


MEMORANDUM

TO: Dr. Max F. Wingett
Ms. Lois S. Caldwell
Ms. Ann S. Syfrett

FROM: James A. Burrar 

DATE: February 29, 1996

With this memo I am pleased to enclose a brief addendum to our Substantive Change Prospectus for review prior to your arrival in Dalton. Of course we will have additional materials for you once you get here, but in the meantime I hope that this addendum will be of assistance.

We look forward to working with you.

bb

Enclosure

xc: Dr. Ronald J. Sheehy

ADDENDUM TO PROSPECTUS

Submitted by

DALTON COLLEGE

DALTON, GA 30720

Dr. James A. Burran
President

ADDENDUM TO PROSPECTUS

This Addendum to the Prospectus for Substantive Change includes information which has been developed since December 1995 regarding the proposed merger of the Dalton School of Health Occupations (DSHO) with the Technical Division of Dalton College. Four areas have been subjected to additional research, and these are presented in turn.

CURRICULUM

The LPN, EMT, and Paramedic Programs offered by the DSHO have been arranged to accommodate the Dalton College credit-hour format, and a transition schedule has been developed which will ensure a smooth conversion for students and faculty. Since the quarterly calendars of the two institutions differ in some respects, a transition scheme for conversion from the DSHO (old) to the College (new) calendar has been addressed.

ACADEMIC CALENDARS

The 1996–98 academic calendars for both institutions are included for the sake of clarity in following the transition schedule cited above.

PERSONNEL CONVERSION

Since the DSHO is a member institution of the State Department of Technical and Adult Education, and Dalton College is a unit of the University System of Georgia, some minor differences exist in personnel policies and fringe benefits. A transition statement has been developed which will assist in personnel conversion. In any discrepancy, the policies of the Board of Regents of the University System of Georgia will prevail.

ANTICIPATED BUDGET

While an analysis of the current DSHO budget is provided in the Prospectus, information for fiscal year 1996-97 is included here. The projected net reduction in the total budget will need to be carefully addressed.

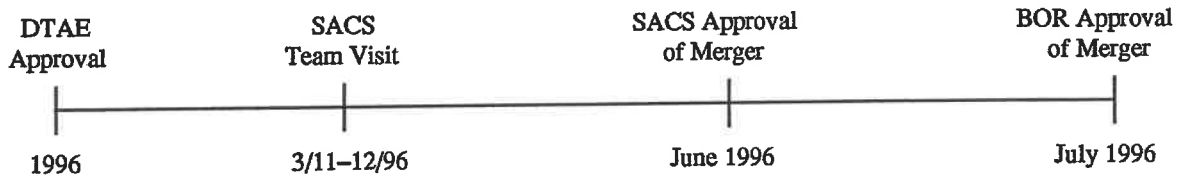
CURRICULUM

DALTON SCHOOL OF HEALTH OCCUPATIONS /DALTON COLLEGE TRANSITION PLAN

INTRODUCTION

This section of the Transition Plan deals with the issues associated with Calendar and Curriculum Transition and the transfer of the pursuant student academic records. Also included are discussions of two student support services, registration, and graduation, and administrative processes related to these functions.

All of the plans for the merger of the three programs and 96 students of the Dalton School of Health Occupations into Dalton College are designed around the premise that neither the merger nor the timetable is guaranteed. Should the ideal scenario play out, the time table for merger would be as follows:



Should the SACS approval process be delayed, delays are measured in six month intervals. Board of Regents approval can not take place until the SACS approval process is complete and the BOR meets on monthly intervals. Therefore the plan is designed to allow for implementation delay at 6-7 month intervals while at the same time permitting the DSHO to continue operating its programs until the merger approval process is finalized.

CALENDAR CONVERSION

The DSHO and Dalton College both utilize 11 week terms, 10 weeks of instruction and one week of testing and registration. However, the beginning and ending dates differ at times by as much as three weeks. LPN classes at DSHO are admitted each January and June; the curriculum is five quarters in duration. If the approval process is concluded by July 1, 1996, the DSHO LPN programs which are on-going or begin in July 1996, will remain on the DSHO calendar until January 1997. At that time, the beginning dates are the same so all subsequent terms will operate on the Dalton College academic calendar.

The curriculum for paramedics and EMTs are four quarters in length and new classes are admitted each Fall; therefore, a new class will begin in the Fall of 1996. Since these are new students who are

beginning several months after the approval process is to be completed, they will begin on the Dalton College academic calendar; Should approval be delayed, they, too, will begin on the DSHO calendar.

CURRICULUM CONVERSION

All existing LPN and EMS classes and any scheduled to begin Summer or Fall of 1996 will remain on the existing DSHO curriculum plan. All classes scheduled to begin after January 1997, will begin on the revised Dalton College curriculum.

TRANSFER OF STUDENT PERMANENT RECORDS

Upon final approval of the merger, all inactive student permanent records will be transferred to Dalton College, clearly identified as former DSHO permanent records, and filed as an integral part of the Dalton College permanent record holding.

All permanent records for active DSHO students will be housed and maintained by the DSHO administration at DSHO until the student graduates or withdraws. As the classes graduate, these records will be transferred into the permanent record holding of Dalton College. This process will continue until all classes have graduated and all records are transferred.

The responsibility for producing grade labels for permanent records will remain with the DSHO staff through Fall 1996 due to the incompatibility of the academic calendars. Beginning in January 1997, this responsibility will shift to the Dalton College staff.

Registration will begin as a batch process at Dalton College using the Dalton College tuition rates in the term immediately following approval of the merger. In subsequent terms, the students will be batch registered during the Dalton College Advance Registration process until the first class enters under the revised Dalton College curricula and is housed on the Dalton College campus. Once on campus, students may register at either the regularly scheduled registration session at the beginning of the term or during the Advance Registration session prior to the beginning of the term.

LOCATION TRANSITION PLAN

The programs offered by DSHO are physically housed in a facility on Elks Club Drive which is owned by Hamilton Medical Center. Following final approval of the merger, these programs will be relocated to the Dalton College campus as soon as classroom and laboratory space is available.

The primary factor governing the availability of space is the completion of H-44, the 50,000 square foot new humanities building. The projected date of completion is September 1997 but the actual date of occupancy could vary depending on funding and construction delays.

