

# ATLANTA METROPOLITAN COLLEGE CATALOG



## UNIVERSITY SYSTEM OF GEORGIA

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Volume 29

2007-2009

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Atlanta Metropolitan College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate Degree. Its Business, Mathematics and Computer Science Division's transfer programs are nationally accredited by the Association of Collegiate Business Schools and Programs.

## **NOTE:**

Atlanta Metropolitan College is committed to the principle of affirmative action and does not discriminate against persons on the basis of race, color, religion, national origin, sex, age, physical or mental handicap, disability or veteran status in its recruitment, admissions, employment, facility and program accessibility, or services. It is the responsibility of all students to read this catalog, official announcements, and official bulletin boards, and to otherwise inform themselves of all facts relating to life at the college. Each student will be held responsible for the contents of the catalog and other official announcements and publications of Atlanta Metropolitan College.

This catalog is prepared for the convenience of students and is not to be construed as a contract between a student and this institution. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

While every effort is made to provide accurate and current information, Atlanta Metropolitan College reserves the right to change, without notice, statements in the catalog concerning rules, policies, fees, curricula, courses, calendars or other matters. Students enrolled at Atlanta Metropolitan College agree to comply with all college rules and regulations and with any necessary changes in these rules and regulations.

Atlanta Metropolitan College, in compliance with the Family Educational Rights and Privacy Act of the 1974 "Buckley Amendment," releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, or any other grade reports, academic standings, transcripts of records, or any other records, files, documents and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified.

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# CALENDAR

## FALL SEMESTER 2007

Aug.	16-18	Fall 2007 Registration
Aug.	20	CLASSES START
Aug.	22-23	Late Registration (Drop & Add)
Sept.	3	HOLIDAY — LABOR DAY (College closed)
Oct.	8-12	Fall Mini-Mester Registration
Oct.	11	MID-TERM
Oct.	15	Fall Mini-Mester Classes Start
Nov.	9	Fall Mini-Mester Mid-Term
Nov.	21-24	HOLIDAY — THANKSGIVING (College closed)
Dec.	7	Last Day of Classes
Dec.	10-14	Final Exams

## SPRING SEMESTER 2008

Jan.	3-5	Spring 2008 Registration
Jan.	7	CLASSES START
Jan.	7-10	Late Registration (Drop & Add)
Jan.	21	HOLIDAY — DR. M. L. KING JR. BIRTHDAY (College Closed)
Feb.	11-15	Spring Mini-Mester Registration
Mar.	3	MID-TERM
Mar.	3-9	SPRING BREAK
Mar.	10	Spring Mini-Mester Classes Start
Apr.	14	Spring Mini-Mester Mid-Term
May	2	Last Day of Classes
May	3-7	Final Exams
May	9	COMMENCEMENT

## SUMMER SESSION 2008

May	27-28	Summer 2008 Registration
May	29	CLASSES START (8 week session)
May	30	Late Registration (Drop & Add)
June	23	MID-TERM (8 week session)
June	23	Classes Start (5 week session)
July	4	HOLIDAY - INDEPENDENCE DAY (College closed)
July	25	Last Day of Class
July	28-30	Final Exams

## FALL SEMESTER 2008

Aug.	14-15	Fall 2008 Registration
Aug.	18	CLASSES START
Aug.	18-21	Late Registration (Drop & Add)
Sept.	1	HOLIDAY — LABOR DAY (College closed)
Oct.	10	MID-TERM
Oct.	6-10	Fall Mini-Mester Registration
Oct.	13	Fall Mini-Mester Classes Start
Nov.	10	Fall Mini-Mester Mid-Term
Nov.	26-29	HOLIDAY — THANKSGIVING (College closed)
Dec.	5	Last Day of Class
Dec.	8-12	Final Exams

## SPRING SEMESTER 2009

Jan.	5-6	Spring 2009 Registration
Jan.	7	CLASSES START
Jan.	7-12	Late Registration (Drop & Add)
Jan.	19	HOLIDAY – DR. M.L. KING JR. BIRTHDAY (College closed)
Feb.	9-13	Spring Mini-Mester Registration
Mar.	2	MID-TERM
Mar.	2-8	SPRING BREAK
Mar.	10	Spring Mini-Mester Classes Start
Apr.	14	Spring Mini-Mester Mid-Term
May	1	Last Day of Class
May	2-6	Final Exam
May	8	COMMENCEMENT

## SUMMER SESSION 2009

May	26-27	Summer 2009 Registration (8 week session)
May	28	CLASSES START (8 week session)
		Late Registration (Drop & Add)
June	22	MID-TERM (8 week session)
June	22	CLASSES START (5 week session)
July	3	HOLIDAY – INDEPENDENCE DAY (College closed)
July	24	Last Day of Class
July	27-29	Final Exams

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# **ABOUT AMC**

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**HISTORY**

**MISSION**

**LOCATION**

**FACILITIES**

**AFFILIATIONS AND MEMBERSHIPS**



## HISTORY

In June 1965, the Board of Regents of the University System of Georgia authorized a junior college for the west metropolitan area of Atlanta at an undesignated location. After a great deal of discussion, the Atlanta School Board and the Board of Regents made the decision to build the college on land adjacent to Atlanta Area Technical School which was under the jurisdiction of the Atlanta Board of Education.

