Students may reapply according to the previously listed policies.
10. Students must arrange their own travel, and lodging if needed, to out-of-town clinical facilities. Clinical sites are currently located in Albany, Moultrie, Columbus and Thomasville GA. This may change as new clinical sites are added and may extend over the whole state. Students are assigned clinical sites to provide a well-rounded clinical experience. Every attempt will be made to accommodate students' needs, but no students are guaranteed any particular clinical schedule or clinical site.

Additional Costs and Fees:

1. Professional liability insurance is required prior to clinical assignment. Fees will be assessed annually in the spring as part of the students' Tuition and Fees.
2. Students are required to complete a series of Hepatitis B vaccinations. A series of at least 3 shots are required. Costs will vary depending on the students' choice of provider. Students must have completed the series prior to beginning their clinical assignment.
3. Students are required to take a practice RPSGT exam in their SLEP1108 course. Fees for this will be assessed that semester, and is currently \$50.00.
4. Students are required to have approved uniforms, shoes, lab coat, watch and identification badge.
5. Students must have proof of BLS/CPR certification through the American Heart Association or the American Red Cross, and it must be current at the time of graduation.
6. Membership in the American Association of Sleep Technologists is strongly recommended once approved for program admission. Student membership fees are \$50.00.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Sections Q, R and S of the college catalog.

POLYSOMNOGRAPHY (0384)
(pending BOR approval)
Allied Health Division
RECOMMENDED COURSES
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Summer Semester – Freshman Year	Sem. Hrs.
ALHE 1120 Medical Terminology	1
COMM 1000 Cultural Diversity	2
PSYC 1101 General Psychology	3
ALHE 1115 Clinical professionalism	1
HIST 2111/2112 U.S. History Before or After 1877	3
	10
Fall Semester – Freshman Year	Sem. Hrs.
CISM 2201 Fundamentals of Computers	3
MATH 1001 Quantitative Skills and Reasoning	3
ENGL 1101 English Composition I	3
POLS 1101 American Government	3
	12
Spring Semester – Freshman Year	Sem. Hrs.
SLEP 1100 Introduction to Polysomnography	2
PHSC 1011K Introduction to Physical Science	4*
BIOL 1100K A & P for the Health Care Professional	4*
PHED Fitness Competency Requirement	2
	12
Summer Semester – Sophomore Year	Sem. Hrs.
SLEP 1101 Polysomnography I	4
SLEP 1104 Polysomnography II	4
SLEP 1103 Respiratory Modalities for Polysomnography	3
SLEP 1102 Cardiopulmonary A & P	3
	14
Fall Semester – Sophomore Year	Sem. Hrs.
SLEP 1105 Pharmacology of Sleep	2
SLEP 1106 Sleep Disorders	2
SLEP 1107 Neuroanatomy and Physiology	2
SLEP 1108 Exam Review/Case Studies	2
SLEP 1109 Management of Sleep lab	2
SLEP 1110 Infant/Pediatric Polysomnography	2
	12
Spring Semester – Sophomore Year	Sem. Hrs.
SLEP 1111 Polysomnography Practicum I	6
SLEP 1112 Polysomnography Practicum II	6
	12
Two-Year Total	72

*Students may elect to complete BIOL 2111K and BIOL 2112K in place of BIOL 1100K.

Students may elect to complete PHYS 1111K and PHYS 1112K in place of PHSC 1011K

**Students may take MATH 1111 College Algebra or any higher level math course in place of Math 1001 to satisfy program requirements.

***Oral communication requirement may be met by completion of other communication courses. [See Area G of the Core Curriculum.](#)

PRE-DENTISTRY (0028)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	
PHYS 2212K	Principles of Physics II	8
SCIE 2000K or	Principles of Research Methodology or	
SCIE 2001K	Principles of Scientific Instrumentation/Methods	2
MATH 1151	Calculus I with Geometry	4

Area G

Physical Education – (1 – 4 courses)**

4-8

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

Two-Year Total

64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

PRE- DENTISTRY (0028)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Two-Year Total	70-74

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

PRE-LAW (0040)
Business Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

The Pre-Law major should follow the Business Administration, History, or Political Science curriculum.

PRE-MEDICINE (0038)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
BIOL 2111K	Anatomy & Physiology I	8
BIOL 2112K	Anatomy & Physiology II	
CHEM 2240K	Principles of Organic Chemistry I	
CHEM 2241 K	Principles of Organic Chemistry II	
PHYS 1111K	Introductory Physics I	
PHYS 1112K	Introductory Physics II	
PHYS 2211K	Principles of Physics I	
PHYS 2212K	Principles of Physics II	
SCIE 2000K	Principles of Research Methodology	
SCIE 2001K	Principles of Scientific Instrumentation/Methods	2

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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Two-Year Total **65-69**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

PRE-MEDICINE (0038)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	71-75

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

PRE-OPTOMETRY (0039)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111 or higher***	College Algebra or higher***	3

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 1112	Trigonometry	3

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
PHYS 1111K and	Introductory Physics I and	8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
MATH 1151	Calculus I with Geometry	4

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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Two-Year Total **66-70**

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

***MATH 1112, MATH 1113 or MATH 1151 may be used. MATH 2205 may **NOT** be used.

PRE-OPTOMETRY (0039)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1111 or higher**	College Algebra or higher**	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1112	Trigonometry	3
AREA B Elective	See Core Curriculum, Area B.	2
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA C Literature	See Core Curriculum, Area C, Hum/Fine Arts.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

MATH 1112, MATH 1113 or MATH 1151 may be used. MATH 2205 may **NOT be used.

PRE-PHARMACY (0013)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1113 or	Pre-Calculus or	3
MATH 1112	Trigonometry	
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B.		4
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Hum/Fine Arts.	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*.	3
Area D		
Science, Math and Technology - 11 hours		
Science Requirements		
CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K	Principles of Chemistry II	
Math/Technology Requirement		
MATH 1151	Calculus I with Geometry	4
Area E		
Social Science - 12 hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
ECON 2105 or	Principles of Macroeconomics or	3
ECON 2106	Principles of Microeconomics	
Area F		
Courses Related to the Major - 18 hours		
Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
Major Electives		
MATH 2205	Introduction to Statistics	3
PHYS 1111K or	Introductory Physics I or	4
PHYS 2211K	Principles of Physics I	
Area G		
Physical Education – (1 – 4 courses)**		
One course per semester of full-time enrollment with a maximum of 4 courses		<u>4-8</u>
Two-Year Total		64-68

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

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

PRE-PHARMACY (0013)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-15
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 1151	Calculus I with Geometry	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	<u>4</u>
		8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
MATH 2205	Introduction to Statistics	3
COMM 1110	Public Speaking*	3
AREA B Elective	See Core Curriculum, Area B.	2
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
BIOL 1108K	Principles of Biology II	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
ECON 2105	Principles of Macroeconomics	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		13-14
	Two-Year Total	66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

PRE-PHYSICIAN'S ASSISTANT (0045)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
CHEM 2240K and CHEM 2241K	Principles of Organic Chemistry I and Principles of Organic Chemistry II	8
BIOL 2115K	Essentials of Microbiology	4
Major Electives		
BIOL 2111K and BIOL 2112K	Human Anatomy and Physiology I and Human Anatomy and Physiology II	8

Area G

Physical Education – (1 – 4 courses)**

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

66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

PRE-PHYSICIAN'S ASSISTANT (0045)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<hr/> 16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
BIOL 2111K	Human Anatomy and Physiology I	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<hr/> 14-15
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		<hr/> 8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 2112K	Human Anatomy and Physiology II	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
COMM 1110	Public Speaking*	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<hr/> 14-15
	Second Semester	
MATH 2205	Introduction to Statistics	3
BIOL 2115K	Essentials of Microbiology	4
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		<hr/> 14-15
	Two-Year Total	66-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

PRE-VETERINARY MEDICINE (0030)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Math and Technology - 11 hours

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

Area E

Social Science - 12 hours

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

Area F

Courses Related to the Major - 18 hours

Major Requirements		
BIOL 1107K and	Principles of Biology I and	8
BIOL 1108K	Principles of Biology II	
Major Electives		
CHEM 2240K and	Principles of Organic Chemistry I and	8
CHEM 2241K	Principles of Organic Chemistry II	
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	8
PHYS 2212K	Principles of Physics II	
SCIE 2000K or	Principles of Research Methodology or	
SCIE 2001K	Principles of Scientific Instrumentation/Methods	2
MATH 1151	Calculus I with Geometry	4

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment with a maximum of 4 courses	<u>4-8</u>
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Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

PRE-VETERINARY MEDICINE (0030)
Science/Mathematics Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
CHEM 1211K	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	3
POLS 1101	American Government in World Perspective	3
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		16-17
	Second Semester	
ENGL 1102	English Composition II	3
CHEM 1212K	Principles of Chemistry II	4
MATH 2205	Introduction to Statistics	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		14-15
	Summer Semester	
CHEM 2240K	Principles of Organic Chemistry I	4
CHEM 2241K	Principles of Organic Chemistry II	4
		8
Sophomore Year	First Semester	Sem. Hrs.
BIOL 1107K	Principles of Biology I	4
PHYS 1111K	Introductory Physics I	4
COMM 1110	Public Speaking*	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
BIOL 1108K	Principles of Biology II	4
PHYS 1112K	Introductory Physics II	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
	Two-Year Total	70-74

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

PSYCHIATRIC TECHNOLOGY PROGRAM (0374)
Business/Social Science Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
BIOL 1100K	Human Anatomy and Physiology For the Health Care Professional	4
ALHE 1120	Medical Terminology	1
ALHE 2100	Personal Growth and Development	3
PTEC 1101	Introduction to Psychiatric Technology	<u>3</u>
		14
	Second Semester	
ENGL 1102	English Composition II	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
PTEC 1102	Group Theory and Dynamics	3
PTEC 1103	Crisis Management	<u>3</u>
		15
	Summer Semester	
ALHE 2000	Ethics and the Health Professional	2
MATH 1111 or	College Algebra or	
MATH 1001	Quantitative Skills and Reasoning or higher	3
PTEC 2101	Care of the Aged Psychiatric Patient	<u>6</u>
		11
Sophomore Year	First Semester	Sem. Hrs.
PSYC 2215	Human Growth and Development	3
The following course is recommended, but other Area G courses are allowed. See Core Curriculum, Area G.		
PHED 1161	Fitness	2
PTEC 2102	Care of the Developmentally Disabled	<u>8</u>
		13
	Second Semester	
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
COMM 1110	Public Speaking	3
PTEC 2103	Care of the Mentally Ill	<u>9</u>
		15
	Two-Year Total	68

PSYCHIATRIC TECHNOLOGY PROGRAM (0374)
Business/Social Science Division
Admissions Requirements

Psychiatric Technician Admission Requirements:

1. Students must have an SAT score of 870, or an ACT score of 19, or 9 semester hours of related courses at Darton with a GPA of 2.0.
2. Students needing learning support classes must complete them prior to enrolling in the psychiatric technology courses.
3. Transfer students must have a GPA of 2.0 or 9 semester hours of related courses at Darton with a GPA of 2.0.
4. Students who have a degree from an accredited college/university may enroll in psychiatric technology courses, providing prerequisites are met.

Additional Requirements:

1. The student must satisfy admission requirements to Darton College.
2. The student must complete an application packet to the Psychiatric Technology Program. This includes an application form, an essay form, and a checklist. The student must also schedule an interview with the Program Director.
3. A minimum grade of "C" is required in each PTEC course.
4. A fee of approximately \$17.50 is required to provide liability insurance coverage during the clinical internship placements.
5. The student is expected to provide transportation to and from any clinical internship sites and/or arrange for living accommodations.
6. Proof of hepatitis B vaccination series, an up to date immunization record, and annual TB testing are required prior to enrolling in the first clinical internship placement.
7. Prior to the first clinical internship placement, the student will be expected to successfully complete a CPR course (provided by the Division of Allied Health faculty).
8. Prior to the first clinical internship placement, the student must sign a statement agreeing to maintain confidentiality in matters relating to patients.
9. To satisfactorily complete the curriculum and to develop the skills required of an entry level psychiatric technician, the student must have:
 - (a) Visual skill sufficient to observe patient behaviors and to work with patient charts and records.
 - (b) Hearing ability sufficient with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the psychiatric technician will be able to attend a patient's call for help).
 - (c) Physical ability to perform basic patient care skills such as taking blood pressures and dispensing medications. Must also be able to reach objects, and lift, carry and restrain patients.

PSYCHIATRIC TECHNICIAN CERTIFICATE (0573)
Business/Social Science Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM

The Psychiatric Technician Certificate Program provides students with academic and practical training in the psychiatric field.

Spring Semester		Sem. Hrs.
PTEC 1102	Group Theory and Dynamics	3
PTEC 1103	Crisis Management	3
Summer Semester		
PTEC 2103	Care of the Mentally Ill	9
ALHE 2100	Personal Growth and Development	<u>3</u>
		18

PSYCHOLOGY (0036)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 hours

[See Core Curriculum, Area B.](#) 4

Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

Required :

PSYC 1101	General Psychology	3
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Choose 6 hours from the following :

PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PSYC 2226	Introduction to Social Psychology	3

Optional Electives (9 hours) from the following

ANTH 1103	Introduction to Cultural Anthropology	3
Foreign Language		0-9
MATH 2205	Introduction to Statistics	3
PHIL 2205	Introduction to Philosophy	3
PSYC ?????	Psychology course not previously taken	3
SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3

Area G

Physical Education – (1 – 4 courses)**

One course per semester of full-time enrollment
with a maximum of 4 courses 4-8

Two-Year Total 64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

PSYCHOLOGY (0036)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
PSYC 1101	General Psychology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
	First Semester	Sem. Hrs.
Sophomore Year	See Core Curriculum, Area B.	2
AREA B Elective	Public Speaking*	3
COMM 1110	American Government in World Perspective	3
POLS 1101	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
AREA G Elective		14-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C, Literature.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		14-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

RESPIRATORY THERAPY (0086)
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

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

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.		4
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Area C

Humanities/Fine Arts - 6 hours

Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3

Area D

Science, Mathematics, And Technology - 11 Hours

Science Requirements

(Choose one of the following sequence courses)

CHEM 1211K and	Principles of Chemistry I and	8
CHEM 1212K or	Principles of Chemistry II or	
BIOL 1107K and	Principles of Biology I and	
BIOL 1108K or	Principles of Biology II or	
CHEM 2240K and	Introductory Organic Chem I and	
CHEM 2241K or	Introductory Organic Chem II or	
PHYS 1111K and	Introductory Physics I and	
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and	Principles of Physics I and	
PHYS 2212K or	Principles of Physics II or	
PHSC 1111K and	Introductory Physical Science I and	
PHSC 1012K	Introductory Physical Science II	

Math/Technology Requirement

(Choose one of the following)

MATH 1112	Trigonometry	4
MATH 1151	Calculus I with Geometry	4
MATH 2252	Calculus II	4
MATH 1144	Survey of Calculus	3
MATH 2205	Introduction to Statistics	3

Area E

Social Science - 12 Hours

HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
POLS 1101	American Government in World Perspective	3

Choose two of the following:

PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
SOCI 1101	Principles of Sociology	3

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

BIOL 2111K and	Human Anatomy and Physiology I and	8
BIOL 2112K or	Human Anatomy and Physiology II or	
BIOL 2115K	Essentials of Microbiology	4

Major Electives

(Choose two of the following)

MATH 2205	Introduction to Statistics	3
CSCI 1301	Computer Science I	3
PHYS 1111K and/or	Introductory Physics I and/or	4-8
PHYS 1112K or	Introductory Physics II or	
PHYS 2211K and/or	Principles of Physics I and/or	
PHYS 2212K or	Principles of Physics II or	
CHEM 1211K and/or	Principles of Chemistry I and/or	
CHEM 1212K or	Principles of Chemistry II or	
BIOL 1107K and/or	Principles of Biology I and/or	
BIOL 1108K	Principles of Biology II	

Area G**Physical Education – (1 – 4 courses)****

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

4-8**Two-Year Total****64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

RESPIRATORY THERAPY (0086)
Allied Health Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1113	Pre-Calculus	3
BIOL 2111K	Human Anatomy and Physiology I	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
ENGL 1102	Composition II	3
CHEM 1211K	Principles of Chemistry I	4
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
BIOL 2112K	Human Anatomy and Physiology II	4
AREA B Elective	See Core Curriculum, Area B.	2
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Summer Semester	
CHEM 1212K	Principles of Chemistry II	4
COMM 1110	Public Speaking*	3
AREA F Elective	See Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		11-12
Sophomore Year	First Semester	Sem. Hrs.
POLS 1101	American Government in World Perspective	3
BIOL 2115K	Essentials of Microbiology	4
MATH 1112	Trigonometry	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		11-12
	Second Semester	
AREA C Literature	See Core Curriculum, Area C, Literature.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		10-11
	Two-Year Total	65-70

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

RESPIRATORY CARE (0366)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The Associate of Science Degree program in Respiratory Care at Darton College is a six semester sequence. The first semester consists of required prerequisite courses, and the remaining five semesters constitute the actual professional curriculum along with the remaining General Education requirements. The professional curriculum is designed to prepare the graduate to function as an advanced level Respiratory Care Professional (RCP) in hospitals, non acute care agencies, and in home care. After successful completion of all academic and clinical requirements, the graduate will be eligible to take the entry level exam and upon successful completion of this examination the graduate may take the advanced level examination of the National Board for Respiratory Care (NBRC) 8310 Nieman Road, Lenexa, KS (913) 599-4200. Upon passing the NBRC entry level exam and meeting all requirements for Georgia State license, the graduate may be licensed in the state of Georgia as a Respiratory Care Professional (RCP.) The Composite State Board of Medical Examiners, 2 Peachtree St., N.W. 36th Floor, Atlanta, GA 30303 (404) 656-3913, has the right to refuse to grant a license to any individual who has been convicted of moral and/or legal violations specified in Georgia law. The Respiratory Program is accredited by the Council on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 phone (727) 210-2350, through the committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, TX 76021 (817) 283-2835.

In addition to application forms submitted to the college, students applying to the Respiratory Program for the first time or reapplying for any reason are required to submit a separate application for selection into the Respiratory Program. Applications are available in the Allied Health Division Office or may be downloaded from the Respiratory Care web page for students interested in enrolling in the Respiratory Program.

To comply with the requirements of cooperating clinical facilities, the Respiratory Care Program requires students to submit a completed immunization form.

To be considered for selection into the Respiratory Care program, a completed application must be received by May 1st for Summer and July 15th for Fall Semester. Applications received after the deadline will be considered only if the class has not been filled. The Respiratory Care Program has a limited enrollment, students are encouraged to apply as soon as possible. Students are selected on the basis of SAT/ACT scores, grade point average and number of credits earned, and completed application packet. An offer of acceptance is made to the applicants who achieve the highest rankings in the selection process. The selection process continues until the class is filled.

Associate Degree graduates of Darton's Respiratory Care Program may be eligible to receive advanced placement in the Bachelor of Science programs in Respiratory Care offered by the four year institutions of the University System of Georgia. Students desiring to complete a Bachelor of Science in Respiratory Care should make direct inquiry to the institution of choice.

Additional Admissions Requirements:

1. Admission to Darton College.
2. Completion of all Learning Support requirements.
3. A composite score of 870 or higher on the Scholastic Aptitude Test (SAT) or composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) OR have a minimum of a 2.00 cumulative grade point average on all college work previously attempted.
4. A) Complete the required prerequisite course: BIOL 1100K, MATH 1001, ENGL 1101, ALHE 1120, and RESP 1100* with a GPA of 2.0 or greater in the summer OR
B) Have completed 15 or more credit hours of the General Education courses required for graduation from the program with a GPA of 2.0 or higher. Students entering under option B will be required to take RESP 1100 in the Fall Semester and obtain at least a grade of "C" to remain in the program. Science courses taken more

than five years prior to enrollment in the program will be evaluated by the Respiratory Program Faculty and may need to be repeated.

Respiratory Care Program Requirements:

1. Students will be required to submit a completed immunization form which documents satisfactory health status prior to clinical practicum.
2. The student is expected to assume responsibility for his/her own health in the event of illness, accident or exposure to communicable disease in class, lab and clinic.
3. Students must earn a "C" or better in all Science and Professional courses in order to progress to the next course in sequence. Any student failing a professional course will not be allowed to continue in the program. The student may reapply for admission in the next class. Students seeking readmission will be evaluated by the Respiratory Care faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who fail more than one Respiratory course (this may be two different courses or the same course twice) will be dismissed from the program and will not be re-accepted. Students who fail a clinical practicum must repeat both the clinical and classroom courses covering that content.
4. Students are required to maintain a 2.0 cumulative GPA in order to graduate from the program and Darton College.
5. Students are required to pass the Regents Test as a requirement for graduation as stated in the college catalog. Early testing is encouraged for those who qualify.
6. The Respiratory Care Program reserves the right to discontinue, at any time, the enrollment of a Respiratory Care student if, in the judgment of the Vice President for Academic Affairs and the Respiratory Care Faculty, the student does not appear to have the necessary qualifications for a career as a Respiratory Care Professional. Refer to the program handbook for more information.
7. The student must abide by the policies and procedures of the Respiratory Care Program as defined in the Program Handbook.
8. The Student must possess the essential physical and mental functional requirements for the profession in the categories of visual acuity, hearing, physical ability, speech and manual dexterity. See [page 319](#) of this catalog for more information.

Visual Acuity

Accommodation: Corrective lenses

- a. Distinguish scalar markings on instruments calibrated in increments of 0.1 mm.
- b. Identify visually the color and pulsatile differences between venous and arterial blood samples collected by syringe.
- c. Visually identify positions of analog controls and digital displays on medical equipment in low light conditions.
- d. Identify the correct placement of artificial airways during direct laryngoscopy.
- e. Identify and distinguish visually between normal and alarm status indicators on medical devices.

Hearing Acuity

Accommodation: Auditory aids

- a. Indirect measurement of blood pressure with a stethoscope.
- b. Ability to distinguish between normal and abnormal breath sounds, adventitious sounds, percussion tones, and heart sounds during chest auscultation.
- c. Identify and distinguish between audible signals on medical devices that identify their functionality or indicate alarm status.

Physical Ability

Accommodation: Minimal impairment of extremities and lower back

- a. Ability to use equipment including but not limited to the following: flowmeters, mechanical ventilators, large and small medical gas cylinders, and diagnostic devices.
- b. Position patients for postural drainage, and for patient transport by bed, wheelchairs, or stretcher.
- c. Provide CPR and other emergency life support services provided by Respiratory Therapists in a safe and timely manner.

Speech Ability

Accommodation: None known

- a. To be able to interview patients and ask questions about the patient's condition, history, effects of treatment, or current level of symptoms.
- b. To communicate information verbally to others in an appropriate and timely fashion.

Manual Dexterity

Accommodation: Must perform fine motor tasks.

- a. Must be able to identify by touch the arterial pulse, tactile fremitus, sub-cutaneous emphysema and other conditions.
- b. To adjust fine incremental controls using dials or touch pads.
- c. Manipulation of precision instruments such as microscopes, bronchoscopes, and other instruments.

Mental Stress

Accommodation: None known.

- a. Performs without hesitation and with coordinated control, all elements of the RCP's scope of practice during times of mental stress.
 - b. Displays principles of patient care consistent with the community standard.
 - c. Responds positively to correction and modifies behavior as required.
9. Students will have three attempts to successfully demonstrate competency of any skill taught in the laboratory or clinical practicums. This policy includes the American Heart Association ACLS course at the end of RESP 2320. Students unable to demonstrate competency after 3 attempts will fail the laboratory or clinical course, including ACLS, will not be allowed to progress in the program. Students may reapply according to the previously listed policies.
10. Students must arrange their own travel to out-of-town clinical facilities. Clinical sites are located in Tifton, Cordele, Bainbridge, Valdosta, Moultrie, Americus, Columbus and Albany. Students are assigned clinical sites to provide a well-rounded clinical experience. Every attempt will be made to accommodate students' needs, but no students are guaranteed any particular clinical schedule or clinical site.

Additional Costs and Fees:

1. Professional liability insurance is required prior to clinical assignment. Fees will be assessed annually in the spring as part of the students Tuition and Fees.
2. Students are required to complete a series of Hepatitis B vaccinations. A series of at least 3 shots are required. Costs will vary depending on the students choice of provider. Students must have completed at least the first 2 of the series prior to clinical assignment. See the program handbook for more information.
3. Students are required to take a comprehensive self assessment exam in their final semester. Fees for this exam are assessed in the final semester. Fee is currently \$90.00.
4. Students are required to have approved uniforms, shoes, lab coat, stethoscope, and a watch capable of reading seconds.
5. Students will complete American Heart Association BLS, ACLS, and NRP courses as they progress through the program. Fees for these courses are required at the time of the course. See the program handbook for more information.
6. Student membership in the American Association for Respiratory Care is strongly recommended. Student membership fees are \$50.00.
7. Membership in the Darton College Respiratory Club is encouraged.

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

RESPIRATORY CARE PROGRAM (0366)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Summer Semester – Freshman Year		Sem. Hrs.
BIOL 1100K	Human Anatomy and Physiology for the Health Care Professional **	4**
MATH 1001	Quantitative Skills and Reasoning	3
ENGL 1101	English Composition I	3
RESP 1100	Introduction to Respiratory Care*	1
ALHE 1120	Medical Terminology	1
ALHE 1115	Clinical Professionalism	<u>1</u>
		13
Fall Semester - Freshman Year		Sem. Hrs.
RESP 1111	Fundamentals of Respiratory Care	3
RESP 1131	Patient Assessment and Protocols	4
POLS 1101	American Government in World Perspective	3
CHEM 1151K	Survey of Chemistry I	<u>4</u>
		14
Spring Semester – Freshman Year		
RESP 1121	Practicum I	4
RESP 1132	Pharmacology	3
RESP 1133	Cardio Anatomy & Physiology.	3
PHSC 1011K	Introductory Physical Science I	<u>4</u>
		14
Summer Semester – Sophomore Year		
RESP 2110	Mechanical Ventilation and Critical Care	4
RESP 2310	CP Diseases & Treatment	3
PSYC 1101	General Psychology	<u>3</u>
		10
Sophomore Year	First Semester	Sem. Hrs.
RESP 2121	Neonatal and Pediatric Respiratory Care	2
RESP 2130	Specialized Areas of Respiratory Care	2
RESP 2210	Practicum II	4
BIOL 2115K	Essentials of Microbiology	<u>4</u>
		12
	Second Semester	
RESP 2220	Practicum III	4
RESP 2321	ACLS	2
RESP 2330	Credential Prep	1
HIST 2111 or	U.S. History Through 1877 or	3
HIST 2112	U.S. History After 1877	
COMM 1000	Cultural Diversity in Communication	<u>2</u>
		12
	Two-Year Total	75

The above is an example of taking core classes with the professional classes.

*Students may elect to complete BIOL 2111K and BIOL 2112K in place of BIOL 1100K. Students may elect to complete CHEM 1211K and CHEM 1212K in place of CHEM 1151K. Students may elect to complete PHYS 1111K and PHYS 1112K in place of PHSC 1011K. Students who desire to transfer to a bachelor's degree program are encouraged to take the two semester sequences.

**Students may take MATH 1111 College Algebra or any higher level math course in place of MATH 1001 to satisfy program requirements.

*** Oral communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)



RESPIRATORY CARE PROGRAM (0366)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
NIGHT AND WEEKEND TRACK

The Night and Weekend Track leading to the Associate of Science Degree in Respiratory Care at Darton College is designed for non-traditional students who due to family and job considerations cannot make a commitment to enroll in a full time traditional college program, but are interested in making a career change to Respiratory Care. All courses required for completion of the associate of Science in Respiratory Care Degree will be offered during evenings and weekends. Completion of the program requirements is a two-step process.

1. Students must complete all General Education prerequisite course requirements including any learning support requirements. Students must also complete the Regents Test requirements.
2. Students then complete the professional curriculum, which requires seven semesters and is designed to prepare the graduate to function as an advanced level Respiratory Care Professional (RCP) in hospitals, non-acute care agencies, and in home care.

After successful completion of all academic and clinical requirements, the graduate will be eligible to take the entry-level exam (CRT) and upon successful completion of this examination the graduate may take the advanced level examination (RRT) of the National Board for Respiratory Care (NBRC), 8310 Nieman Rd., Lenexa, KS (913) 599-4200. Upon passing the NBRC entry-level exam and meeting all requirements for Georgia State licensure, the graduate may be licensed in the state of Georgia as a Respiratory Care Professional (RCP). The Composite State Board of Medical Examiners, 2 Peachtree St. NW, 36th Floor, Atlanta, GA 30303 (404) 656-3913, has the right to refuse to grant a license to any individual who has been convicted of moral and/or legal violations specified in Georgia law. The Darton College Respiratory Care Program is accredited by the Council on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 phone (727) 210-2350, through the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835.

The night and weekend track will be limited to no more than 10 students per class. In order to qualify for acceptance to the night and weekend track students must have completed the following.

1. Be accepted to Darton College
2. Complete all learning Support Requirements
3. Complete all of the required general education prerequisite courses with an overall GPA of 2.0 or higher **and** students must earn a grade of "C" or better in the following courses:

BIOL 1100K	Human Anatomy and Physiology,
CHEM 1151K	Survey of Chemistry I,
PHSC 1011K	Physical Science I,
BIOL 2115K	Microbiology

Science courses taken more than five years prior to enrollment in the program will be evaluated by the Respiratory Program Faculty and may need to be repeated.

4. Complete the Regent's Test requirements.
5. Complete the Respiratory Care Night and Weekend Program Track application package. The application package includes:
 - Respiratory Care Program application
 - Completed hospital visitation form
 - 250 Word essay form
 - Three personal recommendation forms
 - Completed health questionnaire

These materials must be submitted to the Program Director or the Allied Health Division office. Applications are available in the Allied Health Division Office or they may be downloaded from the Darton Website for students interested in enrolling in the night and

weekend Respiratory Program.

Students applying to the Respiratory Care Program should list major code 0266 on the Darton College application as their proposed major.

To comply with the requirements of cooperating clinical facilities, the Respiratory Care program requires students to submit a completed health form. To be considered for selection into the night and weekend Respiratory Care Program, a completed program application must be received by December 15th. Applications received after the deadline will be considered only if the class has not been filled. The night and weekend program has a limited enrollment; students are encouraged to apply as soon as possible. Students are selected on the basis of grade point average, and completed application packet. An offer of acceptance is made to the applicants who achieve the highest ranking in the selection process. The selection process continues until the class is filled.

Associate Degree graduates of the Darton College Respiratory Care Program may be eligible to receive advanced placement in the Bachelor of Science programs in Respiratory Care offered by the four-year institutions of the University System of Georgia. Students desiring to complete a Bachelor of Science in Respiratory Care should make direct inquiry to the institution of choice.

Respiratory Care Program Requirements:

1. Students will be required to submit a completed health form documenting satisfactory health status prior to clinical practicum.
2. The student *is responsible* for his/her own health in the event of illness, accident, or exposure to communicable disease in class, lab, or clinic.
3. Students must earn a "C" or better in all Professional courses in order to progress to the next course in sequence. Any student failing a professional course will not be allowed to continue in the program. The student may reapply for admission in the next night and weekend tract class or in the next traditional program tract class. Students seeking readmission will be evaluated by the Respiratory Care faculty to determine acceptability and placement in the program. Previously completed professional courses may be accepted or may need to be repeated at the discretion of the faculty. Students who fail more than one Respiratory course (this may be two different courses or the same course twice) will be dismissed from the program and will not be re-accepted. Students who fail a clinical practicum must repeat both the clinical and classroom courses covering that content.
4. Students are required to maintain a cumulative 2.0 GPA in order to graduate from the program and Darton College.
5. Students are required to pass the Regents Test as a requirement for graduation as stated in the college catalog. Early testing is encouraged for those who qualify.
6. The Respiratory Care Program reserves the right to discontinue, at any time, the enrollment of a of a respiratory care student if, in the judgment of the Vice President for Academic Affairs and the Respiratory Care Faculty, the student does not appear to have the necessary qualifications for a career as a Respiratory Care Professional. Refer to the program handbook for more information.
7. The student must abide by the policies and procedures of the Respiratory Care program as defined in the program handbook.
8. The student must possess the essential physical and mental functional requirements for the profession in the categories of visual acuity, hearing, physical ability, speech, and manual dexterity. Refer to [page 319](#) of this catalog for more information and [page 321](#) for these requirements.
9. Students will have three attempts to successfully demonstrate competency of any skill taught in the laboratory or clinical practicum. The policy includes the American Heart Association ACLS course at the end of RESP 2320. Students unable to demonstrate competency after 3 attempts will fail the laboratory or clinical course, including ACLS, and will not be allowed to progress in the program. Students may re-apply according to the previously listed policies.

10. Students must arrange their own travel to out-of-town clinical facilities. Clinical sites are located in Tifton, Cordele, Bainbridge, Valdosta, Moultrie, Americus, Columbus and Albany. Students are assigned clinical sites to provide a well-rounded clinical experience. Every attempt will be made to accommodate students' needs, but no students are guaranteed any particular clinical schedule or clinical site.

Additional Fees and Costs:

1. Professional liability insurance is required prior to clinical assignment. Fees are assessed annually in the spring as part of the student's tuition and fees.
2. Students are required to complete a series of Hepatitis B vaccinations. A series of at least 3 shots are required. Costs will vary depending on the student's choice of provider. Students must have completed at least the first 2 shots of the series prior to clinical assignment. See the program handbook for more information.
3. Students are required to take a comprehensive self-assessment exam in their final semester. Fees for this exam are assessed in the final semester.
4. Students are required to have approved uniforms, shoes, lab coat, stethoscope, and a watch capable of reading seconds.
5. Students will complete American Heart Association BLS, ACLS, and NRP courses as they progress through the program. Fees for these courses are required at the time of the course. See the program handbook for more information.
6. Student membership in the American Association for Respiratory Care is strongly recommended. Student membership fees are \$50.00.
7. Membership in the Darton College Respiratory Care Club is encouraged.

Courses Required:

All of the learning support and general education prerequisite courses required for graduation from the Respiratory Care Program are currently available in at least one of the following formats at Darton College.

- Online classes
- Evening classes
- TV (Ch 19) classes
- Saturday classes

The required general education prerequisite courses are:

<u>Course Number</u>	<u>Course</u>	<u>Credit Hours</u>
ENGL 1101	English Composition 1	3
MATH 1001	Quantitative Skills and Reasoning***	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
HIST 2111 or 2112	U.S. History	3
COMM 1000	Cultural Diversity in Communication*	2
ALHE 1120	Medical Terminology	1
BIOL 1100K	Human Anat. And Phys. For Healthcare**	4
CHEM 1151K	Survey of Chemistry I	4
PHSC 1011K	Physical Science I	4
BIOL 2115K	Microbiology	4

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*Students may elect to complete BIOL 2111K and BIOL 2112K in place of BIOL 1100K. Students may elect to complete CHEM 1211K and CHEM 1212K in place of CHEM 1151K. Students may elect to complete PHYS 1111K and PHYS 1112K in place of PHSC 1011K. Students who desire to transfer to a bachelor's degree program are encouraged to take the two semester sequences.

**Students may take MATH 1111 College Algebra or any higher level math course in place of MATH 1001 to satisfy program requirements.

*** Oral communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

Students are also required to pass the Regents Test. Students must take the examination after completing 30 semester hours of college coursework and prior to completing 45 hours. Students are encouraged to attempt the test as soon as possible.

Once the general education courses have been completed and the student is accepted to the Respiratory program, completion of the Respiratory coursework takes 7 semesters. Students must enroll in all of the courses required that semester. Courses must be taken in the required sequence. Classes will be scheduled Monday through Thursday evenings with Clinical practicum's scheduled Friday evenings and all day Saturdays.

RESPIRATORY CARE PROGRAM (0366)
Allied Health Division
RECOMMENDED COURSES FOR CAREER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
Night and Weekend Track

	Sem. Hrs.
Spring Semester 1	
RESP 1100 Introduction to Respiratory Care*	1
RESP 1131 Patient Assessment & Protocols	<u>4</u>
	5
Summer Semester 1	
ALHE 1115 Clinical Professionalism	1
RESP 1111 Fundamentals of Respiratory Care	<u>3</u>
	4
Fall Semester 1	
RESP 1132 Cardiopulmonary Pharmacology	3
RESP 1133 Cardiopulmonary Anatomy & Physiology	<u>3</u>
	6
Spring Semester 2	
RESP 2310 Cardiopulmonary Disease	3
RESP 1121 Practicum I	<u>4</u>
	7
Summer Semester 2	
RESP 2110 Mechanical Ventilation & Critical Care	<u>4</u>
	4
Fall Semester 2	
RESP 2121 Neonatal & Pediatric Respiratory Care	2
RESP 2130 Specialized Areas of Respiratory Care	2
RESP 2210 Practicum 2	<u>4</u>
	8
Spring Semester 3	
RESP 2220 Practicum 3	4
RESP 2321 Advanced Cardiac Life Saving	2
RESP 2330 Credential Preparation	<u>1</u>
	7
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
	41
Total	Respiratory and General Education courses 75

**Darton College
Respiratory Care Program
Accelerated Polysomnography Certificate Program**

The Polysomnography certificate is a two semester program designed to prepare respiratory therapists for employment in sleep labs and clinics. The certificate program is designed to prepare the graduate to take the Comprehensive Registry Exam in Polysomnographic Technology (RPSGT) offered by the Board of Registered Polysomnographic Technologists (BRPT) 8201 Greensboro Drive, Suite 300, McLean, VA 22102, (703) 610-9020. The Darton College Accelerated Polysomnography Program is accredited by the Council on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 Phone (727)210-2350, through the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021 (817)283-2835.

Registered Polysomnographic Technologists work in sleep labs to help diagnose and treat sleep related disorders. Up to 40 million Americans suffer from one of the more than 80 known sleep related disorders (Source BRPT). Technologists are responsible for gathering assessment data, taking a complete patient sleep history, set up and troubleshooting of equipment and interpretation of results. Polysomnographic Technologists conduct a variety of diagnostic testing including assessment of sleep apnea, maintenance of wakefulness and multiple sleep latency testing. Technologists also assist in the treatment of sleep related disorders including CPAP and BiPAP titration studies.

The Polysomnography profession is in the early stages of a rapid expansion. With the recent increased awareness of sleep disorders and the relevance of sleep to overall health, the number of sleep laboratories has increased significantly over the past few years. There are current and projected shortages, and many sleep laboratories across the region and state lack qualified Polysomnographic Technologists to staff these clinics. With the continued growth in the number of sleep laboratories, and the continued nationwide focus on the importance of sleep and combating sleep disorders, graduates of this program will be highly marketable in the healthcare workforce.

**Accelerated Polysomnography Certificate Program
Admission Procedures**

Students must be admitted to Darton College before applying to the Accelerated Polysomnography Certificate Program. Admission to the certificate program is limited to Respiratory Therapist (RRT, CRT). To apply to Darton College:

- Submit a completed Darton College Admission Application along with the non-refundable \$20.00 application fee.
- Submit official copies of all high school and college transcripts to the admissions office.
- Submit a completed immunization form.

Darton College application forms may be obtained from the admissions office, or students may apply via the web at www.darton.edu

In addition to the materials required for admission to the College, applicants to the Accelerated Polysomnography Certificate Program need to complete the following:

- Accelerated Polysomnography Certificate Program Application
- Complete an Employer Recommendation Form
- Complete an interview with the program faculty

Students must also meet the following requirements:

1. Current ACLS certification.
2. Georgia licensure as an RCP or eligible for Georgia licensure.
3. Students must earn a grade of "C" or better in all polysomnography courses to earn the certificate.

Students must also be BLS, and ACLE certified. Students needing certification may take an American Heart Association ACLS provider course offered by the Darton EMS program. Cost is \$95.00. These students are also required to take the following ACLS prep course prior to certification.

In order for candidates to sit for the RPSGT™ examination, they must satisfy the following eligibility criteria:

Successfully complete a program with special recognition in polysomnography, or stand alone poly-somnography program as accredited by the Commission on Accreditation of Allied Health education Programs (CAAHEP). For a list of approved Polysomnography stand-alone and add-on programs to END and Respiratory Programs go to <http://www.caahep.org/programs.aspx> **An official transcript documenting graduation from a qualified program must be submitted with the application if mailed, or in the case of online applications, forwarded to complete eligibility.** The BRPT reserves the right to audit and verify any and all eligibility requirements.

AND

2. **Be currently (and as of the date of the examination) certified in Basic Cardiac Life Support (BCLS), Cardiopulmonary Resuscitation (CPR) or its equivalent (international only). These programs must include hands on practical training evaluation segment.** A copy of the current BCLS or CPR card, or the equivalent, must be enclosed with the application. NOTE: Application are not approved for up to one year or until the date of expiration of the CPR/BCLS card, whichever comes sooner.

AND

3. **Follow the BRPT™ Standards of Conduct.**
The BRPT randomly audits candidate eligibility and may request physical documentation of clinical experience. The signatory of the experience verification section on the application is responsible for verifying any experience the candidate may have had with a previous employer.

Eligibility for the RPSGT™ examination and maintenance of the RPSGT™ credential once achieved requires adherence to the BRPT™ Standards of Conduct. RPSGT™ candidates are required to sign a statement on the application form that they understand violations of the BRPT Standards of Conduct may result in loss of eligibility to sit for the RPSGT™ examination, or the suspension or revocation of the RPSGT™ credential. To protect the security of the examinations and maintain the validity of test scores, candidates will be required to sign a Notice and Agreement before they are allowed to proceed with the examination.

NOTE: Applications are available at www.brpt.org in either a printable format or to be completed online with credit card payment.