QUARTER/ YEAR	DALTON SCHOOL OF HEALTH OCCUPATIONS				DALTON COLLEGE				COMMENTS
	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.	
SUMMER 1995	LPN-A	ENG 101	DSHO	Admitted - Old curriculum Old calendar					
		MAT 101							
		PSY 101							
		AHS 101							
		AHS 151							
FALL 1995	LPN-A	NSG 111	DSHO	2 QTR.					December, 1995 - State Board of Technical and Adult Education approved merger of DSHO with Dalton College
		AHS 102							
		AHS 103							
	LPN-B	ENG 101	DSHO	Admitted - Old curriculum Old calendar					
		MAT 101							
		AHS 101							
	PAR-A	EMS 105	DSHO	Admitted - Old curriculum Old calendar					
		MAT 100							
		EMS 106							
	EMT-A	EMS 118	DSHO	Admitted - Old curriculum Old calendar					
		EMS 103							
		EMS 100							
WINTER 1996	LPN-A	NSG 112	DSHO	3 QTR.					SACS Substantive Change Visiting Committee
		NPT 112							
		NSG 215							
	LPN-B	NSG 111	DSHO	2 QTR.					
		AHS 102							
		AHS 103							
	LPN-C	ENG 101	DSHO	Admitted - Old curriculum Old calendar					
		MAT 101							
		PSY 101							
	PAR-A	AHS 101	DSHO	2 QTR.					
		AHS 151							
		EMS 107							
	EMT-A	EMS 108	DSHO	2 QTR.					
		EMS 118							
		EMS 101	DSHO	2 QTR.					

QUARTER/ YEAR	DALTON SCHOOL OF HEALTH OCCUPATIONS					DALTON COLLEGE				COMMENTS
	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.		
SPRING 1996	LPN-A	NSG 113	DSHO	4 QTR.					SACS Approval of Merger Plan (June) Begin construction of H-44	
		NPT 113								
		NPT 214								
	LPN-B	NSG-111	DSHO	3 QTR.						
		AHS 102								
		NSG 112								
	LPN-C	NSG 111	DSHO	2 QTR.						
		AHS 102								
		AHS 103								
	PAR-A	EMS 109	DSHO	3 QTR.						
EMS 111										
EMS 112										
EMS 118										
EMT-A	EMS 113									
	EMS 102	DSHO	3 QTR.							
SUMMER 1996	LPN-A	NSG 214	DSHO	5 QTR.				LPN-A Graduates PAR-A Graduates EMT-A Graduates Merger effective July 1, 1996 Board of Regents approval anticipated in July 1996 Change to Dalton College tuition and fee schedule		
		NPT 214								
		NPT 215								
		DIS 150								
LPN-B	NSG 112	DSHO	4 QTR.							
	NPT 112									
LPN-C	NSG 112	DSHO	3 QTR.							
	NPT 112									
	NSG 215									
LPN-D	ENG 101	DSHO	Admitted - Old curriculum Old calendar							
	MAT 101									
	PSY 101									
	AHS 101									
PAR-A	AHS 151									
	EMS 114	DSHO	4 QTR.							
	EMS 116									
	EMS 118									
EMT-A	ENG 101									
	DIS 150									
EMT-A	EMS 104	DSHO	4 QTR.							

QUARTER/ YEAR	DALTON SCHOOL OF HEALTH OCCUPATIONS					DALTON COLLEGE				COMMENTS		
	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.				
FALL 1996	LPN-B	NSG 112 NPT 112 NSG 113 NPT 113	DSHO	5 QTR.								
	LPN-C	NSG 113 NPT 113 NPT 214	DSHO	4 QTR.								
	LPN-D	NSG 111 AHS 102 AHS 103	DSHO	2 QTR.								
						LPN-E	ENG 100 RDG 100 MAT 104 SSC 250	DC	Admitted for prerequisites New curriculum New calendar			
		PAR-B	EMS 105 MAT 100 EMS 106 EMS 118 EMS 103	DSHO	Admitted - Old curriculum Old calendar							
		EMT-B	EMS 100	DSHO	Admitted - Old curriculum Old calendar							
		LPN-B	NSG 113 NPT 113	DSHO	6 QTR.							
		LPN-C	NSG 214 NPT 214 NPT 215 DIS 150	DSHO	5 QTR.							
		LPN-D	NSG 112 NPT 112 NSG 215	DSHO	3 QTR.							
		LPN-E	BIO 100 AHT 110 LPN 105 *AHT 115 *SSC 140 *MLT 101	DSHO	Admitted to LPN Program							
WINTER 1997											All cycles shift to Dalton College calendar Old curriculum remains for LPN- B, LPN-C, LPN-D LPN-C Graduates	

QUARTER/ YEAR	DALTON SCHOOL OF HEALTH OCCUPATIONS					DALTON COLLEGE				COMMENTS
	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.		PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.	
WINTER 1997	PAR-B	EMS 107	DSHO	2 QTR.						
		EMS 108 EMS 118								
	EMT-B	EMS 101	DSHO	2 QTR.						
	LPN-B	NSG 214 NPT 214	DSHO	7 QTR.						
SPRING 1997	LPN-D	NSG 113 NPT 113 NPT 214	DSHO	4 QTR.						
						LPN-E	LPN 110 LPN 111 LPN 150	DC	2 QTR	
	PAR-B	EMS 109 EMS 111 EMS 112 EMS 113 EMS 118	DSHO	3 QTR.						
SUMMER 1997	EMT-B	EMS 102	DSHO	3 QTR.						
	LPN-B	NSG 214 NPT 214 NSG 215 NPT 215 DIS 150	DSHO	8 QTR.						
	LPN-D	NSG 214 NPT 214 NPT 215 DIS 150	DSHO	5 QTR.						
					LPN-E	LPN 120 LPN 121	DSHO	3 QTR.		
					LPN-F	ENG 100 RDG 100 MAT 104 SSC 250	DC	Admitted for prerequisites New curriculum New calendar		

LPN-B Graduates
PAR-B Graduates
EMS-B Graduates

QUARTER/ YEAR	DALTON SCHOOL OF HEALTH OCCUPATIONS					DALTON COLLEGE					COMMENTS	
	PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.		PROGRAM/ CYCLE	COURSE #	LOCATION	MISC.			
SUMMER 1997	PAR-B	EMS 114	DSHO	4 QTR.								
		EMS 116										
		EMS 118										
		ENG 101										
		DIS 150										
	EMT-B	EMS 104	DSHO	4 QTR.								
						PAR-C	ENG 100 RDG 100 MAT 104	DC	Admitted for prerequisites New curriculum New calendar			
						EMT-C	ENG 100 RDG 100 MAT 104	DC	Admitted for prerequisites New curriculum New calendar			
FALL 1997						LPN-B	LPN 130 LPN 131	DC	4 QTR.			Anticipated completion of H-44
						LPN-F	BIO 100 AHT 110 LPN 105 *AHT 115 *SSC 140 *MLT 101	DC	Admitted to LPN Program			All locations shift to Dalton College
						PAR-C	PAR 103 PAR 105 PAR 106 PAR 118	DC	2 QTR.			
						EMT-C	EMS 100	DC	2 QTR.			