The Atlanta School Board authorized their Superintendent in February 1971 to develop a financial plan to build the new college. On October 9, 1972, the Board of Regents reconfirmed, in principle, the construction of the college.

In February 1973, the Board of Regents authorized the plans and specifications for Phase I of the construction at a projected cost of \$2,000,000. Construction began on the first building in 1973 and was completed in August 1974. The college became the thirty-first institution of the University System of Georgia and began classes in September 1974 with an initial enrollment of 504 students. During the 1987-1988 academic year, the institution's name was changed to Atlanta Metropolitan College effective July 1, 1988.

During the 1976-77 academic year, construction of the Central Energy Plant was completed. In 1978-79 two multi-level academic buildings were added to the resources of the college: an academic classroom building, and the college library. A new Health and Physical Education Complex was completed and occupied during the 1991-92 academic year. During the Fall 2000 semester, the Student Center was completed.

## MISSION

Atlanta Metropolitan College (AMC) is committed to academic excellence and seeks to fulfill a vital role within the University System of Georgia and the Metro Atlanta community. A degree-granting unit of the University System of Georgia, the college offers transfer, certificate, career and joint programs, in which student learning outcomes are a core requirement of all educational programs. The college provides an affordable, accessible, and relevant education for a diverse population of traditional and non-traditional students. Programs of study are offered on a year-round basis during the day, evening and weekend.

**Atlanta Metropolitan College shares with every institution in the University System the following core characteristics:**

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff.

- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs which embody the ideals of an open, democratic, and global society.
- technology to advance educational purposes, including instructional technology, student support services, and distance education.
- collaborative relationships with other System institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

**Atlanta Metropolitan College shares with other two-year colleges of the University System the following core characteristics:**

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics which have a magnet effect throughout the region or state.
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning.
- a high-quality general education program which supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence.
- a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

Atlanta Metropolitan College is an exemplary teaching institution which specializes in providing challenging, supportive, individualized, and innovative learning experiences for both traditional and non-traditional students as they prepare for transfer to baccalaureate programs; for entry or re-entry into the labor force; and for effective, productive, and responsible participation in a rapidly changing, technologically sophisticated, global society. The high-quality

learning experiences are delivered within an institutional culture which values ongoing faculty-student interactions, faculty development for the study and implementation of innovative educational technologies, meaningful student participation in all aspects of college life and a respect for intellectual and creative endeavors throughout the college community.

**Program offerings at Atlanta Metropolitan College are designed for individuals with a wide range of academic preparation and educational needs.**

- **Degree-granting programs:** transfer programs for students intending to pursue baccalaureate degrees; career programs for students seeking academic preparation for immediate entry into the labor force.
- **Certificate programs** in specialized occupational fields.
- **Focused learning-support programs** for students who need to strengthen their academic skills.
- **Pre-college programs:** enrichment programs to help students in at-risk situations prepare to enter college ready to succeed; and early admission and joint enrollment programs for academically talented high-school students.
- **Teaching and learning institutes** for professionals to study pedagogic theories and strategies and to acquire training in state-of-the-art educational, information, and management technologies.
- **Cultural, co-curricular, and non-credit programs** to facilitate lifelong learning as well as community and business development.

The college seeks to fulfill its vital role within the University System and the Atlanta community more effectively by forging stronger collaborations with school systems, senior colleges, government agencies, and business, corporate, community, and civic entities. Furthermore, the college seeks to serve as an effective change agent within its geographical scope of influence through community revitalization efforts, relevant curricular and co-curricular activities, and expanded public-service initiatives.

Across all disciplines, Atlanta Metropolitan College seeks to cultivate within its students a knowledge base and repertoire of skills for success upon transfer to a four-year college and in a competitive workplace; a habit of informed, critical thinking; and a strong sense of personal and collective responsibility. Matriculation at Atlanta Metropolitan College enables students to assume their roles as competent, reflective, and socially conscious citizen thinkers.

## **LOCATION**

Atlanta Metropolitan College offers a unique campus atmosphere for its students. The college is located within the city of Atlanta which boasts a population of approximately 3.4 million, a thriving economy, and an international outlook with all the cultural resources of a thriving metropolitan area.