POLYSOMNOGRAPHY (0597)
Allied Health Division
RECOMMENDED COURSES
FOR ACCELERATED CERTIFICATE PROGRAM

		Sem. Hrs.
RESP 2830	Polysomnography I	4
RESP 2831	Clinical Practicum I	5
RESP 2832	Polysomnography II	4
RESP 2833	Clinical Practicum II	<u>5</u>
		18

For additional Allied Health Division policies that apply to this program, please refer to Academic Regulations, Section Q, Background Check

SOCIAL WORK (0071)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.	4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

ANTH 1103	Introduction to Cultural Anthropology	3
CRJU 1100	Introduction to Criminal Justice	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		0-12
GEOG 1101	Introduction to Human Geography	3
HUST 1100	Introduction to Human Services	1
MATH 2205	Introduction to Statistics	3
PSYC 1101	General Psychology	3
PSYC 2215	Human Growth and Development	3
PSYC 2225	Introduction to Abnormal Psychology	3
PSYC 2226	Introduction to Social Psychology	3
SOCI 1101	Principles of Sociology	3

Area G**Physical Education – (1 – 4 courses)****4-8

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

Two-Year Total**64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**[See AREA G of the Core Curriculum for fitness competency requirement.](#)

SOCIAL WORK (0071)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
AREA F Elective	See Area F Courses Related to the Major	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	1-2
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

SOCIOLOGY (0037)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 hours

[See Core Curriculum, Area B.](#) 4

Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

SOCI 1101	Principles of Sociology	3
SOCI 1160	Introduction to Social Problems	3
Optional Electives (12 hrs) from the following		
ANTH 1103	Introduction to Cultural Anthropology	3
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		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
HUST 1100	Introduction to Human Services	1
MATH 2205	Introduction to Statistics	3
PHIL 2205	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 2215	Human Growth and Development	3

PSYC 2225	Introduction to Abnormal Psychology	3
PSYC 2226	Introduction to Social Psychology	3
PUAD 2601	Introduction to Public Administration	3

Area G

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

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

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)



SOCIOLOGY (0037)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
SOCI 1101	Principles of Sociology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
SOCI 1160	Introduction to Social Problems	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
	First Semester	Sem. Hrs.
AREA B Elective	See Core Curriculum, Area B.	2
COMM 1110	Public Speaking*	3
POLS 1101	American Government in World Perspective	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C, Literature.	3
AREA E Elective	See Core Curriculum, Area E, Social Sciences.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

SPEECH (0016)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

COMM 1000	Cultural Diversity in Communication	2
LEAD 1101	Leadership Development	2

Area C

Humanities And The Fine Arts - 6 Hours

Literature	See Core Curriculum, Area C.	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See Core Curriculum, Area C.		
Foreign Language 1001	Elementary I Foreign Language	3

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
The following course is recommended, but other Area D Math/Technology courses are allowed.		
CSCI 1300	Introduction to Computer Science	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

COMM 1110	Public Speaking	3
COMM 1111	Issues in Argumentation and Advocacy	3
COMM 2105	Introduction to Interpersonal Communication	3
COMM 2220	Small Group Communication	3
Choose two of the following courses:		
THEA 1105 or THEA 1100 or	Acting or Theatre Appreciation or	6

PHIL 2205 or
MATH 2205 or
ENGL 2230 or
COMM 2230 or
JOUR 1110

Introduction to Philosophy or
Introduction to Statistics or
Professional and Technical Writing or
Introduction to Mass Communications or
News Writing

Area G

Physical Education – (1 – 4 courses)**

4-8

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

Two-Year Total

64-68

**See [AREA G of the Core Curriculum](#) for fitness competency requirement.

***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.

****Secondary Education Speech Majors – see [Teacher Education \(0014\) Secondary Education](#).

SPEECH (0016)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
POLS 1101	American Government in World Perspective	3
The following course is recommended, but other Area B courses are allowed.		
COMM 1000	Cultural Diversity in Communication	1-3
COMM 1111	Issues in Argumentation and Advocacy	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		14-17

Second Semester		
ENGL 1102	Composition II	3
The following course is recommended, but other Area D Math/Technology Courses are allowed.		
CSCI 1300	Introduction to Computer Science	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
The following course is recommended, but other Area C Humanities/Fine Arts courses are allowed. See Core Curriculum, Area C.		
Foreign Language 1001	Elementary I Foreign Language	3
COMM 1110	Public Speaking	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17

Sophomore Year	First Semester	Sem. Hrs.
AREA C Literature	See Core Curriculum, Area C.	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
Choose one of the following courses:		
THEA 1100 or	Theatre Appreciation or	
THEA 1105 or	Acting or	
MATH 2205 or	Introduction to Statistics or	
PHIL 2205 or	Introduction to Philosophy or	
ENGL 2230 or	Professional and Technical Writing or	
COMM 2230 or	Introduction to Mass Communications or	
JOUR 1110	News Writing	
HIST 1111 or	Survey of World History I or	3
HIST 1112	Survey of World History II	3
COMM 2220	Introduction to Small Group Communication	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18

Second Semester		
AREA D Lab Science	See Area D Lab Science,	4
The following course is recommended, but other Area B courses are allowed.		
LEAD 1101	Leadership Development	1-3
The following course is recommended, but other Area E Social Science courses are allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3

COMM 2105	Introduction to Interpersonal Communication	3
	Choose one of the following courses:	3
PHIL 2205 or	Philosophy or	
THEA 1100 or	Theatre Appreciation or	
THEA 1105 or	Acting or	
MATH 2205 or	Introduction to Statistics or	
ENGL 2230 or	Professional and Technical Writing or	
COMM 2230 or	Introduction to Mass Communications or	
JOUR 1110	New Writing	
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1 - 2</u>
		15-18
	Two-Year Total	64-68

TEACHER EDUCATION (0088)
Social Science Division
Early Childhood
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B.		4
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Humanities/Fine Arts.	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3
Area E		
Social Science - 12 Hours		
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
HIST 2111 or HIST 2112	U.S. History Through 1877 or U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
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
Area G		
Physical Education – (1 – 4 courses)***		<u>4-8</u>
One course per semester of full-time enrollment with a maximum of 4 courses		

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

Listed below are the minimum requirements a student must meet to be admitted into an undergraduate education program at a four-year college in the University System of Georgia.

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I or GACE I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

TEACHER EDUCATION (0088)
Social Science Division
Early Childhood
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		18
	First Semester	Sem. Hrs.
Sophomore Year	See Core Curriculum, Area B.	2
AREA B Elective	Public Speaking*	3
COMM 1110	Foundations of Number and Operations	3
MATH 2008	Foundations of Life/Earth Science	3
ISCI 2001	Investigating Critical & Contemporary Issues	
EDUC 2110	In Education	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
EDUC 2120	Exploring Socio-Cultural Perspectives on	
	Diversity in Educational Contexts	3
EDUC 2130	Exploring Teaching & Learning	3
ISCI 2002	Foundations of Physical Science	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		16
	Two-Year Total	68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

TEACHER EDUCATION (0089)
Social Science Division
Middle Grades
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3

Area B

Institutional Options - 4 hours

See Core Curriculum, Area B.	4
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Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

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 nine hours to support two content concentrations		
ART 1100	Art Appreciation	3
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
BIOL 1110K	Introduction to Environmental Biology	4
CHEM 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		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	3

* Students who intend to teach math at the middle grades level must take MATH 1113 (Pre-Calculus) as an elective in Area F.

Area G

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

Two-Year Total 64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

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

***[See AREA G of the Core Curriculum for fitness competency requirement.](#)

Higher Admission Requirements into Teacher Preparation Programs, Effective Fall 2001

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I or GACE I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

This recommendation replaces the section on Admission Requirements into Educator Preparation Programs, on page 7 of the November 1998 Guidelines for the Preparation of Educators for the Schools.

TEACHER EDUCATION (0089)
Social Science Division
Middle Grades

RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		18
	First Semester	Sem. Hrs.
Sophomore Year	See Core Curriculum, Area B.	2
AREA B Elective	Public Speaking*	3
COMM 1110	Exploring Socio-Cultural Perspectives on Diversity	
EDUC 2120	in Educational Contexts	3
AREA F Elective	See Area F Courses Related to the Major.	3
EDUC 2110	Investigating Critical & Contemporary Issues	
	In Education	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
AREA F Elective**	See Area F Courses Related to the Major.	3
AREA F Elective**	See Area F Courses Related to the Major.	3
EDUC 2130	Exploring Teaching & Learning	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>2</u>
		16
	Two-Year Total	68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

**Area F elective will be dependent upon the student's specialty.

To comply with the State of Georgia Area F recommendations, please refer to the following:

Area F

Middle Grades:

Choose any nine hours to support two content concentrations. 9

Choose Optional Electives from the following: 9

ART 1100	Art Appreciation
BIOL 1110K	Introduction to Environmental Biology
BIOL 1107K	Principles of Biology I
BIOL 1108K	Principles of Biology II
CHEM 1151K	Survey of Chemistry I
CHEM 1211K	Principles of Chemistry I
CHEM 1212K	Principles of Chemistry II
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
FOREIGN LANGUAGE	
GEOG 1101	Introduction to Human Geography
HIST 1111	Survey of World History I
HIST 1112	Survey of World History II
HIST 2111	U.S. History Through 1877
HIST 2112	U.S. History After 1877
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 1151	Calculus I with Geometry
MATH 2205	Introduction to Statistics
MUSC 1100	Music Appreciation
POLS 2201	American State and Local Government
POLS 2401	Introduction to Global Issues
PSYC 2225	Introduction to Abnormal Psychology
SOCI 1101	Principles of Sociology
SOCI 1160	Introduction to Social Problems

**TEACHER EDUCATION
MIDDLE GRADES MATH (0581)
Science/Math Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM**

The certificate program in Middle Grades Mathematics is designed to provide students with the content and methods needed to teach middle grades mathematics. This program is intended to provide the background and coursework needed for a secondary endorsement in middle grades mathematics.

Courses Required – 12 hours		Sem. Hrs.
MATH 2003	Algebra and Applications for Middle Grades Teachers	3
MATH 2004	Number Sense for Middle Grades Teachers	3
MATH 2005	Probability and Statistics for Middle Grades Teachers	3
MATH 2006	Geometry for Middle Grades Teachers	<u>3</u>
	Total	12

**TEACHER EDUCATION
MIDDLE GRADES SCIENCE (0582)
Science/Math Division
RECOMMENDED COURSES FOR
CERTIFICATE PROGRAM**

The certificate program in Middle Grades Science is designed to provide students with the content and methods needed to teach middle grades science. This program is intended to provide the background and coursework needed for a secondary endorsement in middle grades science.

Courses Required – 12 hours		Sem. Hrs.
PHSC 2005	Survey of Physical Science for Middle Grades Teachers	3
BIOL 2003	Life Science for Middle Grades Teachers	3
GEOL 2004	Survey/Earth Science for Middle Grades Teachers	3
BIOL 1110K	Introduction to Environmental Biology	<u>4</u>
	Total	13

*This is the same course as Anatomy and Physiology for the Health Care Professional.

TEACHER EDUCATION (0090)
Social Science Division
Special Education
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math	3

Area B

Institutional Options - 4 hours

[See Core Curriculum, Area B.](#) 4

Area C

Humanities/Fine Arts - 6 hours

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

Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/Technology	See Core Curriculum, Area D, Math/Tech courses.	3

Area E

Social Science - 12 Hours

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

Area F

Courses Related To The Major - 18 Hours

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 (9 hours) from the following:		
ART 1100	Art Appreciation	3
BIOL 1110K	Introduction to Environmental Biology	4
BIOL 1107K	Principles of Biology I	4
BIOL 1108K	Principles of Biology II	4
CHEM 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		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	3

Area G

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

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

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. See [Core Curriculum, Area B](#).

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

***See [AREA G of the Core Curriculum for fitness competency requirement](#).

1998 Principals and Actions for the Preparation of Educators for the Schools

Higher Admission Requirements into Teacher Preparation Programs, Effective Fall 2001

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I or GACE I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

This recommendation replaces the section on Admission Requirements into Educator Preparation Programs, on page 7 of the November 1998 Guidelines for the Preparation of Educators for the Schools.

TEACHER EDUCATION (0090)
Social Science Division
Special Education
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS
This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	3
HIST 2111 or	U.S. History Before 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	First Semester	Sem. Hrs.
Sophomore Year	See Core Curriculum, Area B.	2
AREA B Elective	Public Speaking*	3
COMM 1110	Investigating Critical & Contemporary Issues	
EDUC 2110	In Education	3
AREA F Elective	See Area F Courses Related to the Major.	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity	
	In Educational Contexts	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
AREA F Elective**	See Area F Courses Related to the Major.	3
AREA F Elective**	See Area F Courses Related to the Major.	3
EDUC 2130	Exploring Teaching & Learning	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

To comply with the State of Georgia Area F recommendations, please refer to the following:

Choose Optional Electives from the following:

Area F Special Education:

Choose any nine hours to support the major. 9
For example, both Introduction to Abnormal Psychology and Psychology of Adjustment are appropriate.

Choose Optional Electives from the following:

9

ART 1100	Art Appreciation
BIOL 1110K	Introduction to Environmental Biology
BIOL 1107K	Principles of Biology I
BIOL 1108K	Principles of Biology II
CHEM 1151K	Survey of Chemistry I
CHEM 1211K	Principles of Chemistry I
CHEM 1212K	Principles of Chemistry II
ECON 2105	Principles of Macroeconomics
ECON 2106	Principles of Microeconomics
ENGL 2111	World Literature I
ENGL 2112	World Literature II
ENGL 2131	American Literature I
ENGL 2132	American Literature II
FOREIGN LANGUAGE	
GEOG 1101	Introduction to Human Geography
HIST 1111	Survey of World History I
HIST 1112	Survey of World History II
HIST 2111	U.S. History Through 1877
HIST 2112	U.S. History After 1877
MATH 1112	Trigonometry
MATH 1113	Pre-Calculus
MATH 1145	Survey of Calculus
MATH 2205	Introduction to Statistics
MUSC 1100	Music Appreciation
POLS 2201	American State and Local Government
POLS 2401	Introduction to Global Issues
PSYC 2225	Introduction to Abnormal Psychology
SOCI 1101	Principles of Sociology
SOCI 1160	Introduction to Social Problems

TEACHER EDUCATION (0014)
Social Science Division
Secondary Education
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

This degree program is also available as an online degree program. See the description of the online program of study at <http://online.darton.edu/degrees/>

Secondary Education majors are required to follow the respective guidelines for the specific content areas. For example, those who intend to teach math should follow Areas A through G of the Mathematics major curriculum. All secondary education majors are required to complete nine hours in education related courses. Therefore secondary education majors will complete a total of 69 hours in their respective degree area. **Failure to complete the three education courses will delay a student's ability to enter a four-year teacher education program.**

The following is a listing of the secondary education majors that are available:

Art, Biology, Chemistry, English, Foreign Language, History, Mathematics, Music, Physics, Speech, and Theatre.

Listed below are the minimum requirements a student must meet to be admitted into an undergraduate education program at a four-year college in the University System of Georgia.

1. Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F, as required for teacher preparation.
2. Students must have passed the Regents' Test.
3. Students must have passed PRAXIS I or GACE I.
4. Receiving institutions may establish higher admission requirements.

Note: Some four-year institutions may have higher admission standards than those listed above.

THEATRE (0075)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Area A

Essential Skills - 9 Hours

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1001 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3

Area B

Institutional Options - 4 Hours

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

Foreign Language 2001 or 2002	Intermediate I or II Foreign Language	3
MYTH 1000	Introduction to Mythology	1

Area C

Humanities And The Fine Arts - 6 Hours

Literature [See Core Curriculum, Area C.](#) 3

The following courses are recommended, but other Area C Humanities/
Fine Arts courses are allowed. [See Core Curriculum, Area C.](#)

ART 1100 or MUSC 1100	Art Appreciation or Music Appreciation	3
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Area D

Science, Mathematics, And Technology - 11 Hours

Lab Science [See Core Curriculum, Area D, Lab Sciences.](#) 8

The following course is recommended, but other Area D Math/
Technology courses are allowed.

MATH 2205	Introduction to Statistics	3
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Area E

Social Science - 12 Hours

POLS 1101 American Government in World Perspective 3

HIST 2111 or U. S. History Through 1877 or 3

HIST 2112 U. S. History After 1877 3

HIST 1111 or Survey of World History I or 3

HIST 1112 Survey of World History II 3

The following course is recommended, but other Area E Social Science
courses are allowed. [See Core Curriculum, Area E, Social Science.](#)

PSYC 1101	General Psychology	3
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Area F

Courses Related To The Major - 18 Hours

THEA 1105 Acting 3

THEA 1100 Theatre Appreciation 3

THEA 1175 Script Analysis 2

THEA 1710 Improvisation 1

THEA 2100 Stagecraft 3

Choose two of the following courses: 6

ART 1020/1030 or	Art Design I or II (Select ONE only) or
COMM 1100 or	Human Communications or
COMM 1110 or	Public Speaking or
COMM 2105 or	Introduction to Interpersonal Communication or
THEA 2210 or	Voice and Diction or
THEA 2301 or	Scene Design for the Stage or
THEA 2306 or	Lighting Design for the Stage or
THEA 2312 or	Sound Design for Theatre or
THEA 2500 or	Production Workshop or
Elective or	English (2000-level intermediate course) or
Elective	Foreign Language

Area G

Physical Education – (1 – 4 courses)**

4-8

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

Two-Year Total

64-68

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

***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.

****Secondary Education Theatre Majors – see [Teacher Education \(0014\) Secondary Education](#).

THEATRE (0075)
Humanities Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF ARTS DEGREE PROGRAMS

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	Composition I	3
MATH 1001 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
POLS 1101	American Government in World Perspective	3
THEA 1105	Acting	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	Composition II	3
The following course is recommended, but other Area D Math/ Technology courses are allowed.		3
MATH 2205	Introduction to Statistics	3
AREA D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
The following course is recommended, but other Area E Social Science courses are Allowed. See Core Curriculum, Area E, Social Science.		
PSYC 1101	General Psychology	3
THEA 1175	Script Analysis	2
THEA 1710	Improvisation	1
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
Sophomore Year	First Semester	Sem. Hrs.
AREA C Literature	See Core Curriculum, Area C.	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
THEA 1100	Theatre Appreciation	3
The following courses are recommended, but other Area C Humanities/Fine Arts Courses are allowed. See Core Curriculum, Area C.		
ART 1100 or	Art Appreciation or	
MUSC 1100	Music Appreciation	3
The following courses are recommended, but other Area B courses are allowed.		
Foreign language	Intermediate I or II Foreign Language	3
2001 or 2002		3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		16-17
	Second Semester	
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
THEA 2100	Stagecraft	3
The following course is recommended, but other Area B courses are allowed. See Core Curriculum, Area B.		
MYTH1000	Introduction to Mythology	1
Choose two of the following courses:		6
ART 1020/1030 or	Art Design I or II (Select one only) or	
COMM 1100 or	Human Communications or	
COMM 1110 or	Public Speaking or	
COMM 2105 or	Intro. To Interpersonal Communication or	
THEA 2210 or	Voice and Diction or	

THEA 2500 or
Elective or
Elective
AREA G Elective

Production Workshop or
English (2000-level intermediate course) or
Foreign Language
[See Core Curriculum, Area G, Health/Phy.Educ.](#)

1-2
14-15

Two-Year Total

64-68



TECHNICAL THEATRE CERTIFICATE
 Humanities Division
RECOMMENDED COURSES FOR
19-HOUR CERTIFICATE PROGRAM

The Technical Theatre Certificate Program provides the student with technical training as it applies to the Theatre Arts. This program offers the student hands on training in several aspects of Theatre design as well as scenery construction, rigging technique and equipment use and maintenance. It prepares the student to pursue an advanced degree in the field of Stage Design and Technology.

Fall Semester		
THEA 2100	Stagecraft	3
THEA 2301	Scene Design for the Stage	3
Elective*		3
THEA 1000	Theatre Practicum	<u>3</u>
		10
Spring Semester		
THEA 2306	Lighting Design for the Stage	3
THEA 2312	Sound Design For Theatre	3
Elective*		<u>3</u>
		9
One Year Total		19

*Select electives from the following:

THEA 1100	Theatre Appreciation	3
CISM 2201	Fundamentals of Computer Applications	3
THEA 2500	Production Workshop	3
ART 2150	Computer Art	3

TRADE AND INDUSTRIAL EDUCATION (0092)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Area A		
Essential Skills - 9 Hours		
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1101 or	Quantitative Skills and Reasoning or	
MATH 1111	College Algebra or higher math	3
Area B		
Institutional Options - 4 hours		
See Core Curriculum, Area B		
4		
Area C		
Humanities/Fine Arts - 6 hours		
Literature Course	See Core Curriculum, Area C, Literature	3
The following course is recommended, but other Area C courses are allowed. See Core Curriculum, Area C.		
COMM 1110	Public Speaking*	3
Area D		
Science, Mathematics, And Technology - 11 Hours		
Lab Science	See Core Curriculum, Area D, Lab Sciences.	8
Mathematics/ Technology	See Core Curriculum, Area D, Math/Tech courses.	3
Area E		
Social Science - 12 Hours		
HIST 1111 or	Survey of World History I or	
HIST 1112	Survey of World History II	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
POLS 1101	American Government in World Perspective	3
PSYC 1101	General Psychology	3
Area F		
Courses Related To The Major - 18 Hours		
CISM 2201	Fundamentals of Computer Applications	3
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 (6 hours)		
Recommended by the division chair.		
6		
Area G		
Physical Education – (1 – 4 courses)**		
<u>4-8</u>		
One course per semester of full-time enrollment with a maximum of 4 courses		

Two-Year Total **64-68**

*Oral Communication requirement may be met by completion of other communication courses. See Core Curriculum, Area B.

**Fitness competency requirement may be met by completion of one of the following:
 PHED 1105 Strength Training, PHED 1106 Walk, Jog, Run, PHED 1161 Fitness I, PHED 1162 Fitness II, PHED 1110 Deep Water Exercise, PHED 1139 Fitness Swimming, PHED 1115 Step Aerobics, PHED 1116 Step Aerobics II, or PHED 1182 Personal Conditioning.

**TEACHER EDUCATION
TRADE AND INDUSTRIAL EDUCATION (0092)
Social Science Division
RECOMMENDED COURSES FOR TRANSFER
ASSOCIATE OF SCIENCE DEGREE PROGRAMS**

Freshman Year	First Semester	Sem. Hrs.
ENGL 1101	English Composition I	3
MATH 1101 or MATH 1111	Quantitative Skills and Reasoning or College Algebra or higher math	3
Area D Lab Science	See Core Curriculum, Area D, Lab Sciences.	4
HIST 1111 or HIST 1112	Survey of World History I or Survey of World History II	3
PSYC 1101	General Psychology	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	Second Semester	
ENGL 1102	English Composition II	3
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	
AREA D Elective	See Core Curriculum, Area D, Lab Sciences.	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
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		17-18
	First Semester	Sem. Hrs.
Sophomore Year	See Core Curriculum, Area B.	2
AREA B Elective	Public Speaking*	3
COMM 1110	Investigating Critical & Contemporary Issuesp In Education	3
EDUC 2110	See Area F Courses Related to the Major.	3
AREA F Elective	See Area F Courses Related to the Major.	3
AREA F Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
AREA G Elective		15-16
	Second Semester	
AREA B Elective	See Core Curriculum, Area B.	2
AREA C Literature	See Core Curriculum, Area C.	3
CISM 2201	Fundamentals of Computer Applications	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity In Educational Contexts	3
EDUC 2130	Exploring Teaching & Learning	3
AREA G Elective	See Core Curriculum, Area G, Health/Phy.Educ.	<u>1-2</u>
		15-16
	Two-Year Total	64-68

*Oral Communication requirement may be met by completion of other communication courses. [See Core Curriculum, Area B.](#)

VETERINARY TECHNOLOGY (0379)
Science/Mathematics Division
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Freshman Year	Fall Semester	Sem. Hrs.
ALHE 1120	Medical Terminology	1
BIOL 1107K	Principles of Biology I	4
MATH 1101	Quantitative Skills and Reasoning	3
ENGL 1101	English Composition I	3
HIST 2111 or	U.S. History Through 1877 or	
HIST 2112	U.S. History After 1877	3
VETT 1100	Introduction to Vet Technology	1
		<u>15</u>
	Spring Semester	
ALHE 1115	Clinical Professionalism	1
PSYC 1101	General Psychology	3
ENGL 1102	English Composition II	3
CHEM 1151K	Survey of Chemistry I	4
VETT 1211K	Anatomy and Physiology I for Vet Tech	3
		<u>14</u>
	Summer Semester	
ALHE 2000	Ethics and the Healthcare Professional	2
ALHE 2100	Personal Growth and Development	3
VETT 1212K	Anatomy and Physiology II for Vet Tech	3
VETT 2110K	Microbiology for Vet Tech	4
		<u>12</u>
Sophomore Year	Fall Semester	
BUED 2200	Medical Office Management	3
CISM 1100	Computer Concepts and Software	2
PHED 1161	Fitness I	2
POLS 1101	American Government	3
VETT 2111K	Pharmacology	4
VETT 2112K	Diseases and Preventive Medicine for Vet Tech	3
		<u>17</u>
	Spring Semester	
COMM 1100	Public Speaking	3
DMSP 1101	Intro to Diagnostic Medical Sonography	3
VETT 2210K	Surgical Nursing for Vet Tech	4
VETT 2211K	Veterinary Nursing Procedures	3
VETT 2212K	Internship	1
		<u>14</u>
	TOTAL	72

TEN CREDIT-HOUR PROGRAMS
Business Division

Students who are not interested in the two-year career programs or the one-year certificate programs may wish to inquire about the ten credit-hour programs. These programs are designed to develop entry level skills or upgrade present skills. Students may enroll in these programs without taking the COMPASS Placement Test, however, students may not enroll in a course that has a learning support course as a prerequisite or corequisite.

Students are invited to examine the business career programs. A program coordinator will help design a core of courses in a specific program. Below are examples of ten-credit hour programs that have been designed.

Courses		Sem. Hrs.
	ACCOUNTING	
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
Electives	ACCT/BUSA/COPR/ECON	<u>4</u>
		10
	BUSINESS COMPUTER SYSTEMS	
CISM 2201	Fundamentals of Computer Applications	3
COPR 2220	Windows/Visual Basic	3
Electives	ACCT/BUSA/COPR/ECON	<u>4</u>
		10
	MANAGEMENT - BASIC RETAILING	
BUSA 2240	Principles of Marketing	3
BUSA 2250	Retail Management	3
OCEX 2290	Occupational Experience	3
Elective		<u>1</u>
		10
	OFFICE ADMINISTRATION	
CISM 2201	Fundamentals of Computer Applications	3
BUED 1111	Beginning Document Processing	3
BUED 2251	Beginning WordPerfect/Word	3
Elective	ACCT/BUED/BUSA/COPR/ECON	<u>1</u>
		10

The core of courses must not be greater than 10 hours. Beyond 10 hours, other college policies apply which would change the intent of these programs.

COURSE DESCRIPTIONS

Section Ten

General – The following list of courses shows the responsible academic division, course number, course title, number of semester hours credit, course description, prerequisite, if any, and frequency of offering. The courses are arranged alphabetically by department followed by the course number.

- Symbols** – Course numbers (Example: ENGL 1101) are in two distinct parts. The department code (ENGL) is derived from the name of the instructional department, usually the letters from the name. In the course number (1101) the first digit of the number signifies first or second year level. Courses with numbers ending in a number divisible by five are reserved for courses that are not part of a specified course sequence. Applied Music course numbers are constructed individually; an explanation of how they are constructed can be found in the introductory remarks for those courses ([page 297](#)). The number in parentheses following the course title specifies the amount of credit, in semester hours, which the course will yield upon successful completion.
- Transferability of Courses** – The Core Curriculum of the University System of Georgia provides for the transferability of those courses which are part of the Core Curriculum Plan. The courses developed for the one- and two-year career programs have been designed to give the student the best possible background needed for employment in the career. Therefore, some of the following do not offer comparable programs and courses. If in doubt, students should discuss the matter with the advisor or the other institution involved.
- Learning Support Prerequisites** – Students who are placed in Learning Support courses because of their scores on the Admission and Placement Tests will be required to satisfy specific developmental requirements before they can enroll in the college level courses (courses numbered 1000 or higher). The minimum developmental level required for admission into any college level course is listed as a prerequisite in the course description.

ACCT 2101 Principles of Accounting I (3-0-3)

A study of the underlying theory and application of financial accounting concepts.
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
Prerequisite: BUSA 1005 or higher math course with grade of C or better OR permission of instructor.
Offered: All semesters.

ACCT 2102 Principles of Accounting II (3-0-3)

A study of the underlying theory and application of managerial accounting concepts.
Prerequisite: ACCT 2101 with grade of C or better.
Offered: All semesters.

ACCT 2125 Bookkeeping for Small Businesses (3-0-3)

This is an introductory course covering various aspects of recording keeping and accounting for small business and entrepreneurs, including sales, expenses, payroll, human resources, and government related record keeping. Enrollment in this course is limited to those in the Small Business Management Certificate.
Prerequisite: None.
Corequisite: Minimum COMPASS reading score of 78 or completion of READ 0099.

- ACCT 2205 Microcomputers in Accounting** (3-0-3)
 This project based course will introduce Quickbooks and include payroll accounting. The software will be used to setup a company and perform transactional analysis and recording.
 Prerequisite: ACCT 2101 with grade of C or better or permission of instructor.
 Offered: Fall.
- ACCT 2211 Intermediate Accounting** (3-0-3)
 A review of the basic accounting model; the fundamentals of actuarial mathematics and its practical application to accounting problems; accounting theory and practice as related to recognition, measurement, and reporting of income; the balance sheet and statement of cash flows; current assets; tangible and intangible fixed assets, depreciation, depletion, and deferred charges.
 Prerequisite: ACCT 2102 with grade of C or better.
 Offered: Spring (even years).
- ACCT 2220 Income Tax Procedures** (3-0-3)
 A practical presentation of Federal Income Tax fundamentals, with emphasis on individual returns. Topics considered include gross income, deductions and tax credits. The course is designed primarily for those students who expect to terminate their study at the two-year college level.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: ACCT 2101 preferred or tax accounting experience.
 Offered: Fall.
- ACCT 2225 Cost Accounting** (3-0-3)
 The basic elements of cost accounting with emphasis on managerial applications of process, job-order, and standard cost accounting systems.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and ACCT 2102 with grade of C or better.
 Offered: On demand.
- ACCT 2230 Manufacturing Cost Accounting** (3-0-3)
 The basic elements of manufacturing cost accounting with emphasis on managerial applications of process, job-order, and standard cost accounting systems.
 Prerequisite: None.
 Offered: On demand.
- ALHE 1103 Orientation to MLT** (1-0-1)
 This course provides an introduction to basic clinical laboratory science and web-based instruction. Students learn about the organizational structure of a clinical laboratory, regulation of quality and reliability of testing, personnel qualifications, safety, medical-legal issues, specimen collection and processing, principles of instrumentation and laboratory mathematics.
 Prerequisite: None.
 Corequisite: None.
 Offered: Fall.

- ALHE 1105 Health Care System Foundation** (2-0-2)
 This introductory course addresses three central areas in health care and human services: the historical development of and current trends and changes in the health care delivery system; the emerging data base on the mind-body relationship in health and illness; and basic concepts in health care research and design. Attention is specifically given to managed care and its impact on health care delivery, the biopsychosocial model of assessment and diagnosis, and the interpretation of journal articles from professional health-related publications.
 Prerequisite: READ 0099.
 Offered: Fall, Spring.
- ALHE 1115 Clinical Professionalism** (0-3-1)
 This course addresses key competency areas for health care professionals. Elements including communication skills, time management, professional development, personal skills, policies and procedures, motivation and attitude, and the medical record are emphasized.
 Prerequisite: READ 0099.
 Offered: On demand.
- ALHE 1120 Medical Terminology** (1-0-1)
 Medical terminology approached through roots, prefixes, and suffixes of medical terms. Definition and spelling of anatomical, diagnostic, symptomatic and operative medical terms are covered.
 Prerequisite: READ 0099.
 Offered: Fall, Spring, Summer.
- ALHE 2000 Ethics and the Healthcare Professional** (2-0-2)
 Introduction to the meaning and scope of ethical dilemmas in health care; ethical decision-making; the health professional as an individual, as a care giver, and as a member of the health care team; the health care professional as a member of society.
 Prerequisites: PSYC 1101, BUSA 2220 or permission of instructor.
 Offered: Summer and on demand.
- ALHE 2050 Health Care Delivery System** (1-0-1)
 A general overview of the health care delivery system with specific emphasis on the allied health professions. The concept of a multidisciplinary team approach to patient/client management will be emphasized. Students will develop an awareness of the relationships among and between allied health disciplines.
 Prerequisite: READ 0099.
 Offered: Summer and on demand.
- ALHE 2100 Personal Growth & Development** (3-0-3)
 An experiential course designed to enable the student to become aware of effectively utilizing self as an agent of therapeutic change. Emphasis is on helping each student identify personal values, assets and weaknesses and understand how these influence his/her decisions and interactions with others in a helping relationship. The dynamics of professional burnout will be explored, and each student will develop an individual plan for self care.
 Prerequisites: PSYC 1101 and admission to HST Program or PTA Program or permission of instructor.
 Offered: Summer.

- ANTH 1103 Introduction 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- ART 1010 Drawing** (2-4-3)
 This course introduces the techniques, materials, and principles of drawing. The course is composed of several projects/exercises that will emphasize the analysis and rendering of line, form, value, texture, color, and perspective. During the course, students will apply their understanding of drawing style, technique, media, and methods of drawing.
 Prerequisite: None.
 Offered: Fall.
- ART 1020 Design I** (2-4-3)
 This course involves the fundamentals of two-dimensional design introduced through projects in a variety of media. The course is composed of several projects that will emphasize the visual and intellectual aspects of form, visual awareness, analytical thinking, craftsmanship, use of media and techniques, and the application of design principles.
 Prerequisite: None.
 Offered: Fall.
- ART 1030 Design II** (2-4-3)
 This course is an investigation of three-dimensional forms and space using various materials and methods. In this course, students will demonstrate their ability to invent imaginative and conceptual complex sculptures in response to a series of studio problems using hand-building and simple materials.
 Prerequisite: None.
 Offered: Spring.
- ART 1100 Art Appreciation** (3-0-3)
 Development of an awareness and understanding of the visual arts through studio and classroom experiences, gallery visits, and lectures. ART 1100 and FIAR 2250 are related courses; only one can count toward graduation.
 Prerequisite: None.
 Offered: All semesters.
- ART 1150 Art Practicum** (0-6-3)
 A studio course designed for the student who has advanced beyond the basic art structure courses and wishes to explore various media in order to develop skills, techniques, and a higher level of expertise.
 Prerequisites: Completion of ART 1010, ART 1020, ART 1030, ART 2111, ART 2120, ART 2130, ART 2140, ART 2150, ART 2160, ART 2170, ART 2180, ART 2210, or ART 2220 and permission of the instructor or consent of the 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: Fall & Spring.

- ART 2120 Painting** (2-4-3)
 Acrylic Painting. An introduction to the fundamentals of painting related to subject matter, content, composition, and color. Preparation of supports and grounds, and use of basic painting tools, techniques, and materials will be stressed.
 Prerequisite: None.
 Offered: Spring.
- ART 2130 Watercolor** (2-4-3)
 Fundamentals of watercolor techniques, drawing, principles of composition, and color theory. Landscape, still life, figure, and abstract studies.
 Prerequisite: None.
 Offered: On demand.
- ART 2140 Ceramics I** (2-4-3)
 This studio course involves the development of personal expression using the ceramic process. The course will examine the many processes of ceramics production such as hand forming, throwing on the wheel, glaze application, and firing.
 Prerequisite: None.
 Offered: On demand.
- ART 2150 Computer Art** (0-6-3)
 In this introductory lab course, students explore the computer and digital technologies as tools to produce personal and creative work in preparation for careers in commercial and fine art. Students are introduced to the digital imaging power of Adobe Photoshop, and commonly used page layout and graphic design software programs.
 Prerequisite: None.
 Offered: Fall, Spring.
- ART 2160 Visual Design** (0-6-3)
 This is an introductory course in solving visual design problems. The course is an exploration of the basic principles of graphic design production, as they apply to the commonly-produced products in the graphic design field (logos, advertisements, brochures, newsletters, etc.), typography, print production techniques and considerations, and the basic elements of web page design.
 Prerequisite: ART 2150 or permission of the instructor or consent of the Division Dean.
 Offered: Spring.
- ART 2170 Web Page Design** (0-6-3)
 This is an introductory course in designing websites for the Internet. The course is an exploration of the basic principles of designing, creating, and maintaining websites. The course introduces the fundamentals of designing web pages using HTML code and commonly used web page layout programs.
 Prerequisite: Art 2150 or permission of the instructor or consent of the Division Dean.
 Offered: Fall.

- 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 Division Dean.
 Offered: Fall, Spring.
- ART 2190 Photographic Lighting Principles & Techniques** (0-6-3)
 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 Division 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 I** (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.
 Offered: Fall.
- ART 2220 Video II** (3-3-3)
 This lab course is a continuation of Video I and introduces students to advanced video production techniques and provides advanced theoretical, analytical, technical, and aesthetic approaches to videography. Students will be required to shoot three short videos covering the following subjects: commercial, documentary, and fine art. The student will use all the pre-production, production, and post-production techniques learned in Video I.
 Prerequisite: ART 2210.
 Offered: Spring.

- 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, titling and final outputting. 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
 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.
- ART 2285 Art History II** (3-0-3)
 This lecture course explores the history of the visual arts from the Baroque Period through the twentieth century with major focus on epochs of Western art history. Topics include painting, architecture, sculpture, and design.
 Prerequisite: None.
 Offered: 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 Allied Health Science programs or requires the consent of the division chair. Laboratory exercises supplement the lecture material.
 Prerequisite: READ 0099.
 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 of Learning Support and high school or college chemistry. 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 majoring in science. Laboratory exercises supplement the lecture material. Cannot be used with BIOL 1107 to satisfy Area D.
 Prerequisite: None.
 Offered: All semesters.

- BIOL 1135K Life Science for Teachers 3 – 5 (restricted to DCSS in-service)** (3-0-3)
 The course addresses fundamentals of Life Science for teachers, grades 3-5.
 This course covers basic principles and teacher misconceptions from the fields of Cells, Organisms, Genetics, Ecology, Evolution and the Characteristics of Science. The course content is aligned to the Georgia Performance Standards for grades 3-5. Restricted to in-service teachers grades 3-5.
 Prerequisites: None.
 Corequisite: None.
 Offered: On demand.
- BIOL 2003 Life Sciences for Middle Grades Teachers** (3-0-3)
 This course will provide middle grades teachers with high-level science content that is the foundation for the topics of cell and organism, genetics, adaptation, and ecology. This course does not satisfy any core curriculum requirement. Restricted to Middle Grades Teachers.
 Prerequisites: None.
 Offered: On demand.
- BIOL 2023 Life Sciences for special Education Teachers** (3-0-3)
 This course is restricted to in-service special education teachers. It is a brief summary of the important aspects of biological science including cells, genetics, diversity and adaptations of organisms, and ecology. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.
- 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: Exit Learning Support.
 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 basic pathogenic microbes and some helminths related to immunity, diseases, and controls. Laboratory exercises supplement 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, patterns of Mendelian and non-Mendelian inheritance, 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-major and/or elective course requirements.

Prerequisites: Permission of program director.

Offered: On demand.

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 good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. 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 1100K, BIOL 2115K

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. This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, 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-major and/or elective course requirement.

Prerequisites: Permission of program director.

Offered: On demand.

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.

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.
 Offered: On demand.
- BUED 1105 Keyboarding** (2-0-2)
 Introduction to the touch operation of the alphabetic and numeric keyboards and the 10-key numeric pad. Course may be exempted by passing a proficiency examination.
 Prerequisite: None.
 Offered: On demand.
- BUED 1111 Beginning Document Processing** (3-0-3)
 Introduction to keyboarding and formatting techniques and the development of basic speed and accuracy. The formatting of numerous business applications (letters, reports, tables) is included. Minimum passing speed: 30 wpm for 3 minutes. Course may be exempted by passing a proficiency examination.
 Prerequisite: BUED 1105 Keyboarding.
 Offered: Fall, Spring.
- BUED 1112 Intermediate Document Processing** (3-0-3)
 Review of basic skills; business letters, reports, tables, and special communication forms (invoices, memorandums, purchase orders, minutes, news releases, etc.). Minimum passing speed: 40 wpm for 5 minutes. Course may be exempted by passing a proficiency examination.
 Prerequisite: BUED 1111 with grade of C or better.
 Offered: Fall, Spring.
- BUED 1113 Advanced Document Processing** (3-0-3)
 Emphasizes vocational application of keyboarding/formatting/editing skills in sections that portray realistic office-like settings. Minimum passing speed: 50 wpm for 5 minutes. This course may be exempted by passing a proficiency examination.
 Prerequisite: BUED 1112 with grade of C or better.
 Offered: On demand.

- BUED 2200 Medical Office Management** (3-0-3)
 The use of a medical simulation for use in medical office management, medical assisting, or secretarial office management. Patient scheduling, patient charts, billing, collections, insurance, banking, and payroll will be covered.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- BUED 2215 Office Machines** (3-0-3)
 Using electronic calculators and transcribing machines in conjunction with word processing, and manual and electronic filing systems for the processing of information.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: BUED 1112 or permission of instructor.
 Offered: On demand.
- BUED 2235 Medical Insurance Form Preparation** (3-0-3)
 This course will cover how to complete a variety of medical forms through hands-on experience. Such forms as universal Medical (HIC), Superbill, Workman's Compensation, Group Hospital Insurance, and Medicaid are included. The latest information on HMOs, DRGs, and HCPCs for Medicare and Medicaid is included. CPT Procedure Coding and ICD 9's Diagnostics Coding are also covered.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75.
 Offered: On demand.
- BUED 2240 Medical Office Procedures** (3-0-3)
 Prepares students for secretarial employment in medical offices by developing office skills to a higher level of proficiency. Emphasizes decision-making competencies, human relations techniques, performance patterns, and professional development. Content includes medical environment, medical staff, medical ethics, medical law, interacting with patients, telephoning, scheduling appointments, managing medical records, medical correspondence, communication, mail distribution, health insurance and alternative financing plans, billing and collection, and computerizing the medical office.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and BUED 2251 with grade of C or better or permission of instructor.
 Offered: Spring.
 SPECIAL NOTE: BUED 2240 and BUED 2245 are related courses; only one of the two can count towards graduation.
- BUED 2245 Office Procedures** (3-0-3)
 Prepares students for secretarial employment by developing office skills received in previous courses to a higher level of proficiency. Decision-making competencies, human relations techniques, performance patterns, and operational skills for the office professional are emphasized. Content includes employment opportunities, work organization, office technology, office reprographics, telecommunications, the office team, public relations, document preparation, mailing services, meeting and conference planning, and travel arrangements.
 Prerequisite: BUED 1112 with grade of C or better or permission of instructor.
 Offered: Spring.
 SPECIAL NOTE: BUED 2240 and BUED 2245 are related courses; only one of the two can count towards graduation.

- BUSA 1005 Business Mathematics** (3-0-3)
 Basic processes in mathematics, problems, and exercises develop proficiency in quantity-oriented operations. Management-oriented materials are included to introduce mathematics as a tool in management decision-making.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and MATH 0099.
 Offered: On demand.
- BUSA 1100 Financial Planning and Investment Management** (2-0-2)
 Provides the foundation for studying and applying personal financial planning techniques for a lifetime.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall, Spring.
- 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 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 systems and legal systems around the world, the international financial system, and international business management.
 Prerequisites: None.
 Corequisites: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Offered: On demand.
- BUSA 1171 Principles of Banking** (3-0-3)
 This course provides an introduction to the banking industry and highlights nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. This course provides the foundation of all AIB training and is designed for personnel, at any level, new to banking.
 Prerequisite: None.
 Offered: On demand.

- BUSA 1172 Law and Banking Applications** (3-0-3)
 This course is devoted to the laws and regulations that govern funds transaction, whether by check, EFT, wire transfers, or letters of credit. In addition, focus is placed on issues of liability, wrongful payment and dishonor, electronic banking, deposit accounts, mutual funds, and annuities. This course is designed for entry- and officer-level personnel who are new to banking or require a refresher course on the legal basis for many banking services and transactions.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1173 Money and Banking** (3-0-3)
 This course describes how money functions in the U.S. and world economies. Topics include the concept of money supply and the role the bank plays as a money creator and participant in the nation's payment mechanism. Other topics include how the various types of financial institutions operate, the workings of monetary and fiscal policies, and the functions and power of the Federal Reserve. This course is designed for officer trainees through mid-management level bankers and banking personnel who have not had a formal course in money and banking.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1176 Fundamentals of Consumer Lending** (1-0-1)
 This course provides basic knowledge about consumer credit. Topics covered include terminology, basic categories of consumer credit, determining credit worthiness, the application process, and bank regulations. This course is designed for participants who currently sell or are otherwise involved in the consumer lending process.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1177 Introduction to Relationship Selling** (1-0-1)
 This course introduces the relationship selling process and the skills and techniques that support a customer, needs-focused, sales approach. This course is designed for any branch personnel involved with in-branch sales.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1178 Lending: Introductory** (2-0-2)
 This is an introductory course on the lending process. The major concepts of lending are presented using a sample consumer loan as a guideline. This course is designed for bank personnel who have an interest in the lending process, but have not yet begun a career in lending.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1179 Consumer Lending** (3-0-3)
 This course on consumer lending provides current information about regulations governing credit practices, and reviews loan processing, cross-selling, and collections. This course is designed for entry-level consumer lenders, consumer credit personnel, and bank employees who need to understand consumer credit.
 Prerequisite: None.
 Offered: On demand.