* Elective

LICENSED PRACTICAL NURSING
Certificate

This limited enrollment program prepares students for licensure as a Licensed Practical Nurse (LPN). Admission to this program is competitive and applicants must meet program admission requirements, in addition to all Dalton College admission requirements for certificate students.

Course	Number	Credit Hours
Humanities (10 Hours)		
English	100* Communication Skills	5-0-5
Reading	100* Reading Skills	5-0-5
Mathematics (5 Hours)		
Mathematics	104* Applied Mathematics	5-0-5
Major Field Courses (76 - 78 Hours)		
Allied Health Technology	110 Medical Terminology	3-0-3
Biology	100 Human Biology	5-0-5
LPN	105 Pharmacology	4-2-5
LPN	110 Nursing Skills I/Nutrition	5-4-7
LPN	111 Nursing Skills II	4-10-8
LPN	120 Med/Surg I	2-14-7
LPN	121 Med/Surg II	1-14-6
LPN	130 Med/Surg III	2-14-7
LPN	131 Med/Surg IV	1-14-6
LPN	140 Obstetrics	2-10-6
LPN	141 Pediatrics	2-10-6
LPN	150 Nursing Leadership I	1-2-2
LPN	155 Nursing Leadership II	0-8-2
LPN	160 State Board Review	0-3-1
SSC	250 Professional Development	3-0-3
Electives	ACT-115 (2), MLT-101 (4), OR SSC-140 (2)*	2-0-2 to 3-2-4
		TOTAL = 91 - 93

* Credit-by-examination may satisfy this requirement.

**PROGRAM: LICENSED PRACTICAL NURSING
DAY PROGRAM**

Revised: 2/23/96

QUARTER	COURSE	CLASSROOM HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS
Prerequisite	<u>Pre-requisites</u>				
	* ENG-100 (Communication Skills)	50	0	0	5
	* RDG-100 (Reading Skills)	50	0	0	5
	* MAT-104 (Applied Mathematics)	50	0	0	5
	SSC-250 (Professional Development)	30	0	0	3
	TOTAL	<u>180</u>	<u>0</u>	<u>0</u>	<u>18</u>
1ST	BIO-100 (Human Biology)	50	0	0	5
	AHT-110 (Medical Terminology)	30	0	0	3
	LPN-105 (Pharmacology)	40	20	0	5
	Elective:	20-30	0-20	0	2-4
	AHT-115 (Med.-Legal Ethics / QA) 2-0-2				
	* SSC-140 (Basic Keyboarding) 2-0-2				
MLT-101 (Intro. To Health Sciences) 3-2-4					
	TOTAL	<u>140-150</u>	<u>20-40</u>	<u>0</u>	<u>15-17</u>
2ND	LPN-110 (Nursing Skills I/Nutrition)	50	40	0	7
	LPN-111 (Nursing Skills II)	40	40	60	8
	LPN-150 (Nursing Leadership I)	10	20	0	2
		TOTAL	<u>100</u>	<u>100</u>	<u>60</u>
3RD	LPN-120 (Med./Surg. I)	15	30	105	7
	LPN-121 (Med./Surg. II)	15	30	105	6
		TOTAL	<u>30</u>	<u>60</u>	<u>210</u>
4TH	LPN-130 (Med./Surg. III)	15	30	105	7
	LPN-131 (Med./Surg. IV)	15	30	105	6
		TOTAL	<u>30</u>	<u>60</u>	<u>210</u>
5TH	LPN-155 (Nursing Leadership II)	0	0	80	2
	LPN-140 (OB)	20	30	70	6
	LPN-141 (PEDS)	20	30	70	6
	LPN-160 (State Board Review)	0	30	0	1
		TOTAL	<u>40</u>	<u>90</u>	<u>220</u>
	PROGRAM SUBTOTALS:	520-530	330-350	-----	
	PROGRAM GRAND TOTALS:	850-880		700	91-93

* Credit-by-exam may satisfy this requirement

**BI-ANNUAL TEACHING ASSIGNMENTS
FY 1995-96**

Jan Allen

1st Quarter

AHS 101 - 50 Hours
PSY 101 - 50 Hours
Math 101 - 50 Hours
DIS 151 - 30 Hours

180 Hours

2nd Quarter

AHS 102 - 40 Hours
AHS 103 - 20 Hours
NSG 111/Clin. - 80 Hours Lab
Team Teach - 60 Hours Clinical

200 Hours

Shelia Burkett

4th Quarter

NSG 113 - 90 Hours
NPT 113 - 210 Hours

300 Hours

5th Quarter

NSG 214 - 100 Hours
NPT 214 - 140 Hours
NPT 215 - 80 Hours

320 Hours

Kathy Addington

2nd Quarter

NSG 111 - 210 Hours

Lead Instructor

3rd Quarter

NSG 112 - 90 Hours
NPT 112 - 210 Hours

300 Hours

Linda Davis

Responsible for all of Evening Curriculum.
See attached Master Curriculum Plan with
hours and courses.

1st Quarter - 200 Hours

2nd Quarter - 165 Hours

3rd Quarter - 178 Hours

4th Quarter - 190 Hours

5th Quarter - 190 Hours

6th Quarter - 177 Hours

7th Quarter - 190 Hours

8th Quarter - 180 Hours

1470 Hours

LICENSED PRACTICAL NURSING COURSE DESCRIPTION

LPN 105. Pharmacology

4-2-5

Prerequisites: MAT 104 or permission of instructor

This course provides the student with basic skills to compute dosages and solutions calculation. Content includes broad drug classification, action, common side effects, criteria for evaluating effectiveness of drug therapy and drug. Students will administer medication in a simulated clinical environment.

LPN 110. Nursing Skills I/Nutrition

5-4-7

Prerequisite: Acceptance to LPN program and current professional rescuer CPR certification

The first of two courses. This course assists the student in developing the knowledge and skills needed to perform basic nursing procedures. Through emphasis of the nursing process, the student is taught the basic principles and concepts involved in meeting the needs of the individual patient. Topics include: orientation to the profession, ethics and law, community health, cultural diversity, basic nursing procedures, and concepts of basic nutrition.

LPN 111. Nursing Skills II

4-10-8

Prerequisite: LPN 110

Continuation of LPN 110 focusing on development of more complex nursing skills. Emphasis is on the study of geriatric nursing. Clinical experience occurs in a skilled nursing home and the acute care setting.

LPN 120. Med/Surg I

2-10-8

Prerequisite: LPN 111

The first of four courses. This course assists the student to develop knowledge, skill and attitude in care of the adult. Special emphasis is on utilizing the nursing process in meeting the individual patients' needs. Contents include: common illness/disorders related to the reproductive, endocrine and gastrointestinal system. Each unit of study includes: pharmacology, diet therapy, psychosocial, cultural aspects, and/or support of the terminally ill and death. All curriculum threads are continuous. Clinical experience is in the acute care setting.

LPN 121. Med/Surg II
Prerequisite: LPN 120

1-14-6

Continuation of LPN 120 with emphasis on common illness/disorders of the cardiovascular, respiratory and urinary system. Clinical experience is in the acute care setting.

LPN 130. Med/Surg III
Prerequisite: LPN 121

2-14-7

Continuation of LPN 121. Emphasis is on common illness/disorders of the musculoskeletal, eye, ear, nose, throat and the nervous system. Clinical experience is in the acute care setting.

LPN 131. Med/Surg IV
Prerequisite: LPN 130

1-14-6

Continuation of LPN 130. Emphasis is on common illness/disorders of the integumentary system, mental health and illness and oncology nursing. Clinical experience is in the acute care setting.

LPN 140. Obstetrics
Prerequisite: LPN 131

2-10-6

This course is structured toward the utilization of the nursing process and nursing skills applicable to the family, maternal and newborn care. Instruction of focus will lend itself to relevant pharmacology, diet therapy and nursing interventions associated with the complicated and uncomplicated stages of labor, delivery, puerperium and newborn care.

LPN 141. Pediatrics
Prerequisite: LPN 131

2-10-6

This course is structured toward the utilization of the nursing process and nursing skills applicable to child care in the home and hospital setting. Instruction focus will lend itself to relevant pharmacology, diet therapy, normal growth and development, and nursing interventions associated with health prevention and disease/disorders of all body systems.

LPN 150. Nursing Leadership I
Prerequisites: SSC 250 or permission of instructor
Corequisites: LPN 110 or permission of instructor

1-2-2

The first of two courses. Builds on concepts presented in SSC 250 and LPN 110. Provides the student with concepts and issues related to leadership, management and safe health care delivery.

LPN 155. Nursing Leadership II

0-8-2

Prerequisite: LPN 131 and LPN 150 or permission of instructor

Continuation on LPN 150. Mid-management skills are introduced utilizing the team nursing concept with multiple assignment. Clinical experience is in a skilled nursing home.

LPN 160. State Board Review

0-3-1

Prerequisite: Permission of instructor

This course assists graduates in the preparation of the NCLEX-CAT. Review focuses on patient needs and nursing process, test taking skills and the discussion of NCLEX-CAT.

BASIC EMERGENCY MEDICAL TECHNOLOGY
Certificate

This limited enrollment program prepares students for certification as a Basic Emergency Medical Technician (EAT). Admission to this program is competitive and applicants must meet program admission requirements, in addition to all Dalton College admission requirements for certificate students.

Course	Number		Credit Hours
Humanities (10 Hours)			
English	100 *	Communication Skills	5-0-5
Reading	100 *	Reading Skills	5-0-5
Mathematics (5 Hours)			
Mathematics	104 *	Applied Mathematics	5-0-5
Major Field Courses (30 Hours)			
Emergency Medical Services	100	Emergency Medical Services I	6-2-7
Emergency Medical Services	101	Emergency Medical Services II	6-2-7
Emergency Medical Services	102	Emergency Medical Services III	6-2-7
Emergency Medical Services	104	Emergency Medical Services IV	6-5-8
Emergency Medical Services	145	Clinical Application of Intermediate Emergency Care	0-3-1
			TOTAL = 45

* Credit-by-examination may satisfy this requirement.

BASIC EMERGENCY MEDICAL TECHNOLOGY COURSE DESCRIPTION

EMS 100. Emergency Medical Services I **6-2-7**
Prerequisite: Admission to the Basic EMT program

Introduction to Emergency Medical Services and Emergency Medical Technicians' skills; Emergency Medical Services and the Law; Introduction to Emergency Vehicle Operations, and Equipment; Introduction to Blood and Airborne Pathogens; Universal precautions; Introduction to Hazardous Materials; Introductory Anatomy and Physiology; Patient Assessment; and Radio Communications.

EMS 101. Emergency Medical Services II **6-2-7**
Prerequisite: EMS 100

Introduction to written documentation; Introduction to Basic Life Support; Introduction to the use of an Automatic External Defibrillator; Introduction to the use of airway adjuncts and oxygen therapy; Introduction to wounds, bleeding, and bandaging; Introduction to Shock, Instruction of MAST as an invasive procedure; Introduction to General Pharmacology and the use of Ephrine - SQ 1:1,000 in anaphylaxis.

EMS 102. Emergency Medical Services III **6-2-7**
Prerequisite: EMS 101

Covers the invasive procedure of IV therapy and treatment and management of injuries to soft tissue, the abdomen, the musculoskeletal system, the head, neck, chest and spine. Covers environmental and behavioral emergencies as well as disaster/triage and patient lifting, moving and handling.

EMS 104. Emergency Medical Services IV **6-5-8**
Prerequisite: EMS 102

Procedures in assessment and management of medical emergencies, pediatrics, obstetric, environmental and behavioral emergencies are covered. Sessions involving patient management and mechanical aspects of extrication are included. Supervised experience with patients in clinical facilities is included.

EMS 145. Clinical Application of Intermediate Emergency Care **0-3-1**
Prerequisite: permission of instructor

Clinical application of emergency care and procedures in the pre-hospital and in-hospital setting.

PARAMEDIC TECHNOLOGY
Certificate

This limited enrollment program prepares students for licensure as a paramedic. Admission to this program is competitive and applicants must meet program admission requirements, in addition to all Dalton College admission requirements for certificate students.