- BUSA 1180 Introduction to Supervision** (3-0-3)
 This course provides an introduction to supervision in the banking industry. Emphasis is placed on becoming a better manager by focusing on interpersonal relations required of today's successful managers. This course is designed for both practicing and aspiring bank supervisors who have little formal knowledge of supervision.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1181 Analyzing Financial Statements** (3-0-3)
 This AIB course provides the skills needed to effectively assess a borrower's ability to repay loans. It builds core competencies through instruction and application based on actual small business lending cases.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1182 Issues for Bankers** (1-0-1)
 This course covers three topics of interest to bankers. It covers business ethics from a banker's perspective, an understanding of Fair Lending laws as they apply to bank personnel, and the fundamental skills and techniques for using the telephone effectively on the job. Participants explore the importance of ethical behavior in banking from a personal and organizational perspective as well as from the legal perspective. The course also spotlights the importance of the telephone as a business tool and provides techniques for its effective use.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2105 Communicating in the Business Environment** (3-0-3)
 A course emphasizing both interpersonal and organizational communications; to include written and oral exercises appropriate to business practice. If the student has not completed ENGL 1102 or the Regents' Testing Program (RTP), he/she must complete BUSA 2105 with a grade of C or better.
 Prerequisite: ENGL 1101 with grade of C or better.
 Offered: Fall, Spring.
- BUSA 2106 The Environment of Business** (3-0-3)
 An introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business; to include an overview of the impact of demographic diversity on organizations.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall.
- BUSA 2220 Human Relations** (3-0-3)
 A study of the patterns of human behavior leading to effective work relationships. The following are discussed: the influence of leadership, the organization itself, peer groups, and the social environment in which the organization exists as related to human motivation.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Spring.
- BUSA 2234 Logistics and Supply Chain Management** (3-0-3)
 This course surveys current practices in logistics management including purchasing, transportation, warehousing and inventory control.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2235 Inventory Management** (3-0-3)
 This course provides a comprehensive study of inventory control and warehousing as key functions within the supply chain.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2236 Transportation and Traffic Management** (3-0-3)
 This course explores transportation and traffic management principles and techniques including truck, ship, rail, air and intermodal. Topics include selecting carriers, contracting, government regulations, tariffs, documentation, rate structures, import/export management, and interstate/intrastate traffic management.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2237 Cost, Performance and Customer Service Management For Supply Chain** (3-0-3)
 This course deals with managing cost and performance issues along the supply chain as they are vital to ensuring high profitability and customer satisfaction.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.

- BUSA 2238 Global Logistics** (3-0-3)
 This course develops a framework for and an overview of the theories, commercial dynamics, public policies, laws and the various economic, political and social factors affecting the actual operations and regulation of global trade, transportation, and logistics.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2239 Purchasing and Material Management** (3-0-3)
 This course includes an overview of quality assurance, quantity determination, price and cost analysis and supplier relations. The policies and procedures of purchasing management are introduced and issues of concern to today's purchasing professional are discussed.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2240 Principles of Marketing** (3-0-3)
 Principles and methods involved in moving goods and services from producers to consumers; the marketing environment, channels of distribution, marketing functions, marketing decision-making, and the merchandising/retailing function of marketing including retail organization, merchandise management, customer services, and retail control.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall.
- BUSA 2245 Advertising and Promotion** (3-0-3)
 A study of the factors involved in the marketing communications process. This includes promotional strategy, media selection, promotional segmentation, public relations and sales promotion.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2250 Retail Management** (3-0-3)
 A study of the factors involved in the management of a retailing enterprise. This includes store design and layout, structure of the retail organization, retail personnel management, buying and pricing of merchandise, customer service, store security, and basic accounting procedures.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75.
 Offered: 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 or a minimum reading CPE score of 75.
 Offered: Every other summer – even years.

- BUSA 2260 Labor Relations** (3-0-3)
Labor-management relations including the practice and techniques of collective bargaining with respect to the interrelationships between the individual worker, the union, the employer, and the general public, stressing the responsibilities of labor and management.
Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
Prerequisite: None.
Offered: On demand.
- CHEM 1151K Introductory Chemistry** (3-2-4)
This course covers the basic principles of chemistry including atomic structure, nuclear chemistry, bonding, solution chemistry, organic chemistry, and a brief introduction to biochemistry. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1211 or PHSC 1012 to satisfy Area D.
Prerequisites: Completion of all Learning Support requirements or permission of the Division Chair.
Offered: 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 majors. Topics to be covered include composition of matter, nomenclature, stoichiometry, solution chemistry, gas laws, thermochemistry, quantum theory and electronic structure, periodic relations, and bonding. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1100 or PHSC 1012 to satisfy Area D.
Prerequisites: Completion of one year of high school chemistry with a minimum grade of "C" or CHEM 1151K and placement in MATH 1111 or completion of MATH 0099.
Offered: All semesters.
- CHEM 1212K Principles of Chemistry II** (3-3-4)
Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics include molecular structure, intermolecular forces, properties of solutions, reaction kinetics and equilibria, thermodynamics, and electro- and nuclear chemistry. Laboratory exercises supplement the lecture material.
Prerequisite: CHEM 1211K.
Offered: 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 or consent of Division Chair.
Offered: Fall, Summer.
- CHEM 2241K Principles of Organic Chemistry II** (3-3-4)
This is a continuation of CHEM 2240K. Laboratory exercises supplement the lecture material. Prerequisite: CHEM 2240K.
Offered: 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 LAN, e-mail and Internet use. Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall, Spring, Summer.
- CISM 1101 Computer Applications** (1-0-1)
 Designed to provide basic competency in database management and presentation software using Microsoft Access and Power Point. Designed for those students who take CISM 1100 and later decide to major in Business Administration or Computer Information Systems. Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.
 Prerequisite: CISM 1100 or permission of instructor.
 Offered: Fall, Spring, Summer.
- CISM 2201 Fundamentals of Computer Applications** (3-0-3)
 A course designed to assure a basic level of computer applications literacy, including basic hardware and software, societal issues, word processing, spreadsheet, database, presentation software using Microsoft Word, Excel, Access, and PowerPoint, as well as LAN, e-mail and Internet use.
 Taking both CISM 1100 and CISM 1101 is equivalent to CISM 2201. Credit for graduation may be received only for (a) CISM 2201 or (b) CISM 1100 or (c) CISM 1100 and CISM 1101. CISM 2201 and CISM 1100 are related courses; credit may not be received for both.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall, Spring, Summer.
- COMM 1000 Cultural Diversity in Communication** (2-0-2)
 This course emphasizes the patterns of public and interpersonal communication among and between ethnic groups and minority cultures globally with strategies and skills for improving the quality of those interactions. This class will deepen the understanding of communication as a social process using the course as a public speaking forum.
 Prerequisite: READ 0099.
 Offered: All semesters.

- COMM 1100 Human Communications** (3-0-3)
 This course provides a broad approach to oral communication skills including intrapersonal, interpersonal, small group, and public speaking. The course will also examine intercultural and mass communication.
 Prerequisite: READ 0099.
 Offered: On demand.
- COMM 1110 Public Speaking** (3-0-3)
 The organization of materials and the vocal and physical aspects of delivery in various speaking situations will be the focus of this course.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: All semesters.
- COMM 1111 Issues in Argumentation and Advocacy** (3-0-3)
 This course investigates the nature of argumentation in personal, social, and political processes of controversial issues in public policy, emphasizing the structures and strategies of argumentation. Special focus will be on oral presentations of developed argumentative discourses and practice of the practical skills of public debate employed in advocacy. Required of majors.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: On demand.
- COMM 2105 Introduction to Interpersonal Communication** (3-0-3)
 This course examines the dynamics of communication. It focuses on basic processes in face-to-face interaction from the perspective of communication competence. Analyzes the variability of design, production, exchange, and interpretation of messages in relational family, professional, and cultural contexts. It develops skills in oral communication and building relationships. Required of majors.
 Prerequisite: READ 0099.
 Offered: Spring.
- COMM 2210 Voice and Diction** (3-0-3)
 This course includes study and extensive practice of phonetics, enunciation, and listening skills. This course is designed for those who wish to have a career in which strong speaking skills are needed. This course could also be helpful for those who study English as a second language. It is not intended for use as a speech correction/pathology course. A variety of methods will be used such as those credited to Linklater and Lessac.
 Prerequisite: READ 0099.
 Offered: On demand.
- COMM 2220 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. Required of majors.
 Prerequisite: None.
 Offered: Fall.

- COMM 2230 Introduction to Mass Communication (same as JOUR 1100)** (3-0-3)
 Introduction to mass communication is a survey of the field of mass communication, including newspapers, magazines, radio, television, cable television, and public relations and advertising, with emphasis on the historical development, current practices, and future trends of these media. This course is also listed as JOUR 1100.
 Prerequisite: None.
 Offered: On demand.
- COMM 2235 News Writing (same as JOUR 1110)** (3-0-3)
 Introductory course in writing for the mass media, with emphasis on gathering, writing, and reporting for newspapers and broadcast media. This course is also listed as JOUR 1110.
 Prerequisite: ENGL 1101.
 Offered: On demand.
- COOR 0199 Personal & Academic Success II** (2-0-2)
 This class is designed to assist students in exploring college resources; improving study habits; making career and academic decisions; developing interpersonal relationships with other students and faculty; and developing leadership skills.
 Prerequisite: None.
 Placement: This class is required for students taking Learning Support classes, excluding students who are required to take only Learning Support math.
 Offered: All Semesters.
- COOR 0200 Academic Development** (2-0-2)
 This class is designed to assist ACE students with communication skills via email correspondence and classroom instruction. Topics that will be discussed and applied throughout the semester include: study skills, time management, goal setting, career planning, and developing patterns and practices for ongoing academic success. ACE students that have completed COOR 0199 are required to take this class.
 Prerequisite: COOR 0199 and participant in the ACE Fellowship.
 Offered: Fall, Spring.
- COPR 1100 Computer & Internet Basics** (1-0-1)
 Study of the Internet; research skills on the World Wide Web, including Georgia Library Learning Online (GALILEO); basic computer and Windows concepts; how to use electronic mail, including listservs. Hands-on experience will be emphasized in all areas.
 Prerequisite: None.
 Offered: On demand.
- COPR 1103 Incorporating Web Content into the Classroom** (1-0-1)
 A course designed to introduce and train educators to incorporate the Web into their classroom activities.
 Prerequisite: Internet skills and working knowledge of one or more software packages.
 Offered: On demand.

- COPR 1105 Multimedia Presentations I** (1-0-1)
 A study of computer multimedia presentation principles and techniques using several software packages such as Microsoft PowerPoint.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: Have a working knowledge of one or more software packages.
 Offered: On demand.
- COPR 1108 Survey of Online Instruction and Technology** (1-0-1)
 A course designed to familiarize online faculty with Darton college policies and to assure a basic level of WebCT Vista and Banner software ability as needed for the development and teaching of online classes for Darton College.
 Prerequisites: Permission of the Dean/Division Chair.
 Offered: On demand.
- COPR 1110 Multimedia Presentations II** (1-0-1)
 A study of advanced computer presentation principles and techniques using several software packages.
 Prerequisite: COPR 1105.
 Offered: On demand.
- COPR 1112 Educational Spreadsheet Applications** (1-0-1)
 This course will explore the use of elements of Microsoft Excel to design and create spreadsheets relevant to the educational setting.
 Prerequisite: COPR 1100 or permission of the instructor.
 Offered: On demand.
- COPR 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. F.L.O. is presented in Web CT Vista and models effective facilitation skills, however it is **not** intended to teach specific technical skills related to WebCT Vista or any other software used to deliver online facilitated courses. Vista tutorials if needed are available in Course Resources on the course homepage.
 Prerequisite: Knowledge of and ability to function in WebCT Vista and the Internet.
 Corequisites: None.
 Offered: On demand.
- COPR 1116 Educational Word Processing Applications** (1-0-1)
 This course emphasizes educational application of word processing skills in classroom management and learning activities using interactive and multimedia elements.
 Prerequisite: COPR 1100 or permission of the instructor.
 Offered: On demand.

- COPR 1119 Power Point with Educational Applications** (1-0-1)
 This course will use MS PowerPoint to create multimedia presentations for viewing on a classroom computer or the Internet. Design and use of presentations to enhance lectures, student reports, projects. Discussions and assessments are emphasized.
 Prerequisite: COPR 1100 or permission of the instructor.
 Offered: On demand.
- COPR 2210 Programming in COBOL** (3-0-3)
 Fundamentals of programming in COBOL (Common Business Oriented Language).
 Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or permission of instructor.
 Offered: On demand.
- COPR 2220 Visual Basic for Business Applications** (3-0-3)
 Structured programming concepts are studied and used in designing Visual Basic programs.
 Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or have a working knowledge of one or more software packages.
 Offered: On demand.
 Note: COPR 2214 has been eliminated.
- COPR 2225 Advanced Spreadsheet Applications** (3-0-3)
 The study of advanced topics in the use of electronic spreadsheets. Hands-on experience will be provided through the use of a popular spreadsheet software package such as Microsoft Excel.
 Prerequisite: Grade of C or better in CISM 2201 or CISM 1100 or have a working knowledge of a spreadsheet package and a Compass score of at least 30 or completion of MATH 0097.
 Offered: On demand.
- COPR 2226 Advanced PowerPoint/Access** (3-0-3)
 The course offers students the opportunity to develop advanced skills using Microsoft PowerPoint and Microsoft Access at levels appropriate for the Microsoft Certified Application Specialist exams.
 Prerequisites: CISM 2201 or CISM 1101 or permission of instructor.
 Corequisites: None.
 Offered: On demand.
- COPR 2230 Systems Analysis** (3-0-3)
 Study of systems analysis and design procedures as they relate to business-oriented applications. Team projects allow students to gain experience by using tools available to the systems analyst.
 Prerequisite: CISM 2201 with grade of C or better or permission of instructor.
 Offered: On demand.
- COPR 2235 Database Management Systems** (3-0-3)
 The study of database management theory and practice. Experience with designing, creating and utilizing databases will be achieved through hands-on projects using a popular software package such as Microsoft Access.
 Prerequisite: CISM 2201 or CISM 1101 with grade of C or better or have a working knowledge of one or more software packages.
 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.
 Prerequisite: COPR 2250, CSCI 1300, or CSCI 1301 or permission of instructor.
 Offered: On demand.
- COPR 2245 Networking I** (4-2-5)
 Intended for students who plan to be support specialists that will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2003 Server products and Windows XP Professional. Emphasis will be placed on hands-on lab assignments which simulate real life enterprise conditions.
 Corequisite: None.
 Prerequisite: COPR 2244 with grade of C.
 Offered: On demand.
- COPR 2246 Networking II** (4-2-5)
 Designed for students to learn the proper procedures to plan and maintain a Windows Server 2003 network infrastructure.
 Prerequisite: COPR 2245 with a grade of C or better.
 Offered: On demand.
- COPR 2250 Computer Systems Support I** (3-0-3)
 Topics include, but are not limited to: how to install hardware such as drives, modems, memory, network cards, etc.; installing software, resolving conflicts, configuring IRQs; using printer and video drivers; and configuring Windows. Follows A+ certification curriculum.
 Prerequisite: Grade of C or better in CISM 2201 or permission of instructor.
 Offered: Fall, Spring.
- COPR 2251 Computer Systems Support II** (3-0-3)
 An advanced study of hardware and Windows. Topics include troubleshooting and peer-to-peer networking. Follows A+ certification curriculum.
 Prerequisite: COPR 2250 or permission of instructor.
 Offered: Fall, Spring.
- COPR 2255 Special Problems in Computer Systems** (3-0-3)
 This course is designed to provide students with the opportunity to study one or more of a broad range of current topics and applications. The topics chosen may be those that are not covered in another course and that reflect the rapidly changing nature of this field. Students may use a maximum of 12 hours of Special Topics in Computer Systems in a program of study.
 Prerequisite: To be determined by instructor.
 Corequisite: 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: To be determined by instructor.
 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: To be determined by instructor.
 Prerequisite: To be determined by instructor.
 Offered: On demand.
- COPR 2260 Introduction to Website Creation** (1-0-1)
 Study of the skills necessary to design web pages for publication to the Internet. Use of text, color, and graphics effectively and layout of pages for viewing on multiple platforms. Students create and publish a personal web page and a small community website.
 Prerequisite: CISM 2201 or permission of instructor.
 Offered: On demand.
- COPR 2263 Internetworking Concepts** (2-0-2)
 Provides an in-depth analysis of how different networks interconnect and communicate using industry standards. Topics covered include types of networks, network architectures, advanced bridging and routing. Enterprise-Wide networks, the Internet model, network security, and selecting appropriate interconnect devices and technologies.
 Prerequisites: COPR 2265 and COPR 2245.
 Offered: On demand.
- COPR 2270 Oracle I** (3-0-3)
 Introduction to Oracle: SQL and PL/SQL. How to create and maintain database objects; how to store, retrieve, and manipulate data; how to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications.
 Prerequisites: A grade of "B" or better in CISM 2201, COPR 2220 or a computer programming language (C, C++, or Visual Basic), and COPR 2235, or successful completion of a computer placement test.
 Offered: On demand.
- COPR 2271 Oracle II** (3-0-3)
 Extended Data Retrieval with SQL and Develop PL/SQL Program Units. Retrieve data using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval; use of SQL and SQL*Plus script files to generate report-like output; how to create and manage PL/SQL program units and database triggers; how to use some Oracle-supplied packages.
 Prerequisite: COPR 2270 with a grade of "C" or better.
 Offered: On demand.

- COPR 2273 Oracle III** (3-0-3)
 Oracle Forms Developer: Build Internet Applications I; build and test interactive Internet applications; customize Forms with user input items such as check boxes, list items, and radio groups; learn to modify data access by creating event-related triggers.
 Prerequisite: COPR 2270 with a grade of "C" or better.
 Offered: On demand.
- COPR 2274 Oracle IV** (3-0-3)
 Oracle Forms Developer: Build Internet Applications II: Create multiple-form Internet applications and learn to manage multiple transactions across modules; add custom menus, reports, and charts; enhance the user interface for Web-deployed forms using Java Beans.
 Prerequisite: COPR 2273 with a grade of "C" or better.
 Offered: On demand.
- COPR 2275 Oracle V** (3-0-3)
 Using third-party tools such as, but not limited to, Microsoft Access, Microsoft Visual Basic and Crystal Reports to interface with an oracle database.
 Prerequisite: COPR 2273 with a grade of "C" or better.
 Offered: On demand.
- COPR 2281 Cisco I: Networking Basics** (5-0-5)
 CCNA1: Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 provides an overview of LAN and WAN Networking concepts and introduces students to the networking field. The course focuses on network terminology and protocols, local area networks (LANs), wide area networks (WANs), Open System Interconnection (SI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, subnetting, and network standards. An overview of PC hardware and software, basic electricity and electronics will also be covered. Hands-on labs will reinforce lectures.
 Prerequisite: Grade of C or better in CISM 2201 or permission of instructor.
 Offered: On demand.
- COPR 2282 Cisco II: Routers and Routing Basics** (5-0-5)
 CCNA2: Routers and routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA2 builds on topics from Cisco I focusing on initial router configuration, router components, Cisco IOS Software management, routing protocol configuration, TCP/IP, subnetting, and security with access control lists (ACLs.) Hands-on labs will reinforce lectures.
 Prerequisite: COPR 2281.
 Offered: On demand.
- COPR 2283 Cisco III: Switching Basics and Intermediate Routing** (5-0-5)
 CCNA3: Switching Basics and Intermediate Routing is the third of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA3 builds on topics from Cisco II focusing on advanced IP addressing techniques, Variable Length Subnet Masking (VLSM), intermediate routing protocols (RIPv2, single area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs, Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). Hands-on labs will reinforce lectures.
 Prerequisite: COPR 2282.
 Offered: On demand.

- COPR 2284 Cisco IV** (5-0-5)
 CCNA4: WAN Technologies I the last of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA4 builds on topics from the first three CCNA courses focusing on advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), and DHCP. WAN technology and terminology such as PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking will also be covered. In addition, the student will begin preparation for taking the CCNA exam. Hands-on labs reinforce lectures.
 Prerequisite: COPR 2283.
 Offered: On demand.
- COPR 2285 Advanced COBOL** (3-0-3)
 Techniques of algorithm development and structured programming in sequential, random, and indexed sequential file processing using the COBOL language.
 Prerequisite: COPR 2210 or permission of instructor.
 Offered: On demand.
- COPR 2287 Advanced Access** (3-0-3)
 Covers advanced Microsoft Access skills including, but not limited to, complex reports and forms with subforms, using Switchboard Manager, integration with other Microsoft Office programs, using Web features, macros, modules, and introduction to VBA. The textbook is Microsoft approved for meeting requirements for expert level certification.
 Prerequisites: A grade of "C" or better in CISM 2201 or permission of instructor.
 Offered: On demand.
- COPR 2290 UNIX** (1-3-2)
 Designed to provide students with an understanding of UNIX tools, programming, and administration. Special emphasis will be given to the X Window System graphical user interface and Internet use.
 Prerequisite: CISM 2201 or permission of instructor.
 Offered: On demand.
- COPR 2291 Fundamentals of UNIX** (3-0-3)
 Designed to provide students with an understanding of UNIX commands and filters and basic operating environment commands. Students learn the fundamental command-line features including file system navigation, file permissions, text editors, command shells and basic network use.
 Prerequisite: COPR 2244 with a grade of C or better.
 Offered: On demand.
- COPR 2301 Networking III** (4-2-5)
 Designed to provide students with the knowledge and skills necessary to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory directory service infrastructure. The course focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.
 Prerequisites: COPR 2246 with grade of C or better.
 Offered: On demand.

- COPR 2302 Networking IV** (4-2-5)
 Designed to provide students with the knowledge and skills necessary to implement, manage and maintain a Microsoft Windows 2003 network infrastructure. Students will be provided with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2003 networking infrastructure. Real life enterprise conditions will be simulated through hands-on lab exercises.
 Prerequisites: COPR 2301 with a grade of C or better.
 Offered: On demand.
- COPR 2303 Networking V** (4-2-5)
 Provides students with the knowledge and skills to design a Microsoft Active Directory directory service and network infrastructure for a Microsoft Windows Server 2003 environment.
 Prerequisites: COPR 2302 with a grade of C or better.
 Offered: On demand.
- COPR 2304 Networking VI** (4-2-5)
 Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft Windows 2003 technologies. Hands-on labs are an integral part of this course as they simulate real enterprise conditions.
 Prerequisite: COPR 2303 with a grade of C or better.
 Offered: On demand.
- COPR 2311 Website Architecture and Development I** (3-0-3)
 This course is designed to introduce students to website creation and development with HTML and XHTML. The students gain proficiency in website creation with the use of basic HTML/XHTML using frames, tables, lists and forms.
 Prerequisite: CISM 2201 with a grade of C or better (or equivalent) or basic computer literacy.
 Offered: On demand.
- COPR 2312 Website Architecture and Development II** (3-0-3)
 This course is designed to introduce students to website creation and development with JavaScript, DHTML, Multimedia content, and XML. The students will gain proficiency in website creation with the use of JavaScript, DHTML, Multimedia content such as streaming media, and XML.
 Prerequisite: COPR 2311 Website Architecture and Development I with a grade of C or better.
 Offered: On demand.
- COPR 2313 Web Server Administration** (3-0-3)
 This course is designed to prepare a student with the basic knowledge and skills to be a Web Server Administrator. This course covers both the Linux Apache and Microsoft Internet Information Server environments.
 Prerequisite: COPR 2311 Website Architecture and Development I with a grade of C or better.
 Offered: On demand.

- COPR 2314 Dynamic Website Development with Cold Fusion** (3-0-3)
 This course is designed to introduce students to the creation and deployment of web-based applications using the cold Fusion Markup Language (CFML) and Cold Fusion Studio for middleware deployment and administration.
 Prerequisites: COPR 2311 Websiste Architecture and Development I and Database administration course with a grade of C or better (or equivalent course in a database application.)
 Offered: On demand.
- COPR 2321 Basic Principles of Network Security** (3-0-3)
 This course provides an introduction in the basics of network security. Topics include providing a secure framework for an organization, the basics of cryptography, the development of policies and procedures for overall security and various methods of attack and potential compromise of a computer or networking system.
 Prerequisite: CISM 2201 or permission of instructor.
 Offered: On demand.
- COPR 2328 Enterprise Messaging** (4-2-5)
 This course provides an introduction into the basics of enterprise messaging with a focus on Microsoft Exchange. Topics include configuring Outlook and Outlook Web Access (OWA) clients, the administration of Public Folders, configuring and managing Exchange Server, Managing Routing and Internet Connectivity, backup and recovery or Exchange Server and securing Exchange Server.
 Prerequisites: COPR 2301 or permission of instructor.
 Offered: On demand.
- COPR 2334 Computer Forensics** (3-0-3)
 This course provides an introduction into the basics of computer forensics. Topics include current computer forensics tools, digital evidence controls, working with Windows and DOS Systems, Macintosh and Linux Boot Processes and File Systems, Data Acquisition and Computer Forensics Analysis.
 Prerequisites: COPR 2250 and COPR 2251 or permission of instructor.
 Corequisites: None.
 Offered: On demand.
- COPR 2337 Advanced Principles of Network Security** (3-0-3)
 This course examines and covers the ten (10) domains of Information System Security as defined by the International Information Systems Security Certification Consortium, Inc. Upon completion of this course, the student will be able to demonstrate an understanding of the ISC Common Body of Knowledge (CBK) of the Information System Security procedures and suggested policies.
 Prerequisites: COPR 2339, COPR 2321.
 Offered: On demand.
- COPR 2341 Microsoft Word Applications** (3-0-3)
 An intermediate study of Microsoft Word. Topics will include creating a table of contents and indexes; tracking, accepting, and rejecting document changes; creating, editing, and running macros; and creating forms. Extensive hands-on exercises are included.
 Prerequisite: CISM 1100, CISM 2201, or permission of instructor.
 Offered: On demand.

- COPR 2342 Advanced Microsoft Word Applications** (3-0-3)
 An advanced study of Microsoft Word with an emphasis on desktop publishing applications. Extensive hands-on exercises are included.
 Prerequisite: COPR 2341 or permission of 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 and local law enforcement, courts, corrections organization, and functions.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall.
- CRJU 1110 Criminal Justice Management and Supervision** (3-0-3)
 Development of modern criminal justice management and supervisory theory and practices. Leadership roles, problem solving, critical thinking skills, personnel management, hiring, retention, and assignment. Issues in management of criminal justice agencies of all sizes.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- CRJU 2205 Introduction to Criminal Law** (3-0-3)
 Development of substantive criminal law. Crimes against persons, property and public order. Criminal procedure, constitutional basis, speech, assembly, arrest, search, self-incrimination and right to counsel, due process, and civil rights.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Spring.
- CRJU 2215 Introduction to Criminology** (3-0-3)
 Nature, distribution and characteristics of crime and the criminal; major theories of crime causation.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Spring.
- CRJU 2230 Introduction to Corrections** (3-0-3)
 Development of modern correctional thinking; characteristics of the correctional institution and the inmate; correctional methods in the institution and the community; the future of corrections.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall.

- CRJU 2240 Budgeting and Grant Management for Crim. Justice Managers** (3-0-3)
 Budgeting styles, practices, preparation, and presentations; legal aspects and requirements for budgets; grant research, preparation, and management for criminal justice managers and supervisors.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- CSCI 1150 Computer Programming in Visual Basic** (3-0-3)
 This is a course which presents the fundamentals of programming with Visual Basic. Topics covered will include problem solving, program development, data types, subroutines, control structures for selection and loops, file processing, arrays, functions, strings, and graphics.
 Prerequisite: MATH 1101 or MATH 1111 or consent of Division Chair.
 Offered: Fall.
- CSCI 1300 Introduction to Computer Science** (3-0-3)
 This is an introduction to structured programming using the C++ programming language. The course includes an overview of computers and programming; problem-solving and algorithm development; simple data types; arithmetic and logical operators, selection structures, repetition structures, text files; arrays (one- and two-dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).
 Prerequisite: MATH 1111 or MATH 1101 or consent of Division Chair.
 Offered: All semesters.
- CSCI 1301 Computer Science I** (3-2-4)
 This is an introduction to fundamentals of programming using the object-oriented programming language Java. The course includes an overview of computers and programming. This course includes the fundamentals of the object-oriented paradigm (classes, objects, encapsulation, inheritance and polymorphism.) It also includes simple data types; arithmetic and logical operations, selection structures, repetition structures, and array (one dimensional.)
 Prerequisite: CSCI 1300 or consent of Division Chair.
 Offered: All semesters.
- CSCI 1302 Computer Science II** (3-2-3)
 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 structures, strings, binary files; introduction to algorithm analysis (including Big-O); recursion, pointers and linked lists, software engineering concepts; dynamic data structures (stacks, queues, trees).
 Prerequisite: CSCI 1301 or consent of Division Chair.
 Offered: Fall, Spring.

CVTE 1100 Introduction to Cardiovascular Technology (1-0-1)

This course is designed to provide the student with the basic understanding of the Cardiovascular Technician Profession. Topics of discussion will include Invasive Cardiology, Non-Invasive Cardiology, Basic Cardiovascular Anatomy and Physiology, basic Cardiovascular terminology, basic Electrocardiography (ECG/EKG), ethical and legal considerations, vital signs, current and coming technology related to the field of study, employment opportunities, outlook, and earnings potential as defined by the U.S. Department of Labor. A field trip will also be used to help enhance the learning of the Cardiovascular Technician student.

Corequisites: None.

Prerequisite: Completion of all Learning Support requirements.

Offered: Summer.

CVTE 1110 Cardiovascular Pharmacology (3-0-3)

This course is designed to provide the student with the basic understanding of Cardiopulmonary pharmacology. Topics of discussion will include Medical-Legal aspects, documentation, routes of administration, and Pharmacodynamics and Pharmacokinetics of the following: Analgesic, Anesthetic, Narcotic medications and reversal agents, Antiarrhythmic medications, Antihypertensive medications, Cardiac Stimulants, Antiangine medications, Anticoagulant, Antiplatelet and Thrombolytic medications, Diuretics, Oxygen, and miscellaneous medications as they relate to the professional field.

Prerequisite: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.

Corequisite: CVTE 1115, CVTE 1118, CVTE 1131.

Offered: Fall semester.

CVTE 1115 Cardiopulmonary Anatomy & Physiology (3-0-3)

This course is designed to provide the student with the understanding of Cardiac Anatomy and Physiology. Areas of study include normal cardiovascular anatomy and physiology, embryology, congenital heart disease, and acquired cardiac and vascular diseases, microcirculation, autoregulation, blood components, fluid and electrolytes, lymphatics, acid base balance, oxygen transport and rennin angiotensin system.

Prerequisite: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.

Corequisite: CVTE 1110, CVTE 1118, CVTE 1131.

Offered: Fall semester.

CVTE 1118 Physics of Ultrasound (1-0-1)

This course defines the basic principles of ultrasound physics and introduces the student to their practical use in diagnostic ultrasound. Topics of discussion will include definition of sound, propagation of sound in tissue, transducers, Doppler signal processing, Doppler instrumentation, ultrasound imaging and ultrasound safety.

Prerequisite: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.

Corequisite: CVTE 1110, CVTE 1115, CVTE 1131.

Offered: Fall semester.

CVTE 1120 Non-Invasive Cardiology I (4-3-5)

This course in non-invasive cardiology highlights the theory, rationale, application, performance and interpretation of the following modalities: auscultation, normal and abnormal heart sounds, phonocardiography, M-mode, A-mode and two-dimensional Doppler. The laboratory portion introduces the student to non-invasive cardiology by hands-on experience with the above mentioned modalities.

Prerequisites: CVTE 1110, CVTE 1115, CVTE 1118, CVTE 1131.

Corequisite: CVTE 1130.

Offered: Spring semester.

CVTE 1130 Physics of Invasive Cardiology I (4-3-5)

This course serves as an introduction to the cardiac catheterization laboratory with an emphasis placed on basic cardiac catheterization protocols, theory and application of angiographic procedures, and the concept of sterile technique. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart cath, and complications and treatment of cardiac catheterization. The lab portion provides an introduction to the cardiac catheterization laboratory with an emphasis on the above mentioned items.

Prerequisite: CVTE 1110, CVTE 1115, CVTE 1118 and CVTE 1131,

Corequisite: CVTE 1120

Offered: Spring semester.

CVTE 1131 Patient Assessment (2-3-3)

This course introduces the concepts and techniques of patient assessment through inspection, palpation, percussion, and auscultation. The student will demonstrate proficiency in patient physical examination, and taking a complete patient medical history. Principles of barrier protection for blood and body fluid exposures and isolation precautions will be emphasized. Basic ECG monitoring, basic laboratory values such as CBC, electrolytes, and basic microbiology are presented. Assessment of critically ill patients is introduced. Each student will be required to successfully complete a Lab competency check-off in order to progress to CVTE 1120.

Prerequisites: Admission to the Cardiovascular Technology Program. CVTE 1100 is required as a Prerequisite or a Corequisite.

Corequisites: CVTE 1110, CVTE 1115, CVTE 1118.

Restricted: Admission to the Cardiovascular Technology Program.

Offered: Fall semester.

CVTE 2110 Non-Invasive Cardiology II (4-3-5)

This course is a continuation of CVTE 1120 and presents an in-depth view of the diagnosis of common disease states. The application of theory, techniques, applications and interpretation of M-mode, color Doppler, pulsed and continuous wave Doppler, two-dimensional echocardiography and transesophageal echocardiography. The laboratory portion allows the student to further explore their skills with non-invasive modalities.

Prerequisite: CVTE 1120.

Corequisite: CVTE 2120.

- CVTE 2115 Vascular I** (1-3-2)
This course presents an in-depth view of the diagnosis of common vascular disease states. The application of theory, techniques, applications and interpretation of M-mode, color Doppler, pulsed and continuous wave Doppler. The laboratory portion allows the student to further explore their skills with vascular modalities.
Prerequisites: CVTE 112, CVTE 1130, RESP 2321.
Corequisites: CVTE 2110, CVTE 2120.
- CVTE 2120 Invasive Cardiology II** (4-3-5)
This course is a continuation of CVTE 1130 and continues to familiarize the student with various procedures and techniques related to invasive cardiology. Emphasis is placed on the hemodynamic aspects of diagnostic cardiac catheterization as well as information related to the new interventional techniques utilized in the cath lab. Assessment of th EKG patterns related to arrhythmias and infarct/ischemia is also included in this course.
Prerequisite: CVTE 1130.
Corequisite: CVTE 2110.
- CVTE 2130 Non-Invasive Cardiovascular Practicum I** (0-40-7)
Clinical experience is provided within the students selected specialty area of Non-Invasive Cardiology. The student is scheduled for clinical rotations in the Non-Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast. During each rotation cycle, the student receives extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the first of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Non-Invasive Cardiology as required by the accrediting body.
Prerequisite: CVTE 2110 and CVTE 2120.
Corequisite: None.

- CVTE 2135 Invasive Cardiovascular Practicum I** (0-40-7)
Clinical experience is provided within the students selected specialty area of Invasive Cardiology. The student is scheduled for clinical rotations in the Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast. During each rotation cycle, the student receives extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the first of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Invasive Cardiology as required by the accrediting body.
Prerequisite: CVTE 2110 and CVTE 2120.
Corequisite: None.
- CVTE 2140 Non-Invasive Cardiovascular Practicum II** (1-40-8)
The first week of the course will be review of the previous clinical rotation with emphasis on strengthening weaker areas as defined by the preceptors from the various clinical affiliates. The clinical experience will then continue to be provided within the students selected specialty area of Non-Invasive Cardiology. The student continues scheduled clinical rotations in the Non-Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast, becoming more proficient with the skills required to become a Cardiovascular Technologist. During each rotation cycle, the student receives additional extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the second of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Non-Invasive Cardiology as required by the accrediting body.
Prerequisite: CVTE 2130.
Corequisite: None.
- CVTE 2145 Invasive Cardiopulmonary Practicum II** (1-40-8)
The first week of the course will be review of the previous clinical rotation with emphasis on strengthening weaker areas as defined by the preceptors from the various clinical affiliates. The Clinical experience will then continue to be provided within the students selected specialty area of Invasive Cardiology. The student continues scheduled clinical rotations in the Invasive Cardiovascular laboratories with our affiliated hospitals throughout the southeast, becoming more proficient with the skills required to become a Cardiovascular Technologist. During each rotation cycle, the student receives additional extensive hands-on experience and observation utilizing equipment, performance of tests and providing patient care. This course is the second of two courses designed to assist the Cardiovascular Technology student in meeting the required 1000 hours of clinical rotation in Invasive Cardiology as required by the accrediting body.
Prerequisite: CVTE 2135
Corequisite: None.
- DANC 1400 Technical Theatre for Dancers** (1-2-2)
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 productions, including music, costuming, programming, and management.
Prerequisites: Introduction to DANC 1500 and/or permission from instructor.
Corequisites: None.
Offered: Spring.

DANC 1500 Introduction to Dance (2-1-2)

All aspects of dance as an artform, exploring related roles of the dancer, choreographer and spectator through historical inquiry, aesthetic perspectives, basic dance elements, and the creative process. Course material will be presented through a series of lectures, videos, historical and critical readings, discussions, reflective analytical writing, and actual movement experience.

Prerequisites: None.

Corequisites: None.

Offered: Fall.

DANC 1600 Dance Improvisation (0-2-1)

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. This course may be used as a PE activity course.

Prerequisites: None.

Corequisites: None.

Offered: Fall.

DANC 1700 Modern Dance History (2-0-2)

Modern Dance history focuses on the acquisition and application of historical data in verbal, written, and kinesthetic form. This course is a study of the historical evolution of modern dance beginning in the late 1800's and continuing into consideration of the artists, issues, and trends of today's contemporary dance scene. Course structure includes readings, writings, videos, and discussions of the historical, aesthetic and kinesthetic development of modern dance.

Prerequisites: ENGL 0099; READ 0099.

Corequisites: None.

Offered: Spring.

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: Fall, Spring, Summer.

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 and 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: Fall, Spring, Summer.

- DANC 1760 Modern Dance III** (0-2-1)
 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: Recommended Ballet Technique I, II, or III
 Offered: Fall, Spring, Summer.
- DANC 1800 Ballet History and Performance – Studio, Stage, Sidelines and Stories** (2-3-3)
 Ballet History and Performance focuses on the development of technical skills in ballet, and the acquisition and application of historical data in verbal, written and kinesthetic form. This course is a cognitive and kinesthetic study of the historical evolution of ballet including ancient Greek and Roman dance, dance in the Middle Ages, and court, Romantic, Classical, and 20th Century ballet. Technique component addresses 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. Technique classes also include embodiment of lecture/historical contact. Lecture component includes readings, writings, videos, and discussions of the historical aesthetic and kinesthetic development of ballet.
 Prerequisites: None.
 Corequisites: None.
 Offered: Fall.
- 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: Fall and Spring.
- 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: Fall, Spring, Summer.
- DANC 1860 Ballet Technique III** (0-2-1)
 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: Recommended modernDance I, II, or III.
 Offered: Fall, Spring, Summer.

- DANC 1900 Dance Composition** (1-2-2)
 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. This course emphasizes personal coaching and critique, and peer feedback, within a nurturing and experiential environment.
 Prerequisites: DANC 1600 or permission of the instructor.
 Corequisites: None.
 Offered: Spring.
- 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 to Dental Hygiene Program.
 Offered: Spring.
- 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 1132, DHYG 1122.
 Offered: Spring.
- DHYG 1121 Dental Hygiene Lecture I** (3-0-3)
 An introduction to fundamental concepts relating to the profession of dentistry, including terminology, history, and organization. A study of asepsis, patient assessment, 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 dental hygiene treatment.
 Corequisites: DHYG 1110, 1114, 1132.
 Prerequisites: DHYG 1101, 1121, 1131 with grades of C or better.
 Offered: Spring.
- DHYG 1131 Dental Hygiene Clinic I** (0-6-2)
 An introduction to specific tasks required for delivery of dental hygiene services; infection control, patient assessment, scaling procedures, and polishing-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 with grades of "C" or better.
 Offered: Summer.
- DHYG 2100 Periodontics** (2-0-2)
 Principles of periodontology, etiology, and classification of periodontal disease with emphasis on prevention and scope of responsibility of the dental hygienist 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, 2100, 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, 2100, 2550 with grades of "C" or better.
 Offered: Fall.
- DHYG 2220 Dental Hygiene Lecture V** (1-0-1)
 A seminar course with emphasis on jurisprudence and office management for the dental hygienist.
 Prerequisites: DHYG 2150, 2210, 2250, 2310 with grades of "C" or better.
 Offered: Spring.
- DHYG 2250 General and Oral Pathology** (3-0-3)
 Basic principles, causes and underlying mechanisms of disease phenomena with special emphasis on the oral cavity.
 Prerequisites: DHYG 1133, 2100, 2550 with grades of "C" or better and BIOL 1100K or BIOL 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, 2100, 2550 with grades of "C" or better.
 Offered: Fall.

- DHYG 2320 Dental Hygiene Clinic V** (0-12-4)
 A continuation of DHYG 2310.
 Prerequisites: DHYG 2150, 2210, 2250, 2310 with grades of "C" or better.
 Offered: Spring.
- DHYG 2400 Community Dental Health** (2-3-3)
 Principles of public health dentistry, educational concepts and strategies in dental health education. Emphasis on assessment of dental needs, developing and evaluating programs, and epidemiology and research.
 Prerequisites: DHYG 2150, 2210, 2250, 2310 with grades of "C" or better.
 Offered: Spring.
- DHYG 2550 Dental Specialties & Materials** (2-0-2)
 Introduction to the specialty areas of dental practice. A study of dental materials used in a general practice office.
 Prerequisites: DHYG 1110, 1114, 1122, 1132 with grades of "C" or better.
 Offered: Summer.
- DMSP 1101 Introduction to Diagnostic Medical Sonography** (1-3-2)
 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. Completion of ALHE 1115, BIOL 1100K or BIOL 1111K and 1112K, MATH 1111, and PHSC 1011K with a grade of "C" or better.
 Offered: Fall freshman year.
- DMSP 1102 Abdomen Ultrasound I** (2-3-3)
 This course is designed to introduce the ultrasound student to normal appearing abdominal anatomy and cavities. The sonographic appearance of normal abdominal organs will be presented along with the normal size range of each organ. It will build upon the cross sectional anatomy introduced in DMSP 1101 to provide the student with a better understanding of the sonographic location of the abdominal organs.
 Prerequisites: DMSP 1101 with a grade of "C" or better.
 Offered: Spring semester junior year.
- DMSP 1103 Obstetrical Ultrasound I** (2-3-3)
 This course is presents fetal development from conception through the third trimester. First to third trimester of normal fetal anatomy and sonographic appearance. Laboratory test pertaining to the fetus and mother. Ultrasound protocols for scanning the first to third trimester fetus. Fetal lie in the uterus as viewed by ultrasound as well as normal fetal environment.
 Prerequisites: Completion of all previous semesters DMSP courses with a grade of "C" or better.
 Offered: Spring semester junior year.

- DMSP 1104 Pelvic Ultrasound** (2-3-3)
 This course will explore the normal sonographic measurements, appearance and cross sectional anatomy of the non-gravid female pelvis and male pelvis. The musculature and surrounding vessels will be discussed along with all normal Doppler findings. It will include all the hormonal changes that effect the reproductive cycle as well as laboratory values associated with normal and abnormal female health. A comprehensive sonographic evaluation of abnormalities pertaining to all female and male pelvic anatomy will be investigated.
 Prerequisites: A grade of "C" or better in all previous DMSP course work.
 Offered: Spring semester junior 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 DMSP courses with with a grade of "C" or better.
 Offered: Spring semester junior year.
- DMSP 2111 Abdomen Ultrasound II** (3-0-3)
 This is an advanced course in abdominal sonography. The sonographic appearance of abdominal organ diseases and their processes will be examined. Normal and abnormal lab values will be discussed. The normal and abnormal Doppler signals of various organs will be evaluated. Special procedures of the abdomen will be included such as biopsies, paracentesis and various interventional procedures. Sterile technique is included.
 Prerequisites: Completion of previous DMSP course with with a grade of "C" or better.
 Offered: Summer semester junior year.
- DMSP 2112 Obstetrical Ultrasound II** (3-0-3)
 This course presents fetal development and 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.
 Prerequisites: Completion of all DMSP courses with with a grade of "C" or better.
 Offered: Summer semester junior year.
- DMSP 2113 Clinical Observation and Practicum I** (0-24-2)
 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.
 Prerequisites: Completion of all DMSP courses with with a grade of "C" or better.
 Offered: Summer semester junior year.
- DMSP 2114 Pediatric Ultrasound** (3-0-3)
 This course is designed to introduce the DMSP student to the various stages and sonographic appearance of normal and abnormal brain development. The significance of abnormal findings. Various techniques of scanning the infant brain along with the particular care needed for scanning the neonate, newborn, and pediatric patient. Sonographic evaluation of the normal and abnormal infant spine is included. Abdominal and pelvic exams will also be discussed.
 Prerequisites: Completion of all DMSP courses with with a grade of "C" or better.
 Offered: Fall semester senior year.

- DMSP 2115 Superficial Structures and Invasive Procedures** (3-3-4)
 This course will discuss the various ultrasound techniques used while performing an exam on the following: thyroid, breast, scrotum, prostate, anterior abdominal wall, neck, non cardiac chest, gastrointestinal tract, and extremities. The student will learn to appraise the normal and abnormal sonographic findings of these areas as well as disease processes and laboratory values. Invasive procedures will also be evaluated.
 Prerequisites: Completion of all DMSP courses with with a grade of "C" or better.
 Offered: Fall semester senior year.
- DMSP 2116 Clinical Observation and Practicum II** (0-24-2)
 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 and-on experience with patients and equipment.
 Prerequisites: Completion of all DMSP courses with with a grade of "C" or better.
 Offered: Fall semester senior year.
- DMSP 2117 Ultrasound in Review** (3-0-3)
 This is a comprehensive review course for all previous DMSP courses to prepare the student for the ultrasound registry. It will also review any troubled areas a student may be experiencing.
 Prerequisites: Completion of all DMSP courses with with a grade of "C" or better.
 Offered: Spring semester senior year.
- DMSP 2118 Clinical Observations and Practicum III** (0-24-2)
 An expansion of DMSP 2116 this class will allow students to gain confidence in their skills and the knowledge gained throughout the DMS program.
 Prerequisites: Completion of previous DMSP course with with a grade of "C" or better.
 Offered: Spring semester senior year.
- DMSP 2120 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) 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.
 Corequisites: DMSP 2117, DMSP 2118.
 Prerequisite: DMSP 2116.
 Offered: Spring semester senior 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: MATH 0099.
 Offered: All semesters.

- ECON 2106 Principles of Microeconomics** (3-0-3)
 This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy. 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: MATH 0099.
 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)
 Corequisites: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 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)
 Corequisites: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 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 22215 – Human Growth and Development in the teacher education curriculum)
 Corequisites: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Offered: All semesters.
- EDUC 2810 The Teaching of Reading** (3-0-3)
 This course is designed to assist in understanding the process of teaching students to read. Students will be exposed to numerous approaches to the teaching of reading.
 Prerequisite: 2205.
 Offered: On demand.

- EDUC 2825 Classroom Management** (1-0-1)
 This course is designed to teach effective classroom management skills through the use of everyday examples of behavioral principles. Students will learn the basic concepts involved in behavioral analysis.
 Prerequisite: EDUC 2205.
 Offered: On demand.
- EMTP 1021 Introduction to Emergency Medical Services** (5-2-6)
 This course introduces the student to the Emergency Medical Technician profession. This course covers information found in the U.S. Department of Transportation Basic and Intermediate/85 curricula. Topics include: introduction to emergency care, EMS systems, well-being of the EMT, medical-legal aspects of emergency care, roles and responsibilities, medical terminology, blood and airborne pathogens, infectious diseases, ambulance and emergency vehicle operations, the human body, patient assessment, communications and documentation, lifting and moving patients, gaining access, airway assessment and management, basic life support (CPR), and automatic external defibrillation.
 Prerequisite: None.
 Corequisite: EMTP 1025.
 Offered: Fall.
- EMTP 1025 Trauma for the Emergency Medical Technician – Intermediate** (2-2-3)
 This course covers the assessment and treatment of traumatic injuries for the emergency medical technician-intermediate. Topics include: Patient assessment, Rapid Trauma Survey, bleeding wounds and shock, pneumatic anti-shock garment, shock therapy, shock management, intravenous administration, intraosseous infusion, soft-tissue and musculoskeletal injuries, head and psinal injuries, long spine board, immobilization devices, detailed and ongoing exams, extrication, hazardous materials, basic trauma life support.
 Prerequisite: None.
 Corequisite: EMTP 1021.
 Offered: Fall.
- EMTP 1032 Advanced Life Support for the Emergency Medical Technician Intermediate** (4-3-5)
 This course includes information contained in the U.S. Department of Transportation Basic and Intermediate/85 curricula and provides additional training and increased knowledge and skills in specific aspects of advanced life support to include: patient assessment, body systems, advanced airway manuevers, respiratory assessment and treatments, cardiovascular assessment, and pharmacology for the emergency medical technician-Intermediate/85. This course will also contain the final program academic and skills review and preparation for the national board exam through the National Registry of EMT's.
 Prerequisite: EMTP 1021 and EMTP 1025.
 Corequisite: EMTP 1036.
 Offered: Spring.

EMTP 1036 Medical Emergencies for the Emergency Medical Technician – Intermediate (3-1-4)

This course includes information contained in the U.S. Department of Transportation Basic and Intermediate/85 curricula and provides additional training and increased knowledge and skills in specific aspects of medical emergencies for the emergency medical technician-Intermediate/85. Topics include: patient handling, medical emergencies, endocrine emergencies, altered mental status, overdoses and poisonings, ob/gyn emergencies, pediatric emergencies, environmental and behavioral emergencies, and emergencies with special needs patients.

Prerequisite: EMTP 1021 and EMTP 1025.

Corequisite: EMTP 1032.

Offered: Spring.

EMTP 1102 Trauma (4-4-5)

This course includes and expands upon the material from the Trauma Module and Pathophysiology from the 1999 Emergency Medical Technician-Paramedic: National Standard curriculum (EMT-P NSC). It includes units on fluids and electrolytes, abnormal fluid states, acid base balance, abnormal lab values, blood and transfusion therapy, and shock. The course also contains units on trauma systems, mechanism of injury, soft tissue trauma, head and facial injuries, spinal trauma, thoracic and abdominal injuries, and musculoskeletal trauma. Patient assessment and management in an organized, timely fashion using the BTLS approach to trauma care is emphasized. Students must take and successfully complete the Basic Trauma Life Support Course for Advanced Providers at the conclusion of the course.

Prerequisite: EMTP 1111.

Offered: Fall.

EMTP 1104 Medical Emergencies (4-4-5)

This course includes most of the material covered in the 1999 Revised EMT-Paramedic, national Standard Curriculum Medical Module as well as the Geriatrics, Patients with Special Challenges and Acute Interventions for Chronic Care from the Special Considerations Module. Other units covered are: anatomy and physiology of the nervous system, endocrine emergencies, environmental emergencies, infectious disease, acute GI and GU emergencies, anaphylaxis, toxicology, hematologic emergencies, and alcoholism.

Prerequisite: EMTP 1111.

Offered: Spring.

EMTP 1105 Cardiovascular Emergencies (5-4-6)

This course includes materials from the Medical Module of the revised Emergency Medical Technician – Paramedic: National Standard Curriculum. Topics include units Anatomy and physiology of the cardiovascular system, basic arrhythmia interpretation, cardiovascular assessment, atherosclerosis, coronary artery disease, risk factor identification and reduction, acute coronary syndrome, congestive heart failure, sudden arrhythmic death, hypertensive crisis and syncope. Units on ACLS cardiovascular pharmacology I and II, artificial pacemakers, defibrillation, cardioversion, 12-lead EKGs, circulatory adjuncts, and ACLS algorithms are also included. Students must successfully complete an ACLS Course prior to completion of the course.

Prerequisite: EMTP 1111.

Offered: Spring.

- EMTP 1107 Intermediate Medical and Pediatric Emergencies** (4-5-6)
 This course is required for the Fast-Track students and includes the material from the Medical and Special Considerations Pediatrics sections of the Emergency Medical Technician-Intermediate National Standard Curriculum (EMT-1 NSC.) It includes units on respiratory, cardiac, diabetic, allergic, poisoning and overdoses, neurological, abdominal, and environmental emergencies in the adult patient. It also includes basic units on pediatric assessment, medical and traumatic emergencies.
 Prerequisite: Limited to Fast-Track Paramedic Students admitted to EMS Program.
 Offered: Summer.
- EMTP 1108 Intermediate Ambulance Operations** (1-5-2)
 This course is required for the Fast-Track students and includes basic information on ambulance operations. Students will practice safe vehicle operations, stretcher safety, patient movement, intermediate level patient assessment and management. Actual field application and clinical decision making will be required.
 Prerequisites: Limited to Fast-Track Paramedic students admitted to EMS Program.
 Offered: Fall.
- EMTP 1110 Introduction to Paramedic Profession** (2-3-3)
 This course includes and expands upon the material from the Preparatory Module of the Emergency Medical Technician-Paramedic: National Standard curriculum (EMT-P NSC). It includes units on the paramedic profession, EMS systems, roles and responsibilities, ambulance operations, back injury prevention, asepsis, hand washing, phlebotomy, IV therapy, communications, documentation, crime scene awareness, medical incident command, hazardous materials incidents, rescue awareness and operations, and clinical decision making.
 Prerequisite: Admission to EMS Program.
 Offered: Summer.
- EMTP 1111 Essentials of EMS** (2-1-2)
 This course includes well-being of the paramedic, illness and injury prevention, medical legal issues and ethics. Patient assessment including the medical history and physical exam are covered in depth. Each body system is examined individually. In addition, unique aspects of pediatric, geriatric, and psychiatric evaluation are emphasized.
 Prerequisite: Admission to EMS Program.
 Offered: Summer.
- EMTP 1112 Psychiatric Emergencies** (2-1-3)
 EMTP1112 includes the material from the Emergency Medical Technician-Paramedic National Standard Curriculum Preparatory and Medical Modules. The EMT-P NSC modules include therapeutic communication, life span development, and psychiatric and behavioral emergencies. Units covered include mental health, mental illness, psychiatric terminology, psychiatric medications, mental status examination, suicide and homicide assessment, substance abuse assessment, domestic violence, spouse and child abuse, rape, death and dying, interview techniques, effective listening and communication skills.
 Prerequisite: Admission to EMS Program.
 Offered: Summer.

- EMTP 1113 Pharmacology** (2-3-3)
 EMTP 1113 includes and expands upon the material from the Pharmacology and Venous Access and Medication Administration Sections of the Preparatory Module of the new Emergency Medical Technician-Paramedic: National Standard curriculum (EMT-P NSC). It includes basic units on drug information, drug actions, weights and measures, and medication administration. It also includes advanced units on systemic pharmacology and therapeutics of drugs affecting the central and autonomic nervous systems, cardiovascular system, respiratory system, hematologic system, renal system, endocrine system, gastrointestinal system, and immune system. It concludes with a unit on the paramedic drug box contents, maintenance, and administration procedures.
 Prerequisite: EMTP 1111.
 Offered: Fall.
- EMTP 1115 OB/GYN/Neonatal Emergencies** (1-3-2)
 EMTP 1115 includes material from the Medical and Special Considerations Modules of the revised Emergency Medical Technician-Paramedic: National Standard Curriculum. It includes the following topics: anatomy and physiology of the female reproductive system, abdominal pain, vaginal bleeding, rape, physiology of pregnancy, fetology, normal and abnormal labor and delivery, and post-partum complications. The BTLIS approach to trauma in pregnancy is emphasized. In addition, determination of the APGAR scoring and care of the high-risk neonate are included. Students are required to successfully complete the Neonatal Resuscitation program during the course.
 Prerequisite: EMTP 1111.
 Offered: Fall.
- EMTP 1117 Respiratory Emergencies** (2-4-3)
 This course includes and expands upon the material covered in the 1999 EMT-assessment and management of patients with acute and chronic respiratory problems, oxygen therapy, advanced airway management techniques, airway adjuncts, and mechanical ventilation. A unit on anesthesia essential concludes the course.
 Prerequisite: EMTP 1111.
 Offered: Fall.
- EMTP 1118 Pediatric Emergencies** (2-0-2)
 EMTP 1118 includes material from the Special Considerations Modules of the revised Emergency Medical Technician-Paramedic: National Standard curriculum. The following topics are included: pediatric assessment, developmental stages, family assessment and management, respiratory emergencies, child safety, trauma, dehydration, shock, infant and child BLS and ACLS, neurologic emergencies, SIDS, child abuse, and care of children with special needs. After the pediatric emergencies labs and clinical practicum, have been completed, students must successfully complete the Prehospital Pediatric Life Support Course.
 Pre or Corequisite: EMTP 1111.
 Offered: Fall.

- EMTP 1119 Pediatric Emergencies Clinical Practicum** (0-3-1)
 EMTP 1119 Pediatric Emergencies Clinical Practicum supports the content of EMTP 1118 Pediatric Emergencies. Students will perform patient assessment and management techniques on infants and children in the hospital setting. Students will assess developmental stages, communicate with patients and family members, and treat pediatric patients with respiratory infections, gastroenteritis, sickle cell crisis and a variety of medical and traumatic emergencies. Lab sessions will include pediatric oxygen therapy and airway adjuncts, management of pediatric shock including IV and intraosseous therapy, child and infant BLS and ACLS, pediatric BTLs, and miscellaneous medical emergencies scenarios. After the pediatric emergencies labs and clinical practicum have been completed, students must successfully complete the Prehospital Pediatric Life Support Course.
 Pre or Corequisite: EMTP 1118
 Offered: Spring.
- EMTP 1121 Essential Math for the Prehospital Emergency Care Provider** (1-0-1)
 EMTP 1121 includes material covered in the EMT-Paramedic, National Standard Curriculum Preparatory Module, Venous Access and Medication Administration section. The course includes a basic review of mathematical principles including fractions, decimals, and percentages. Various systems of measure including metric, household, and apothecary are included. Drug calculations which involve moving within and between the various systems of measure are included. Problem solving of drug calculations using ratio and proportion is stressed. Units on computation of drug dosages with one unknown, calculation of drug dosages based on patient weights, calculation of IV drug drips, and calculation of IV drug drips based on patient weights are part of the course. Students must be able to convert patient weights from pounds to kilograms.
 Pre or Corequisite: EMTP 1110 or EMTP 1113.
 Offered: On demand.
- EMTP 1125 Summative Evaluation** (2-5-3)
 The student applies in the prehospital setting the clinical skills and didactic knowledge acquired during the course of study. All skills are performed under the direct supervision of Paramedics who are certified as clinical preceptors. Case evaluation of trauma, medical, pediatric patients will be provided in the classroom and lab. Students must satisfactorily complete an oral exam on selected scenarios. Review for the national registry exam as well as successful completion of a comprehensive program exam is required.
 Prerequisite: EMTP1111.
 Offered: Spring.
- ENGL 0099 Developmental English** (4-0-4)
 ENGL 0099 prepares the student to enter the credit English sequence. The course includes assignments in the language-based processes of reading, writing, and discussion, as well as critical thinking and problem solving. It stresses the rules and conventions of standard written English and provides extensive practice in writing a variety of types of compositions.
 Exit Requirements: C average on course work, passing grade on Departmental Essay Competency Examination and a satisfactory score of 60 or higher on the COMPASS Writing Skills Test.
 Placement: A score of 59 or below on the COMPASS Writing Skills Test.
 Offered: All semesters.

- ENGL 1101 English Composition I** (3-0-3)
 ENGL 1101 is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. This course emphasizes the development of thought and expression through personal, informative, and persuasive essays. The course is concerned largely with the composing process involving substantial reading and analysis of ideas in preparation for written assignments. ENGL 1101 promotes the development of reading, speaking, listening, and thinking. In addition, the course includes study of grammar and punctuation as needed. Exit requirements include a minimum of a "C" average on course work and completion of the Mock Regents' Test.
 Prerequisites: Satisfactory scores on the English and Reading placement examinations or completion of ENGL 0099 and READ 0099 with grades of "C" or better.
 Offered: All semesters.
- ENGL 1102 English Composition II** (3-0-3)
 ENGL 1102 is a composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods. This course includes the development of thought and expression through critical analysis. ENGL1102 also emphasizes style, content, and organization of essays. This course includes 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.
 Prerequisites: Satisfactory scores on the English placement examination or completion of ENGL 1101 with a grade of "C" or better.
 Offered: All semesters.
- ENGL 2035 Children's Literature: Understanding the World of Wonder, Whimsey, and Wisdom with Words** (3-0-3)
 This course is designed to be an interactive, practical class that supplements and enhances the utilization of Children's Literature in the everyday classroom and other venues where there is a desire to promote excellence in literacy skills. The historical, intellectual, and emotional perspectives of Children's literature will be reviewed. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers and completion of ENGL 1102 with a grade of "C" or higher.
 Offered: On demand.
- ENGL 2111 World Literature I** (3-0-3)
 ENGL 2111 is a study of major works of world literature from the beginnings ca. 1500 B.C.E. to ca. 1650 C.E. Cultures represented in this period range from Akkadian, Egyptian, Hebrew, and Greek to Chinese, Roman, Indian, Islamic, Western Medieval and Renaissance, Japanese, African, and Native American. This immense period includes such works and authors as Gilgamesh, The Odyssey, Confucius, Bhagavad-Gita, Vergil, Kalidasa, T'ao Ch'ien, Koran, Abolqasem Ferdowsi, Dante, Chaucer, Murasaki Shikibu, Shakespeare, Sei Shonagon, Montaigne, Cervantes, and the Popol Vuh.
 Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.

- ENGL 2112 World Literature II** (3-0-3)
 ENGL 2112 is a study of major works of world literature from ca. 1650 to the present. Cultures represented in this period range from Chinese, Indian, and Japanese to Western European, Russian, Native American, African, Islamic, Latin American, Hebrew, and Caribbean. Authors include Voltaire, Cao Xuequin, Matsuo Basho, Goethe, Whitman, 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.
 Offered: On demand.
- ENGL 2121 British Literature I** (3-0-3)
 ENGL 2121 is a study of British Literature from its beginning through the eighteenth century. This time span covers the Old English period, the Middle Ages, the Renaissance, the Metaphysical and Cavalier eras, and the Restoration and Neoclassical periods. Works studied include those of the "Beowulf" poet, Chaucer, Spenser, Shakespeare, Milton, Donne, Marvell, Dryden, Pope, and Swift.
 Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.
- ENGL 2122 British Literature II** (3-0-3)
 ENGL 2122 is a study of British Literature from the late eighteenth century to the present, encompassing the Romantic, Victorian, and Modern periods. Works studied include those of Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, Browning, Yeats, Lawrence, and Joyce.
 Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.
- ENGL 2131 American Literature I** (3-0-3)
 ENGL 2131 is a study of American Literature from colonial days through the American Revolution and into the mid-nineteenth century. Authors from these periods include Anne Bradstreet, Phyllis Wheatley, Poe, Hawthorne, Melville, Emerson, Thoreau, and Frederick Douglas. Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.
- ENGL 2132 American Literature II** (3-0-3)
 ENGL 2132 is a study of modern American literature from the mid-nineteenth century to the present day. Prose authors of this period include Mark Twain, William Dean Howells, Henry James, Stephen Crane, Theodore Dreiser, Ernest Hemingway, F. Scott Fitzgerald, William Faulkner, and Ralph Ellison. Poets of this period include Robert Frost, T.S. Eliot, and Gwendolyn Brooks.
 Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.
- ENGL 2210 Creative Writing** (3-0-3)
 ENGL 2210 (fiction and poetry) is a sophomore level course taught in a workshop format. Students write short stories, poetry, or both. Students study each other's work, as well as that of professional writers, to learn the fundamentals and techniques of literary writing.
 Exit requirements: A minimum of a "C" average on course work.
 Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.

- ENGL 2220 Writing Non-Fiction** (3-0-3)
 ENGL 2220 takes a somewhat more sophisticated look at composition than is possible in English Composition II. The course focuses on writing essays in clear, direct, graceful language that draws on grammar's potential for variety and interest. The course addresses the value of an enhanced vocabulary for creating these results. The course supplements its exercises adds in writing essays and articles with reading and analyzing works by prose masters from antiquity to our own period.
 Exit requirements: A minimum of a "C" average on course work.
 Prerequisite: ENGL 1102 with a grade of "C" or better.
 Offered: On demand.
- ENGL 2230 Professional & Technical Writing** (3-0-3)
 ENGL 2230 is 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 people. 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.
 Exit requirements: A minimum of a "C" average on course work.
 Prerequisite: Completion of ENGL 1102 with a grade of "C" or better.
 Offered: On demand.
- ENGR 1111 Engineering Graphics** (2-3-3)
 This course is an introduction to graphic communication and engineering design. It includes orthographic, sectional, and auxiliary views, working drawings, dimensioning, three dimensional drawings, surface and solid modeling, and descriptive geometry. The AutoCAD software will be utilized in the laboratory.
 Prerequisite: READ 0099.
 Offered: Fall.
- ENGR 2201 Engineering Statics & Dynamics** (4-0-4)
 This course covers the principles of statics and dynamics in two and three dimensions which includes the equilibrium of rigid bodies, analysis of structures and machines, friction, kinetics and kinematics of rigid bodies, work-energy principle, linear impulse-linear momentum principle, and mechanical vibrations of rigid bodies.
 Prerequisite: PHYS 2211.
 Offered: Spring.
- 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 Web CT. 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 2210.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- FIAR 2250 Humanities Through the Arts** (3-0-3)
 Humanities through the Arts provides an interdisciplinary view of the West in art, music, and literature from the Renaissance through the 20th century. FIAR 2250 and ART 1100 are related courses; only one can count toward graduation.
 Prerequisites: ENGL 0099 and READ 0099.
 Offered: On demand.
- FOSC 2100 Criminalistics: An Introduction to Forensic Science** (2-2-3)
COURSE MUST BE TAKEN AT ALBANY STATE UNIVERSITY AND TRANSFERRED TO DARTON COLLEGE.
 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.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: On demand.
- 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 or equivalent.
 Offered: On demand.
- 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 or equivalent.
 Offered: On demand.
- 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.
 Offered: On demand.
- GEOG 1101 Introduction to Human Geography** (3-0-3)
 A survey of global patterns of resources, population, culture and economic systems. Emphasis is placed upon the factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.

- GEOL 1135 Earth Science for Teachers – Restricted to DCSS teachers 3-5** (3-0-3)
 Fundamentals of Earth Science for teachers, grades 3-5. This course covers basic principles and teacher misconceptions from the fields of Geology, Astronomy, Oceanography and Meteorology. Map interpretation, minerals and rocks, processes acting at the Earth's surface and within the Earth, plate tectonics, geologic time and dating, composition and motions of the Earth, solar system, phases of the moon, origin and life cycles of stars, galaxies, water movements, ocean floor, weather and climate. The course content is aligned to the Georgia performance Standards for grades 3-5.
 Prerequisites: None.
 Corequisites: None.
 Offered: On demand.
 Restricted to in-service teachers, grades 3-5.
- GEOL 2004 Survey of Earth Science for Middle Grade Teachers** (3-0-3)
 This course is designed for middle grade teachers. It is a brief summary of the important aspects of earth science. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirements.
 Restricted to Middle Grade Teachers.
 Offered: On demand.
- GEOL 2024 Physical Science for special Education Teachers** (3-0-3)
 This course is restricted to in-service special education teachers. It is a brief summary of the important aspects of earth science. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.
- GRMN 1001 Elementary German I** (3-0-3)
 GRMN 1001 is an introduction to the German language and the culture of the German-speaking world, and includes a survey of basic German grammar and the development of the four language skills of listening, speaking, reading, and writing German. Some aspects of everyday life in the German-speaking world are also introduced.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: On demand.
- GRMN 1002 Elementary German II** (3-0-3)
 GRMN 1002 is the second part of an introduction to the German language and the culture of the German-speaking world, and includes completion of the survey of basic German grammar and further development of the four language skills of listening, speaking, reading, and writing German. Aspects of everyday life in the German-speaking world are also introduced.
 Prerequisite: GRMN 1001 or equivalent.
 Offered: On demand.
- GRMN 2001 Intermediate German I** (3-0-3)
 This course encompasses the reading and discussion of varied selections from selected texts in the German language, a thorough review of German grammar, and discussion of contemporary culture and current events in German-speaking countries. The course is primarily conducted in the German language and includes continued development of skills in listening, speaking, reading and writing German.
 Prerequisite: GRMN 1002 or equivalent.
 Offered: On demand.

- GRMN 2002 Intermediate German II** (3-0-3)
 A continuation of GRMN 2001, this course includes the reading and discussion of high-interest German texts and an emphasis on refining skills in reading, writing, listening, and speaking. The course is conducted primarily in the German language and continues the emphasis on the culture of German-speaking countries.
 Prerequisite: GRMN 2001 or equivalent.
 Offered: On demand.
- HIST 1111 Survey of World History I** (3-0-3)
 A survey of world history from the prehistoric period to the early modern period.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall, Spring.
- HIST 1112 Survey of World History II** (3-0-3)
 A survey of world history from the early modern period to the present.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall, Spring.
- HIST 2111 U.S. History Through 1877** (3-0-3)
 A survey of U.S. History to the post-Civil War period. This course satisfies the Georgia Legislative requirement that all students receiving a degree from any unit of the University System shall pass a course or examination in the history of the United States and Georgia.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None
 Offered: All semesters.
- HIST 2112 U.S. History After 1877** (3-0-3)
 A survey of U.S. History from the post-Civil War period to the present. This course satisfies the Georgia Legislative requirement that all students receiving a degree from any unit of the University System shall pass a course or examination in the history of the United States and Georgia.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: All semesters.
- HITE 2100 Health Record Content & Structure** (2-2-3)
 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.
 Corequisites: ENGL 1102 or permission of instructor.
 Prerequisite: Exit Learning Support and ENGL 1101.
 Offered: Fall & Spring.

- HITE 2110 Organization and Supervision in Health Information Management** (2-2-2)
 Introduction to the principles of organization and supervision in order to develop effective skills in leadership, motivation, and team building techniques in the practice of health information management.
 Prerequisites: HITE 2100 and ENGL 1102 or permission of instructor.
 Corequisites: ALHE 2050.
 Offered: Summer.
- HITE 2150 Coding I** (3-2-3)
 Principles of ICD-9-CM used in the assignment of valid diagnostic and/or procedure codes.
 Prerequisites: BIOL 1100K, HITE 2100, or permission of instructor.
 Prerequisite/Corequisites: HITE 2400.
 Offered: Fall.
- HITE 2160 Coding II** (3-2-3)
 Principles of CPT coding system used to assign valid procedure and service codes.
 Prerequisite: HITE 2150.
 Offered: Spring.
- HITE 2170 Advanced Coding and Reimbursement** (2-1-3)
 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. Reimbursement topics include DRGs, APCs, RBRVs, Chargemasters and Coding Compliance. Students will have live access to a QuadraMed encoder via the AHIMA Virtual Lab.
 Prerequisites: HITE 2150, HITE 2400.
 Corequisites: HITE 2160, HITE 2600, HITE 2610, HITE 2650.
 Offered: Spring.
- HITE 2200 Healthcare Statistics** (2-0-2)
 Emphasis is placed on the effective use, collection arrangement, presentation and verification of health care data, and on the concepts of descriptive statistics and data validity and reliability.
 Prerequisites: ALHE 2050, MATH 1101, HITE 2100, CISM 2201, or permission of instructor.
 Offered: Fall.
- HITE 2250 Legal & Ethical Issues in Health Information** (1-2-2)
 An introduction to the legal and ethical issues applicable to health information.
 Prerequisite: ALHE 2050 and HITE 2100 or permission of instructor.
 Prerequisite/Corequisites: ALHE 2050 and HITE 2110.
 Offered: Summer.
- HITE 2400 Pathophysiology & Pharmacology** (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 1100K, HITE 2100, or permission of instructor.
 Corequisite: HITE 2150.
 Offered: Fall.

- HITE 2500 Health Information System Applications** (1-2-3)
 The concepts of medical record management through an information system that is an organized combination of people, hardware, software, communication networks and data resources that collect, transform and disseminate information in a healthcare organization.
 Prerequisites: HITE 2100 or permission of instructor.
 Offered: Fall.
- HITE 2501 Beginning Medical Transcription** (3-4-4)
 Beginning transcription of physician-dictated medical reports. Dictations are organized by body system and sequenced from simple to complex. Emphasis is placed on knowledge of medical science, technical skills, and practical experience. Knowledge of Word software is required. Keyboarding skills and a typing speed of at least 30 wpm are necessary to be successful.
 Corequisites: ENGL 1100.
 Prerequisites: ALHE 1120, BIOL 1100K or BIOL 1111K and BIOL 1112K, BUED 2250 or BUED 2251.
 Offered: Fall.
- HITE 2502 Advanced Medical Transcription** (3-4-4)
 Advanced transcription of physician-dictated medical reports. Dictations are organized by medical specialty and include intense transcription practice of complex reports. Content includes practice in problem solving and editing reports for format, consistency, and face validity.
 Prerequisite: HITE 2501.
 Offered: Spring.
- HITE 2503 Fundamentals of Health Records** (2-0-2)
 This course provides an overview of healthcare record content and organization for the transcription student.
 Corequisites: HITE 2501.
 Offered: Fall.
- HITE 2505 Medical Transcription Issues** (2-0-2)
 The current trends in medical transcription are explored. Emphasis is placed on the legal, ethical, and professional responsibilities of the medical transcriptionist.
 Corequisites: HITE 2502 or permission of the instructor.
 Offered: Spring.
- HITE 2507 Medical Transcription Clinical Practice** (0-9-3)
 Advanced Transcription of specialized medical reports. Emphasis is placed on knowledge of medical science, technical skills, and practice experience.
 Corequisite: HITE 2502.
 Prerequisite: HITE 2501.
 Offered: Spring.
- HITE 2550 Quality Assessment** (1-2-2)
 Introduction to the principles of the quality assessment process.
 Prerequisites: HITE 2100, HITE 2200, or permission of instructor.
 Offered: Spring.
- HITE 2600 Professional Practice I** (0-20-2)
 Supervised clinical experience in an acute care setting.
 Corequisite: HITE 2610, HITE 2170, HITE 2650.
 Prerequisites: HITE 2100, HITE 2150, HITE 2250, HITE 2110, HITE 2500.
 Offered: Spring.

- HITE 2610 Professional Practice II** (0-20-2)
 A continuation of HITE 2600 in alternative healthcare settings.
 Prerequisite: None.
 Corequisite: HITE 2600, HITE 2550, HITE 2160, HITE 23170, HITE 2650.
 Offered: Spring.
- HITE 2650 Seminar on Health Information Technology** (1-0-1)
 Exploration of current issues and trends in the health information profession and in the health care industry with emphasis on review for RHIT exam.
 Prerequisites: HITE 2100, HITE 2110, HITE 2400, HITE 2500, HITE 2550, HITE 2150, HITE 2250, HITE 2600, or permission of instructor.
 Corequisites: HITE 2610, HITE 2160, HITE 2170.
 Offered: Spring.
- HITE 2717 Registry Organization** (3-0-3)
 An introduction to cancer registries: hospital-based and central registries; legal issues and confidentiality; data standards set by the national Cancer Institute; program requirements outlined by the Commission on Cancer of the American College of Surgeons; type of cancer registries and data users.
 Prerequisites: Admission to the Cancer Registry Management Certificate and completion of all learning support requirements.
 Corequisite: HITE 2731.
 Offered: On demand.
- HITE 2724 Registry Operations** (3-0-3)
 This course will focus on management functions including budgeting, annual reports, staffing determinations, CoC standards, cancer committees, cancer conferences. Basic operational tasks, reference resources and computer hardware and software needs will be introduced.
 Prerequisite: Admission to this certificate program requires a minimum of an associate degree in Health Information Technology; HITE 2717.
 Corequisites: HITE 2738, HITE 2745.
 Offered: On demand.
- HITE 2731 Patient Follow-up** (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 to the program requires a minimum of an associate degree in a healthcare field.
 Corequisite: HITE 2717.
 Offered: On demand.
- HITE 2738 Oncology Coding and Staging Systems** (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: Minimum of an associate degree in Health Information Technology; HITE 2717, HITE 2731.
 Corequisites: HITE 2724, HITE 2745.
 Offered: On demand.

- HITE 2745 Abstracting Principles I** (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: Prerequisites: Minimum of an associate degree in Health Information Technology; HITE 2717, HITE 2731.
 Corequisites: HITE 2724, HITE 2738.
 Offered: On demand.
- HITE 2746 Abstracting Principles II** (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: Minimum of an associate degree in Health Information Technology; HITE 2724, HITE 2731, HITE 2738, HITE 2745.
 Corequisites: HITE 2752, HITE 2759.
 Offered: On demand.
- HITE 2752 Cancer Statistics and Epidemiology** (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, HITE 2724, HITE 2731, HITE 2738, HITE 2745, HITE 2503.
 Corequisites: HITE 2746, HITE 2759.
 Offered: On demand.
- HITE 2759 Clinical Practicum** (0-160-8)
 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 2724, HITE 2731, HITE 2738.
 Corequisites: HITE 2746, HITE 2752.
 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 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.

- HSEC 2109 Introduction to Homeland Security** (3-0-3)
 This course provides the historic overview of the terrorist threat which influenced the establishment of the Department of Homeland Security (DHS.) The statutory authority, organization, structure, processes and policies of the DHS will be examined. The course will also briefly review the role of National Intelligence and technology in supporting the capabilities of the DHS as well as its future role. An examination of the current National Strategy for Homeland Security will also be included.
 Prerequisite: None.
 Corequisite: None.
 Technology: 100% online.
 Offered: On demand.
- HSEC 2114 National Response Plan** (3-0-3)
 The NRP provides the true national framework for the coordination and interaction between Federal, State, local, tribal and volunteer organizations to help save lives and protect America's communities. The NRP provides the complete spectrum of incident management activities to include the prevention of, preparedness for, response to, and recovery from terrorism, major natural disasters, and other major emergencies as well as the best practices from a wide variety of incident management disciplines to include fire, rescue, emergency management, law enforcement, public works, and emergency medical services. This course provides an in-depth review of the NRP and its supporting annexes.
 Prerequisite: None.
 Corequisite: None.
 Technology: 100% online.
 Offered: On demand.
- HSEC 2123 Terrorism and Homeland Security** (3-0-3)
 Terrorism against the U.S. was the driving force behind the creation of the Department of Homeland Security and continues to be the shaper of its strategies. This course gives the student an understanding of international and domestic terrorism, to include a review of current terrorist groups, goals, past exploits, targeting methods, etc. It also examines the specific national policies which pertain directly to the identification and prevention of terrorist acts against the U.S.
 Prerequisite: None.
 Corequisite: None.
 Technology: 100% online.
 Offered: On demand.
- HSEC 2127 The U.S. Intelligence Community; Links to HSEC** (3-0-3)
 Homeland Security programs are only as effective as the U.S. Intelligence community can make them. This course will examine the agencies which make up the U.S. National Intelligence community and their interaction/coordination with the Department of Homeland Security.
 Prerequisite: None.
 Corequisite: None.
 Technology: 100% online.
 Offered: On demand.

HSEC 2131 Introduction to Emergency Management (3-0-3)

A hands-on course which provides students with planning procedures to identify vulnerabilities, assess risk and develop mitigation plans to minimize the affects of natural and man-made disasters which will have a significant impact on the security of the communities and infrastructure at the local, state and national level. This course will also thoroughly examine the National Incident Management System (NIMS) and Incident Command Systems (ICS) which enable first responders from different jurisdictions and disciplines to better coordinate/cooperate during the response efforts to a disaster.

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2134 Securing our Transportation Systems (3-0-3)

Mass transportation systems have been a principle target of terrorist actions both in the U.S. and around the world and continue to remain vulnerable due to the mass effect that a terrorist action can have. These systems continue to be the primary method to move people and trade goods into, out of and across the U.S. The Department of Transportation, working closely with the Department of Homeland Security, has developed numerous security preparedness plans and a national freight transportation policy that includes national strategic objectives. This course will conduct an examination of the threats, vulnerabilities to U.S. transportaiton systems and the programs, technologies and practices used to counter these threats.

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2138 Immigration Threats: Securing our Borders (3-0-3)

The protection of our borders from illegal entry by land, air and sea is a growing area of focus for many federal agencies. This course will examine the current methods used by federal agencies to protect our borders and will also review current national policies as as the Secure Border Initiative (SBI), Coast Guard Biometric Collection Program, Immigration and Customs Enforcement (ICE), and Mutual Agreement between Government and Employees (IMAGE.) The course will also include some information-sharing capabilities and programs between federal agencies.

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2142 Protecting Critical Infrastructure (3-0-3)

The security of critical infrastructure is paramount to a government's ability to provide services and governance to its people. That fact makes these assets likely targets of terrorism as the effects of a successful attack will be widespread and gain the desired attention that is the intent of the attack. This course will cover planning considerations and mitigation programs to protect these critical resources from attack. The course will also examine the National Infrastructure Protection Plan (NIPP) and related Homeland Security Presidential Directives (HSPD.)

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2146 Protection of Hazardous Material (3-0-3)

A hands-on course which examines the multitude of hazardous materials present in our daily environment. This course will provide students with some planning, mitigation and emergency response principles to deal with the protection and response to attacks involving hazardous materials, the protection of the environment, critical infrastructure and citizens.

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2153 Theories of Terrorism: Analysis through Case Studies (3-0-3)

The course will present a format of the most sophisticated theories by the best terrorist analysts in the world, while still focusing on the domestic and international threats of terrorism and the basic security issues that surround terrorism today. Students will demonstrate their understanding of the strategies and principles gained through previous courses by conducting an analysis of these articles in the context of current U.S. strategies and programs.

Prerequisites: HSEC 2114, National Response Plan; HSEC 2123, Terrorism and Homeland Security.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2159 Information Security (INFOSEC) (3-0-3)

Information security transcends all national borders and reaches out from the global network. Whether at the local, state or national level and including the private sector, critical information must be shared across internet and intranet as a principal part of required daily procedures. As a result, these institutions are vulnerable to cyber attacks by domestic and international terrorists as well as foreign business competitors. The prevention of intrusion, data theft and data loss is paramount to maintaining the security of public infrastructure, protecting sensitive information and providing essential services to both the private and public sector. This course will examine topics such as asset identification, human factors, compliance with regulations, personnel security, risk assessment and ethical considerations as well as computer and network security tools and methods. It will provide an up-to-date look at the whole range of security and information topics. In post-9/11 times, managers and IT Professionals need to address a wide range of security-related issues, and develop security systems that take all these diverse factors into account.

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HSEC 2164 Corporate Security (3-0-3)

This course outlines the essential roles of corporate and municipal managers and demonstrates the importance of their relationships with federal, state, and local government agencies as well as public and private community sectors in conducting emergency planning. The focus is on proactively planning for emergencies, particularly in the recognition and advance coordination of response to incidents instead of simply implementing emergency measures. Topics include the overall scope of comprehensive emergency planning; the types of hazards and risks faced by emergency response personnel, as well as the public, in typical emergencies; and provide specific recommendations regarding the immediate and long-term health and safety of emergency response personnel. Finally, coursework will discuss a range of issues that must be given special attention in the development and implementation of any emergency response plan including: hazard and risk reduction, decontamination, data and information management, monitoring strategies and devices, terrorism, and the training of emergency response personnel.

Prerequisite: None.

Corequisite: None.

Technology: 100% online.

Offered: On demand.

HUST 1100 Introduction to Human Services (1-0-1)

This course is designed to provide the student with an awareness of the conditions in modern society that impact the health of individuals, families, and communities. It provides an introduction to the field of human services. Topics include the history and philosophical foundations of human services and the identification of populations served by human service workers. The principles of human services, essential skills, and roles required to develop an appreciation of what it means to be a human services worker are emphasized.

Prerequisite: Admission to HST program.

Offered: Fall.

HUST 1105 Therapeutic Communications for Healthcare Professionals (3-1-3)

An introductory course covering the communication skills essential to a helping relationship using a patient/client centered model. Skills emphasized are interviewing, listening, attending to patient/client verbal and non-verbal cues, problem-definition, negotiation, confrontation, and written documentation. Application of communication theory and utilization of communication skills to elicit a psychosocial history, identify patient/client assets and limitations, and to arrive at a mutually acceptable definition of the "problem" with a range of human services clientele are emphasized. The central focus of this course is on how a repertoire of communication skills relate to critical thinking and problem-solving skills.

Prerequisites: PSYC 1101, ALHE 1105, HUST 1100 or permission of the instructor.

Offered: Spring.