Course	Number	Credit Hours
Humanities (10 Hours)		
English	100 * Communication Skills	5-0-5
Reading	100 * Reading Skills	5-0-5
Mathematics (5 Hours)		
Mathematics	104 * Applied Mathematics	5-0-5
Major Field Courses (62-63)		
Paramedic Tech	103 Introduction to the Paramedic Profession	4-2-5
Paramedic Tech	105 Fluids, Electrolytes, and Shock	1-2-2
Paramedic Tech	106 Pharmacology for Paramedics	1-2-2
Paramedic Tech	107 Respiratory Function	3-2-4
Paramedic Tech	108 Cardiology	8-2-9
Paramedic Tech	109 Trauma	4-2-5
Paramedic Tech	111 Medical Emergencies I	3-0-3
Paramedic Tech	112 Medical Emergencies II	3-0-3
Paramedic Tech	113 O/GEN	1-1-1
Paramedic Tech	114 Pediatrics	2-1-2
Paramedic Tech	116 Behavioral Emergencies	1-0-1
Paramedic Tech	118 Clinical Rotation I	0-6-2
Paramedic Tech	128 Clinical Rotation II	0-9-3
Paramedic Tech	138 Clinical Rotation III	0-9-3
Paramedic Tech	148 Clinical Rotation IV	0-12-4
Electives (4 - 5 hrs)	CAS-101 (5), MLT-101 (4), PAR-180 (4), MGT-203 (5), MGT-260 (5), SSC-140 (2)** SSC-250 (3)**	4 - 5

TOTAL = 68 - 69

* Credit-by-examination may satisfy this requirement

** Both courses are required, if student chooses this elective.

PARAMEDIC TECHNOLOGY COURSE DESCRIPTION

PAR 103. Introduction to the Paramedic Profession

4-2-5

Prerequisite: Program admission or permission of instructor

Introduces the student to the paramedic profession and provides an overview of human systems with emphasis on appropriate medical terminology, systems function, and initial patient management. Discussion of the paramedic profession centers on functions that extend beyond those of the Basic EMT. Topics include: the role and responsibilities of the paramedic, the emergency services system, medical/legal considerations, emergency medical services communications, major incident response, medical terminology, anatomy and physiology, primary and secondary assessment and early field management. This course provides instruction on topics in Division I, Sections 1, 2, 3, 4, and 6 and Division II of the national curriculum.

PAR 105. Fluids, Electrolytes, and Shock

1-2-2

Prerequisite: Program admission

Corequisite: PAR 103

Emphasizes the pathophysiology of shock and the functions and characteristics of body fluids. Topics include: cardiovascular anatomy and physiology; fluid and electrolyte balance; and classification, assessment, and management of shock. This course provides instruction on topics in Division II, Section 4 of the national curriculum.

PAR 106. Pharmacology for Paramedics

1-2-2

Prerequisites: Program admission

Corequisites: PAR 103, PAR 105, MAT 104

Provide a study of the principles and procedures necessary for the proper use and administration of pharmaceuticals in emergency medical care. Topics include: identification of drugs, drug calculations, drug administration techniques and procedures, and drug safety and standards. This course provides instruction on topics in Division II, Section 5 of the national curriculum.

PAR 107. Respiratory Function and Management

3-2-4

Prerequisites: Program admission, PAR 103

Provide an in-depth study of the anatomical and physiological foundation of respiration and the assessment and management of respiratory pathophysiology and distress. Topics include: anatomy and physiology of the respiratory system, respiratory assessment, airway and ventilation management, and respiratory disease. This course provides instruction on topics in Division IV, Section I and Division II, Section 3 of the national curriculum.

PAR 108. Cardiology**8-2-9**

Prerequisites: Program admission, PAR 103

Emphasizes the study of the cardiovascular system, electrocardiography, and cardiovascular treatment methods. Topics include: cardiovascular anatomy and physiology; principles of electrocardiography; recognition of cardiac dysrhythmias; assessment and management of cardiovascular emergencies; methods of emergency cardiovascular treatment such as pharmacologic intervention, defibrillation, and cardioversion; and ACLS skills. This course provides instruction on topics in Division IV, Section 2 of the national curriculum.

PAR 109. Trauma**4-2-5**

Corequisite: PAR 105

Introduces student to assessment and management of trauma patients. Topics include: systematic approaches to the assessment and management of trauma, such as basic trauma life support (BTLIS) and pre-hospital trauma life support (PHTLS); anatomy and physiology of the integumentary system, the major internal organs, the types of soft tissue injuries and their management, the types of musculoskeletal injuries and their management, and the classification and care of burns. This course provides instruction on topics in Division I, Section 5 and Division III, Sections 1 and 2 of the national curriculum.

PAR 111. Medical Emergencies I**3-0-3**

Prerequisites: PAR 105, PAR 107

Provides an in-depth study of the endocrine, nervous, digestive, genitourinary, immune systems, infectious disease, and anaphylaxis. Topics include: assessment and management of endocrine system disorders, assessment and management of nervous system disorders, assessment and management of digestive system and genitourinary system disorders, and anaphylaxis. This course provides instruction on topics in Division IV, Sections 3, 4, 5, 6, and 8 of the national curriculum.

PAR 112. Medical Emergencies II**3-0-3**

Corequisite: PAR 111

Emphasizes the etiology and pathophysiology and in-field management of immune system compromise and infectious disease and toxicologic, environmental, and gerontological emergencies. Topics include: assessment and management of the patient with infectious disease and the utilization of universal precautions; toxicology, alcoholism, and substance abuse disease process; management of environmental emergencies; and geriatrics and gerontology. The course provides instruction on topics in Division IV, Sections 7, 9, and 10 of the national curriculum.

PAR 113. Obstetrics/Gynecology**1-1-1**

Prerequisite: PAR 105

Provides a study of female reproductive systems, birth processes, and management of OB/GYN emergencies. Topics include: anatomy and physiology of the female reproductive system, normal and abnormal birth processes, assessment and management of OB/GYN emergencies, assessment and management of the newborn, and management of sexual assault victims. The course provides instruction on topics in Division V, Section 1 of the national curriculum.

PAR 114. Pediatrics**2-1-2**

Prerequisites: PAR 105, PAR 107, PAR 108, PAR 109

Provides the student with the necessary knowledge and skills to care for the ill or injured pediatric patient. Topics include: growth and development, specific diseases of the pediatric patient, approach to and assessment of the pediatric patient, and management of the pediatric patient. This course provides instruction on topics in Division IV, Section 11 and Division V, Section 1 of the national curriculum.

PAR 116. Behavioral Emergencies**1-0-1**

Prerequisite: Program admission

Provides an overview of the assessment and the management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal consideration, and stress management. This course provides instruction on topics in Division 6, Section 1, and Division 1, Section 7 of the national curriculum.

PAR 118. Clinical Rotation I**0-6-2**

Corequisite: PAR 103

Provides supervised experience that meets Georgia Department of Human Resources (GDHR) requirements for actual patient care in the hospital and advanced ambulance settings. Simulations in the classroom, experience on an advanced ambulance, and service in a hospital develop assessment and treatment skills. Emphasis is placed on ethics and hospital etiquette, assessment and management of medical emergencies, practice of paramedic roles and responsibilities, and application of patient care skills. Clinical opportunities will be provided that meet GDHR requirements for clinical experience in the following areas: the emergency department, ICU/CCU, or/recovery, IV team, pediatrics, nursery, labor/delivery, crisis intervention, morgue, and advanced ambulance. Topics include: ethics and hospital etiquette, care of the critical intensive care patient, intravenous therapy, airway and ventilation management, management of normal and abnormal deliveries, management of the pediatric patient in the emergency department, management of the adult in the emergency department, patient care in an advanced ambulance, and psychological intervention.