- HUST 1110 Families and Other Systems** (3-1-3)
 This didactic and experiential course provides an introduction to family systems theory and its implication in family assessment, family therapy, and agency/institution analysis. Topics include an historical perspective on the evolution of family therapy, basic system theory concepts as applied to families and other systems, the family life cycle, and an overview of the major models of family therapy. The student will learn basic family assessment methods and interventions to enable the development of initial treatment plans and facilitate the referral of families to the appropriate community resources.
 Prerequisites: HUST 1100, PSYC 1101 or permission of the instructor.
 Offered: Spring.
- HUST 1115 Crisis Intervention** (2-0-2)
 In this course emphasis is placed on both theoretical and practical understanding of human crises. The term "crisis" is defined, levels of severity of crises are differentiated, basic crisis counseling to evaluate crises are introduced, intervention techniques are explored, and crisis resolution is examined.
 Prerequisite: Admission to HST program or permission of the instructor.
 Offered: Fall.
- HUST 2000 Group Theory and Process** (3-1-3)
 This course is designed as an introduction to the theory and process of group interaction. It will combine didactic and experiential activities that will enable the student to become familiar with different types of groups, to recognize the dynamics of group functioning, to understand the rationale for group work, to recognize the skills required to become an effective group facilitator, and to have direct experience in planning, participating in, and leading a group session.
 Prerequisites: HUST 1100, HUST 1105, HUST 1110, HUST 1115 or permission of the instructor.
 Offered: Fall, Summer.
- HUST 2050 Counseling Theories & Methods** (3-0-3)
 This course provides an introduction to the major theories of counseling. For each identified theory, basic concepts, definitions of health and normalcy, and strategies and interventions will be examined. The student will apply these theories to real case examples and will develop his/her own theory of counseling.
 Prerequisites: HUST 1100, HUST 1105, HUST 1110, HUST 1115 or permission of the instructor.
 Offered: Fall.
- HUST 2150 Human Services Practicum** (0-6-2)
 This introductory practicum offers the human services student the opportunity to apply theoretical learning in selected health agency settings for 6 hours per week. The student will work under direct supervision of qualified agency personnel. The student will be required to participate in a one hour weekly seminar which will focus on integrating these applied experiences with classroom learning.
 Prerequisites: HUST 1100, HUST 1105, HUST 1110, HUST 1115 or permission of the instructor.
 Offered: Spring.

HUST 2210 Community/Mental Health Field Placement I (0-9-3)

The student will spend 9 hours per week in a field setting related to his/her health/mental health specialty track. The student will have the opportunity for direct client contact and will, under supervision, enhance skills in interviewing, observing, reporting and assessing client needs. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.

Prerequisites: HUST 2150 or permission of the instructor.

Corequisite: None

Offered: Fall.

HUST 2220 Community/Mental Health Placement II (0-18-6)

The student will spend 18 hours per week in a second field setting related to his/her health/mental health specialty track. The student, under supervision, will further refine his/her service coordination skills and intervention techniques in direct service delivery. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.

Prerequisites: HUST 2000, HUST 2050, HUST 2210, HUST 2650, HUST 2700 or permission of the instructor.

Offered: Spring.

HUST 2310 Addiction/Substance Abuse Placement I (0-9-3)

The student will spend 9 hours per week in a field setting related to his/her addiction/substance abuse counselor specialty track. The student will have the opportunity for direct client contact and will, under supervision, enhance skills in interviewing, observing, reporting, and assessing client needs. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.

Prerequisites: HUST 2150.

Corequisite: None.

Offered: Fall.

HUST 2320 Addiction/Substance Abuse Placement II (0-18-6)

The student will spend 18 hours per week in a second field setting related to his/her addiction/substance abuse specialty track. The student, under supervision, will further refine his/her service coordination skills and intervention techniques in direct service delivery. The student will be required to participate in a one-hour weekly seminar which will focus on integrating these applied experiences with classroom learning.

Prerequisites: HUST 2000, HUST 2050, HUST 2650, HUST 2700, HUST 2310.

Offered: Spring.

- HUST 2650 Applied Community Health** (3-0-3)
 This course will focus on the application of previous coursework to a variety of healthcare settings. The student is introduced to the field of community health and to the provision of services to people with a wide range of health problems, including a specific emphasis on patient/client populations with disabilities. Topics covered include basic concepts of health/mental health; major types of disabilities; practical usage of the DSM-IV; dual diagnosis and treatment issues; personality disorders and addicted patients/clients; and commonly used interventions to prevent, promote and/or restore the health/mental health of individuals, families and groups. Course material will be directly linked to field placement experiences.
 Prerequisites: HUST 2150 or permission of the instructor.
 Corequisite: None.
 Offered: Fall, Summer.
- HUST 2700 Understanding and Treating Addictions** (3-0-3)
 This course is designed to provide basic knowledge in the field of addictions. Emphasis is in three major areas: the biopsychosocial factors of alcoholism, drug addiction, and other types of addiction; the pharmacology of psychoactive substances; and the eight components of the skill groups in addiction counseling. Course material in all three areas will be directly linked to the field placement experiences for those students working in addiction/substance abuse treatment settings.
 Prerequisites: HUST 2150 or permission of the instructor.
 Corequisite: None.
 Offered: Fall, Summer.
- HUST 2750 Current Trends in Addiction & Mental Health** (3-0-3)
 This course addresses contemporary issues in addictions and mental health. Emphasis is in four major areas: ethnic and cultural issues that influence diagnosis, treatment and utilization of services, special populations such as consumers/clients with HIV/AIDS; dual diagnosis; and matching treatment services to individual client needs (i.e., brief therapy, partial hospitalization, out-patient treatment, etc.) In addition attention will be given to the following current issues in the fields: treatment issues for adolescent and geriatric consumers/clients; spiritual concerns and disciplines; gay/lesbian issues; relapse dynamics and prevention, and managed care and treatment costs.
 Prerequisite: HUST 2650, HUST 2700, HUST 2210 or HUST 2310 or permission of the instructor.
 Offered: Fall, Spring.
- INED 2902 International Perspectives** (1-2-2)
 This course is designed to enhance and enrich the educational experience of students who travel abroad in a program sanctioned by Darton College. It will provide students with an introduction to the culture(s) to be visited, an understanding and appreciation of the importance of the specific sites on the itinerary, and 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 College.
 Offered: On demand.

- INED 2903 International Perspectives** (2-2-3)
 This course is designed to enhance and enrich the educational experience of students who travel abroad in a program sanctioned by Darton College. It will provide students with an introduction to the culture(s) to be visited, an understanding and appreciation of the importance of the specific sites on the itinerary, and 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 College.
 Offered: On demand.
- ISCI 2001 Foundations of Life/Earth Science** (2-2-3)
 This course is an Area F science course for early childhood education majors. 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 Major.
 Prerequisites: Successful completion of one Area D Science Course.
 Corequisites: None.
 Offered: Fall and Spring semesters. Summer semester if requested by Chair of Business and Social Science Division.
- ISCI 2002 Foundations of Physical Science** (2-2-3)
 This course is an Area F science course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of physical science, including matter, energy, force, and fields. 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 Major.
 Prerequisites: Successful completion of one Area D Science course.
 Corequisites: None.
 Offered: Fall and Spring semesters. Summer semester if requested by Chair of Business and Social Science Division.
- 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.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: Fall, Spring.
- 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 or equivalent.
 Offered: Spring.
- 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 or equivalent.
 Offered: Fall.

- 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 or equivalent.
 Offered: Spring.
- JOUR 1000 Journalism Practicum** (0-0-1)
 This course is a practicum through which students do the planning, research, writing, editing, and lay-out necessary to publish a newspaper. JOUR 1000 is open to students taking news writing and reporting and to students working on the school newspaper. JOUR 1000 may be taken each semester, but the credit does not substitute for other journalism courses required in the journalism degree program.
 NOTE: Only one hour of JOUR 1000 will count toward a degree.
 Prerequisite: JOUR 1110 or permission of the instructor.
 Offered: On demand.
- JOUR 1100 Introduction to Mass Communication (same as COMM 2230)** (3-0-3)
 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. This course is also listed as COMM 2230.
 Prerequisite: None.
 Offered: On demand.
- JOUR 1110 News Writing (same as COMM 2235)** (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. This course is also listed as COMM 2235.
 Prerequisite: ENGL 1101.
 Offered: On demand.
- LEAD 1101 Leadership Development** (2-0-2)
 The purpose of the course is to help students identify the attributes of effective leaders so that they can build their leadership potential and develop skills that will be of benefit to them personally and in their chosen profession.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- MATH 0097 Introductory Algebra** (4-0-4)
 MATH 0097 is an introductory algebra course designed for students with some mathematical background who need additional algebraic skills. Topics include fractions, decimals, signed numbers, linear equations, systems of equations in two variables, exponents, inequalities, polynomials, factoring, and graphing linear equations. Exit requirement: A grade of "C" or better in the course.
 Placement: A score below 30 on the COMPASS Algebra Test.
 Offered: All semesters.

MATH 0099 Intermediate Algebra (4-0-4)

MATH 0099 is an intermediate algebra course designed to give students knowledge of basic algebraic concepts in preparation for college algebra. Topics covered include linear equations and linear inequalities, factoring, exponents, roots and radicals, rational expressions, complex numbers, quadratic equations, and basic elements of geometry. Exit Requirement: A grade of "C" or better in the course and a Compass Algebra Test score of 37 or above.

Placement: A score between 30 and 36 on the COMPASS Algebra Test or a CPC deficiency and a score of 37 or above on the COMPASS Algebra Test; or successful completion of MATH 0097.

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 majors. This course places quantitative skills and reasoning in the context of experiences that students will be likely to 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 majors 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 1101 or MATH 1111.

Prerequisites: MATH 0099 or satisfactory score on math placement test.

Offered: Every Semester.

MATH 1101 Introduction to Mathematical Modeling (3-0-3)

This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions. Emphasis is also placed on technology, and effective communication of quantitative concepts and results. A graphing calculator is required. MATH 1101 is a math course for non-science majors and may be used as a prerequisite to MATH 2205 and/or MATH 1145. Students receiving credit for MATH 1101 cannot receive credit for MATH 1001 or MATH 1111. May be used as Area A math except in programs where trigonometry is required.

Prerequisite: MATH 0099 or satisfactory score on math placement test.

Offered: On demand.

MATH 1105 Laboratory Clinical Math (1-1-1)

This course covers mathematical topics including probability, conversions, ratio and proportion, graphing, and basic statistical computation and application.

Prerequisite: Admission to the Dental Hygiene Program.

Offered: Fall.

MATH 1111 College Algebra (3-0-3)

This course is a functional approach to algebra that incorporates the use of applied technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. A graphing calculator is required. Students receiving credit for MATH 1111 cannot receive credit for MATH 1001 or MATH 1101.

Prerequisite: MATH 0099 or satisfactory score on math placement test.

Offered: All semesters.

- MATH 1112 Trigonometry** (3-0-3)
 This course covers trigonometric functions. The topics include identities, solutions of triangles, complex numbers, conics, and vectors. A graphing calculator is required. Students receiving credit for MATH 1112 cannot receive credit for MATH 1113.
 Prerequisite: MATH 1111 or consent of Division Chair.
 Offered: All semesters.
- MATH 1113 Pre-Calculus** (3-0-3)
 This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. A graphing calculator is required. Students receiving credit for MATH 1113 cannot receive credit for MATH 1112.
 Prerequisite: MATH 1111 or consent of Division Chair.
 Offered: Fall.
- MATH 1145 Survey of Calculus** (3-0-3)
 This is a survey of Calculus for students in non-science curricula. The topics include limits, derivatives, integrals, logarithmic and exponential functions. A graphing calculator is required. Students receiving credit for MATH 1145 cannot receive credit for MATH 1151.
 Prerequisite: MATH 1001, MATH 1111, MATH 1101, or MATH 1113.
 Offered: Fall, Spring.
- MATH 1151 Calculus I with Geometry** (3-2-4)
 This is the first of a three semester sequence in Calculus. Calculus I covers topics from analytical geometry, limits, derivatives of algebraic functions, trigonometric and exponential functions, and basic integration. A graphing calculator is required. Students receiving credit for MATH 1151 cannot receive credit for MATH 1145.
 Prerequisite: MATH 1112 or MATH 1113 or consent of Division Chair.
 Offered: Fall, Spring, Summer.
- MATH 2003 Algebra and Applications for Middle Grade Teachers** (3-0-3)
 This course is designed for middle grade teachers. The course includes variable expressions; equations; inequalities; and linear, non-linear, and inverse functions. Applications will be included in each topic of discussion. A graphing calculator is required. This course does not satisfy any core curriculum requirement.
 Restricted to Middle Grade Teachers.
 Offered: On demand.
- MATH 2004 Number Sense for Middle Grade Teachers** (3-0-3)
 This course is designed for middle grade teachers. The course includes sets of numbers, order relationships, numeration systems, divisibility properties of integers, prime and composite numbers, special sets or numbers and sequences, history of mathematics. Real world applications will be explored. This course does not satisfy any core curriculum requirement.
 Restricted to Middle Grade Teachers.
 Offered: On demand.

- MATH 2005 Probability and Statistics for Middle Grade Teachers** (3-0-3)
 This course is designed for middle grade teachers. The course includes topics such as frequency distributions, graphing techniques, descriptive measures, counting techniques, probability, and simulation techniques. Applications will be included in each topic of discussion. A calculator will be required. This course does not satisfy any core curriculum requirement.
 Restricted to Middle Grade Teachers.
 Offered: On demand.
- MATH 2006 Geometry for Middle Grades Teachers** (3-0-3)
 This course covers standard concepts from Euclidean Geometry including points, lines, and planes, plane and solid geometry, right-angle trigonometry, coordinate geometry, transformational geometry, logic, and measurement systems. This course does not satisfy any core curriculum requirements.
 Restricted to Middle Grade Teachers.
 Offered: On demand.
- MATH 2008 Foundations of Numbers and Operations** (3-0-3)
 This course is an Area F introductory mathematics course for early childhood education majors. 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 1101, MATH 1111, or MATH 1113.
 Corequisites: None.
 Offered: Fall and Spring semesters. Summer semester if requested by Chair of Business and Social Science Division.
- MATH 2015 Probability and Statistics: SREB Middle Grades Series** (3-0-3)
 This course is designed for middle grade teachers. The course includes topics such as frequency distributions, graphing techniques, descriptive measures, counting techniques, probability, simulation techniques, normal distributions, and confidence intervals. Applications will be included in each topic of discussion. A calculator will be required.
 This course does not satisfy any core curriculum requirements.
 Prerequisites: Restricted to Middle Grade Teachers.
 Offered: On demand.
- MATH 2016 Geometry for Middle Trade Teachers SREB Mid Grades Series** (3-0-3)
 This course covers standard concepts from Euclidean Geometry including points, lines, and planes, plane and solid geometry, right-angle trigonometry, coordinate geometry, transformational geometry, logic, and measurement systems.
 This course does not satisfy any core curriculum requirements.
 Prerequisites: Restricted to Middle Grade Teachers.
 Offered: On demand.
- MATH 2023 Algebra and Applications for Special Education Teachers** (3-0-3)
 This course is designed for in-service special education teachers. The course includes variable expressions, equations, inequalities and linear, nonlinear and inverse functions. Applications will be included in each topic of discussion. A graphing calculator is required. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.

- MATH 2024 Number Sense for Special Education Teachers** (3-0-3)
 This course is designed for in-service special education teachers. The course includes sets of numbers, order relationships, numeration systems, divisibility properties of integers, prime and composite numbers, special sets of numbers and sequences, history of mathematics. Real world applications will be explored. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.
- MATH 2025 Probability and Statistics for Special Education Teachers** (3-0-3)
 This course is designed for in-service special education teachers. The course includes topics such as frequency distributions, graphing techniques, descriptive measures, counting techniques, probability, and simulation techniques. Applications will be included in each topic of discussion. A calculator will be required. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.
- MATH 2026 Geometry for Special Education Teachers** (3-0-3)
 This course is restricted to in-service special education teachers. The course covers standard concepts from Euclidean Geometry including points, lines, and planes, plane and solid geometry, right-angle trigonometry, coordinate geometry, transformational geometry, logic and measurement systems. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.
- MATH 2205 Introduction to Statistics** (3-0-3)
 This is an elementary course in descriptive and inferential statistics. Areas covered include frequency distribution, graphing techniques, normal distribution, descriptive measures, probability, hypothesis testing, correlation, linear regression, and confidence intervals.
 Prerequisites: MATH 1001, MATH 1101, MATH 1111 or MATH 1113 or consent of Division Chair.
 Offered: All semesters.
- MATH 2218 Linear Algebra** (3-0-3)
 Theory and applications of systems of linear equations, vector spaces, and linear transformations. Fundamental concepts include: linear independence, basis, and dimension; orthogonality, projections, and least squares solutions of inconsistent systems; matrices, eigenvalues, eigenvectors, and applications to Markov chains.
 Prerequisites: MATH 2252 or MATH 1151 with consent of Division Chair.
 Offered: On demand.
- MATH 2252 Calculus II** (3-2-4)
 This is the second of a three semester sequence in Calculus. Calculus II includes a continuation of techniques of integration, applications of integration, plane analytical geometry, parametric equations, Taylor's theorem, sequences and series. A graphing calculator is required.
 Prerequisite: MATH 1151 or consent of Division Chair.
 Offered: Fall.

- MATH 2253 Calculus III** (3-2-4)
 This is the third of a three semester sequence in Calculus. Calculus III includes vector valued functions, vector derivatives, curvature, geometry of space, partial differentiation, functions of several variables, vector analysis, multiple integration, and applications of multiple integration. A graphing calculator is required.
 Prerequisite: MATH 2252 or consent of Division Chair.
 Offered: Spring.
- 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. Students receive a pass/fail grade. RESTRICTED to MESA students; exceptions approved by the MESA Director. May serve as an elective for majors in the Science and Math Division.
 Prerequisites: None.
 Corequisites: None.
 Offered: Fall, Spring.
- 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: BIOL 1100K, CHEM 1211K, CHEM 1212K, BIOL 1115, SPCH 2110, and admission to the Medical Laboratory Technology Program or permission of the instructor.
 Offered: Spring, 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.
 Prerequisite: MLTS 1160W.
 Offered: Spring.
- 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.
 Prerequisite: 1160W
 Offered: Summer, online & 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.
 Prerequisite: 1161W.
 Offered: Summer.
- MLTS 1300 Introduction to Histology** (2-3-3)
 This course emphasizes the introductory study of basic histology. 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 to the Histology Program or permission of the program director.
 Offered: Fall or on demand.
- 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: MLTS 1300 or permission of the program director.
 Corequisites: MLTS 1310L.
 Offered: Fall.
- MLTS 1310L – History 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.
 Corequisite: MLTS 1310W.
 Offered: Fall.
- 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.
 Prerequisites: MLTS 1300 or permission of the program director.
 Offered: Fall.
- 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.
 Prerequisites: MLTS 1300 or permission of the program director.
 Offered: Fall.
- 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.
 Prerequisites: MLTS 1300 or permission of the program director.
 Offered: Fall.

- 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 departmental and institutional policies and procedures is required.
 Prerequisites: MLTS 1300W, MLTS 1310W, and MLTS 1330 or permission of the program director.
 Offered: Spring.
- MLTS 1350 Histology V** (2-0-2)
 A study of immunohistochemistry procedures and interpretations.
 Prerequisites: MLTS 1300, MLTS 1310, MLTS 1320 and MLTS 1330 or permission of the program director.
 Offered: Spring.
- 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 1310, MLTS 1320 and MLTS 1330 or permission of the program director.
 Offered: Spring.
- MLTS 2010W Medical Laboratory Technology III** (2-0-2)
 This course is a study of parasites, bacteria, viruses, mycobacteria, fungi, and their relationship to human disease states. Discussion is centered on the cultivation, methods of identification, antimicrobial susceptibility testing and serological diagnosis.
 Prerequisite: BIOL 1115.
 Offered: Fall, traditional & online 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.
 Prerequisite: MLTS 2010W.
 Offered: Fall.
- 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.
 Offered: Fall, traditional & online 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 the instruments utilized in the performance of chemical tests. The use of quality control is emphasized.
 Prerequisite: MLTS 2020W.
 Offered: Fall.

- MLTS 2630 Medical Laboratory Technology Externship** (0-36-18)
 Students are introduced to the clinical laboratory in an affiliate clinical laboratory setting. The students receive an orientation to each department and an introduction to hospital policies and procedures. Each student rotates through appropriate departments and is allowed to demonstrate and develop their skills and competencies in blood bank, hematology, microbiology, chemistry, phlebotomy, and body fluid analysis under the supervision of the laboratory staff instructor.
 Prerequisites: MLTS 1160, MLTS 1161, MLTS 2010, MLTS 2020.
 Offered: Fall.
- MLTS 2670 Seminars in Medical Laboratory Science** (1-0-1)
 Seminar presentations on various topics related to medical laboratory science (topic reviews for board exams, professionalism, laboratory information systems, case presentations and/or other).
 Corequisite: MLTS 2630.
 Offered: Fall, traditional & online options.
- MUSC 1080 College Concert Band** (0-0-1)
 This course involves the study, rehearsal, and concert performance of literature for band. This course involves a performance ensemble open to college students and community members. Repertory is consistent with proficiency levels of participants, but is challenging. May be taken each semester. Required of woodwind, brass, and percussion music majors as their performance ensemble during enrollment. Additional rehearsals may be announced by the instructor.
 Prerequisite: Ability to play a band instrument at college level.
 Offered: Fall, Spring.
- MUSC 1090 College Choir** (0-0-1)
 This course involves the study, rehearsal, and concert performance of literature for choir. It's open to all students who enjoy singing. Repertory includes wide range of choral music representing all styles and periods. Extra rehearsals called at the discretion of the director. May be taken each semester.
 Prerequisite: None.
 Offered: Fall, Spring.
- MUSC 1100 Music Appreciation** (3-0-3)
 The course is an introduction to music history and literature. No musical background is required. Students expand knowledge in order to appreciate and understand a wide variety of musical styles. This course examines the evolution of Western art music from the earliest days of civilization to the present. The course is designed to arouse students' interest in music as art and to develop their ability to understand it and respond to it. The course offers opportunities to hear recorded music in class and to experience live music in concerts. MUSC 1100 and FIAR 2250 are related courses; only one can count toward graduation.
 Prerequisites: None.
 Offered: On demand.
- MUSC 1101 Elementary Music Theory I** (1-2-2)
 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.

- MUSC 1102 Elementary Music Theory II** (1-2-2)
 This course is a study of voice leading principles (review), functional tonality, seventh chords, and form.
 Prerequisite: MUSC 1101.
 Offered: Spring.
- MUSC 1110 Applied Music for Non-Music Majors and Majors Wishing to Study a Secondary Area** (0-0-.5)
 A one-half hour private lesson each week and at least 2.5 practice hours per week, leading to basic proficiency and performance of standard repertoire. Students may take MUSC 1110 each semester until they complete the objectives of the course. MUSC 1110 does not satisfy the applied music requirement for a degree in music.
 Prerequisite: None.
 Offered: All semesters.
- MUSC 1111 Applied Music for Non-Music Majors** (0-0-1)
 A one hour private music lesson each week and at least five practice hours per week, leading to basic proficiency and performance of standard repertoire. Students may take MUSC 1111 each semester until they complete the objectives of the course. MUSC 1111 does not satisfy the applied music requirement for a degree in music.
 Prerequisite: None.
 Offered: On demand.
- MUSC 1152 Instrumental Ensemble** (0-0-1)
 A performing ensemble open to college students and community members. Repertoire includes all types of traditional selections in accordance with proficiency levels of participants, but is challenging.
 Prerequisite: Ability to play a band instrument.
 Offered: Fall and Spring.
- MUSC 1153 Vocal Ensemble** (0-0-1)
 A performance ensemble with limited enrollment determined by audition. Repertoire includes traditional and contemporary selections in accordance with proficiency levels of participants. This performing ensemble dedicated to the study of choral music.
 Prerequisite: Audition, or approval of instructor.
 Corequisite: Enrollment in MUSC 1090.
 Offered: Fall and Spring.
- MUSC 1171 Class Piano** (0-0-1)
 Designed to enable the music major to successfully complete the piano proficiency exam required for graduation. Students should enroll in MUSC 1171 in successive semesters until all items of the exam are complete. Only music majors may enroll.
 Prerequisite: None.
 Offered: All semesters.

- MUSC 1172 Sight-Singing/Ear Training** (1-1-1)
 This course is designed to develop sight-singing skills involving ear-training and rhythmic studies. Course components include sight-singing, melodic and harmonic dictation, and rhythmic exercises. Students are expected to sing with the class and alone as assigned. This course is designed to enable the music major to successfully complete the sight-singing/ear training proficiency exam required for graduation. The student should enroll in MUSC 1172 in successive semesters until all items of the proficiency exam are completed.
 Prerequisite: None.
 Corequisite: None.
 Offered: All semesters.
- MUSC 1182 Seminars in Church Music I** (1-2-2)
 This course is an introduction to church music for students pursuing a Church Music Certificate. Students expand their knowledge of church music related topics for understanding and future application in the church environment. Students study, prepare, and refine various skills required of the position of Church Music Director/Leader. Presentations of church music related topics and areas of interests will be conducted. This course is limited to students in the Church Music Certificate Program.
 Prerequisite: None.
 Offered: Fall.
- MUSC 1183 Seminars in Church Music II** (1-2-2)
 This course advances development and skills in church music for students pursuing a Church Music Certificate. Students expand their knowledge of church music related topics for understanding and future application in the church environment. Students study, prepare, advance, and refine various skills required of the position of church Music Director/Leader. Presentations of church music related topics and areas of interests will be conducted. This course is limited to students in the Church Music Certificate Program.
 Prerequisite: MUSC 1182.
 Offered: Spring.
- MUSC 2201 Advanced Music Theory I** (1-2-2)
 This course is a study of borrowed chords, secondary dominants, secondary seventh chords, and analysis of small forms.
 Prerequisite: MUSC 1102.
 Offered: Fall.
- MUSC 2202 Advanced Music Theory II** (1-2-2)
 This course is a study of neapolitan and augmented sixth chords and other chromatic chord forms, chords of the ninth, eleventh, and thirteenth, and advanced modulation. Harmonic techniques of the classical period, Sonata form, the Rondo, nineteenth century harmonic developments, twentieth century compositional techniques, and recent musical developments will also be introduced.
 Prerequisite: MUSC 2201.
 Offered: Spring.

- MUSC 2211 Applied Music for Music Majors Only** (0-0-1)
 Designed for music majors. A one-hour private music lesson each week leading to advanced technical proficiency and performance of advanced solo literature. Students learn repertoire necessary for transfer into a music baccalaureate degree program. Students may take the course each semester until they complete the objectives of the course. A minimum of five hours of practice a week is required.
 Corequisite: MUSC 1090 (Voice Majors) or permission of program director; or MUSC 1080 (Instrumental majors) or permission of program director; or MUSC 1080 or 1090 (Guitar and Piano majors) or permission of program director.
 Prerequisite: None.
 Offered: All semesters.
- MUSC 2212 Applied Music for Music Majors Only** (0-0-1)
 Designed for music majors. A one-hour private music lesson each week leading to advanced technical proficiency and performance of advanced solo literature. Students learn repertoire necessary for transfer into a music baccalaureate degree program. Students make take the course each semester until they complete the objectives of the course. A minimum of five hours of practice a week is required.
 Corequisite: MUSC 1090 (Voice Majors) or permission of program director; or MUSC 1080 (Instrumental majors) or permission of program director; or MUSC 1080 or 1090 (Guitar and Piano majors) or permission of program director.
 Prerequisite: MUSC 2211, MUSC 1101, MUSC 1102.
 Offered: All semesters.
- MYTH 1000 Introduction to Mythology** (1-0-1)
 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: On demand.
- NURS 1101 Fundamentals of Nursing** (2-3-3)
 Designed to provide a foundation of knowledge encompassing fundamental nursing concepts, skills, and techniques of nursing practice. Students will learn about the profession of nursing, health care delivery, critical thinking, physical assessment, use of the nursing process, selected nursing skills and medication administration. Caring and psychological aspects of nursing practice and basic human needs are explored. Methods of calculating medication dosages and calculating intravenous flow rates are also covered. Development of psychomotor skills is acquired through supervised lab performance.
 Prerequisites: Admission to Nursing Program.
 Corequisite: BIOL 2111K.
 Offered: Every semester.

- NURS 1111 Medical Surgical Nursing I** (5-9-8)
 This course emphasizes concepts of interpersonal relationships, health-illness continuum, communication techniques, and nursing process. Nursing care related to mobility, infection control, elimination, nutrition, fluid balance, aging, and grief are explored. Students will begin their medical surgical care of the adult client by learning ways to maintain optimal health in clients with diabetes and diseases and injuries associated with renal, gastrointestinal, and orthopedic pathology. Development of psychomotor skills is acquired through supervised lab performance and clinical experiences with selected patients.
 Prerequisites: BIOL 2111K and NURS 1101 with grades of "C" or better.
 Corequisite: BIOL 2112K.
 Offered: Every semester.
- NURS 1112 Medical Surgical Nursing II** (4-9-7)
 Nursing II places emphasis on students' development of increasing knowledge and psychomotor skills in the care of adult clients. The students study common health care problems which are usually chronic in nature and may require surgical intervention. Increasing emphasis is placed on the role that nutrition and pharmacology play in developing and maintaining health. Supervised clinical experiences provide students with opportunities to apply principles of the nursing process and strengthen developing skills. Classroom and clinical instruction is centered around the care of clients who experience stressors which alter normal functioning of the following systems: respiratory, peripheral-vascular, cardiovascular, endocrine, hematologic, neurological, and reproductive.
 Prerequisites: NURS 1111 and BIOL 2112K with grade of "C" or better.
 Offered: Every semester.
- NURS 1301 Fundamentals of Nursing (Paramedic Bridge)** (1-3-2)
 Designed to provide a foundation of knowledge encompassing the principles of medication administration and pharmacology. The course reviews methods of drug calculations, classifications of commonly prescribed drugs, and nursing implications for administration of drugs. Development of psychomotor skills using the nursing process will be acquired through supervised lab performances.
 Prerequisites: Admission to Paramedic Bridge program and BIOL 2111K.
 Offered: Fall B Term annually.
- NURS 1311 Medical-Surgical Nursing (Paramedic Bridge)** (5-9-8)
 Students will further their exploration of acute and chronic illness for the medical surgical patient using the nursing process. Content areas will include a comprehensive review of mobility, elimination, nutrition, fluid balance, aging, and disorders of the endocrine, renal, orthopedic, gastrointestinal, respiratory, cardiac, hematological, peripheral-vascular, neurological, and reproductive systems.
 Prerequisites: NURS 1301 and BIOL 2112K with grade of "C" or better.
 Offered: Spring.

- NURS 2111 Maternal Child Nursing** (6-9-9)
 Explores the roles of the nurse in providing care to meet the needs of families who have children. Applies principles of health promotion from the antepartal period through adolescence and examines human growth, development, and responses to health deviation during these periods in the life cycle. Classroom and clinical instruction involves providing nursing care to antepartal, intrapartal, postpartal, and pediatric clients utilizing the nursing process and incorporating previously learned knowledge and skills. The introduction of team leadership roles enables the student to experience management of the care provided to a group of clients assigned to student colleagues on a nursing team.
 Prerequisites: NURS 1112 and NURS 2113 with grades of "C" or better.
 Co or Prerequisite: BIOL 2115K.
 Offered: Every semester.
- NURS 2113 Psychiatric Nursing** (2-6-4)
 This course emphasizes the roles of the nurse in the promotion of mental health. The nursing process, effective communication, and psychosocial skills are utilized in the provision of nursing care. The nurse's knowledge of psychiatric concepts, history, and psychological skills provide direction for working with clients in supervised clinical experiences directed toward assisting the individual to achieve his/her maximum potential.
 Prerequisites: NURS 1101 and 1111 with grades of "C" or better.
 Pre or Corequisite: NURS 1112.
 Offered: Every semester.
- NURS 2115 Medical Surgical Nursing III** (4-12-8)
 Nursing Care of Complex Clients is planned in the final semester of the nursing program. The course emphasizes care of clients with complex acute and chronic multisystem disorders and medical-surgical problems. Supervised clinical experiences within the critical care units, emergency departments, and high-acuity units facilitate use of the nursing process, critical thinking, and technical skills. Supervised leadership roles in the clinical arena are provided for the learner to experience management of small groups of colleagues and the care of clients with biopsychosocial dysfunction assigned to the team. All previous knowledge and skills are utilized by the student in the delivery of care in the acute care facilities.
 Prerequisite: Completion of 2111 with a grade of "C" or better and completion of all core courses.
 Corequisite: None.
 Offered: Every semester.
- NURS 2117 Concepts of Modern Nursing** (1-0-1)
 The current trends in professional nursing are explored. Emphasis is placed on the legal, ethical, and professional responsibilities of the Registered Nurse. Fundamental principles of leadership and management are introduced.
 Prerequisite: NURS 2113.
 Offered: Every semester.
- NURS 2311 Maternal Child Nursing (Paramedic Bridge)** (5-6-7)
 Explores the roles of the nurse in providing care to meet the needs of families who have children. Applies principles of health promotion from the antepartal period through adolescence and examines human growth, development and responses to health deviation during these periods in the life cycle. Classroom and clinical experiences will include antepartal, intrapartal, postpartal, and pediatric management.
 Prerequisites: NURS 1311 and 2313 with "C" or better.
 Offered: Summer.

- NURS 2313 Psychiatric Nursing (Paramedic Bridge)** (1-3-2)
 This course emphasizes the roles of the nurse in the promotion of mental health. The nursing process, effective communication, and psychosocial skills are utilized in the provision of nursing care under the supervision of classroom and clinical faculty.
 Prerequisites: Acceptance to Paramedic Bridge program and BIOL 2111K
 Offered: Fall B term.
- OCEX 2290 Occupational Experience** (1-0-1); (2-0-2); (3-0-3)
 Directed work experience with a business firm, government agency, or other organization under the Cooperative Education program in an area of a student's preparation and interest. Cooperative Education may or may not count toward degree requirements. Check your program in the College catalog or seek help from a faculty member in your major department.
 Prerequisite: Completion of 9 semester hours with a 2.00 GPA and approval of instructor.
 Offered: All semesters.
- OTAS 1100 Introduction to Occupational Therapy** (2-3-3)
 The following concepts will be presented: Functional definitions of occupational therapy; the history of occupational therapy, philosophy, and ethics; the roles of occupational therapy professionals; and differentiation of occupational therapist and occupational therapy assistant responsibilities, the reimbursement for O.T. services and professional credentialing. An overview of the particular patient populations which an occupational therapy assistant might interact with is given. Specific types of treatment settings are explored in detail, with the scope of OTA practice examined, including the research data gathering role. Awareness of local and national occupational therapy organizations is emphasized. Demonstrated professional behaviors are encouraged
 Corequisites: OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.
 Prerequisite: ALHE 1120 and admission to OTA program.
 Offered: Fall.
- OTAS 1104 Introduction to Disease Conditions** (2-0-2)
 The basic pathology of common disease conditions is examined. The effect of disease on each body system is studied, emphasizing etiology, diagnosis, prognosis, prevention, occupational therapy treatment methods, and precautions. The effects of pathology of disease across life-span occupational performance is presented.
 Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.
 Prerequisite: ALHE 1120 and admission to OTA program.
 Offered: Fall.
- OTAS 1105 Patient Care Skills for the OTA** (1-3-2)
 Introduction of concepts and procedures of patient care in occupational therapy. Topics include patient positioning and draping, body mechanics, patient transfers, vital signs monitoring, infection control, aseptic techniques, therapeutic exercise, ADA awareness, confidentiality, adjustment and maintenance of assistive equipment, and safety.
 Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.
 Prerequisite: ALHE 1120 and admission to OTA program.
 Offered: Fall.

- OTAS 1111 Functional Anatomy and Kinesiology** (2-6-4)
 Analysis of human movement and its impact on function through the integration of biomechanics, kinesiology and applied anatomy. Principles will be reinforced through a problem-solving approach for understanding movement. Goniometric measurements and manual muscle testing of the upper and lower extremities, trunk, and head will be included.
 Corequisites: OTAS 1100, OTAS 1104, OTAS 1105, ALHE 1115.
 Prerequisite: ALHE 1120 and admission to OTA program.
 Offered: Fall.
- OTAS 1121 Therapeutic Media** (1-3-2)
 Lecture and laboratory course emphasizing basic media and activities in a therapeutic setting. Focus is placed in lecture sessions on activity analysis. Laboratory focus is based on application of analysis to therapeutic intervention situations. Skill attainment in relation to the actual process of different media tasks will be encouraged.
 Corequisites: OTAS 1131, OTAS 1140, OTAS 1145.
 Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115.
 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 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 1121.
 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 2250, ALHE 2050.
 Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1115.
 Offered: Summer.
- OTAS 1140 Psychosocial Function in Occupation** (2-3-3)
 Etiology, diagnosis, and treatment of psychiatric conditions encountered in the clinical setting by Occupational Therapy Assistants. Occupational therapy treatment techniques for remediation and prevention across the life-span continuum are covered. Recognition of the use of psychotropic medications in psychiatric treatment and corresponding possible side effects are studied. Level I fieldwork observations and field trips will be part of this course.
 Corequisites: OTAS 1121, OTAS 1131, OTAS 1145.
 Prerequisites: OTAS 1100, OTAS 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 1121.
 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 1104, OTAS 1105, OTAS 1111, ALHE 1115, OTAS 1121.
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 2250, ALHE 2050.
Prerequisites: OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1115.
Offered: Summer.
- OTAS 2250 Therapeutic Groups for OTA** (1-3-2)
A lecture and laboratory course designed to develop skills for group leadership in the diverse practice areas of occupational therapy. Techniques for therapeutic group treatment in relevant health care practice areas will be presented. Groups related to patient education will be covered in this course offering. Emphasis will be placed upon the therapeutic use of self in the group treatment process. An environment conducive to experiential learning, with the student actively practicing group leadership skills, will be fostered. Knowledge developed in the Psychosocial Dysfunction and Treatment course, OTAS 1140, and the Personal and Professional Development course, OTAS 2100, will be applied in this setting.
Corequisites: OTAS 1132, OTAS 2200, ALHE 2050.
Prerequisites: OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1115, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145, ALHE 1115.
Offered: Summer.

OTAS 2260 Treatment Methods for the OTA (1-3-2)

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.

Corequisites: OTAS 1132, OTAS 2200, OTAS 2250.

Prerequisites: OTAS 1104, OTAS 1105, OTAS 1111, OTAS 1121, OTAS 1131, OTAS 1140, OTAS 1145.

Offered: Fall.

OTAS 2400 Fieldwork Experience Level II (0-80-6)

The OTA student, having completed the didactic learning portion of the curriculum, is assigned one 16 week internship. The fieldwork program involves the student in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. Fieldwork will be available in a variety of settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of didactic course work.

Prerequisite: Completion of all didactic course work.

Offered: On demand.

OTAS 2410 Fieldwork Experience Level II A (0-40-3)

Full-time fieldwork experience following the completion of all didactic course work. The fieldwork program involves students in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. The fieldwork will be available in various settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of the didactic course work.

Prerequisite: Completion of all didactic course work.

Offered: Fall.

- OTAS 2420 Fieldwork Experience Level II B** (0-40-3)
 Full-time fieldwork experience following the completion of all didactic course work. The fieldwork program involves students in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. The fieldwork will be available in various settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of the didactic course work. Prerequisite: Completion of all didactic course work. Offered: Fall.
- 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. Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099. 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. Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099. Prerequisite: None. Offered: Fall semester, odd years.
- PARA 1130 Legal Research and Writing** (3-0-3)
 An introduction to the techniques of performing legal research 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. Preparation and writing legal briefs and other documents relating to legal research will be emphasized. Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099. Prerequisite: PARA 1110 or permission of program director. 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.

Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1110, or permission of program director.

Offered: Spring Semester, even years.

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 abstracting, title insurance, surveys, mortgages, leases, deeds of trust, and closings are provided.

Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1110, or permission of program director.

Offered: Fall semester, even years.

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.

Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1100, or permission of program director.

Offered: Spring semester, odd years.

PARA 2110 Family Law (3-0-3)

An introduction to 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.

Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1110, or permission of program director.

Offered: Fall semester, every other even year.

PARA 2120 Contract Law (3-0-3)

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. 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.

Corequisite: Minimum COMPASS score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1110, or permission of program director.

Offered: Spring semester, every other odd year.

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 law and statutory laws, bankruptcy, and reorganization from both a creditor and debtor perspective. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to bankruptcy law.

Corequisite: Minimum COMPASS score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1110, or permission of program director.

Offered: Fall semester, every other even year.

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 negotiations, 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. Minimum COMPASS reading score of 78 or enrollment in READ 0099.

Prerequisite: PARA 1110 or permission of program director.

Offered: Spring semester, every other odd year.

PARA 2150 Paralegal Certification Review (1-0-1)

This one-hour course will provide 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.

Prerequisite: Completion of at least six PARA courses, or permission of program director.

Offered: On demand.

- PARA 2160 Special Topics in Paralegal Studies** (3-0-3)
 This course will allow students 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.
 Prerequisite: PARA 1110, or permission of program director.
 Offered: Summer semester, or as needed.
- PHED 0085 Lifeguard Management – Institutional Credit Only** (2-0-2)
 As an American Red Cross course, the purpose of the Lifeguard Management course is to provide participants who have administrative or supervisory responsibilities for the performance of lifeguards with the skills and knowledge to effectively manage lifeguards and to create an environment that keeps patrons, lifeguards and the aquatic facility safe.
 Will not count as an area G requirement.
DOES NOT SATISFY ANY CORE REQUIREMENTS. WILL NOT TRANSFER.
 Prerequisites: None.
 Offered: On demand.
- PHED 0086 Certified Pool Manager – Institutional Credit Only** (2-0-2)
 This course covers the Managerial, as well as the Operational aspects of the Aquatics Director. It is designed to provide an individual, after successful completion, a thorough understanding of the managerial and pool operation aspects required to ensure that a varied aquatics program is found in a safely-run pool staffed by competent individuals.
 Will not count as an area G requirement.
DOES NOT SATISFY ANY CORE REQUIREMENTS. WILL NOT TRANSFER.
 Prerequisites: None.
 Offered: On demand.
- PHED 1105 Strength Training** (1-2-2)
 Involves strength training through a circuit of isotonic exercises using barbells, dumbbells, and a selection of fixed/variable resistance machines. Covers muscles of the body, types of muscular contractions, and principles of strength training. Includes orientation to Darton College Fitness Center.
 Prerequisite: None.
 Offered: On demand.
- PHED 1106 Walk, Jog, or Run for Fitness** (1-2-2)
 Involves cardiovascular training through endurance walking, jogging, or running. Includes information on why such training is needed, how it is accomplished, and what results can be expected.
 Prerequisite: None.
 Offered: Fall, Spring.
- PHED 1110 Deep Water Exercise** (1-3-2)
 Involves cardiovascular and muscular endurance training through water resistance exercises. Includes information on why such training is needed, how it is accomplished, and what results can be expected. All exercises are done with flotation equipment. Includes orientation to Darton College Fitness Center.
 Prerequisite: None.
 Offered: Spring.

- PHED 1115 Step Aerobics I** (1-2-2)
 Emphasis is on cardiovascular endurance, muscle conditioning, and flexibility development. Continuous exercise is combined with music. Includes orientation to Darton College Fitness Center.
 Prerequisite: None.
 Offered: Fall, Spring.
- PHED 1116 Step Aerobics II** (0-3-1)
 Emphasis is on cardiovascular endurance, muscle conditioning, and flexibility development. Designed to improve upon the skills and fitness knowledge of Aerobics I.
 Prerequisite: PHED 1115.
 Offered: Fall, Spring.
- PHED 1120 Baseball Techniques and Strategy** (0-2-1)
 Practical experience in fundamental skills and techniques, team play and strategy.
 Prerequisites: None.
 Offered: On demand.
- PHED 1121 Softball** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to play softball. Includes instruction in batting, fielding, throwing, basic strategies, and rules.
 Prerequisite: None.
 Offered: On demand.
- PHED 1122 Basketball** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to play basketball. Includes instruction in passing, dribbling, shooting, basic strategies, and rules.
 Prerequisite: None.
 Offered: On demand.
- PHED 1123 Aerobic Pump** (1-2-2)
 This course is designed to work the entire body using barbells with adjustable weights to music. Beginning with a general warm up, participants are led through a series of exercises including squats, presses, lifts and curls. The focus is on correct lifting techniques using light to moderate weights and high repetitions.
 Prerequisite: None.
 Offered: On demand.
- PHED 1124 Soccer** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to play soccer. Includes instruction in kicking, heading, passing, dribbling, basic strategies, and rules.
 Prerequisite: None.
 Offered: On demand.
- PHED 1125 Badminton** (0-2-1)
 Introduction to techniques such as serve, clear, drop, smash, and drives with an emphasis on strategy and rules.
 Prerequisite: None.
 Offered: Spring.

- PHED 1126 Tennis I** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to play tennis. Includes instruction on the forehand, backhand, serve, basic strategies, and rules.
 Prerequisite: None.
 Offered: Fall, Spring.
- PHED 1127 Tennis II** (0-2-1)
 Designed to improve upon and add to the skills and knowledge developed in Tennis I. Includes a review of forehand, backhand, and serve. Introduces the lob, smash, volley, and more advanced game strategies.
 Prerequisite: PHED 1126 or permission of instructor.
 Offered: On demand.
- PHED 1130 Swimming I** (0-2-1)
 An introduction to the basic swimming skills necessary for water survival, safety, and recreation. Covers crawl stroke, elementary backstroke, sidestroke, breaststroke, floats, entries, and non-swimming rescues.
 Prerequisite: None.
 Offered: Fall.
- PHED 1131 Swimming II** (0-2-1)
 Designed to improve upon and add to the skills and knowledge developed in Swimming I. The emphasis is on correct performance of the crawl, elementary backstroke, sidestroke, breaststroke, and back crawl.
 Prerequisite: PHED 1130 or permission of instructor. 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: Fall, Spring.
- 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 1135 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.
 Prerequisite: None.
 Corequisite: None.
 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, and docking. Students are required to sign the University System Release, Waiver of Liability form before participation in the course.
 Prerequisite: Swim test.
 Offered: On demand.
- PHED 1138 Hip Hop** (0-2-1)
 Hip Hop is a dance style, mainly street dance styles, danced to hip hop music, or that have evolved as a part of the hip hop culture. The first and original dance associated with hip hop is breakdance.
 Prerequisites: None.
 Corequisites: None.
 Offered: Every semester.
- PHED 1139 Fitness Swimming** (1-2-2)
 Involves cardiovascular training through endurance swimming. Includes information on why such training is needed, how it is accomplished, and what results can be expected. Red Cross Swim & Stay Fit Certification is available for those who swim 10, 20, 30, 40, & 50 miles. Includes orientation to Darton College Fitness Center.
 Prerequisite: Swim test.
 Offered: On demand.
- PHED 1141 Folk and Square Dance** (0-2-1)
 Introduction to the basic steps and figures of square dancing as well as the various steps and music to folk dancing and line dancing.
 Prerequisite: None.
 Offered: On demand.
- PHED 1142 Swing Dancing** (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: Fall, Spring.
- PHED 1143 Beginning Snow Skiing** (0-2-1)
 This course is designed to introduce the student to the basic skills of snow skiing. Basic instruction will be given at the college with practical experience taking place at a designated ski area. On slope skiing at a designated off-campus site is required for successful completion of the course.
 Prerequisite: None.
 Offered: On demand.

- PHED 1145 Self Defense I** (0-2-1)
 An introduction to self defense including striking skills and Jujutsu. An emphasis is on avoidance, defensive strategies, and basic escape maneuvers for self protection.
 Prerequisite: None.
 Offered: On demand.
- PHED 1146 Self Defense II** (0-2-1)
 A continuation of self-defense I with an emphasis on ground fighting and weapons defense.
 Prerequisite: None.
 Offered: On demand.
- PHED 1147 Cardio-Kickboxing** (0-2-1)
 This course combines low impact aerobic conditioning with controlled boxing and kicking movements.
 Prerequisite: None.
 Offered: On demand.
- PHED 1151 Golf I** (0-2-1)
 Introduction to techniques such as putting, chipping, pitching, sand play, full swing irons, and woods with an emphasis on the rules and etiquette of golf.
 Prerequisite: None.
 Offered: Fall, Spring.
- PHED 1152 Golf II** (0-2-1)
 This course provides individual basic instruction in putting, chipping, pitching, sand play, and full swing. Students will be instructed on rules and etiquette as well as knowledge necessary for play on a golf course.
 Prerequisite: PHED 1151 or permission of instructor.
 Offered: Fall, Spring.
- PHED 1154 Challenge Course Facilitator Training I** (0-2-1)
 This course is the first of a two course sequence designed to teach students the skills and knowledge required for becoming a challenge course facilitator. Topics include set-up, belay systems, climbing techniques, safety procedures, initiatives and debriefing. Completion of the course does not guarantee certification.
 Prerequisite: None.
 Offered: On demand.
- PHED 1156 Volleyball I** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to play volleyball. Includes instruction in the serve, forearm pass, overhead pass, dig, spike, block, basic strategies, and rules.
 Prerequisite: None.
 Offered: Fall.
- PHED 1157 Volleyball II** (0-2-1)
 Designed to improve upon and add to the skills and knowledge developed in Volleyball I. Includes a review of underhand serve, bump pass, and set pass. Introduces the overhand serve, spike, block, and advanced game strategies.
 Prerequisite: PHED 1156 or permission of instructor.
 Offered: On demand.

- PHED 1161 Fitness I** (1-2-2)
 Discussion of the four major components of fitness: cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Designed for students who want to implement these principles by using the Darton College Fitness Facility.
 Prerequisite: None.
 Offered: Fall, Spring, Summer.
- PHED 1162 Fitness II** (1-2-2)
 Reviews the four basic components of fitness: cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Students will be required to research assigned fitness topics and submit written reports.
 Prerequisite: PHED 1161 or permission of instructor.
 Offered: Fall, Spring.
- PHED 1166 Racquetball I** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to play racquetball. Includes instruction on forehands, backhands, serves, basic strategies, and rules.
 Prerequisite: None.
 Offered: Fall.
- PHED 1167 Racquetball II** (0-2-1)
 Designed to improve upon and add to the skills and knowledge developed in Racquetball I. Instruction includes a review of drive serves, drops, and passes as well as new skills such as serves, kills, and game strategy.
 Prerequisite: PHED 1166 or permission of instructor.
 Offered: On demand.
- PHED 1168 Survival Skills** (0-2-1)
 This course is designed to teach and apply the basic concepts needed to prevent a survival scenario or survive one, including: water sources and purification, shelter building, fire building, map and compass use, emergency action principles, wild edibles, animal observation, outdoor equipment, minimum impact camping, and wilderness ethics.
 Prerequisite: None.
 Offered: On demand.
- PHED 1171 Bowling I** (0-2-1)
 An introduction to the fundamental skills and knowledge necessary to bowl. Includes instruction in basic mechanics (stance, approach, and delivery), spot bowling, spare bowling, score keeping, and rules.
 Prerequisite: None.
 Offered: Summer.
- PHED 1172 Bowling II** (0-2-1)
 Designed to improve upon and add to the skills and knowledge developed in Bowling I. Includes a review of the basics and then emphasizes skill analysis, spot bowling, and spare bowling.
 Prerequisite: PHED 1171 or permission of instructor.
 Offered: On demand.

- PHED 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** (0-2-2)
 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: None.
 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 College Fitness Center.
 Prerequisite: None.
 Offered: Spring.

- PHED 1183 Walking I** (0-2-1)
 Walking will include aerobic activity as well as a review of fitness principles associated with a safe, enjoyable, and effective walking program. The course will also cover the relationship between physical activity and calorie burning in the food-energy balance.
 Prerequisite: None.
 Offered: On demand.
- PHED 1184 Walking II** (0-2-1)
 A continuation of Walking I which includes aerobic activity as well as a review of fitness principles associated with a safe, enjoyable, and effective walking program.
 Prerequisite: PHED 1183 or permission of the instructor.
 Offered: On demand.
- PHED 1185 In Line Skating** (0-2-1)
 Instruction in the basic techniques of in line skating. Emphasis is on safety and proper equipment.
 Prerequisite: None.
 Offered: Fall, Spring.
- PHED 1187 Yoga** (0-2-1)
 A course designed to teach the student the various styles and techniques involved of yoga.
 Prerequisite: None.
 Offered: On demand.
- PHED 1191 Challenge Course** (1-2-2)
 This course familiarizes the student with concepts of adventure based programming which relies on activities such as cooperative games, group initiative and problem-solving elements, trust activities, and low and high ropes course elements which help individuals and groups learn about concepts such as decision-making and problem-solving, leadership, and how to be a team player. The course will also introduce the student to the technical methods and skills required to conduct challenge course activities.
 Prerequisite: None.
 Offered: On demand.
- PHED 1192 Varsity Athletics** (0-4-2)
 Full-time students who are participating in the Darton College intercollegiate program may register for this course and receive two hours of physical education credit. This can only be taken one time.
 Prerequisite: None.
 Offered: On demand.
- PHED 1193 Social Dance** (0-2-1)
 The student will be introduced to various social dance steps and will learn to use and sequence these basic steps in various dance situations.
 Prerequisite: None.
 Offered: On demand.
- PHED 1194 Latin Dancing I** (0-2-1)
 Introduction to the basic steps and figures of Latin dance styles. Cover dances such as Cha Cha, Samba, Merengue and others.
 Prerequisite: None.
 Offered: On demand.

- PHED 1195 Latin Dancing II** (0-2-1)
Continuation of the basic steps and figures of Latin dance styles. Cover dances such as Cha Cha, Samba, Merengue and others.
Prerequisite: Latin Dancing I
Offered: On demand.
- PHED 1196 Social Dance II** (0-2-1)
A continuation of the various social dance steps and the basic/intermediate steps in various dance situations.
Prerequisite: Social Dance I.
Offered: On demand.
- PHED 1197 Ballet I** (0-2-1)
This course is designed to strengthen technical skill at the beginning level. It explores ballet as an art form and as a means of expression through both the development of movement skills and creative work.
Prerequisite: None.
Offered: On demand.
- PHED 1198 Aerobic Dancing** (1-2-2)
This course is a unique low impact fitness class that blends movements from various forms of dance. Geared towards individuals desiring fitness activities through creative expression.
Prerequisite: None.
Offered: On demand.
- PHED 1199 Snow Skiing II** (0-2-1)
Continuation of the basic techniques of snow skiing. On slope skiing at a designated off-campus site is required for successful completion of the course.
Prerequisite: PHED 1143 or permission of the instructor.
Offered: Fall.
- PHED 1200 Ballet II** (0-2-1)
Continues development of knowledge and skills in ballet techniques at the intermediate level. Designed to develop control, balance, strength, quality of movement and ballet vocabulary.
Prerequisite: PHED 1197.
Offered: On demand.
- PHED 1204 Tap I** (0-2-1)
Introduces fundamentals of tap dance technique. Develops a sense of rhythm, timing, musicality and awareness of dancing in a group. Learn basic traditional tap steps, rhythm tap combinations and complete dances.
Prerequisite: None.
Offered: On demand.
- PHED 1212 Karate I** (0-2-1)
This course is designed to introduce the student to the fundamental skills of karate. The student will have the opportunity to experience the various techniques without contact.
Prerequisite: None.
Offered: On demand.

PHED 1214 Beginning Rock Climbing (0-2-1)

This course is designed to introduce the student to the fundamental skills involved in rock climbing. The student will have the opportunity to experience top belayed climbs of various difficulties. The Carolina Climbing Wall will be used for teaching and a field trip to a designated climbing area will be part of the course requirements.

Prerequisite: None.

Offered: On demand.

PHED 1215 Basic Kayaking and Safety (2-0-2)

This course is designed to introduce the student to the fundamental skills involved in flatwater and whitewater canoeing. The student will be permitted to progress consistent with his or her paddling ability. A field trip is required to complete the course.

Prerequisite: Pass basic swim test.

Offered: On demand.

PHED 1216 Beginning 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 exercisesees 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 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 PE Majors only.
 Corequisite: READ 0099.
 Offered: Spring.

- PHED 2210 Sport Injury Prevention & Care** (2-0-2)
 A study of the identification, prevention, treatment and care for common sports injuries. (Meets only Area B requirements, will not count as an area G requirement.)
 Prerequisite: None.
 Offered: Fall.
- PHED 2217 Coaching Softball** (1-2-2)
 Designed to introduce students to the basic and fundamental techniques necessary for coaching fast pitch softball. Coaching philosophies will be discussed and hands on teaching of the basic fundamentals of the game will be emphasized. Includes practical experience in fundamental skills and techniques, team play and strategy. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- PHED 2218 Coaching Methods for Baseball** (1-2-2)
 Designed to introduce students to the basic and fundamental techniques necessary for coaching baseball. Coaching philosophies will be discussed and hands on teaching of the basic fundamentals of the game will be emphasized. Includes practical experience in fundamental skills and techniques, team play and strategy. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- PHED 2219 Coaching Methods for Basketball** (1-2-2)
 Designed to introduce students to the basic and fundamental techniques necessary for coaching basketball. Coaching philosophies will be discussed and hands on teaching of the basic fundamentals of the game will be emphasized. Includes practical experience in fundamental skills and techniques, team play and strategy. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- PHED 2220 Coaching Methods for Soccer** (1-2-2)
 Emphasize the practical aspects of coaching with time devoted to fieldwork. Each technical and tactical theme is demonstrated on the field as a complete practice unit starting with theme related warm-up and progressing through theme related activities leading to a scrimmage. Once complete the students should be able to organize a practice for a youth soccer team. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- PHED 2226 Athletic Training Practicum** (2-4-4)
 Designed to provide as a student athletic trainer the knowledge, understanding and experience in the areas of injury management, prevention, treatment, rehabilitation and training room protocol. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.

- PHED 2230 Groundskeeping for Athletic Fields I** (1-2-2)
 Designed to introduce student to basic principles and techniques for preparation and maintenance of athletic fields. Course provides hands-on instruction in painting lines, mowing techniques to stripe fields, edging, over-seeding, and clay maintenance. Irrigation design, troubleshooting, and repair techniques are taught. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- PHED 2231 Groundskeeping for Athletic Fields II** (1-3-3)
 Designed to continue with a more indepth look at the problems and solutions for preparation and maintenance of athletic fields. Course covers basic turf principles including weed, pest, and disease identification and control. Will not count as an area G requirement.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- PHIL 1101 Critical Thinking** (2-0-2)
 This course is designed to introduce students to the thinking processes used in analyzing, evaluating, and creating information. The purpose of the course is to promote intellectual inquiry and exchange through the application of critical thinking in personal, professional, and sociopolitical contexts.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- PHIL 2205 Introduction to Philosophy** (3-0-3)
 A survey of the major sub-fields of philosophy including epistemology, ontology, logic, ethics, social and political philosophy, aesthetics and philosophy of religion. Key problems that concern contemporary philosophers are explored and the dominant positions explained.
 Prerequisite: ENGL 1101 or permission of instructor.
 Offered: On demand.
- PHIL 2210 Ethics** (3-0-3)
 A general introduction to ethical theories and their application to moral issues as well as an exposure to dominant meta-ethical approaches. Emphasis is placed on the student developing a decision-making scheme to apply to moral dilemmas. Credit may not be received for both PHIL 2210 and ETHI 1101.
 Prerequisite: PHIL 2205 or permission of instructor.
 Offered: On demand.
- PHLE 1101 Phlebotomy I** (2-1-2)
 Introduction to Phlebotomy: liability, safety, equipment and techniques for blood sample collection.
 Prerequisites: 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: Fall (B term).
- PHSC 1011K Introduction Physical Science I** (3-2-4)
 This course is for students not majoring in mathematics or science and is a brief survey of the important aspects of physics and astronomy and will not count toward graduation if a physics course is presented for graduation. Laboratory exercises supplement the lecture material. Cannot be used with PHYS 1111 to satisfy Area D.
 Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099. Offered: All semesters.
- PHSC 1012K Introduction Physical Science II** (3-2-4)
 This course is for students not majoring in mathematics or science and is a brief survey of the important aspects of chemistry and geology and will not count toward graduation if chemistry is presented for graduation. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1100 or CHEM 1211 to satisfy Area D.
 Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099.
 Offered: All semesters.
- PHSC 1135 Physical Science for Teachers- In-service teachers 3-5** (3-0-3)
 The course addresses fundamentals of Physical Science for teachers, grades 3-5. This course covers basic principles and teacher misconceptions from the fields of Chemistry and Physics and the Characteristics of Science. The course content is aligned to the Georgia Performance Standards for grades 3-5. Restricted to in-service teachers grades 3-5.
 Prerequisites: None.
 Corequisites: None.
 Offered: On demand.
- PHSC 2005 Physical Science for Middle Grade Teachers** (2-2-3)
 This course is designed for middle grade teachers. It is a brief survey of the important aspects of chemistry and physics. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement. Restricted to Middle Grade Teachers.
 Offered: On demand.
- PHSC 2025 Physical Science for Special Education Teachers** (3-0-3)
 This course is restricted to in-service special education teachers. It is a brief summary of the important aspects of chemistry and physics. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.

- PHYS 1111K Introductory Physics I** (3-3-4)
 This is an introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 1111K cannot receive credit for PHYS 2211K. Cannot be used with PHSC 1011 to satisfy Area D.
 Prerequisite: MATH 1112 or MATH 1113.
 Offered: Fall.
- PHYS 1112K Introductory Physics II** (3-3-4)
 This is an introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 1112K cannot receive credit for PHYS 2212K.
 Prerequisite: PHYS 1111K.
 Offered: Spring.
- PHYS 2211K Principles of Physics I** (3-3-4)
 This is an introductory course which will include material from mechanics, thermodynamics, and waves. Calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2211K cannot receive credit for PHYS 1111K. Cannot be used with PHSC 1011 to satisfy Area D.
 Prerequisite: MATH 1151.
 Offered: Fall.
- PHYS 2212K Principles of Physics II** (3-3-4)
 This is an introductory course which will include material from electromagnetism, optics, and modern physics. Calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2212K cannot receive credit for PHYS 1112K.
 Prerequisite: PHYS 2211K .
 Offered: Spring.
- POLS 1101 American Government in World Perspective** (3-0-3)
 Survey of the American political system, focusing on the structures and on the processes of policy making. Instruction concentrates on American national and Georgia state governments and politics. Instruction also highlights the American political system in comparative and world perspective. (Satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.)
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: All semesters.
- POLS 1105 Current World Problems** (2-0-2)
 An introduction to the political issues that transcend national boundaries such as the environment, population, immigration, nuclear proliferation, terrorism, religion, natural resources, etc.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.

- POLS 2201 American State & Local Government** (3-0-3)
 Organization, structure, and operation of American state and local governments, with Georgia used as a basis for study.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- POLS 2301 Introduction to Comparative Politics** (3-0-3)
 A comparative survey of the politics and structure of government in major nation-states.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: 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: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- PSYC 1101 General Psychology** (3-0-3)
 A broad survey of the major topics in psychology such as research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal.
 Corequisite: None
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and MATH 0097.
 Offered: All semesters.
- PSYC 2215 Human Growth & Development** (3-0-3)
 An introductory, non-laboratory based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development.
 Prerequisite: PSYC 1101.
 Offered: All semesters.
- PSYC 2225 Introduction to Abnormal Psychology** (3-0-3)
 A survey of the symptoms, causes, and treatments of the various categories of mental disorders listed by the American Psychiatric Association in the current edition of the Diagnostic and Statistical Manual (DSM).
 Prerequisite: PSYC 1101.
 Offered: Fall.
- PSYC 2226 Introduction to Social Psychology** (3-0-3)
 This course is designed to introduce students to the basic concepts of social psychology. It will include 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: On demand.

- PTAS 1100 Introduction to Physical Therapy** (3-0-3)
 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.
 Corequisite: 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 requirement and environment and basic soft tissue techniques.
 Corequisites: PTAS 1121, PTAS 1130, PTAS 2010.
 Prerequisites: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.
 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** (2-0-2)
 The pathophysiology of selected disorders commonly encountered in physical therapy. Etiology, signs and symptoms, diagnostics, treatment, and prognosis of disease and injury will be included. This is an on-line course.
 Corequisites: PTAS 1100, PTAS 1110, PTAS 1125.
 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.
 Corequisites: PTAS 1105, PTAS 1130, PTAS 2010.
 Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.
 Offered: Spring.

- PTAS 1122 Therapeutic Exercise for Special Populations** (2-6-4)
 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 2100, PTAS 1135, PTAS 2050.
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1130, PTAS 2010, PTAS 1125.
 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 2010, PTAS 1121.
 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 Rulse 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 1130, PTAS 1125, PTAS 2010.
 Offered: Summer.
- PTAS 2010 Clinical Practicum I** (0-40-2)
 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 40 hours per week for 3 weeks.
 Corequisites: PTAS 1105, PTAS 1121, PTAS 1130.
 Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.
 Offered: Spring.

- PTAS 2020 Clinical Practicum II** (0-40-3)
 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 6 weeks.
 Corequisite: PTAS 2025, PTAS 2200.
 Prerequisite: 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** (0-40-3)
 Final clinical experience in which students achieve refinement of all competencies from Clinical Practicums 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 6 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 2100, PTAS 1135.
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1130, PTAS 1125, 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.
 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.
- PTEC 1101 Introduction to Psychiatric Technology** (3-0-3)
 This course examines Psychiatric Technology as a profession. Explores the position of the psychiatric technician in various mental health settings. Looks at the role of the psychiatric technician as a member of the health care team. Places emphasis on ethical and legal practice parameters with particular attention given to issues of confidentiality and the setting of appropriate boundaries. Stresses the development of effective verbal skills and written communication skills with patients and other health care providers.
 Prerequisites: All learning support classes must be completed.
 Offered: Fall or as needed.
- PTEC 1102 Group Theory and Dynamics** (3-0-3)
 This course introduces concepts relevant to group work in the institutional setting. Explores theoretical and interactional components of group therapy. Defines the role of the psychiatric technician as a group leader and examines the various types of group therapy. Allows students to develop basic group leadership skills by planning groups and by leading simulated group therapy sessions.
 Prerequisites: All learning support classes must be completed.
 Offered: Spring or as needed.
- PTEC 1103 Crisis Management** (3-0-3)
 This course examines theory and application of crisis management as it relates to the psychiatric technician. Explores the crucial role of the psychiatric technician in the initial phase of crisis, particularly in institutional settings. Helps student identify strategies to de-escalate aggressive and out of control patients. Emphasizes the development of empathic skills necessary to assist patient with crisis resolution.
 Prerequisites: All learning support classes must be completed.
 Offered: Summer.
- PTEC 2101 Care of the Aged Psychiatric Patient** (3-9-6)
 This course defines the normal aging process. Both the physiological and psychological aspects of aging are studied, with emphasis on the student developing an empathic understanding of this patient population. Deviations from the normal aging process are explored with focus on psychological response to illness, sensory loss and cognitive changes. Students will learn to evaluate, assess, plan, and implement skills to provide care to the elderly patient. The student will spend 9 hours per week in a supervised field placement setting to enhance skills related to the care of the aged patient.
 Prerequisite: PTEC 1101.
 Offered: Summer or as needed.

- PTEC 2102 Care of the Developmentally Disabled** (4-12-8)
 This course examines developmental milestones and identifies deviations from them. Developmental delays will be assessed. Methods of psychiatric interventions with developmentally disabled patients will be explored, implemented and evaluated. Emphasis will be placed on the student developing empathy and understanding of the developmentally disabled. The student will spend 12 hours per week in a supervised field placement setting related to the care of the developmentally disabled patient presenting with need of psychiatric care.
 Prerequisite: PTEC 1101.
 Offered: Fall or as needed.
- PTEC 2103 Care of the Mentally Ill** (4-15-9)
 This course identifies specific mental illnesses as categorized in the DSM IV. The etiology, incidence, pathology, and treatment of these conditions are examined. Care of the patient experiencing mental illness is explored with emphasis on the psychiatric technician's role as part of the treatment team. Prevention of mental illness is also discussed. The student will spend 15 hours per week in a supervised field placement setting to develop enhanced skills related to care of the mentally ill.
 Prerequisite: PTEC 1101.
 Offered: Spring or as needed.
- PUAD 2601 Introduction to Public Administration** (3-0-3)
 Fundamental principles of administration, application to governmental operations, administrative organization, budgeting, planning, administrative law, personnel management, career service, conditions of public employment, and labor relations.
 Prerequisite: POLS 1101.
 Offered: On demand.
- READ 0099 Developmental Reading & Study Skills** (4-0-4)
 READ 0099 is a preparatory course designed to improve reading techniques, vocabulary skills, and reading comprehension. The course also strengthens problem solving and critical thinking skills as they apply to reading, listening, writing, and speaking. Exit requirements: at least a C average, demonstration of reading proficiency at the college level and a satisfactory score of 74 or higher on the Compass Reading Skills Test.
 Placement: A score of 73 or below on the COMPASS reading skills test.
 Offered: All semesters.

RESP 1100 Introduction to Respiratory Care (1-0-1)

This course introduces students to the Respiratory Care profession and the skills needed to become a Respiratory Therapist. Topics will include the history of the Respiratory Care profession, and a discussion of the future of Respiratory Care. A description of the organization of a hospital Respiratory Care department and an overview of common modalities and specialized areas of Respiratory Care including an introduction to Therapist driven protocols and clinical practice guidelines. A discussion of job opportunities and areas for advancement within the profession. An overview of legal and ethical issues impacting health care, and particularly Respiratory Care, in today's Health Care environment. Universal precautions and OSHA blood and body fluids precautions will be presented. The functions of the NBRC, AARC, CoARC and the Georgia Medical Board will be examined and the credentialing and licensing processes outlined.

Corequisite: None.

Prerequisite: Completion of all Learning Support requirements.

Offered: Summer, Fall, Spring.

RESP 1111 Fundamentals of Respiratory Care (2-3-3)

This course introduces the principles and practices of Non Critical Respiratory Care. The course will emphasize the use of Therapist Driven Protocols and Clinical Practice Guidelines. Basic Respiratory Care skills in modalities such as oxygen, humidity, bland aerosol, medicated aerosol, passive hyperinflation, chest physiotherapy, postural drainage, airway clearance therapies, arterial blood gases and bedside pulmonary function studies will be developed. Emphasis will be placed on setting up, using and troubleshooting equipment, and on the physical and physiologic principles of gas exchange, ventilation, acid/base balance and gas laws. To progress to RESP 1121, each student will be required to successfully complete and pass a Lab competency exam. Basic math competency is required. Students may be required to demonstrate proficiency in basic math skills for progression in the program. A passing score of "C" or better is required for progression in the program. The American Heart Association Basic Life Support course will be included in this course.

Corequisite: RESP 1131.

Prerequisites: Admission into Respiratory Care Program. RESP 1100 is required as a prerequisite or a corequisite.

Offered: Fall.

RESP 1121 Respiratory Care Practicum I (0-16-4)

An introduction to the respiratory care of the non-critically ill patient in the clinical environment. An emphasis will be placed on departmental protocols, practice guidelines, patient identification, and communication skills. The student will be required to master the following modalities: oxygen therapy, humidity therapy, bland continuous aerosol therapy, medicated nebulizer therapy, passive hyperinflation, chest physiotherapy and postural drainage, arterial blood gas draws and analysis, equipment cleaning and environmental therapy. Basic airway management and bedside pulmonary function testing will also be explored. Equipment theory and application will be reinforced.

Corequisites: RESP 1132, RESP 1133.

Prerequisites: RESP 1111, RESP 1131.

Offered: Spring.

RESP 1131 Patient Assessment & Protocols (3-3-4)

This course introduces the concepts and techniques of patient assessment through inspection, palpation, percussion, and auscultation. The student will demonstrate proficiency in patient physical examination, and taking a complete patient medical history. Principles of barrier protection for blood and body fluid exposures, and isolation precautions will be emphasized. Basic chest x-ray interpretation, basic ECG monitoring, basic laboratory values such as CBC, electrolytes, and basic microbiology are presented. Assessment of critically ill patients is introduced. Each student will be required to successfully complete a Lab competency examination in order to progress to RESP 1121.

Corequisite: RESP 1111.

Prerequisites: Admission into the Respiratory Care Program.

RESP 1100 is required as a prerequisite or a corequisite.

Offered: Fall.

RESP 1132 Cardiopulmonary Pharmacology (3-0-3)

A general pharmacology course for the respiratory care professional caring for the acute and subacute patient. Emphasis will be placed on the indications, contraindication, hazards, and routes of administration for the drugs discussed. The pharmacology of the major therapeutic classes of drugs important to respiratory care will be presented.

Corequisites: RESP 1121, RESP 1133.

Prerequisites: RESP 1111, RESP 1131.

Offered: Spring.

RESP 1133 Cardiopulmonary Anatomy & Physiology (3-0-3)

A study of the normal and abnormal anatomy and pathophysiology of the cardiac, pulmonary, and renal systems. The mechanisms of homeostatic control for acid/base balance, ventilation, gas transport, and circulation will be addressed. Hemodynamic monitoring will be emphasized.

Corequisites: RESP 1121, RESP 1132.

Prerequisites: RESP 1111, RESP 1131.

Offered: Spring.

RESP 2110 Mechanical Ventilation and Critical Care (3-3-4)

This course introduces the critical care modalities of airway management including tracheal suctioning and endotracheal intubation, tracheostomy care, concepts of mechanical ventilation are presented. Other critical care skills such as arterial lines, hemodynamic monitoring, advanced patient monitoring, bronchoscopy, and tracheostomy are presented. Basic math skills are required for this course. Each student may be required to pass a math competency exam to demonstrate proficiency.

Each student will be required to successfully pass a lab competency exam in order to progress to RESP 2210.

Corequisite: RESP 2310.

Prerequisites: RESP 1121, RESP 1132, RESP 1133.

Offered: Summer.

- RESP 2121 Pediatric and Neonatal Respiratory Care** (1-3-2)
This course presents the physiological and clinical concepts of mechanical ventilation and critical care monitoring of the pediatric and neonatal patient. The course focuses on respiratory care modalities and concepts specifically related to the pediatric and neonatal patient. Some topics include: ventilator design & function, assessment & monitoring of pediatric/neonatal patients, techniques for improving ventilation & oxygenation, weaning strategies, and labor & delivery. Critical thinking skills will be emphasized to support the application of neonatal/pediatric physician and therapist driven protocols.
Corequisite: RESP 2210, RESP 2130.
Prerequisites: RESP 2110, RESP 2310.
Offered: Fall Semester Sophomore Year.
- RESP 2130 Specialized Areas of Respiratory Care** (2-0-2)
This course surveys the important principles and practices of Respiratory Care in the following specialty areas: Pulmonary Function Testing, Polysomnography and Sleep Disorders, Pulmonary Rehabilitation, Geriatric Care, and Home Care. Students will apply the knowledge learned in this course in Practicum III.
Corequisites: RESP 2121, RESP 2210.
Prerequisites: RESP 2110, RESP 2310.
Offered: Fall Semester Sophomore Year.
- RESP 2210 Respiratory Care Practicum II** (0-16-4)
A continuation of RESP 1121. Emphasis will be placed on departmental protocols and clinical guidelines. Students are introduced to the care of adult critically ill patients in the Intensive Care unit. Mastery of active hyperinflation therapies, chest physiotherapy, arterial blood punctures analysis, and continued concepts of airway management. The student will be required to attend a competency workshop and successfully complete an intubation Rotation in the Operating Room as part of this course. Students will be required to complete weekly logs and case studies as part of this course.
Corequisite: RESP 2121, RESP 2130.
Prerequisites: Current CPR, membership to the AARC, RESP 2110, RESP 2310.
Offered: Fall.
- RESP 2220 Respiratory Care Practicum III** (0-16-4)
Practicum to support content presented in RESP 2121 and 2130. Practical experiences will occur in proportion to emphasis placed on the cognitive content in the companion course. This course may also provide an opportunity for accelerated or advance students to explore additional clinical experiences outside the usual program scope. Emphasis will be placed on the neonatal/pediatric intensive care patient. Students will be required to attend and pass the NRP course.
Corequisite: RESP 2321, RESP 2330.
Prerequisite: RESP 2121, RESP 2130, RESP 2210.
Offered: Spring.

- RESP 2310 Cardiopulmonary Diseases & Treatment** (3-0-3)
 A survey course of the clinical pathophysiology of selected cardiopulmonary diseases. The emphasis will be placed on the description of the etiology, clinical manifestation, diagnosis, therapeutics, and prognosis of acute and chronic diseases of the cardiopulmonary patient.
 Student will be required to present clinical case studies on the major cardiopulmonary pathologies.
 Corequisite: RESP 2110.
 Prerequisites: RESP 1121, RESP 1132, RESP 1133.
 Offered: Summer.
- RESP 2321 Advanced Cardiac Life Support** (1-3-2)
 This course will prepare the student to take and pass the American Heart Association Advanced Cardiac Life saving Course (ACLS.) Students will take the official AHA ACLS course at the end of this course. Students must pass the ACLS course to pass this course.
 Prerequisites: RESP 2121, RESP 2130, RESP 2210.
 Corequisite: RESP 2220, RESP 2330.
 Offered: Spring Semester Sophomore Year.
- RESP 2330 Credential Preparation** (0-3-1)
 The course will focus on a review of essential concepts of Respiratory Care with emphasis on content examined by the NBRC entry level and advanced level examinations. Critical thinking skills will be reinforced through presentation and discussion of case studies. Surveys of clinical research literature, and journal articles will be examined. Each student must take and successfully pass the NBRC Self Assessment Exam as a requirement for passing the course, and for graduation from the program.
 Prerequisites: RESP 2121, RES 2130, RESP 2210.
 Corequisite: RESP 2220, RESP 2321.
 Offered: Spring Semester Sophomore Year.
- RESP 2800 Introduction to Respiratory Care and Polysomnography** (1-0-1)
 A course introducing students to the healthcare system and the Respiratory Care and Polysomnography professions. Topics will include the history of the Respiratory Care and Polysomnography professions, and a discussion of the future of both. A discussion of the current state of the health care system in the United States, a discussion of job opportunities and areas for advancement available within the professions. An overview of legal and ethical issues impacting Health Care, and particularly Respiratory Care and Polysomnography, in today's Health Care environment. Communication principles and skills needed by Healthcare professionals are discussed. Universal precautions and OSHA blood and body fluids precautions will be presented. The functions of the accrediting, licensing, and credentialing organizations for both the Respiratory Care and Polysomnography professions, will be examined and the credentialing and licensing processes outlined. A discussion of professionalism and professional behavior will be included.
 Prerequisites: Admission to the Accelerated Certificate Program or permission of Program Director.
 Corequisites: None.
 Offered: On demand.

RESP 2801 Introduction to the Sleep Lab (0-8-1)
A course designed to provide students with an overview of the operation of a sleep lab and the skills needed for a career in the polysomnography field. Students will observe the set up, monitoring, and evaluation of sleep studies conducted in the sleep lab.

Prerequisites: Admission to the certificate program.

Corequisite: None.

Offered: Summer Semester.

RESP 2820 Respiratory Care Essentials for Polysomnography (3-3-4)
A course designed to develop knowledge of important respiratory care concepts needed by personnel employed in sleep clinics. Topics covered include: Basic respiratory terms and abbreviations; oxygen therapy including oxygen requirements, delivery equipment, storage and distribution equipment, indications for therapy, safety hazards, oxygen uptake and delivery mechanisms, and hypoxia and its effects; physical assessment of the chest in adult, pediatric, and geriatric patients to include inspection, palpation, auscultation, and vital signs; obtaining a cardiopulmonary history; infection control procedures; principles of pulse oximetry including limitations of technology, interpreting results correctly and troubleshooting; basics of blood gas analysis including normal values and primary blood gas disturbances and compensation. The lab portion of the course will provide student's hands on practice in the skills acquired in the lecture portion of the course.

Prerequisites: Admission to the Accelerated Certificate Program or permission of Program Director.

Corequisite: RESP 2800

Offered: On demand.

RESP 2821 Cardiopulmonary Anatomy, Physiology, and Pathophysiology for Polysomnography (3-3-4)

A course designed to develop knowledge of normal cardiopulmonary anatomy and physiology and the pathophysiology of selected respiratory diseases needed by personnel employed in sleep clinics. Topics covered include: Basic anatomy of the pulmonary system to include the nose, mouth, upper airway, tracheobronchial tree, the gross and microscopic anatomy of the lungs, structures of the chest wall, the muscles of ventilation, blood supply to the lungs and the neural control of ventilation. The basic physiology of ventilation including pressure gradients, lung compliance, airway resistance and work of breathing, respiration, gas exchange, oxygen uptake and delivery mechanisms. A study of the effects of positive pressure ventilation on the lungs and major organ systems. The application of non invasive positive pressure ventilation including CPAP and BiPAP. The features of selected CPAP and BiPAP machines including alarms, settings, masks and delivery equipment, complications, and troubleshooting. Basic pharmacology important to the pulmonary and cardiovascular systems. 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, the control of blood pressure and basic hemodynamic parameters and the assessment of cardiac status. The pathophysiology of the cardiopulmonary systems to include COPD, asthma, neuromuscular disease, central and obstructive sleep apnea, heart failure, hypertension, respiratory failure and pulmonary embolism. The lab portion of the course will provide student's hands on practice in the skills acquired in the lecture portion of the course.

Prerequisites: Admission to the Accelerated Certificate Program or permission of Program Director.

Corequisite: RESP 2800 and RESP 2820.

Offered: As needed.

RESP 2830 Polysomnography I (3-4-4)

This course introduces the principles and practices of polysomnography. Topics covered in the course include: the history of sleep medicine and the development of current sleep study techniques, conducting a patient sleep history, physiological aspects of sleep, identification of sleep stages, identification and diagnosis of sleep disorders, patient preparation, equipment setup and calibration, recording and monitoring techniques, documentation, and professional issues pertaining to the field of polysomnography. The lab portion of the course will provide students hands on practice in the skills required in the sleep lab.

Prerequisites: RESP 2801 or permission of instructor.

Corequisites: None.

Offered: As needed.

RESP 2831 Polysomnography Practicum (0-20-5)

An introduction to basic polysomnographic procedures performed in the clinical setting. Students will be required to master the skills of: conduction a complete sleep history, patient preparation and equipment hookup and operation, monitoring procedures during the test, and record keeping and documentation. Students will also begin to develop mastery of scoring sleep studies, identification of sleep disorders and development of therapeutic treatment plans.

Prerequisites: RESP 2830.

Corequisites: None

Offered: As needed.

- RESP 2832 Polysomnography II** (3-4-4)
 A continuation of Polysomnography I. The course will focus on scoring sleep studies, additional tests performed such as split night studies, multiple sleep latency testing, maintenance of wakefulness tests, PAP titration studies and others. Pharmacology important for sleep technologists will also be covered.
 Prerequisites: RESP 2830, RESP 2831.
 Corequisites: None.
 Offered: Ad needed.
- RESP 2833 Polysomnography Practicum II** (0-20-5)
 A course designed to continue the development of skills and concepts begun in Practicum I. In addition this course will focus more on the scoring of sleep studies, therapeutic interventions used, and more advanced and specialized aspects of polysomnography designed to prepare the student for employment in the sleep lab and to take the RPSGT credentialing examination.
 Prerequisites: RESP 2830, RESP 2831, RESP 2832.
 Corequisites: None.
 Offered: As needed.
- RESP 2834 ACLS for Polysomnography** (0-3-1)
 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. Students will have 3 attempts to pass the AHA ACLS test. Students unable to pass in 3 attempts will fail the course.
 Prerequisite: Admission to the Accelerated Certificate Program or permission of Program Director.
 Corequisite: None.
 Offered: On demand.
- RGTE 0199 Regents' Writing Skills** 30 hrs before REGENTS' TEST (2-0-2)
 The Regents' Writing Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their own writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria.
 NOTE: Students who have 45 or more college credit hours and/or have not passed the Regents Test Essay are required to enroll in RGTE 0199.
 Prerequisite: None.
 Offered: All semesters.
- RGTR 0198 Regents' Reading Skills** 30 hrs before REGENTS' TEST (2-0-2)
 The Regents' Reading Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading comprehension. Students work on improving their comprehension of material drawn from a variety of subject areas (social science, natural science and humanities) with various modes of discourse (exposition, narration and argumentation). Critical thinking and the following four major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis.
 NOTE: Students who have 45 or more college credit hours and/or have not passed the Regents' Test Reading are required to enroll in RGTR 0198.
 Prerequisite: None.
 Offered: All semesters.

- RGTW 0197 Regents' Test Workshop** (0-0-0)
 RGTW 0197 is a tutorial designed to acquaint the student scheduled to take the Regents' Test with testing procedures, as well as to sharpen skills in both reading and writing. Students who have completed the English composition requirements in their program are encouraged to register for RGTW 0197. This course is open only to students who have fewer than 45 college credit hours.
 Prerequisite: None.
 Offered: All semesters.
- SCIE 1100 Science, Technology, & Society** (2-0-2)
 This is an interdisciplinary study of the role of science and technology in society and daily life. Emphasis will be placed upon current advances and political and social consequences. Prerequisites: READ 0099.
 Offered: Fall, Spring.
- SCIE 2000K Principles of Research Methodology** (1-2-2)
 This course is designed to teach science majors the basic principles of performing a scientific research project. Each student will identify a problem, perform a literature search, design and perform an experiment, analyze data and present the results.
 Prerequisites: BIOL 1108K, CHEM 1212K, PHYS 1112K, or consent of Division Chair.
 Offered: On demand.
- SCIE 2001K Principles of Scientific Instrumentation/Methods** (1-2-2)
 This course is designed to teach science majors how to properly use scientific instrumentation and methods in field and laboratory studies. Some of the equipment students will use may include: pH meters, data acquisition equipment interfaced with the computer, FTIR, gas chromatograph, spectrophotometer, electrophoretic equipment, etc. An experimental approach will be used to reinforce the hands-on activities.
 Prerequisite: BIOL 1108K, CHEM 1212K, or PHYS 1112K or consent of Division Chair.
 Offered: Spring by demand.
- SCIE 2026 Case Studies for special Education Teachers** (3-0-3)
 This course is restricted to in-service special education teachers. It is a brief summary of the important aspects of environmental science and its relationship to other science areas. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirements.
 Prerequisites: Restricted to in-service special education teachers.
 Corequisites: None.
 Offered: As required.
- SLEP 1100 Introduction to Polysomnography** (1-16-2)
 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.
 Prerequisites: Admission to the program.
 Corequisites: None.
 Offered: As required.

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.

Corequisite: None.

Prerequisite: SLEP 1100, MATH 1001 or higher math, and BIOL 1100K

Offered: On demand

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 of selected respiratory diseases needed by personnel employed in a sleep lab. Topics covered include: Basic anatomy of the pulmonary system to include the nose, mouth, upper airway, tracheobronchial tree, the gross and microscopic anatomy of the lungs, structures of the chest wall, the muscles of ventilation, blood supply to the lungs and the neural control of ventilation. The basic physiology of ventilation including pressure gradients, lung compliance, airway resistance and work of 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, the control of blood pressure and assessment of cardiac status based on basic hemodynamic parameters.