PAR 128. Clinical Rotation II

0-9-3

Prerequisite: PAR 118

A continuation of clinical applications of advanced emergency care.

PAR 138. Clinical Rotation III

0-9-3

Prerequisite: PAR 128

A continuation of clinical applications of advanced emergency care.

PAR 148. Clinical Rotation IV

0-12-4

Prerequisite: PAR 138

A continuation of clinical applications of advanced emergency care.

PAR 180. Board Review

4-0-4

Prerequisite: permission of instructor

A review of didactic material and applied clinical techniques utilized in advanced emergency care.

**ACADEMIC
CALENDAR**

ACADEMIC CALENDAR 1996 - 98

FALL QUARTER 1996

July 9	Tuesday	Admission Testing
August 6	Tuesday	Admission Testing
August 27	Tuesday	Admission Testing
September 5	Thursday	Admission Testing
September 5	Thursday	Last Day for Completing Application for Admission
September 18	Wednesday	Academic Advisement and Registration of Returning Students
September 19, 20	Thurs., Fri.	New Student Orientation, Advisement and Registration
September 23	Monday	First Day of Classes
September 23, 24	Mon. & Tues.	Late Registration
September 25	Wednesday	Last Day to Add Classes
October 28	Monday	Regents' Testing Program Exam 7:30 a.m. and 6:00 p.m.
October 28	Monday	Mid Quarter, Last Day to Drop Classes Without Evaluation
November 18 -21	Mon.- Thurs.	Academic Advisement and Advance Registration for Winter 1997 8:00 a.m. - 6:30 p.m.
November 25, 26	Mon. & Tues.	Schedule Adjustment for Winter Quarter 8:00 a.m. - 6:30 p.m.
November 27	Wednesday	Classes End at 5:30 p.m.
November 28, 29	Thurs., Fri.	Thanksgiving Holidays
December 3	Tuesday	Last Day of Classes
December 4, 5, 6	Wed., Thurs., Fri.	Final Exams
December 6	Friday	End of Quarter

WINTER QUARTER 1997

November 5	Tuesday	Admission Testing
November 26	Tuesday	Admission Testing
December 12	Thursday	Admission Testing
December 12	Thursday	Last Day for Completing Application for Admission
January 6	Monday	Day and Evening Registration
January 7	Tuesday	First Day of Classes
January 7, 8	Tues., & Wed.	Late Registration
January 9	Thursday	Last Day to Add Classes
January 20	Monday	Martin Luther King Holiday
February 10	Monday	Regents' Testing Program Exam 7:30 a.m., 1:45 p.m., and 6:00 p.m.
February 12	Wednesday	Mid Quarter, Last Day to Drop Classes Without Evaluation
February 24 - 27	Mon.- Thurs.	Academic Advisement and Advance Registration for Spring 1997 8:00 a.m. - 6:30 p.m.
March 3, 4	Mon. & Tues.	Schedule Adjustment for Spring Quarter 8:00 a.m. - 6:30 p.m.
March 18	Tuesday	Last Day of Classes
March 19, 20, 21	Wed., Thurs., Fri.	Final Exams
March 21	Friday	End of Quarter

SPRING QUARTER 1997

February 4	Tuesday	Admission Testing
February 20	Thursday	Admission Testing
March 13	Thursday	Admission Testing
March 13	Friday	Last Day for Completing Application for Admission
March 31	Monday	Day and Evening Registration
April 1	Tuesday	First Day of Classes
April 1, 2	Tues. & Wed.	Late Registration
April 3	Thursday	Last Day to Add Classes
May 5	Monday	Regents' Testing Program Exam 7:30 a.m., 1:45 p.m., and 6:00 p.m.
May 6	Tuesday	Mid Quarter, Last Day to Drop Classes Without Evaluation
May 19 - 22	Mon.- Thurs.	Academic Advisement and Advance Registration for Summer 1997 8:00 a.m. - 6:30 p.m.
May 26, 27	Mon. & Tues.	Schedule Adjustment for Summer Quarter 8:00 a.m. - 6:30 p.m.
June 9	Monday	Last Day of Classes
June 10, 11, 12	Tues., Wed., Thurs.	Final Exams
June 12	Thursday	End of Quarter
June 13	Friday	Graduation

SUMMER QUARTER 1997

April 22	Tuesday	Admission Testing
June 5	Thursday	Admission Testing
June 5	Thursday	Last Day for Completing Application for Admission
June	Monday	Day and Evening Registration
June	Tuesday	First Day of Classes
June	Tuesday	First Day of Classes for 1st Session classes
June	Tues. & Wed.	Late Registration
June	Thursday	Last Day to Add Classes
July	Wednesday	Classes end at 5:00 p.m.
July	Wednesday	Mid Quarter for 1st Session classes
July	Thur. & Fri.	Independence Day Holidays
July	Friday	Last Day of Classes for 1st Session classes
July	Monday	Final Exams for 1st Session classes
July	Monday	Regents' Testing Program Exam 7:30 a.m. and 6:00 p.m.
July	Monday	Mid Quarter and Last Day to Drop Full Session Classes Without Evaluation
July	Tuesday	First Day of Classes for 2nd Session classes
August	Wednesday	Mid Quarter for 2nd Session classes
August	Mon.- Thurs.	Academic Advisement and Advance Registration for Fall 1997 8:00 a.m. - 6:30 p.m.
August	Mon. & Tues.	Schedule Adjustment for Fall Quarter 8:00 a.m. - 6:30 p.m.
August	Wednesday	Last Day of Classes
August	Wednesday	Last Day of Classes for 2nd Session classes
August	Thurs. & Fri.	Final Exams
August	Friday	End of Quarter

NOTE: Registration for all Short Session classes ends on June

FALL QUARTER 1997

July 8	Tuesday	Admission Testing
August 5	Tuesday	Admission Testing
August 26	Tuesday	Admission Testing
September 4	Thursday	Admission Testing
September 4	Thursday	Last Day for Completing Application for Admission
September 17	Wednesday	Academic Advisement and Registration of Returning Students
September 18, 19	Thurs., Fri.	New Student Orientation, Advisement and Registration
September 22	Monday	First Day of Classes
September 22, 23	Mon. & Tues.	Late Registration
September 24	Wednesday	Last Day to Add Classes
October	Monday	Regents' Testing Program Exam 7:30 a.m. and 6:00 p.m.
October 27	Monday	Mid Quarter, Last Day to Drop Classes Without Evaluation
November 17 -20	Mon.- Thurs.	Academic Advisement and Advance Registration for Winter 1998 8:00 a.m. - 6:30 p.m.
November 24, 25	Mon. & Tues.	Schedule Adjustment for Winter Quarter 8:00 a.m. - 6:30 p.m.
November 26	Wednesday	Classes End at 5:30 p.m.
November 27, 28	Thurs., Fri.	Thanksgiving Holidays
December 2	Tuesday	Last Day of Classes
December 3, 4, 5	Wed., Thurs., Fri.	Final Exams
December 5	Friday	End of Quarter

WINTER QUARTER 1998

November 4	Tuesday	Admission Testing
November 25	Tuesday	Admission Testing
December 11	Thursday	Admission Testing
December 11	Thursday	Last Day for Completing Application for Admission
January 5	Monday	Day and Evening Registration
January 6	Tuesday	First Day of Classes
January 6, 7	Tues., & Wed.	Late Registration
January 8	Thursday	Last Day to Add Classes
January 19	Monday	Martin Luther King Holiday
February	Monday	Regents' Testing Program Exam 7:30 a.m., 1:45 p.m., and 6:00 p.m.
February 11	Wednesday	Mid Quarter, Last Day to Drop Classes Without Evaluation
February 23 - 26	Mon.- Thurs.	Academic Advisement and Advance Registration for Spring 1998 8:00 a.m. - 6:30 p.m.
March 2, 3	Mon. & Tues.	Schedule Adjustment for Spring Quarter 8:00 a.m. - 6:30 p.m.
March 17	Tuesday	Last Day of Classes
March 18, 19, 20	Wed., Thurs., Fri.	Final Exams
March 20	Friday	End of Quarter

SPRING QUARTER 1998

February 3	Tuesday	Admission Testing
February 19	Thursday	Admission Testing
March 12	Thursday	Admission Testing
March 12	Friday	Last Day for Completing Application for Admission
March 30	Monday	Day and Evening Registration
March 31	Tuesday	First Day of Classes
March 31 & April 1	Tues. & Wed.	Late Registration
April 2	Thursday	Last Day to Add Classes
May	Monday	Regents' Testing Program Exam 7:30 a.m. , 1:45 p.m., and 6:00 p.m.
May 5	Tuesday	Mid Quarter, Last Day to Drop Classes Without Evaluation
May 18 - 21	Mon.- Thurs.	Academic Advisement and Advance Registration for Summer 1998 8:00 a.m. - 6:30 p.m.
May 25, 26	Mon. & Tues.	Schedule Adjustment for Summer Quarter 8:00 a.m. - 6:30 p.m.
June 8	Monday	Last Day of Classes
June 9, 10, 11	Tues., Wed., Thurs.	Final Exams
June 11	Thursday	End of Quarter
June 12	Friday	Graduation

SUMMER QUARTER 1998

April 21	Tuesday	Admission Testing
June 4	Thursday	Admission Testing
June 4	Friday	Last Day for Completing Application for Admission
June	Monday	Day and Evening Registration
June	Tuesday	First Day of Classes
June	Tuesday	First Day of Classes for 1st Session classes
June	Tues. & Wed.	Late Registration
June	Thursday	Last Day to Add Classes
July	Wednesday	Classes end at 5:00 p.m.
July	Wednesday	Mid Quarter for 1st Session classes
July	Thur. & Fri.	Independence Day Holidays
July	Friday	Last Day of Classes for 1st Session classes
July	Monday	Final Exams for 1st Session classes
July	Monday	Regents' Testing Program Exam 7:30 a.m. and 6:00 p.m.
July	Monday	Mid Quarter and Last Day to Drop Full Session Classes Without Evaluation
July	Tuesday	First Day of Classes for 2nd Session classes
August	Wednesday	Mid Quarter for 2nd Session classes
August	Mon.- Thurs.	Academic Advisement and Advance Registration for Fall 1998 8:00 a.m. - 6:30 p.m.
August	Mon. & Tues.	Schedule Adjustment for Fall Quarter 8:00 a.m. - 6:30 p.m.
August	Wednesday	Last Day of Classes
August	Wednesday	Last Day of Classes for 2nd Session classes
August	Thurs. & Fri.	Final Exams
August	Friday	End of Quarter

NOTE: Registration for all Short Session classes ends on June

DALTON SCHOOL OF HEALTH OCCUPATIONS
ACADEMIC CALENDAR
FY 1995 - 1996

SUMMER QUARTER 1995

<u>DAY</u>	<u>DATE</u>	<u>TOPIC</u>	<u>INSTRUCTIONAL & TWD/SDD DAYS</u>
Wednesday	July 05, 1995	Summer Quarter Begins	19
	August		23
Monday	Sept 04, 1995	Holiday - Labor Day	10
Thursday	Sept 14, 1995	Rehearsal	
Friday	Sept 15, 1995	End of Quarter	
		Graduation/Dedication	
M-F	Sept 18-22	TWD/SDD	10
M-F	Sept 25-29		
			62

FALL QUARTER 1995

Monday	Oct 02, 1995	Fall Quarter Begins	22
Thurs-Fri.	Nov 23-24	Holidays-Thanksgiving	20
Friday	Dec 15, 1995	End of Quarter	11
M-F	Dec 18-22	TWD/SDD	5
	Dec 25-Jan 5	Winter Break	10
			68

WINTER QUARTER 1996

Monday	Jan 08, 1996	Winter Quarter Begins	17
Monday	Jan 15, 1996	Holiday - MLK	
Friday	Feb 02, 1996	SDD/Faculty Consortium	20
Thursday	Mar 21, 1996	Rehearsal	16
Friday	Mar 22, 1996	End of Quarter	
		Graduation/Dedication	
M-F	Mar 25-29	TWD/SDD	5
M-F	Apr 01-05	Spring Break	5
			63

SPRING QUARTER 1996

Monday	April 08, 1996	Spring Quarter Begins	17
Friday	May 24, 1996	Staff Development Day (Faculty Consortium Meeting)	22
Friday	June 21, 1996	End of Spring Quarter	15
M-F	June 24-July 5	Summer Break	10
			64

DALTON SCHOOL OF HEALTH OCCUPATIONS
ACADEMIC CALENDAR
FY 1996 - 1997

SUMMER QUARTER 1996

(NO TIME OFF FOR OLYMPICS)

<u>DAY</u>	<u>DATE</u>	<u>TOPIC</u>	<u>INSTRUCTIONAL & TWD/SDD DAYS</u>
Monday	July 08, 1996	Summer Quarter Begins	18
	August		22
Monday	Sept. 02, 1996	Holiday - Labor Day	14
Thursday	Sept. 19, 1996	Rehearsal	
Friday	Sept. 20, 1996	End of Quarter Graduation/Dedication	
M-F	(Sept. 23-24-25-26-27	TWD/SDD)	5
			59