Corequisites: None.

Prerequisites: Admission to the program.

Offered: On demand.

SLEP 1103 Respiratory Modalities for Polysomnography (3-0-3)

A course designed to develop knowledge of important respiratory care concepts needed by personnel employed in a sleep laboratory. Topics covered include: Basic respiratory terms and abbreviations, oxygen therapy including oxygen requirements, delivery equipment, storage and distribution of equipment, indications for therapy, safety hazards, oxygen uptake and delivery mechanisms, hypoxia and the effects, physical assessment of the chest in adult, pediatric and geriatric patients to include inspection, palpation, auscultation and vital signs, infection control procedures, principles of pulse oximetry including limitations of technology, interpreting results correctly and troubleshooting, basics of blood gas analysis including normal values.

Corequisites: None.

Prerequisites: Admission to 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.

Corequisites: None.

Prerequisites: SLEP 1100, SLEP 1101 and SLEP 1102.

Offered: On demand.

- SLEP 1105 Pharmacology of Sleep** (2-0-2)
 A course designed to discriminate between the impacts of drugs used to treat sleep disorders and drugs in common use that affect the polysomnogram.
 Corequisites: None.
 Prerequisites: Admission to the Program.
 Offered: On demand.
- SLEP 1106 Sleep Disorders** (3-0-3)
 A course designed to identify the major categories of sleep disorders according to the International Classification of Sleep Disorders.
 Corequisites: None.
 Prerequisites: Admission to the program.
 Offered: On demand.
- SLEP 1107 Neuroanatomy & Physiology** (2-0-2)
 A course designed to identify the stages of sleep and the normal sleep architecture. Students will learn how Neuroanatomy and physiology relates to sleep.
 Corequisites: None.
 Prerequisites: Admission to the program.
 Offered: On demand.
- SLEP 1108 Exam Review/Case Studies** (1-0-1)
 A course to review policy topic covered throughout the program. After reviewing the material, the student is to take the practice exam offered by the Board of Registered Polysomnographic Technicians.
 Corequisites: None.
 Prerequisites: Admission to 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.
 Corequisites: None.
 Prerequisites: Admission to the program.
 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 study.
 Corequisites: None.
 Prerequisites: Admission to the program.
 Offered: On demand.
- SLEP 1111 Polysomnography Practicum I** (0-600-6)
 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.
 Corequisites: None.
 Prerequisites: SLEP 1100, SLEP 1101.
 Offered: On demand.

- SLEP 1112 Polysomnography Practicum II** (0-600-6)
 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 and to take the RPSGT credentialing examination.
 Corequisites: None.
 Prerequisites: SLEP 1100, SLEP1101, SLEP 1103, SLEP 1105.
 Offered: On demand.
- SOCI 1101 Principles of Sociology** (3-0-3)
 A survey of the discipline of sociology. Topics will include sociological theory, methods and selected substantive areas.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Offered: All semesters.
- SOCI 1160 Introduction to Social Problems** (3-0-3)
 A theoretical and empirical analysis of selected major social problems confronting American society.
 Prerequisite: SOCI 1101.
 Offered: Fall, Spring, Summer.
- 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.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: All semesters.
- 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.
 Offered: All semesters.
- 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 majoring 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.
 Prerequisites: READ 0099 and ENGL 0099.
 Offered: Fall.
- 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 majoring 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.
 Prerequisites: SPAN 1050.
 Offered: Spring.

- SPAN 1058 Spanish for Health Care Professionals III** (3-0-3)
Continuation of Spanish for Health Care Professionals II. 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 majoring 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 1054.
Offered: Summer.
- 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.
Offered: Fall.
- 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.
Offered: Spring.
- 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.
Offered: On demand.
- THEA 1000 Theatre Practicum** (0-3-1)
This theatre practicum course is open to all students in theatre and drama who have a role and/or do technical work on the dramatic production of the semester. May be taken each semester to a maximum of four semester hours.
Prerequisite: None.
Offered: Fall, Spring.
- THEA 1100 Theater Appreciation** (3-0-3)
This course includes the survey and critical appreciation of Theatre. A first-level course designed to introduce theatre majors and non-majors to eras of theatre history and dramatic literature and to demonstrate how theatre practitioners form a collaborative working unit which results in a performance-ready production. No previous experience required.
Prerequisite: None.
Offered: Fall.

- THEA 1105 Acting** (3-0-3)
 Fundamental theories, principles, and techniques of acting with training in pantomime, improvisation, stage movement, characterization, and motivation. Eras of theatre and acting styles will also be explored.
 Prerequisite: None.
 Offered: Fall.
- THEA 1111 Creative Dramatics for Elementary School Teachers** (2-2-3)
 This course will introduce various techniques for presenting dramatics in the elementary school, including building a play, creating simple scenic elements, and various forms of puppetry.
 Prerequisites: None.
 Co-requisites: None.
- THEA 1175 Script Analysis** (2-0-2)
 An introductory course designed to familiarize students with the vocabulary, methods, and skills necessary for understanding how dramatic literature is transformed from the printed page into a working play script.
 Prerequisite: None.
 Offered: Spring in even numbered years.
- THEA 1710 Improvisation** (0-1-1)
 An introductory course designed to enable students, individually and in groups, to learn process-centered performance techniques using unscripted concepts. Students are introduced to basic principles of stage movement, vocal technique, and creative dramatics.
 Prerequisite: None.
 Offered: Spring in even numbered years.
- THEA 2100 Stagecraft** (3-0-3)
 This course will introduce the student to basic stage technology and terminology as applied to overall theatre production. Basic scenery construction techniques will be taught through classroom instruction and laboratory participation. Standard drafting skills will be introduced for the purpose of communicating technical data for scenery construction crew.
 Prerequisite: None.
 Offered: Fall, Spring, as needed.
- THEA 2105 Oral Interpretation** (3-0-3)
 Communicating the meaning of literature, prose, and poetry through the techniques of oral reading.
 Prerequisites: None.
 Offered: On demand
- THEA 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.
 Prerequisites: ENGL 0099 and READ 0099.
 Offered: Spring, odd-numbered years.

- 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.
 Prerequisites: THEA 2100 or permission of instructor.
 Offered: Fall, Spring.
- 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.
 Prerequisites: THEA 2100.
 Offered: Spring.
- THEA 2312 Sound Design for the Stage** (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 the Stage** (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.
 Prerequisites: Enrollment in Technical Theatre Certificate Programs 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, publicity, stage management, and rehearsal techniques will be applied to the process of play production.
 Prerequisites: THEA 1100 or THEA 1105 or permission of the instructor.
 Offered: Spring.
- VETT 1100 Introduction to Veterinary Technology** (1-0-1)
 This course provides an introduction to many of the aspects of the Veterinary Technician's career. Included will be information about ethics, career choices, occupational safety, human animal bonds, pet loss, and euthanasia.
 Prerequisites: None.
 Offered: Fall.
- VETT 1211K Anatomy and Physiology I for the Vet Tech** (2-4-3)
 This course will prepare students to compare and identify anatomical structures and basic physiological functions. Identification of anatomical structures during lab dissections will reinforce understanding of physiological processes.
 Prerequisites: BIOL 1107K, VETT 1100.
 Offered: Spring.

- VETT 1212K Anatomy and Physiology II for the Vet Tech** (2-4-3)
 This course is a continuation of VETT 1211K. Additional anatomical structures and physiological processes of domestic animals will be addressed.
 Prerequisites: VETT 1211K.
 Offered: Summer.
- VETT 2110K Microbiology for the Vet Tech** (3-3-4)
 This course will introduce the student to the clinical laboratory, equipment and basic laboratory procedures. Techniques for the identification of parasites of domestic animals will be emphasized.
 Corequisite: VETT 1212K.
 Prerequisites: CHEM 1151K,
 Offered: Summer
- VETT 2111K Pharmacology for the Vet Tech** (3-3-4)
 This course will introduce the regulations controlling the use of biologicals and pharmaceuticals in the management of animal disease. Additional topics will include the classifications of pharmaceuticals in the management of animal disease. Additional topics will include the classifications of pharmaceuticals, rationale and precautions for therapeutic use, dosage calculations, labeling, packaging and dispensing of veterinary products.
 Prerequisites: VETT 2110K.
 Offered: Fall.
- VETT 2112K Diseases and Preventive Medicine for the Vet Tech** (2-3-4)
 This course will discuss principles of the disease process. Diseases of public health significance, as well as disease control and management practices will be emphasized. Other topics will include awareness of the cause of disease, the effects of disease on the body, and disease control and management procedures.
 Prerequisites: VETT 2110K.
 Offered: Fall.
- VETT 2210K Surgical Nursing for the Vet Tech** (3-3-4)
 This course will cover the use of anesthetics, anesthesia principles, patient monitoring, pre-surgery preparation and post-surgery treatment, principles of surgery and sterilization, and surgical assisting. Dosage calculations will be reinforced, and maintenance of anesthesia and surgical equipment will be introduced.
 Prerequisites: VETT 2111K.
 Offered: Spring.
- VETT 2211K Veterinary Nursing Procedures** (3-3-4)
 This course will introduce concepts of record maintenance, history taking, animal restraints, animal husbandry, syringe/needle identification and handling, and venipuncture procedures. Techniques emphasized will include initial physical examination, bathing, grooming, nail trimming, dermatological examination, application of medications, treatment of eyes, ears, and skin, and injection techniques. This course will also include concepts of the necessary care of kennel animals.
 Prerequisites: VETT 2112K.
 Offered: Spring.

VETT 2212K Internship for the Vet Tech (0-5-1)

This course provides internship experience within a veterinary clinic, or hospital, laboratory, research facility, or zoological park. Students will observe, assist, and perform tasks as directed by the veterinary staff at the facility. Assessment of student skill mastery will be done by college faculty in collaboration with veterinary staff at each site.

Pre- or Co-requisites: VETT 2210K, VETT 2211K.

Offered: Spring.

CONTINUING EDUCATION, ECONOMIC DEVELOPMENT and CORPORATE TRAINING

Section Eleven

A. CONTINUING EDUCATION PROGRAMS

Mission: Continuing Education/Economic Development and Corporate Training at Darton College is dedicated to providing cost effective, cutting edge, innovative non-credit programs, services and expertise to support economic, community and personal development goals that enhance the Southwest Georgia economy, community and quality of life.

Goals: Continuing Education/Economic Development and Corporate Training at Darton College is committed to being a leader and advocate for diverse populations and their lifelong-learning needs, helping businesses, industries, individuals, schools, groups and communities.

We are customer focused. We focus on customizing and offering the right program to the right person at the right time, whether on campus, in community settings, at workforce locations, in person or using distance learning methodologies and technical capabilities. We focus on customizing our offerings to provide a wide range of formats: short courses, seminars, workshops, and symposiums to respond to the needs of adult learners.

Darton College's Continuing Education/Economic Development and Corporate Training Division is a viable partner in the efforts to promote economic development in Southwest Georgia. We actively collaborate with other economic development entities to support shared solutions, innovative initiatives and workforce education to attract new industries, and strengthen existing businesses.

Admission: Courses, programs, seminars, workshops, clinics, symposiums, forums and other activities offered by Continuing Education/Economic Development and Corporate Training are non-credit and do not require admission testing. The continuing education approach to learning makes it possible for adults to learn in an informal and non-competitive environment where interest is the primary consideration. Some courses have recommended prerequisites outlined in descriptions when courses are advertised.

Fees: A registration fee is charged for most courses with the amount being published and otherwise advertised at the time the activity is offered. Fees vary depending on the length of course and topic. Waiver of fees for senior citizens does not apply to continuing education programs; however, senior citizens 62 or older receive a 10% discount. We accept cash, VISA, MasterCard and company vouchers.

Frequency of Offering: Courses may start and end at any time during the year. Although Continuing Education publishes fall, winter and summer brochures, our schedule is not limited by the academic calendar. Special single course brochures are also distributed throughout the year. For a copy of current course brochures, call (229) 317-6730.

Continuing Education Unit - CEUs: The Continuing Education Unit represents ten contact hours of participation in an organized activity under reasonable sponsorship, capable direction and qualified instruction. Individuals who successfully complete the course requirements will receive individual Continuing Education Units or CEUs.

Workshops, Clinics, Conferences, Seminars, Symposiums: A variety of workshops, clinics, conferences, seminars and symposiums are scheduled throughout the year. These programs are short; consisting of one-to-two day(s) or evening(s) with highly concentrated specialized instruction.

Personal Enrichment Programs: A broad range of short courses is offered for lifelong learning opportunities in a wide range of education areas, including: art, music, language, computers, recreation and sports.

Professional Development: Professional development programs are offered for individuals, business, and organizations to further the educational development of themselves/members/employees. Darton is an approved provider of Real Estate, PLU and other state certified programs.

Online Courses: Continuing Education/Economic Development can be your online course provider. Courses begin the third Wednesday of every month. Online courses include assignments, quizzes and tests. Choose from over 100 courses offered. Call (229) 317-6730 for more information.

Co-listed Courses: A selection of regular college credit courses is offered on a non-credit basis through Continuing Education/Economic Development and Corporate Training. No academic credit is awarded for these courses. Students must meet the academic requirements of the course as stated in the college catalog. CEUs may apply to co-listed courses.

Programs for Children and Youth: A variety of programs for children and youth are offered throughout the year with a special emphasis on summer programming.

Summer programming features camp programs with various themes such as golf, baseball, softball, soccer, cheerleading, and photography.

During the school year SAT Preparation is offered as well as biology, chemistry and physics labs for home-schooled students.

B. THE CONFERENCE CENTER

The Conference Center at Darton College offers state of the art meeting facilities located in the Allied Health/Community Services Building. The Center includes various size classrooms, computer laboratories, meeting rooms, a 100-seat lecture hall and a 430-seat theater. Facilities are available year-round, including weekends. Food services are available upon request. For more information concerning conference facilities, call (229) 317-6000/6730.

C. CORPORATE TRAINING

Courses can be specialized to meet companies' training needs. Continuing Education/Economic Development and Corporate Training can be a one stop to bring both credit and non-credit programs to you. Some of the country's most accomplished trainers present cutting edge business topics for the ever-changing work place. Consulting services are offered. An onsite needs assessment of your training needs can be conducted. For more information, call (229) 317-6959/6730.

D. THE SOUTHWEST GEORGIA CENTER FOR WOMEN AT DARTON COLLEGE

The mission of the Southwest Georgia Center for Women at Darton College is to empower women from Southwest Georgia by providing services to women of all races, backgrounds, cultures, roles, abilities and ages. The Center seeks to promote and create equal opportunities for women to achieve personal success and financial independence. For additional information call (229) 317-6929

E. CAREER PROGRAM ADVISORY COMMITTEES

These specialized advisory committees advise the College on the instructional programs in the various specialized areas. Members of the committees are community leaders with knowledge and experience in the designated area who are willing to devote their time to the work of the committee and Darton College. The basic term of membership on a particular committee is three years.

Accounting

Mr. Walter Blankenship
Ms. Fran Brown
Mr. Stan Brown
Mr. Bennie Butler
Mr. D. Francis Dasher
Mr. Greg Garland
Mr. Charles Hall
Mr. Stuart Logan
Mr. Matt Luke
Mr. Thomas A. Padgett
Mr. Larry Sculley

Business Computer Systems

Mr. John Antoniewicz
Mr. Robert Arthur
Mr. Herb Benford
Mr. Harold Boling
Mr. Jesse Diaz
Mr. Joseph DiValerio
Ms. Marcia Ekkizogloy
Mr. Michael Elder
Ms. Leslie Hudson
Ms. Tammy McCrary
Dr. Boris Peltzverger
Mr. Russell Pepper
Mr. Robert Sharpe
Mr. Bill Wally

Cardiovascular Technology Program

Ms. Sally Bain
Mr. Donnie Bishop
Ms. Connie Ellerson
Ms. Jody Gunter
Mr. Wes McDaniel
*Dr. Steven Wolinsky

*Medical Director

Criminal Justice

Warden Thomas Ammons
Asst. Chief Jackie Battle
Lt. Angel Bradford
Chief Don Cheek
Ms. Sybil Collins
Mr. Kenneth B. Hodges, III
Chief Parole Officer Leslie Lamb
Colonel Doug McGinley
Ms. Kim Persley
Mr. Bill Riddle
Warden Kevin Roberts
Sheriff Jamil Saba

Major Derrell Smith
Mr. Ervin Warren

Dental Hygiene Program

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Dr. Jeremy Darden
Ms. K. Ellington
Dr. Edward Green
Ms. Jennifer Lamp
Dr. Robert Lane
Dr. Stacey Marshall
Dr. Robert Moss
Ms. Jessica Owens
Ms. P. Ryals
Dr. Kent Simmons
Dr. Jeff Singleton
Ms. Debbie Zuern

Diagnostic Medical Sonography

Dr. Lorenzo Carson
Dr. Clifford Church
Ms. Paula Davis
Mr. Jeffery Etheridge
Ms. Michele Huskey
Ms. Brandi Maybrey
Mr. Shalon Maybrey
Ms. Carol Warren

Education

Ms. Cora Brettel
Dr. Kimberly Fields
Ms. Gail Gibson
Mr. Louis Hatcher
Mrs. Jill Johnson
Mrs. Camille Miles
Ms. Soraya Kimbrel-Miller
Mrs. Sandra Parker
Ms. Lynn Pinson
Mrs. Jean Ramirez
Mr. Horace Reid
Mr. Jose Roquemore
Ms. Jennifer Sherling
Ms. Gwen Taylor
Mrs. Kathy Thompson

Emergency Medical Services

*Dr. Edwin Allen
Mr. Todd Braswell
Ms. Laura Cook
Mr. Danny Edwards
Mr. David Edwards
Ms. Lori Eubanks

Ms. Ann Lamb
Mr. Gary Rice
Mr. Bobby Tripp
Mr. Jimmy Wynn
*Medical Director

Health Information

Technology Program

Ms. Kathy Alberson, RHIA
Ms. Monique Bryant, RHIA
Ms. Pat Everson, RHIT
Ms. Wendy Gleaton, RHIA, CCS
Ms. Michelle Hartin, RHIT
Ms. Shenika Malone
Ms. Peggy Moore, RN
Ms. Dee Sears
Ms. Shirley Story, RHIT
Ms. Jean Terry, MBA, RHIA
Ms. Vera White, RHIT, CCS
Ms. Patty Woodall

**Human Services Technology/
Psychiatric Technology**

Mr. Ken Brandon
Ms. Jackie Gregors Davis
Dr. Jerry Falls
Mr. Matt Haney
Ms. Cheryl Henley
Ms. Kay Hind
Ms. Lou Johnson
Ms. Gloria Jones
Mr. Robert Jones
Ms. Garnie Mitchell
Ms. Tina Phipps
Mr. Dudley Thomas
Ms. Barbara Turner

Management

Dr. Tony Bretti
Mr. Lew Culpepper
Mr. Vince Falcione
Dr. Michael Fathi
Ms. Sue Ford
Mr. Aaron Jensen
Ms. Debbie Jones
Ms. Beth Lane
Mr. Michael Madden
Ms. Wendy Martin
Mr. Marvin Mixon
Dr. Abiodun Ojemakinde
Mr. Kirk Wiles
Mr. Lovett Young

**Medical Laboratory
Technology Program/HT-C**

Ms. Pam Buzzard Brown
Mr. Leonard Carter
Ms. Karen Clark
Mr. Shannon Collins
*Dr. Frank Isele
Ms. Carolyn Jones

Dr. Billy Kirksey
Ms. Debbie McCarthy
Ms. Gennie Paulk
Ms. Lisa Pinkston
Ms. Elaine Prescott
Mr. Vicky Sellers
Ms. Evie Seth
Ms. Perette Sutton
Ms. Leigh Wilson
Ms. Leigh York

Nursing

Ms. Lynda Bailey
Dr. Jeffery Bell
Ms. Mattie Buchanan
Ms. Gwen Collins
Ms. Laura Cook
Ms. Susie Fussell
Ms. Brenda Green
Dr. Linda Grimsley
Dr. Joyce Johnson
Mr. Russell McGuire
Ms. Cindi Noe
Ms. Linda Smith
Ms. Natalie Thomas
Ms. Shawn Whitaker
Mr. Robert Wynegar

**Occupational Therapy Assistant
Program**

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Ms. Shenika Jackson
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Ms. Patricia Oliver
Ms. Sabine Patton
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Ms. Jackie Johnson
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Ms. Della Strum
Ms. Beth Tison
Ms. Tammy Williams

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Ms. Lauren Adams
Ms. Hilda Burlington
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Mr. Doug Divine
Mr. Tony Ford
Mr. Greg Fullerton
Ms. Linda Graham
Judge Loring Gray

Mr. David Grindle
Mr. Tom Langstaff
Mr. Kim Minix
Ms. Gail Pursel
Ms. Leisa G. Terry
Ms. Dana Wallace
Ms. Sandy Williams

**Physical Therapist
Assistant**

Mr. Kelly Bazemore
Ms. Sonya Chambers
Ms. Bernice Chaney
Mr. Bob Dykes
Ms. Janet Iles
Ms. Michelle Linehan
Mr. Radford Parker
Mr. Mike Patton
Ms. Angie Powell
Mr. Ozellious Roberts
Ms. Suzanne Wilson
Ms. Molly Youngblood

**Physical Therapist Assistant
Curriculum Committee**

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Ms. Pam Evans
Ms. Bridget Milani

Ms. Jan Murphy
**Respiratory Care
Program**

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Ms. Beverly Pressley
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Mr. Brett Ford
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Mr. Rick Griffis
Ms. Jan Havard
Mr. Jason Hayes
Ms. DeeAnna May
Ms. Laura McCaghren
Mr. Chris McCarty
Mr. Ed Newton
Ms. Pam Pafford
*Dr. James Palazzolo
Dr. Ramana Rao
Dr. Dennis Robinson
*Dr. Mark Shoemaker
Mr. Robert Titus
Ms. Brenda Tucker
RC Program Grad.
RC 2nd yr Student
RC 1st yr Student
*Medical Director



UNIVERSITY SYSTEM OF GEORGIA

Section Twelve

Darton College is one of 35 institutions in the University System of Georgia. The University System of Georgia consists of four research universities, two regional universities, 13 state universities, seven state colleges and nine two-year colleges. (See list on next page.)

The University System of Georgia is a network of colleges governed by an 18-member constitutional Board of Regents, which has been in operation since 1932. Appointments of Board members are made by the Governor, subject to confirmation by the State Senate. Regular terms of Board members are seven years. State appropriations for the University System are requested by, made to, and allocated by the Board of Regents.

The Chairperson, Vice Chairperson, and other officers of the Board of Regents are elected by the members of the Board. The Chancellor, who is not a Board member, is the chief executive officer of the Board and the chief administrative officer of the University System.

Each institution in the University System is governed by the President and faculty under the general jurisdiction of the Chancellor and the Board of Regents. The policies of the Board of Regents allow considerable autonomy, and each college is headed by a President whose election is recommended by the Chancellor and approved by the Board.

The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research. Students who receive credit from institutions within the System enjoy easy transfer of courses, a major advantage for those attending System colleges.

INSTRUCTION consists of programs of study leading to degrees, ranging from the associate (two-year) level to the doctoral level. Many colleges have certificate programs as well. The degree programs range from the traditional liberal arts studies and professional or highly specialized programs to job specific career education.

CONTINUING EDUCATION/ECONOMIC DEVELOPMENT consists of non-degree activities, primarily, and special types of college-degree-credit courses. The non-degree activities include short courses, seminars, conferences, and consultative and advisory services in many areas of interest.

RESEARCH encompasses scholarly investigations conducted for discovery and application of knowledge. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges. The research investigations cover matters related to the educational objectives of the institutions and to general societal needs.

Institutions of the University System of Georgia*

• Research Universities

Georgia Institute of Technology

Atlanta-H,B,M,D

Georgia State University

Atlanta-H,C,A,B,M,S,D,P

Medical College of Georgia

Augusta-H,C,A,B,M,D,P

University of Georgia

Athens-H,C,A,B,M,S,D,P

• Regional Universities

Georgia Southern University

Statesboro-H,A,B,M,S,D

Valdosta State University

Valdosta-H,C,A,B,M,S,D

• State Universities

Albany State University

Albany-H,A,B,M,S

Armstrong Atlantic State University

Savannah-H,A,B,M,S

Augusta State University

Augusta-C,A,B,M,S

Clayton College & State University

Morrow-C,A,B

Columbus State University

Columbus-H,C,A,B,M,S

Fort Valley State University

Fort Valley-H,A,B,M,S

Georgia College & State University

Milledgeville-H,A,B,M,S

Georgia Southwestern State University

Americus-H,C,A,B,M,S

Kennesaw State University

Marietta-H,A,B,M

North Georgia College & State University

Dahlonega-H,C,A,B,M

Savannah State University

Savannah-H,A,B,M

Southern Polytechnic State University

Marietta-H,A,B,M

University of West Georgia

Carrollton-H,A,B,M,S

• State Colleges

Abraham Baldwin Agricultural College

Tifton-H,C,A, B

Dalton State College

Dalton-C,A,B

Gainesville State College

Gainesville-A, B

Georgia Gwinnett College

Lawrenceville-C,A,B

Gordon College

Barnesville-H,C,A,B

Macon State College

Macon-C,A,B

Middle Georgia College

Cochran-H,C,A,B

• Two-Year Colleges

Atlanta Metropolitan College

Atlanta-C,A

Bainbridge College

Bainbridge-C,A

Coastal Georgia Community College

Brunswick-C,A

Darton College

Albany-C,A

East Georgia College

Swainsboro-C,A

Georgia Highlands College

Rome-C,A

Georgia Perimeter College

Clarkston-C,A

South Georgia College

Douglas-H,C,A

Waycross College

Waycross-C,A

*Key:

H-student housing facilities

Degrees awarded:

C-Certificates

A-Associate Degrees

B-Bachelor Degrees

M-Master Degrees

S-Specialist in Education

D-Doctoral Degrees

P-Professional Degrees

Board of Regents

University System of Georgia

270 Washington Street SW

Atlanta, Georgia 30334-9007

www.usg.edu

MEMBERS OF THE BOARD OF REGENTS

Allan Vigil, Chair	Morrow
Hugh A. Carter, Jr.	Atlanta
William H. Cleveland, Vice Chair	Atlanta
Michael J. Coles	Kennesaw
Robert F. Hatcher	Macon
Julie Ewing Hunt	Tifton
A. Felton Jenkins, Jr.	Madison
W. Manfield Jennings, Jr.	Hawkinsville
James R. Jolly	Dalton
Donald M. Leebern, Jr.	Atlanta
Elridge W. McMillan	Atlanta
Patrick S. Pittard	Atlanta
Doreen Stiles Poitevint	Bainbridge
Willis J. Potts, Jr.	Rome
Wanda Yancey Rodwell	Stone Mountain
J. Timothy Shelnut	Augusta
Benjamin J. Tarbuton, III	Sandersville
Richard L. Tucker	Lawrenceville

OFFICERS AND STAFF OF THE BOARD OF REGENTS

Erroll B. Davis, Jr., Chancellor
 Dr. Sandra S. Stone, Chief Academic Officer, Office of Academic Affairs

COLLEGE ADMINISTRATIVE OFFICIALS

Peter J. Sireno (1989) B.S., B.S.Ed., M.A., Ed.D	President
Joan A. Darden (1980) R.N., B.S.N., M.S.N., Ph.D.	Vice President for Academic Affairs
Ronnie A. Henry (1990) A.A., A.A.S., B.B.A., M.P.A., M.S.A.	Vice President for Business and Financial Services
F. Gary Barnette, Jr. (1994) B.S., M.S., Ph.D.	Vice President for Student Affairs
Vacant	Vice President for Institutional Advancement
Krista Robitz (2006) B.A.	Director of Communications and Philanthropy
Michelle Sims (2006).....	Director of Alumni Development
Stan Brown (2002) C.P.A., B.A., B.B.A., M.Acc.....	Assistant Vice President for Business and Financial Services
Darryn Ostrander (2002) B.S.	Director of Instructional Technology and Distance Learning
Margaret E. Bragg (1984) A.S.....	Chief Information Officer
Bengie Cravey (1981) A.A., B.S.Ed., M.Ed.....	Director of Student Activities
Frances Carr (1993) A.S., B.A, M.P.A.	Registrar
Martha Whittle (2000) B.A.....	Director of Financial Aid
Vacant	Director of Admissions
Mary Washington (1976) B.A., M.S.....	Director of Learning Resources Center
Steve Harris (2006).....	Director of Plant Operations

ADMINISTRATIVE OFFICES/STAFF

Office of the President

Peter J. Sireno (1989) B.S., B.S.Ed., M.A., Ed.D. President
Charlotte Murphy (1999) B.S. Senior Executive Assistant
Linda Prisant (1995) Part-time Special Projects Assistant

Office of the Vice President for Academic Affairs

Joan A. Darden (1980) R.N., B.S.N., M.S.N., Ph.D. Vice President
Beth Tison (1995) A.A. Executive Assistant
Barbara Blackburn (2003) Senior Administrative Assistant

Division of Allied Health

Jeffery S. Etheridge (1997) B.S, M.Ed., OTR/L. Chair
Gwendolyn Barker (1993) Senior Administrative Assistant
Toni Thornton (1997) A.A.S. Senior Administrative Assistant
Sue Reakirt (2005) Administrative Assistant

Division of Business

Wayne H. Yesbick (1985) C.P.A., B.S., M.A., Dean
Jan Carr (2006) A.S. Senior Administrative Assistant

Division of Social Science

Wayne H. Yesbick (1985) C.P.A., B.S., M.A., Dean
Jan Carr (2006) A.S. Senior Administrative Assistant

Division of Humanities

Ulf Kirchdorfer (1993) B.A., M.A., Ph.D. Dean
Gail Apperson (1983) A.A.S. Senior Administrative Assistant
Shigeru Tanaka (2002) B.A., M.A. Director, Foreign Language Lab
Steve Preston (2003) B.S., A.S., A.A.S. Director, Writing Center

Division of Learning Support

Melanie Williams Thornton (1998) B.S., M.Ed., MEd., Ed.S., Ed.D. Dean
Carolyn Wills (1996) Senior Administrative Assistant

Learning Support Labs

Benjamin Anderson (1994) B.A., M.M.I.S. Director, Math Lab
Rose Leggett (1991) B.A., M.Ed. Assistant Director, Math Lab
William Waight (2006) B.A. Part-time Asst. Dir., Math Lab
Elaine Bush (2006) B.S.Ed., M.S.Ed. Director, Reading Lab
Virginia Gray (2002) B.S.Ed. Assistant Director, Reading Lab
Vacant Part-time Asst. Dir., Reading Lab
Roseanna Almaee (1993) B.A., M.Ed., M.Ed. Director, Writing Lab
Mary Lou Beasley (1989) B.S., M.R.E. Assistant Director, Writing Lab
Glenda Cleland (2005) B.S. Part-time Asst. Dir., Writing Lab
Nancy Long (2004) B.A. Part-time Asst. Dir., Writing Lab

Division of Nursing

Teresa Teasley (2001) A.D.N., B.S.N., M.S.N., D.N.P. Interim Dean
Bonnie Gary Assistant Chair
Sherry Koster (2000) Senior Administrative Assistant
Bonnie Hardegree (2007) Administrative Assistant

Division of Online Learning

Janice E. Hilyard (2007) B.S.Ed., M.S.Ed., Ed.D. Chair
Kay Bell (2005) A.S. Enrollment Counselor
Alex Daughety (2003) Senior Administrative Assistant

Division of Physical Education and Intercollegiate Athletics

Jane Kelly (2005) B.S.Ed., M.Ed. Chair
Michael Kiefer (2007) Athletic Director
Benjamin Crapps (2007) Athletic Trainer
Debra Krominga (2007) Senior Administrative Assistant
Laura Blackwell (1997) A.S., B.S. Women's Basketball Coach
Glenn Eames (1997) M.A. Baseball Coach
Chris Maiello (2006) B.A., M.S.M. Aquatics Director
Adrienne Hixon (2004) B.S. Teaching Assistant, Fitness Center
David Mann (2005) A.A., B.A., M.B.A. Assistant Soccer Coach
David Dews (2007) Women's Softball Coach
Bart Sassnet (2007) Men's Soccer Coach
Ken Veilands (2000) B.A. Women's Soccer Coach
Molly Gibert (2007) B.A. Assistant Men & Women's Swim Coach

Division of Science and Mathematics

Foreman, Richard A. (2006) B.A., M.Sc., Ph.D. Interim Dean
Janet Drain (1994) Senior Administrative Assistant
Harnetha Dodd (1997) B.S. Laboratory Assistant
Sonya Parker (1999) B. A. Laboratory Assistant

Instructional Technology & Distance Learning

Darryn Ostrander (2002) B.S. Director of Instructional Technology and Distance Learning
Alida Wyatt (2004) A.S., B.S. Senior Administrative Assistant
Tarah Mirus (2005) B.A. Division Coordinator
David Everts (2002) Multimedia Network Coordinator
Larry Smith (2000) TV Operations Manager
Mike Watson (2006) IT Specialist
Josh Lamb (2004) Multimedia Specialist
Isaac Dixon (2006) Instructional Web Design Technician
Mike Watson (2006) Instructional Web Design Technician
Andy Lenard (2002) Higher National Diploma (UK) Instructional Designer
Tracy Cosper (2005) Instructional Web Designer

Grant Staff

Vacant Technical Grant Assistant
Jonathan Smith (2006) Technology Specialist II

Learning Resource Center

Mary Washington (1976) B.A., M.S. Director
Wanda Proctor (2003) Senior Administrative Assistant
Caryl Nemaiovsky (1995) B.A., M.S. Assistant Librarian
Vacant Assistant Librarian
David Fry (2006), B.A., M.Ed., M.L.I.S. Assistant Librarian, Electronic Resources
Evelyn Coney (1994) B.S. Library Assistant II
Cypora Silfan (2003) Library Assistant II
Lidia White (1993) A.A. Library Assistant II
Tammy Holmes (2004) B.S, M.Ed. Part -time Assistant Librarian

Darton Cordele Center

Caroline J. Fielding (1996) A.B., M.A.....Director, Cordele Center
Debbie Collins (2007) A.S., B.S.Ed. Senior Administrative Assistant
Vacant..... Part-time Senior Secretary

Office of the Vice President for Business & Financial Services

Ronnie A. Henry (1990) A.A., A.A.S., B.B.A., M.P.A., M.S.A.Vice President
Robbin Burriss (1993) B.S.Executive Assistant

Accounting and Budgeting

Stan Brown (2002) C.P.A., B.A., B.B.A., M.Acc.
Assistant Vice President for Business & Financial Services
Teresa Pearce (2003) A.S., B.B.A.Accountant
Judy Dunnagan (2006) A.A.....Accountant
Lerkeesha Jackson (2005) B.S.....Accountant

Business Services

Debbie Sawyer (1984) A.A., B.S.....Business Office Supervisor
Debbie Hardin (1989) A.A..... Accounting Assistant
Jennifer Johnston (2006) A.D. Accounting Assistant

Payroll

Pam Coston (1992) A.S.Payroll Supervisor
Jeena' Roe (2004) Accounting Assistant-Payroll
Thelma Apperson (1976)Part-time Acct. Clerk-Payroll/Mailroom
Daryl Stanfield (1993) A.A.S. Part-time Acct. Asst.-Payroll/Mailroom

Office of Information Technology

Margaret Bragg (1984) A.S.Chief Information Officer
Brian Anderson (1994) B.S.Systems Analyst II/Database Administrator
Ashley Coates (1994) B.A., A.S., CCNA.....Systems Analyst I/Network Administrator
Heather Williams, 2005.....IT/Paraprofessional
Dorea Hardy (2001) B.S. Application Professional
Erica Jackson (2002) A.S., MCPIT/Paraprofessional
Kyle Boyd (2005)IT/Paraprofessional
John Shalack (2002), MCP Client Support Professional
Gay Tate (2005)..... Senior Administrative Assistant
Michael Broadnax, (2005) M.B.A..... Network Administrator
Dennis Sledge (2005) B.S.Database Professional
Vacant..... Clerical Support

Personnel

Gulma Heflin (1975) A.A. Part-time Personnel Assistant

Purchasing

Joy Causey (1997) A.A.S.....Purchasing Supervisor
Lishader Milledge (2005) Purchasing Assistant

Inventory/Central Receiving

Don Bragg (1994) A.A.....Inventory Supervisor
Jennifer Ritter (2005) Inventory/Central Receiving Clerk

Plant Operations

Steve Harris (2007)..... Director
Betty Sue Story (1994)..... Assistant Director of Plant Operations for Administration
Vacant Administrative Assistant

Building Maintenance

Rodney Apperson (1986)..... Construction and Projects Coordinator
Edward Fox (1992) Skilled Trades Worker
Larry Kimbrel (1988) Skilled Trades Worker
Bernard Thomas (2003)..... Utility Worker

Custodial Services

Vacant Custodian II
Al Patterson (2003) Custodian
Sandra Ford (2003)..... Custodian

Grounds Maintenance

Glenn Eames (1997) M.A. Grounds Superintendent
Dan Story (1990) B.S. Assistant Grounds Superintendent
Willie Robinson (1984)..... Equip. Mechanic & Groundskeeper

Bookstore, Catering Services, Vending Services

Martha Snow (1973) A.A. Auxiliary Enterprises Manager
Fran Doster (2000)..... Assistant Auxiliary Enterprises Manager
Debbie Hambley (1997) A.A., A.B.J. Part-time Clerk
Verna Hambley (1968)..... Part-time Clerk

Office of Student Affairs

F. Gary Barnette (1994) B.S., M.S., Ph.D. Vice President for Student Affairs
Eleanor Adair (1983) A.S. Senior Administrative Assistant
Tanya Anderson (1993) B.S., M.S. Coordinator, Disability Services
Karly Boyd (2005) B.A. Student Success Advisor
Eric O'Cain (A.A., B.S.Ed., M.Ed. Director, Student Activities
Phillip Gresham (1997) A.A., B.S., M.Ed. Career Resource Librarian
Carol Ann Ham (1999) B.A., M.A., C.A.P. Student Success Director
Deena Newman (2005) B.S., M.A., Ed.D. Advising Center Coordinator
Eric O'Cain (2005) B.A. Assistant Director, Student Activities
Vacant Student Success Advisor/
Coordinator, International Student Services
Jean Satterfield (1985) B.S. Testing Coordinator
Sonya Wade (2000) Senior Administrative Assistant
Dacia Stone (2006) B.A., M.A. Coordinator, Career Dev. Center
Michael White (2004) B.S., M.S. Challenge Course Coordinator
Wendy Wilson (2003) B.S., M.S. Coordinator, ACE Fellowship, MAP Coordinator/
Minority Advising
Vacant Executive Assistant
Vacant Senior Administrative Assistant

Admissions

Vacant Dean of Enrollment Management
Susan Bowen (1985) A.A., A.S. Assistant Director
Melanie Finlayson (2007) B.B.A. Admissions Recruiter
Melanie Tiernan (2006) B.B.A. Admissions Recruiter
Lisa Williams (2001) B.A. Part-time Admissions Recruiter
Jeremiah Saunders (2006) B.S. Admissions Recruiter

Amy Palmer (2004) Admissions Specialist
 William Wall (1998) B.A. Part-time Recruiter
 Tiffany Mohl (2007) A.S. Senior Administrative Assistant

Financial Aid

Martha Whittle (2000) B.A. Director
 Haley Hooks (2000) B.S. Assistant Director
 Daphne Harden (1992) Student Accounts Coordinator
 Kristi Brown (2007) B.S. Financial Aid Counselor
 Heidi Rice (2007) B.A. Financial Aid Counselor
 Patsy Singletary (2002) B.A., M.S. Financial Aid Counselor
 Amanda Vallandingham (2006) B.B.A. Financial Aid Counselor
 Sharon Chauncey (2002) Financial Aid Assistant
 Andi Frierson (2000) Senior Administrative Assistant

Records

Frances Carr (1993) A.S., B.A., M.P.A. Registrar
 Nicole Horn (2005) A.S., B.S. CAPP/Records Coordinator
 Sherrie Andrews (2000) B.S., M.S. Records Specialist
 Debra Drury (2007) B.S. Records Specialist
 Vacant Records Specialist
 Rodney Townsend (2007) B.A., M.A. Part-Time Data Entry Clerk

Office of the Vice President for Continuing Education & Economic Development

Joan A. Darden (1980) R.N., B.S.N., M.S.N., Ph.D. Vice President
 Vacant Director of Continuing Education,
 Economic Development and Corporate Training
 Beth Nielsen-Smith (2004) B.S, M.Ed. Program Development Specialist
 Cynthia Watts (2005) B.A. Continuing Education Secretary
 Vicki Phillips (1990) Part-time Administrative Assistant

Southwest Georgia Center for Women at Darton

Vacant Interim Director

Office of the Vice President for Institutional Advancement

Vacant Vice President for Institutional Advancement
 Leah Sandbach (2007) B.F.A. Executive Assistant
 Krista Robitz (2006) B.A. Director of Communications and Philanthropy
 Lisa Burton (2001) B.A. Public Relations Specialist
 Mary Elizabeth Sikora (2007) B.A. Coordinator of Annual Fund and Special Events
 Michelle Sims (2006) Director of Alumni Development
 Rich Balsley (2007) M.A., Ed.D. Coordinator of Institutional Research

DARTON COLLEGE FACULTY

- ADLER, Gay W. (1990) Assistant Professor of Mathematics
B.A., Tift College, M.Ed., Albany State University
- ANDERSON, Larry M. (2005) Instructor of English
B.A., M.A., Georgia Southern University
- Bagley, Edward (2008)..... Assistant Professor of Accounting
B.S., Florida State University;
M.B.A., Troy State University
- BARNETTE, F. Gary, Jr. (1994)..... Assistant Professor
B.S., Columbus State University; M.S., Troy State University;
Ph.D., Mississippi State University
- BEAMON, Nancy T. (1992)..... Assistant Professor of Medical Laboratory Technology
Program Director, Histotechnology Certificate Program
Program Director, Phlebotomy Certificate Program
Program Director, Medical Laboratory Technology
M.T., B.B., (ASCP)/B.S.M.T., Univ. of South Alabama;
M.S., Univ. of North Dakota
- BEHAL, Eugene (2004)..... Instructor of Business Computer Systems
B.S., University of Texas; B.S., Hawaii Pacific University;
M.S. American University; MBA, University of Oklahoma
- BLACKWELL, Laura J. (1997) Assistant Professor of Physical Education
A.S., George C. Wallace; B.S., Univ. of Alabama
- BLANKENSHIP, Elaine H. (2005) Instructor, Clinical Coordinator HST Program
A.S., Darton College, B.A., LaGrange College
- BLAYLOCK, Morris (2005) Assistant Professor of Biology
B.S., Savannah State College, Ph.D., Howard University
- BRINSON, Sarah (2004)..... Academic Coordinator of Clinical Education
Physical Therapy Assistant Program
A.S., Darton College, P.T.A.
B.S.Ed., Valdosta State University
- BRYAN, Melissa W. (2003) Assistant Professor of Physics
B.S., Auburn University;
M.S., Ph.D., University of New Orleans
- BRYANT, Epesy L. (1991) Assistant Professor of Nursing
R.N., A.A., Darton College;
B.S.N., M.S.N., Albany State University
- CARROLL, John F. (1998)..... Associate Professor of Theatre/Humanities
B.A., Gettysburg College; M.A. Southern Illinois University, Carbondale;
M.Phil., City University of New York;
Ph.D., City University of New York
- CARTER, George L. (2005) Instructor of Art
B.S., Florida A & M University
M.F.A., Florida State University