FALL QUARTER 1996

Monday	Sept. 30, 1996	Fall Quarter Begins	1
	October		23
Thurs-Fri	Nov 28-29	Holiday - Thanksgiving	19
Friday	Dec 13, 1996	End of Quarter	10
M-F	Dec 16-17-18-19-20	TWD/SDD	5
M-F	Dec 23 - Jan 3	Winter Break	10
			68

WINTER QUARTER 1997

Monday	Jan 06, 1997	Winter Quarter Begins	19
Monday	Jan. 20, 1997	Holiday - MLK	
Friday	Feb. 07, 1997	Staff Development Day (Faculty Consortium Meeting)	19
Thursday	Mar. 20, 1997	Rehearsal	15
Friday	Mar. 21, 1997	End of Quarter Graduation/Dedication	
M-F	(March 24-25-26-27-28	TWD/SDD)	5
M-F	(March 31 - April 1-2-3-4	Spring Break	5
			63

SPRING QUARTER 1997

Monday	Apr. 07, 1997	Spring Quarter Begins	18
Friday	May 23, 1997	Staff Development Day (Faculty Consortium Meeting)	
	May 26, 1997	Holiday - Memorial Day	20
Friday	Jun. 20, 1997	End of Quarter	15
M-F	June 23 - July 4	Summer Break	10
			63

**DALTON SCHOOL OF HEALTH OCCUPATIONS
ACADEMIC CALENDAR
1997 - 1998**

SUMMER QUARTER 1997

<u>DAY</u>	<u>DATE</u>	<u>TOPIC</u>	<u>INSTRUCTIONAL & TWD & SDD DAYS</u>
Monday	July 7, 1997	Summer Quarter Begins	19
	August		21
	Sept. 1, 1997	Holiday - Labor Day	14
	Sept. 18, 1997	Rehearsal	
	Sept. 19, 1997	End of Quarter Graduation/Dedication	
Mon-Fri	Sept. 22-26	TWD/SDD	5
			59

FALL QUARTER 1997

Monday	Sept. 29, 1997	Fall Quarter Begins	2
	October		28
	Nov. 27-28	Holiday - Thanksgiving	18
	Dec. 12, 1997	End of quarter	10
Mon-Fri	Dec. 15-19	TWD/SDD	5
	(Dec. 22 - Jan. 02 - Winter Break)		
			63

WINTER QUARTER 1998

Monday	Jan. 05, 1998	Winter Quarter Begins	19
	Jan. 19, 1998	Holiday - MLK Day	
	Feb.		19
	Feb. 06, 1998	SDD (FCC Meeting)	1
	March		
Tuesday	Mar. 17, 1998	End of Quarter	12
Weds-Fri	Mar. 18-20	TWD/SDD	3
Mon-Fri	(Mar. 23-27 - Spring Break)		
			54

SPRING QUARTER 1998

Monday	Mar. 30, 1998	Spring Quarter Begins	2
	April		22
	May		20
Friday	May 29, 1998	SDD (FCC Meeting)	1
Friday	June 12, 1998	End of Quarter	10
Mon-Fri	June 15-19	SDD/TWD	
	(June 22 - July 03 - Summer Break)		
			55

**PERSONNEL
CONVERSION**

**DALTON SCHOOL OF HEALTH OCCUPATIONS
AND
DALTON COLLEGE PERSONNEL CONVERSION POLICIES
JULY 1996**

As defined in The Policy Manual by the Board of Regents of the University System of Georgia , and specifically Section 300 (Academic Affairs) Section 700 (Finance and Business) and Section 800 (Personnel), all employees of DSHO who are eligible and where applicable will be entitled to all benefits and other conditions as determined and related to their employment with Dalton College.

These benefits and policies include the current Board of Regents terms and conditions and should apply where appropriate and related to any and all future Board of Regents new, revised, or deleted conditions. In no way should a DSHO employee be denied or be deemed ineligible for any Board of Regents benefit that is offered, extended, or made optional to the employee. The only benefit denied or deemed ineligible is one in which the Board of Regents has not declared, offered, or made exception to an existing benefit that may have been offered by DTAE and not the Regents.

Also defined in the Business Procedures Manual, Volume 3A Revised, Personnel Policies and Procedures by the Board of Regents of the University System of Georgia, are conditions of employment with detailed applicable benefits and assurances.

A listing of some benefits for eligible employees are: *

<u>BENEFITS</u>	<u>FACULTY</u>	<u>STAFF</u>
Contracts (Faculty only)	x	
Retirement & FICA	x	x
Hospitalization - Health Insurance	x	x
Life & Dental Insurance	x	x
Long Term Disability	x	x
Workers Compensation	x	x
Sick Leave	x	x
Annual Leave		x
Holidays	x	x
Tax Sheltered Annuities	x	x
Payroll Direct Deposit	x	x
U. S. Savings Bonds	x	x
Credit Union	x	x

* Presently any private cancer insurance policies or other private insurance benefits through Dalton School of Health Occupations are not eligible with this conversion. Only benefits offered by Dalton College and the University System are applicable.

**ANTICIPATED
BUDGET
for FY 97**



GEORGIA DEPARTMENT OF TECHNICAL AND ADULT EDUCATION

Kenneth H. Sisson, Commissioner

Douglas L. Balan, Assistant Commissioner
Office of Technical Education**MEMORANDUM:**

DATE: February 29, 1996

TO: Mr. Larry R. Little, Director
Dalton College

FROM: Charles R. Horton, Director
Information/Resource Development Services

RE: Dalton School of Health Occupations Continuation Budget

I have discussed the FY-97 continuation budget for Dalton School of Health Occupations with Mr. Eddie Rhodes of our Administrative office. The current Governors budget request and possible legislative action will require some adjustments in their continuation budget. I will try to give to you to the best of my knowledge at this time, the possible effects their actions will have on Dalton School of Health Occupations. Under normal circumstances the continuation budget would be \$393,569 plus \$3,430 to annualize the pay raise granted by the legislation in FY-96. However, due to recommendations from the Governors' office and possible legislation action the budget will be reduced by \$19,850 for redirection and additional \$5,622. The school if it were to continue as a stand alone institution would have been able to make up \$5,622 through an increase in tuition. Therefore, it will appear at this time that the continuation budget for Dalton School of Health Occupations will be \$371,527.

If I may be of further assistance regarding the continuation budget, please do not hesitate to give me a call at (404) 679-1661.

CRH/jt