- CLARK, Shani (2006).....Instructor of Speech Communication
B.A., Grand Valley State University;
M.A., Western Michigan University
- COWART, Stacey (2003).....Assistant Professor of Occupational Therapy Assistant
O.T.A. Program Director
A.S., Darton College
M.S., Belmont University
- CRAVEY, Bengie (1981).....Adjunct Assistant Professor
A.A., Darton College;
B.S.Ed., M.Ed., University of Georgia
- CROWE, Lyndasu (2000)Assistant Professor of Biology
B.S., M.S., Georgia Southwestern State University
M.D., UTESA
- DARDEN, Joan A. (1980) Vice President for Academic Affairs
Professor of Nursing
R.N.; B.S.N., Georgia Southwestern State University;
M.S.N., University of Alabama; Ph.D., Georgia State University
- DEBRITTON WARD, Jennifer (2007) Assistant Professor of Dance
B.F.A., California State University, Long Beach
M.F.A., Tisch School of The Arts/NYU
BASI, Comprehensive Pilates Certification
- DIMINO, John V. (2000)..... Assistant Professor, Art
B.F.A., University of the Arts; M.F.A., Florida State University
- EBERHARDT, Teresa E. (2000).....Assistant Professor of English
B.S., Georgia Southwestern College;
M.Ed., Georgia Southwestern State University
- EHLERT, Alycia (2005)..... Assistant Professor of Speech Communication
B.A., M.A., Western Michigan University
- EITEMILLER, David (2007).....Instructor of Theatre, Technical Design Professional
B.A., University of Colorado
M.S., Indiana University
M.F.A., University of South Carolina
- ETHERIDGE, Jeffery S. (1997).....Assistant Professor of Occupational Therapy
Chairperson, Allied Health Division
A.A., Edison Community College; B.S., Florida International University;
M.Ed., National-Louis University.
- ETHERIDGE, Lisa T. (2001)Assistant Professor, Human Services Technology
Program Director for Human Services Technology
B.S., Florida State University;
M.S.W., University of South Florida
- EVERETT, Julia A. (1998) Assistant Professor of Nursing
B.S.N., M.S.N., Valdosta State University
- FANNING, Dee A. (2008).....Instructor of Office Administration
MEd, Auburn University;
BSEd, Athens College

- FERGUSON, Michael (2004)Assistant Professor of Learning Support Mathematics
B.S., M.Ed., Ed.S., Albany State University
L-6, Education Administration and Supervision Endorsement
M.S., Troy University
- FIELDING, Caroline (1996)..... Director, Darton Cordele Center
MA, University of Central Florida
AB, University of California, Berkeley
- FLOWERS, Craig (2007)Associate Professor of Chemistry
Ph.D., Florida State University;
B.S.Ed., John Brown University
- FOREMAN, Richard A. (2006)..... Assistant Professor of Biology
Interim Dean, Science/Mathematics Division
B.A., Hope College; M.Sc., University of SW Louisiana
Ph.D., University of British Columbia
- GARY, Bonnie (2004) Assistant Professor of Nursing
Assistant Chair, Nursing Division
A.D.N., B.S.N., Georgia Southwestern State University
M.S.N., University of Phoenix
- GASSEL, Elizabeth M. (2006)..... Instructor of English
B.A., M.A., University of Montevallo
- GILBERT, David A. (2005).....Assistant Professor of History
B.S., University of South Alabama; M.A., Auburn University;
Ph.D., University of Iowa
- GILL, Larecia (2007) Instructor of Nursing
B.S.N., Albany State University
M.S.N., University of Phoenix
- GOODIN, Reba C. (2006) Instructor of Psychology
B.S., Georgia Southwestern State University
M.S., Valdosta State University
- GOUDAS, Alexandros M. (2007) Assistant Professor of English
B.S., M.A., Minnesota State University, Mankato
- GOWAN, Stephanie B. (2005) OTA Fieldwork Coordinator
A.S., Darton College
- GRANTHAM, Nikki W. (2004) Assistant Professor of Mathematics
M.A., Rice University; B.S., Spelman College
- HALL, Donald (2003) Instructor of Polysomnography,
Director of Polysomnography Program
A.S., R.R.T, Darton College, B.S., Albany State University;
R.P.S.G.T., Darton College
- HAYDEL, Jennifer P. (2004) Assistant Professor of Political Science
B.A., Knox College;
M.A., University of Minnesota;
- HAYDEL, Richard P. (2003).....Assistant Professor of History
B.A., Louisiana State University;
M.A. Southeastern Louisiana University;

- HEYER, Jennifer (2003)..... Instructor of Nursing
B.S.N., Georgia Southern University
M.S.N., Albany State University
- HILLARD, Claire Fox (1988) Assistant Professor of Music
B.A. Calvin College;
Performance Certificate Eisenstadt, Austria
M.A., D.M.A., University of Iowa
- HOLMES, Kathleen (2006) Instructor of Sociology
B.S., Northeastern University;
B.A., M.A., University of Massachusetts/Amherst
- HOTZ, Patricia P. (1979)..... Associate Professor of Emergency Medical Services
Program Director, Emergency Medical Services
R.N.; R.R.T.; NREMT-P; B.S.N., Univ. of North Carolina;
M.M.Sc., M.N., Emory University
- HUBBARD, Meredith K. (2006)..... Instructor of English
B.A., M.A., University of Montevallo
- INANDAN, Verna A. (1989)..... Assistant Professor of Nursing
R.N., B.S.N., University of Santo Tomas, Philippines;
M.S.N., Valdosta State University
- JOHNSON, Kerri L. (2003)..... Assistant Professor of Physical Therapy;
Program Director, Physical Therapist Assistant
B.S., Troy State University; P.T.A. Certificate, Thomas Technical Institute;
M.P.T., Medical College of Georgia
- KELLY, Jane (2005)..... Chairperson, Physical Education Division
B.S., M.S., Georgia Southwestern State University
- KENNEDY, Wendy (2002) Assistant Professor of Teacher Education
Program Coordinator, Teacher Education
B.A., Mercer University; M.Ed., Albany State University
- KIDD, Traci (2007) Instructor of Emergency Medical Services
A.S., Darton College; B.S., University System of Georgia
- KINNETT, Marsha (2006) Instructor of Nursing
A.S.N., Augusta College; B.S.N., University of South Carolina;
M.S.N., Georgia State University
- KIRCHDORFER, Ulf (1993) Professor of English
Dean, Division of Humanities
B.A., Trinity University; M.A., Ohio University;
Ph.D., Texas Christian University
- KLUBALL, Jeff (2000) Assistant Professor, Director of Music
B.M.E., Valdosta State University; M.M.E., Vandercook College of Music;
Ed.S., Troy State University; Ed.D., University of Sarasota
- LALIBERTE', Nicole (2006)..... Assistant Professor of Dance
B.F.A., Boston Conservatory;
M.F.A., University of North Carolina at Greensboro
- LAMP, Linda (1991) Assistant Professor of Mathematics
B.S., University of North Carolina;
M.Ed, University of Georgia

- LANIER, Latrona (2006)..... Instructor of Nursing
A.S.N., Darton College;
B.S.N., M.S.N., Albany State University
- LAPEZA, Mildred C. (1998) Instructor of Nursing
MSN, Valdosta State University
B.S.N., Georgia Southwestern State University
- LATONA, David J. (2005)Instructor of History
A.A., Central Florida Community College; B.A., Florida State University
M.A., University of Central Florida
- LEE, Cindy (2005)..... Assistant Profess or Nursing
A.A., Albany Junior College;
B.S.N., M.S.N., Troy State University
- LEWIS, Phyllis M. (1998)Assistant Professor of English
B.A., Valdosta State University;
M.Ed., Georgia Southwestern State University
- LEWIS, Wanda (2006)Assistant Professor of Biology
A.A., Copiah-Lincoln Jr. College;
B.S., M.S., Ed.S., University of Southern Mississippi
- LITCHFIELD, Katherine L. (2005)..... Instructor of English
B.A., M.A., Western Kentucky University
- LIU, May (2001)Assistant Professor of Biology
B.S., Guangzhou Teachers College
M.S., City University of New York
- LOWE, Linda L. (1989) Assistant Professor of Nursing
R.N., B.S.N., Florida State University;
M.S.N., Valdosta State University
- LYDIC, Deborah P. (2006)Instructor of Office Administration
B.S., Georgia Southwestern State University;
M.Ed., Ed.S., Auburn University
- MABRY, Brandi (2006)..... Instructor, Interim Program Director for
Diagnostic Medical Sonography Program
Radiology Technology Certificate, West Georgia Technical College
- MALONE, Curtis (2007) Instructor of Respiratory Care, Director of Clinical Education
A.S., Darton College; B.B.A., Valdosta State University
- MANN, David (2005) Instructor of Physical Education
B.A., M.Ed., Delta State University
- MARIETTA, Roger B. (1992) Associate Professor of Political Science
B.A., Pennsylvania State University;
M.A., Indiana University of Pennsylvania
- MARSHALL, Stacey B. (1992).....Professor of Dental Hygiene
Program Director, Dental Hygiene
A.S., University of Bridgeport;
B.H.S., M.S.Ed., D.M.D., University of Kentucky
- MAY, Michael T. (1992) Professor of Chemistry
B.S., State University of West Georgia;
Ph.D., University of Alabama

- McCORKLE, Kelley (2005) Instructor of Nursing
M.S.N., Albany State University
M.S.M., Troy State University;
B.S.N., Georgia Southwestern State University
A.S.N., Darton College
- McDOLE, Harry F., Jr. (2005)Instructor of Business Computer Systems
B.S., The Citadel
M.S., Georgia Southwestern College
- McLENDON, Barbara J. (1989) Associate Professor of Mathematics
A.A., Darton College;
B.S.Ed., M.Ed., M.S., Georgia Southwestern State University
- MICHAELS, Anne E. (1995)..... Professor of Psychology
B.S., Lamar University; M.S., Ph.D., Brown University
- MILLER, Barbara, (2005)..... Instructor of Nursing
A.A, George C. Wallace State Community College
B.S, Troy State University
M.S.N., Troy State University
- MOCK, Maria (2003) Instructor of Nursing
A.D.N., Wallace Community College;
B.S.N. – Thomas University;
M.S.N. – Case Western University
- MURPHY, Dale (2002)..... Instructor of English
B.S.Ed., M.Ed., University of Georgia
- NEMAJOVSKY, Caryl R. (1995)Assistant Professor
Assistant Librarian
B.A., University of Georgia; M.S., Florida State University
- O'KEEFE Tanya C. (1996)..... Associate Professor of Mathematics
Assistant Chair, Science/Mathematics Division
B.S., Henderson State University;
M.S., Oklahoma State University
- PARKS, Linda J. (2005)Assistant Professor of Health Information Technology
Program Director of Health Information Technology Programs
B.A., Park University
M.A., The College of Saint Scholastica
- PERFETTI, Heather (2003)..... Assistant Professor of Criminal Justice
B.A., Frostburg State University,
J.D., University of Mississippi School of Law
- PHILLIPS, Sheila G. (1994) Assistant Professor of Nursing
R.N., A.A., B.S.N., Georgia Southwestern State University;
M.S.N., Albany State University
- PRICE, Thomas (2007)..... Assistant Professor of Business Computer Systems
B.A., McKendree College;
M.S., Georgia Southwestern State University;
Ed.S., Columbus State University
- RADFORD, Deanna L. (2005) Instructor of Nursing
A.S., Darton College
B.S., CSU Dominguez Hills
M.S.N., California State University

- REESE, April L. (2003) Instructor of Nursing
A.D.N., Darton College; B.S.N., Georgia Southwestern State University;
M.S.N., Case Western Reserve University
- RIDGEWAY, Gloria (2006)..... Assistant Professor of Reading
B.A., Spelman College
M.A., Atlanta University
- ROBINSON, Donna (2007) Instructor of Diagnostic Medical Sonography
Certificate,
- SAGASSER, Carl (2002) Instructor of Histotechnology
Educational Coordinator, Histology Program
B.S., Wright State University
- SELLERS, Vicky (2006)Instructor of Medical Laboratory Technology
B.S., Armstrong Atlantic State University
- SINGH, Anupma (2002) Assistant Professor of Computer Science
B.S., Albany State University;
M.S., Georgia Southwestern State University
- SIPPER, Elizabeth (2006) Instructor of Nursing
B.S.N., Georgia College
M.S.N., Georgia College
- SIRENO, Peter J. (1989)..... Professor of Business Administration
B.S., B.S.Ed., M.A., Northeast Missouri State College;
Ed.D., University of Missouri
- SMITH, Anthony P. (2006) Instructor of Mathematics
B.S., M.S., University of South Dakota
- SMITH, Gregory J. (2005)..... Assistant Professor of Mathematics
B.S.A., M.B.A., M.A.T., University of Florida
- SMITH, Kristi (2006)..... Instructor of Nursing
B.S.N., Thomas University
- SOBOLEVA, Galina (2004).....Instructor of Chemistry
MCE, Moscow Institute of Fine Chemical Technology;
PhD, All-Union Chemical and Pharmaceutical Research Institute
- STRICKLAND, Jennifer L. (1998) Assistant Professor of Mathematics
B.S., LaGrange College; M.A., Western Michigan University
- SUBER, Tracy W. (2005) Instructor of Nursing
A.S., Darton College
BSN, Thomas University
M.S.N., University of Phoenix
- SWEET, Corrine Guest (2004).....Instructor of Business Computer Systems
B.S., Central Missouri State University
M.B.A., Central Missouri State University
- SWEET, Preston (2003)..... Assistant Professor of Computer Information Systems
B.S., University of Maryland,
M.Ed., University of Georgia

- TEASLEY, Teresa P. (2001) Assistant Professor of Nursing
Interim Dean, Nursing Division
A.D.N., B.S.N., Georgia Southwestern State University
M.S.N., Troy State University
D.N.P., Medical College of Georgia
- THOMAS, Kay L. (1998) Associate Professor of Reading
A.A., Victor Valley Community College;
B.S., California State University, Fresno;
M.A., California State University, San Bernardino
- THOMAS, William (1998)..... Assistant Professor, Respiratory Care Program
Director, Respiratory Care
A.S., Darton College
B.S., University of Nevada
M.S., Boise State University
- THOMPSON, Michelle E. (2007) Instructor of Nursing
A.D.N., Abraham Baldwin Agricultural College;
B.S.N., Thomas University
M.S.N., Kennesaw State University
- THORNTON, Melanie Williams (1998) Associate Professor of Reading
Dean, Learning Support English/Reading Division
B.S., Albany State University;
M.Ed.; M.Ed., Georgia Southwestern State University
Ed.S., Troy State University
Ed.D., Georgia Southern University
- TROMBLEY, Amy L. (2005)..... Instructor of Speech Communication
B.A., Michigan State University;
M.A., Western Michigan University
- TURNER, Donna (2007) Assistant Professor of Nursing
B.S.N., University of North Carolina at Charlotte;
M.S.N., University of North Carolina at Greensboro
- UNDERWOOD, Anita (2006) Instructor of English
B.A., University of Maryland; University College
M.Ed., Regent University
- WINBUSH, Taiquanda (2007)..... Clinical Instructor of Histology Program
A.A., Darton College
- WALKER, Keith H. (2004)..... Music Instructor
B.M., Augusta State University
M.M., University of Missouri – Columbia
- WASHINGTON, Mary R. (1976) Assistant Professor
Director, Learning Resource Center
B.A., Georgia Southwestern State University;
M.S., Florida State University
- WATSON, Genevieve E. (2006) Instructor of Spanish
B.A., M.A., Western Michigan University
- WILLIAMS, Anthony (2003) Cardiovascular Technology Program Director
A.S.N., Darton College; B.A. Asbury College
- WILSON, Alan D. (2005)..... Assistant Professor of Biology
B.A., University of Tennessee – Knoxville;
B.A., University of Tennessee – Chattanooga;
Ph.D., University of Tennessee

- WYATT, Douglas (2004) Instructor of Biology
 B.S., Georgia Southwestern State University;
 M.S., State University of West Georgia
- YATES, James (2006) Assistant Professor of Economics
 B.S., University of Notre Dame;
 M.S., University of Chicago;
 M.B.A., University of Notre Dame
- YESBICK, Wayne H. (1985) Assistant Professor of Accounting
 Dean, Division of Business and
 Social Science
 C.P.A., B.S., M.A., University of Alabama
- YOUNG, Bradley R. (2007) Assistant Professor of Mathematics
 B.S., M.A., Western Michigan University
- ZHANG, Alan X. (1993) Professor of English
 B.A., East China Normal University;
 M.A., Shanghai International Studies University;
 Ph.D., Indiana University of Pennsylvania
- ZUERN, Debbie C. (1995) Assistant Professor of Dental Hygiene
 A.S., B.S., East Tennessee State University;
 M.ED., Albany State University

EMERITI

- *BAXTER, John L. (1966-1990)..... Dean Emeritus of Students and Administrative Services
B.S., Troy State University;
M.Ed., University of Virginia
- BOWLING, Melvin C. (1967-1993)..... Associate Professor and Chair Emeritus
Division of Science/Mathematics
B.S., M.A., Tennessee Technological University
- CHITTY, Charles D., Jr. (1966-1985)..... Assistant Professor Emeritus of Political Science
A.A., Middle Georgia College;
B.S., Univ. of Maryland;
M.A., George Washington University
- EDWARDS, Charles T. (1966-1997)..... Director of Enrollment Management Emeritus
B.S., M.S., University of Tennessee
- HEWETT, David G. (1968-1997) Chair and Professor Emeritus
Division of Social Science
B.A., Stetson University;
B.D., Southern Baptist Theological Seminary;
M.S., Ph.D., Florida State University
- MALPHURS, Marilyn L. (1968-1990)..... Accounting, Comptroller Emerita
C.P.A., B.B.A., University of New Mexico;
M.Acc., University of Georgia
- MILLER, James V. (1966-1993)..... Chair and Assistant Professor Emeritus
Department of Physical Education
B.S., Concord College;
M.Ed., University of South Carolina
- MUSGROVE, Josephine H. (1966-1994)..... Associate Professor Emerita of Mathematics
B.S.Ed., University of Georgia;
M.A.Ed., Austin Peay State College
- *OAKES, Janie C. (1966-1985)..... Assistant Professor Emerita of English
A.B., Mercer University;
M.Ed., University of Arizona
- PAGE, Betty Ann Chair and Assistant Professor Emerita
Division of Allied Health
R.N., A.A.S., Southeastern Community College;
B.S.N., M.S.N., Medical College of Georgia ;
Ed.S., Florida State University
- *PARTON, Betty D. (1970-1992) Chair and Professor Emerita
Division of Allied Health
B.S., West Liberty State College;
M.Ed., Georgia Southwestern State University;
Ed.D., University of Georgia
- *RUSSELL, James K. (1977-2002)..... Professor Emeritus of Political Science
Division of Social Science
A.B., Mankato State University ;
M.A., Ph.D., University of Iowa
- SAVILLE, James R., Jr. (1970-2002)..... Professor, Vice President for Continuing
Education and Economic Development, Emeritus
A.B.J., M.Ed., M.A., University of Georgia;
Ed.D., Auburn University

- TILLEY, B.R. (1966-1988)..... President Emeritus
 B.A., Louisiana State University;
 M.S., Ed.D., Florida State University
- TOWNES, Anne B. (1967-1991)..... Associate Professor Emerita of Mathematics
 A.B., Samford University;
 M.A.T., Stanford University
- *TOWNES, McKellar (1966-1991) Associate Professor Emeritus of English
 A.B., Samford University;
 M.Div., Southern Baptist Theological Seminary;
 M.A., University of Alabama
- *WALTON, Jerry A. (1969-1997) Professor of History and Education Emeritus
 A.A., Young Harris College;
 B.S.Ed., M.S.T., Georgia Southern College;
 Ed.D., Auburn Univ.

*deceased

PART-TIME FACULTY

ABRAHAM, Nancy L (1974).....	Physical Education MST, BSEd, Georgia Southern University
ADAMS, Lauren (2007).....	Paralegal JD, UGA School of Law DA, Mercer University
ALLEN, Edwin (1982)	EMS Director MD, Medical College of Georgia BS, Georgia College & State University
ALMAEE, Roseanna (1993).....	Reading/English Ga. Certified ESOL, Valdosta State University MEd, Georgia Southwestern State University MEd, University of Central Oklahoma BA, University of Texas-Arlington
ANDERSON, Benjamin D. (1994)	Math MMIS, BA, Georgia College & State University
ANDERSON, Mason Bond (1997)	Music MM, University of Kansas BM, Colorado State University
ANSON, Nancy W. (1998)	Sociology EDD, MED, University of Georgia BA, Drake University
ANSON, Richard (2003).....	Sociology PhD., M.S., Iowa State University; B.S., Jacksonville University
ARANT, Herschel (2003)	Spanish BSED, MED, University of Georgia; EDS, Valdosta State University
ARANT, Zuma R. (2007)	Math M.Ed., University of Georgia
ASHLEY, Talia (2005).....	English BA, Albany State University
ASKEY, Sherry (1999)	Physical Education AA, Darton College; BS, Auburn University
AUSTIN, Darrell (2002).....	Mathematics MEd, Albany State University; BBA, University of Georgia
BAGLEY, Fran (2003)	Physical Education BS, University of Georgia
BAILEY, Glenn (2001).....	Computer Networking M.S., Georgia Southwestern State University B.A., Albany State University ; A.S., Darton College

- BAILEY, Sharon R. (2005).....English
MED, Georgia Southwestern University; BS, University of Georgia
- BARKER, Timothy (2001) Physical Education
BS, Western Illinois University
- BARWICK, Esther (2004)..... Leadership
MBA, BS, Albany State University
- BEASLEY, Mary Lou (1990)English
MRE, New Orleans Baptist
BS, Cumberland College
- BEAVER, Amy (2001) Reading Specialist – Early Childhood
MEd, BS, Georgia Southwestern State University
- BISHOP, Kathryn D. (1981) Associate Professor of Mathematics
MS, MAT, BA, Georgia State University
- BONEY, Robert Stephen (1997) English
MA, Valdosta State University
BA, Georgia Southwestern State University
- BRETTI, Anthony (2004)..... Human Resources Management
Ed.D. Argosy University
MS, BAS, Troy State University
- BROCK, Mildred (1999) Sociology
MA, BA, Univ. of Mississippi; AA, Itawamba Community College
- BROOKS, Nancy (2005) Instructor of Psychology
MS, Nova Southeastern University
BA, Eckerd College
- BROOKS, William Geography
MS, Central Connecticut State University,
MA, Iowa State University, BA, Bellevue University
- BROWN, Earnest (2003)..... College Orientation
MPA, Valdosta State University; BA, Mercer University
- BROWN, Pamela Buzzard (2001)..... Histologic Technology
AAS, Medical Institute of Minnesota
- BUSH, Elaine (2006)..... Reading
MS, BS, Western Illinois University
- BUTLER, Steve (2003) Speech
MA, General University of Oklahoma
BS, General Norfolk State University
- CALDWELL, Scott (2007) Homeland Security
MA, American Military University
MA, Troy State University
BS, Bowling Green State University

- CAMPBELL, Travis (2002)..... Philosophy
 MT, Dallas Theological Sem. Grad. School;
 BA, Wittenberg University
- CAMPIGLIA, Paul (2000) Music
 MM, Indiana University of Pennsylvania
 BA, Rowan University
- CARLILE, Robert E. (1973)..... English
 PhD, University of Georgia; MA, BFA University of Florida
- CARROLL, Joe (2005)..... Physical Education
 BS, Lehigh University
- CLACK, Danyel (2006).....MLT
 BS, Armstrong Atlantic State University;
 MS, Troy State University
- CLELAND, Glenda Duncan (2005) English
 BS, Florida State University
 AA, Morehead State University
- CLIFTON, Matthew L. (2005)..... Pharmacology
 PHARMD, University of Georgia
- COLLINS, Shannon (2003).....MLT
 Floyd College
- CRENSHAW, Kyle (2004)..... Cardiovascular Technology
 AS, Santa Fe Community College
- CRIBB, Kimberly K. (1994) Nursing
 EdD, Valdosta State University;
 BSN, Valdosta State University; MSN, Albany State University
 RN, ASN, Abraham Baldwin Agricultural College
- DANIELL, Randy (1991) Psychology
 ThD, Andersonville Baptist Seminary
 MS, Auburn University
 BSED, Georgia Southwestern State University
 A.A., Darton College
- DARDEN, A.C. (2007)..... Physical Education
 BS, US Naval Academy
- DAVIS, Patricia S. (1992)..... Spanish
 AA, Darton College; BSEd, Georgia Southwestern State University;
 MA, University of Georgia
- DECARIA, Frank (2007).....Political Science
 MA, Duquesne University
 BS, Marquette University
- DERRAH, Richard (2007)History
 MA, Harvard
 BA, Bridgewater State College

DIXON, Jackie (2006) Physical Education
BS, University of Louisiana, Northeast

DONALDSON, Christopher P. (2005) Psychology
MS, Georgia southwester State University
BA, University of West Georgia

DONNELLY, Travis B. (1991) Math
MS, BS, Georgia College & State University

ECKLES, Rebecca (2004) Music
BM, Texas Christian University

EDWARDS, Anne (2006) Philosophy
PhD, MA, University of Oklahoma,
BA, Wells College

ELDER, Gerald Cause (2001) Music
MCM, Southern Baptist Seminar
BME, Samford University
AA, Brewton Parker College

ELLINGTON, Kim M. (2005) Dental Hygiene
BA, LaGrange College

EVANS, Pamela (1996) PTA
BS, Medical College of Georgia

FALCIONE, Vincent (2004) Management
MA, University of Phoenix
BS, Slippery Rock University

FARR, Edward E. (1999) Health Information Technology
BS, Medical College of Georgia

FEILD, Jane M. (1999)Respiratory Care, OTA, EMS, Cardiovascular Technology
BSN, Emory University

FILLINGAME, Dameca Taylor (2003)Occupational Therapy Assistant
MS, BS, Occupational Therapy, Brenau University

FISHER, Barbi (2002) Art
MAEd, Valdosta State University
BFA, University of Georgia

FORSHEY, Sharon Susan (1988) Chemistry
MS, University of Tennessee
BS, Georgia Southwestern State University
AA, Darton College (formerly Albany Junior College)

GOODNER, Jason (2000) College Orientation
MS, Georgia Southwestern State University;
BS, Georgia Southern State University;
AS, Darton College

GRAPER, Betty W. (1993)Math
EdS, MED, BBA, Albany State University
EdD, Nova Southeastern University

GREEN, Betty (2002)..... College Orientation
EdS, MEd, Valdosta State University;
BS, University of Georgia

GREENE, Jennifer L. (2007)..... English
M.A., B.A., Valdosta State University
A.S., Middle Georgia College

GREGORS, Jacquelin Davis (2005)Human Services Technology
A.S., Darton College
B.A., LaGrange College
M.S., Troy State University

GRIFFITHS, Amy (2001) Music
MM, Arizona State University
BM, North Carolina School of The Arts

GRUHL, Meredith (2005) Physical Education
BSEd, Valdosta State University

GUERRIERI, Mark (2007)..... Political Science
MA, PhD, Wayne State University
BA, Michigan State University

GUINED, Jamie (2007) Physical Education
BSEd, Georgia Southwestern State University

GUNDERSON, Brian (2008) Spanish
MA, Western Michigan University;
B.A. Spanish, B.A. German, University of Minnesota

GUNTER, Jody (2003) Cardiovascular Technology
BA, University of South Florida
Ultrasound Certification, Ultrasound Diagnostic School

HALL, Matthew (2007) History
MED, BS, Georgia Southerwestern State University

HAM, Carol Ann (1999)..... Human, Services Technology, College Orientation
MA, BA, Ohio University

HARDY, Michael C. (2005) Respiratory Therapy
MA, Webster College
MEd, The Citadel
BS, University of Nebraska Medical Center

HARRIS, Lucille G. (2002) English
MED, University of Georgia
BA, Johnson C. Smith University

HAYWOOD, Tina (2006)..... Law
JD, Indiana University;
BA, Albany State University

HEATH, Holly T. (1994) Computer Science and Mathematics
MS, Emory University, BA, Wesleyan College

HILL, Jeffrey (2002) Biology
 PhD, University of Arizona; MS, BS, Humboldt State University;
 AS, Santa Rose Junior College

HOLTON, William Patrick (1997) History
 EDS, Troy St. University
 MED, BS, Georgia Southwestern State University

HUGHES, Anne (2004) Spanish
 BA, Wesleyan College;
 MA, University of Kentucky

JACKSON, Marla (2003) English
 MPA, MED, BA, Albany State University

JAMES, Elaine J. (1976) Mathematics
 M.Ed., Georgia State University
 B.A., Albany State University;

JARVIS, Rosella M. (2007) English
 EdD., University of Central Florida;
 M.Ed., B.S., Georgia Southwestern State University

JOHNSON, Bryce (2007) History
 MA, Valdosta College;
 BA, Brewton-Parker College

JONES, Michael (2004) Computer Information Systems
 MS, University of Phoenix
 BS, Valdosta State University
 AS, Abraham Baldwin Agricultural College

JONES, Shelly (2004) Mathematics
 BSAE, University of Georgia

KAESAR, Adam J. (2006) Biology
 MS, PhD, Penn State
 BS, University of Scranton

KENNEDY, Jason (2002) English
 MSED, BSED, Georgia Southwestern State University;
 AS, Darton College

KIDD, Traci W. (2005) Emergency Medical Services
 BSEd, University of Georgia
 AS, Darton College

KING, Angela (2007) Psychology
 MS, Valdosta State University;
 AB, University of Georgia;
 BA, Coastal Carolina Community College

KUCK, Sarah (2007)Political Science
MA, Troy State University;
BA, Georgia State University

LANGSTAFF, Virginia (2007)..... Physical Education
BBA, Georgia State University

LAWSON, Wendi (1998) Physical Education
MSEd, Troy State University;
BS, Georgia Southwestern State University

LAWTON, ANDREW (2008) Spanish
MA, Texas State University
BA, Syracuse University

LEE, John Paul (1990) Math
MSED, Georgia Southwestern State University
BS, Georgia Southern University

LEE, Robert (2001) Management
BS, Columbus State University

LEGGETT, Lisa (2002) Business Administration
MBA, Georgia College & State University;
BS, University of Florida; AA, Broward Community College

LEGGETT, Rose A. (1991) Math
MEd, BA, Albany State University

LINER, Harold Tom (1991) English
EDD, MA, University of Georgia
BA, David Lipscomb University

LONG, Nancy (2004) English
B.A., George Fox University

LUGO, Jeanette (2002) English
MA, University of Kansas
BA, Florida State University
AA, Tallahassee Community College

MANCE, Angelia (2007) Geography
MS, South Dakota State University
BS, University of North Carolina

MASH, Jill M. (2005) Art
MAMS, University of Illinois at Chicago
BFA, University of South Dakota

MASTERS, Janice E. (1992) Reading
MED, Albany State University
BMED, Valdosta State University
AA, Darton College

MAXFIELD, Phillip (2004) Biology
M.S., Purdue University
B.S., Western Illinois University

- McCAULEY, Karen (2004)Speech
M.A., Auburn University
B.A.J. University of Georgia
- McKIMMIE, Laverne (2003)MLT
BS, Albany State University
AA, Darton College
- MEDLIN, Dorene (2003)Physical Science
Ed.D., University of Georgia
Ed.S.,M.Ed., Valdosta State University
M.Ed., Georgia State University
B.S., Ohio State University
- MENEFEE, Willa Pearl Mosely (2002)..... English
MS, Albany State University
BS, Georgia State University
- MERRITT, Walter G. (1973).....Physics/Engineering/Physical Science
B.S., Samford University;
M.S., Ph.D, University of Alabama
- MILANI, Bridget (1998)PTA
MPT, St. Augustine University
- MILLER, Kimberly S (2002) Music
MM, University of Florida
BM, Valdosta State University
- MILLER, Richard S. (1969) Music
SMM, Union Theological Seminary-New York
BM, University of Redlands
- MINIX, Kim (2008).....Paralegal
JD, Mercer University; AB, University of Georgia;
AS, Darton College
- MIXON, Marvin (2007)Paralegal
JD, Mercer University;
AB, Middle Gerogia Junior College
- MONROE, Terrence (2004)History
MA, BA, University of Hawaii
- MOORE, Peggy (2003)Medical Transcription
A.S.N., Darton College
- MORRELL, William H. (1974) Physical Education
BS, Jacksonville University;
MS, Wisconsin State University-LaCrosse
- MORRISS, Patricia (2008) Philosophy
MA, Philosophy, Catholic University;
MA, Reg. Studies, University of St. Thomas;
BA, Mt. St. Mary College

MORTON, Chris (2003) Physical Education
AAS, AS, Darton College

MOUSTY, John (2007).....History
MS, Indiana University; MA, Wayne State University;
BA, University of Michigan

NDAAYEZWI, David (2000) Mathematics
PhD, Century University;
MED, BS, Georgia Southwestern State University

NELSON, Susan (2007)..... Physical Education
BS, Georgia Southwestern State University

NETTLES, J. (2003)..... Music
BM, Southeastern La. University
MCM, Southern Baptist Theological Seminary

NEWELL, Trey (2006).....Biology
DVM, Tuskegee University;
MS, BSA University of Georgia

NEWMAN, Deena W. (2005) College Orientation
PhD, MA, Southern Baptist Theological Seminary
MEd, University of Central Florida
BS, Florida State University

NWOKEDI, Patrick C. (2005) Learning Support Math
MA, Aalborg University in Denmark
BS, University of Nigeria

O'CAIN, Eric S. (2005) College Orientation
BS, Webber International University

OAKS, Michelle (1999) Physical Education
AA, Darton College

OGAWA, Aya (2002)..... College Orientation
MEd, Georgia Southwestern State University;
BA, Waseda University

OLSON, Jeffrey (2003) Music
DMA, MM, Ohio State University
BM, University of Wisconsin

ORLOWSKI, David (2006)Paralegal
JD, University of Georgia;
BA, Wake Forest University

OWENS, Diane (2003).....Biology
EdS, MEd, BS, Georgia Southwestern State University

PARAMORE, Shirley (1999) College Orientation
MED, Georgia Southwestern State University;
BSEd, Fort Valley State University

PARKER, Sherlyn Diane (1998)MLT, Biology
BS, Albany State University
AS, Darton College

PARR, Elizabeth M. (1994)Spanish
MED, Albany State University
AB, Stetson University

PETERS, Mary White (2006)Respiratory Care
AS Nursing, Darton College
AS Respiratory Care, Darton College
BSN, Albany State University

PIKE, Christopher (2005)Management
MS, Troy State University;
BS, Albany State University

PINKSTON, Mary Lisa (1994)MLT
MA, BS, Albany State University
AS, Darton College

PITMAN, Jennifer Turvey (2002)Specialist in Education/Reading
EDS, MED, Georgia Southwestern State University
BS, Auburn University

POOL, Christopher S. (2003)Music
D.M.A., University of Arizona
M.M., University of Oklahoma
B.M., University of Central Oklahoma

PRESTON, Steven F. 2003 Writing Center Director, English
BS, Albany State University
AS, AAS, Darton College

PRINCE, Lisa (2006) Psychology
MEd, BS, Georgia State University

RAINES, Sallie M. (2006) Reading
BS, University of Georgia
MEd, SpEd, Georgia Southwestern University
MEd, Valdosta State University

RAMBEAU, Janie (1997)French
MEd, Georgia State University
AB, Albany State University

RAMIREZ, Jean (2007) Education
MA, Georgia Southwestern State University;
BS, Albany State University

RAY, Edith Diane (1997)Student Services
BA, Albany State University

REYHER, Gordon K. (1996) Physical Education
BS, Auburn University

- RIDDLE, William (1999) Physical Education
BS, Albany State University; AA, Darton College
- ROBBINS, Julie (2004) Biology
BS, North Carolina State University
MS, Virginia Tech
- ROBINSON, Frederia M. Whitlow (2005)..... English
MPA, BA, Albany State University
- ROLLINS, Steven (2003) Mathematics
MS, New Mexico Institute of Mining and Technology;
BS, University of Iowa
- RUCKEL, Elaine (2003) English
BA, Ball State University;
MA, Virginia Polytechnic Institute and State University;
EdS, Valdosta State University
- SCHMIDT, Carolyn (2007) History
PhD, Kansas State University;
MA, University of Iowa, BS, University of Kansas
- SCHNITKER, Kenneth (2006)..... Psychology
MA, Mankato State University
- SEARLES, Thomas (1999) English
BA, Albany State University
- SELLS, Paige (2001) Physical Education
MA, Furman University
BS, Valdosta State University
- SEXTON, Connie M. (2005)..... Accounting
MBA, Albany State University
BS, Louisiana State University and A&M College
- SHELLEY, Daniel (2005) History
Ph.D., University of Pittsburgh
BS, MEd, Pennsylvania State University
- SILVA, Linda (2008)..... English
MA, BA, California State University
- SINGH, Amit (1996) Business, Economics, and Finance
MA, Patna University; MBA, Salisbury State University;
MS, Georgia State University;
PhD, Ranchi University
- SLACK, Eugene (2000)..... History
MA, BA, Valdosta State University;
AA, Abraham Baldwin Agricultural College
- SMITH, Ann T. (1979) Professor of History and Geography
AA, Darton College; BA, MA, University of Georgia;
PhD, Florida State University

SMITH, Derrell (2007) Criminal Justice
MPA, Columbus State University;
BS, Albany State University; AS, Darton College

STALVEY, Mark (2003)..... Mathematics
BS, Georgia Institute of Technology

STIEGEL, Raiden C. (2005)..... Business
MBA Georgia State University
BA, Emory University

STEVENS, Carolyn (2003)..... Reading
MED, Georgia Southwestern State University
BS, Sanford University

STONER, Lisa (2006) Psychology
MS, Western Illinois University;
BS, Truman State University;
AA, John Wood Community College

STRAWDER, Kristopher (2001)..... Computer Science
BA, LaGrange College; AS, Darton College

STUBBS, Katrina (2004) Math
MBA, Albany State University
BS, Dillard University

STUBER-MCGWEN, Donna (2007)..... Psychology
PhD, Kansas State University;
MS, Emporia State University;
BS, Missouri Western State University

SWORDS, Jeffrey C. (2005) Math Center Coordinator/Math
BA, Valdosta State University
AS, Darton College

TANAKA, Shigeru (2002)..... Japanese
MA, BA, University of Iowa

TENNYSON, Lani (2007) Physical Education
BS, Valdosta State College

THOMAS, Jerry Garnett (1998) Sociology
MS, Valdosta State University
BS, Albany State University
AS, Darton College

THOMPSON, Elena (2007).....History
MA, University of Florida;
BA, Duke University

TRAMMELL, Deborah J. (2005)..... Histology
MD, Emory University
MS, BS, Georgia Institute of Technology

TRUSSELL, Grady (1997)	History MS, BS, Georgia Southwestern State University
TYSON, Michael (1999)	History MA, BSCJ, Valdosta State University
VANOTEGHAM, Donald (1998).....	Mathematics MS, Florida State University; BS, University of Nebraska
WADE, Larry (2004).....	History MIS, BA, Stephen S. Austin State University
WALKER, Jesse L. (2000)	Music EDS, Troy State University MM, Albany State University BM, Florida A & M University
WALL, William (Ducky) (2000).....	Physical Education PGA Certification, Augusta College
WALLACE, Dana (2003).....	College Orientation MPA, Troy State University BS, Trenton State College
WALLY, Bill (2002).....	Cisco, MCSE, and A+ Programs BA, BA, Mercer University
WEAVER, Latonya (2008)	Criminal Justice MA, Nova Southeastern University; BS, Albany State University
WHITEMAN, Anita R. (1971)	Dental Hygiene RDH, BS, West Liberty State College; M.Ed., University of Georgia
WICKRAMARATNE, Siri (2008).....	Geography PhD, Cafu University of Japan; MS, Oregon State University; BA, University of Sni Jayawardene Puis
WILKES, Martin (2004)	Music MA, BM, George Mason University
WILLIAMS, Kenneth (2005)	Mathematics B.A., Albany State University
WILSON, Wendy (2003)	College Orientation MS, Central Michigan University BS, Bluefield College
WOLFE, Douglas Earl (1997)	MLT BS, University of South Florida
WOMACK, James A. (1984)	EMS AS, Emory University

WYNEGAR, Robert G. (2000)..... Mathematics
M.S., University of Tennessee at Chattanooga;
B.S., M.S. Tennessee Technological University

YAN, Wei (2004) English
M.A., M.S., Texas Tech University
B.A., Chongqing University;

YOUNG, Scott (2004) Music
M.M.Ed., Valdosta State University
B.M., Clayton College & State University

PART-TIME CLINICAL INSTRUCTORS

BEAMON, Betsy (2002)	EMS AS, Darton College
BRASWELL, Todd (2002)	EMS AS, Abraham Baldwin Agricultural College
BROWN, Flagg (2004)	Dental Hygiene
CAMPBELL, Lisa (2006)	Dental Hygiene AS, Darton College
CLENNEY, Gina (1998)	PTA BSPT, Medical College of Georgia
CRENSHAW, Kyle (2004)	Cardiovascular Technology AS, Santa Fe Community College
EBEL, Steve (1993)	EMS Paramedic Cert., Darton College
EDENFIELD, Anita (2002)	EMS BSN, Thomas University
ELLINGTON, Kim, (1999)	Dental Hygiene AS, Darton College BA, LaGrange College at Albany
EUBANKS, Lori (1998)	EMS BSN, Georgia Southwestern State University
EVANS, Chad (1999)	PTA AS, Darton College
FEILD, Jane M. (1999)	EMS, Respiratory Care BSN, Emory University
HAGER, Heather (2000)	EMS BSN, Georgia Southwestern State University
HARDEN, Paula (1998)	HIT AS, Darton College
HARRIS, Tori Thompson (2003)	Respiratory Care AS, RRT, Darton College
HOBBS, Tracy (1998)	EMS BS, Florida State University
JACKSON, Diane (2002)	EMS BS, Tuskegee Institute

JETER, Cheree (1998).....	HIT AS, Darton College
KIDD, Traci (1997)	EMS BSEd, University of Georgia AS, EMS, Darton College,
LIVINGSTON, Dickie (2002)	EMS Paramedic Cert., Darton College
MAYBREY, Brandi (2004).....	DMS RT(R) , RDMS, A.S.
MURPHY, Jan (2001)	PTA BS, Valdosta State University AS, Darton College
PALAZZOLO, James (1995).....	Assoc. Medical Director Respiratory Care Program M.D., St. George's University School of Medicine
RAMBO, Carla (2002).....	EMS AS, Darton College
ROBERTS, Richard (1993).....	EMS Paramedic Cert., Darton College
SHOEMAKER, Mark (1995).....	Assoc. Medical Director Respiratory Care Program MD, Medical College of Georgia
THOMAS, Karen (2004).....	Cardiovascular Technology AS, Albany Technical College
VANCLEAVE, Cherie (1997).....	PTA AS, Darton College
WATSON, Debra (2000)	HIT AS, Darton College

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