Atlanta Metropolitan College is located in the southwest quadrant of Atlanta. The college offers the best of both worlds. Although within view of the city, it is situated on an expansive 68-acre wooded tract. The college is conveniently located on a transit line and is adjacent to Interstate 75/85.

## **FACILITIES**

Facilities and equipment of Atlanta Metropolitan College are provided for the purpose of supporting educational programs and services approved for the college by the Board of Regents of the University System of Georgia.

The AMC Administrative Council is responsible for sanctioning the use of college facilities by groups not affiliated with the college. Of primary consideration in approving the use of college facilities by outside groups is whether the proposed activity is in accordance with the mission of the college.

The campus buildings and facilities include: Science/Lecture Building, Academic Building, Library/Administration Building, Physical Education Complex, Student Center Building, the historic Harmon House, Central Energy Plant, Tennis Courts, Parking Lots in close proximity to classroom buildings, and expansive green spaces.

## AFFILIATIONS AND MEMBERSHIPS

American Association of Collegiate Registrars and Admissions Officers  
American Association of Community Colleges  
American Association for University Administrators  
American Council on Education  
American Institute of Architects  
American Library Association  
Association for Supervisor and Curriculum Development  
Association of Collegiate Business Schools and Programs  
Cooperative Education Association, Incorporated  
College and University Personnel Association  
Council for Higher Education Accreditation  
Fulton County Workforce Preparation and Employment System  
Georgia Association of Campus Law Enforcement Administrators  
Georgia Association of Chiefs of Police, Incorporated  
Georgia Association of Colleges  
Georgia Association of Collegiate Registrars and Admissions Officers  
Georgia Association for Developmental Educators  
Georgia Association of Physical Plant Administrators  
Georgia Association of Two-Year Colleges  
Georgia Collegiate Honors Council  
Georgia Junior College Athletic Association  
Georgia Library Association  
Georgia Micro-Enterprise Network  
Georgia Speech Communication Association  
Kappa Beta Delta  
League Alliance for Innovation in the Community College  
National Academic Advising Association  
National Association for Equal Opportunity in Higher Education  
National Association of College and University Business Officers  
National Association of College Deans, Registrars, and Admissions Officers  
National Association of College Stores  
National Association for Developmental Educators  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Council for Marketing and Public Relations  
National Council of Educational Opportunity Associations  
National Council of Instructional Administrators  
National Council on Black American Affairs  
National Institute for Staff and Organizational Development  
National Junior College Athletic Association  
Phi Theta Kappa International Honor Society  
Society of College and University Planning  
Society of Human Resource Management

(AFFILIATIONS AND MEMBERSHIPS Continued)

Society of Refrigeration Engineers  
South Atlantic Association of Departments of English  
Southern Association of College and University Business Officers  
Southern Association of Colleges and Schools  
Southeastern Library Network (SOLINET)  
Southern Association of Collegiate Registrars and Admissions Officers  
Southern Association of Community , Junior and Technical Colleges  
Southern Association of Student Financial Aid Administrators  
Southern Center for International Studies  
Southtowne Partnership for Economic and Environmental Development  
Students in Free Enterprise  
The College Board

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# **ADMISSIONS INFORMATION**

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**GENERAL ADMISSIONS REQUIREMENTS**

**ADMISSIONS TESTING**

**ADMISSIONS CLASSIFICATIONS**

**COLLEGE PREPARATORY CURRICULUM**

**ADMISSIONS APPEAL**

**RESIDENCY**

## GENERAL ADMISSIONS REQUIREMENTS

The Office of Admissions at Atlanta Metropolitan College is the beginning point for all applicants seeking to enroll. Admissions personnel review and evaluate all required documents submitted by applicants to determine eligibility for admission.

To be considered for admission to Atlanta Metropolitan College, applicants must submit:

1. A completed application along with a \$20 non-refundable application fee
2. A Certificate of Immunization
3. A final high school transcript and/or General Equivalency Diploma (GED)
4. Transcripts from all colleges and postsecondary institutions previously attended

The College should receive applications and supporting documents by the published application deadlines. Submitted credentials become the property of Atlanta Metropolitan College and will not be returned or transferred to another institution.

Credit hours earned at other post secondary institutions are evaluated for admissions purposes. Only credits awarded at institutions listed on a student's application will be considered for transfer to the college.

The Office of Admissions must receive official copies of all transcripts from all previously attended institutions by the application deadline established for the semester of matriculation. Students who were previously enrolled in Atlanta Metropolitan College, but who have not been enrolled for one or more semesters, must submit an Application for Readmission prior to the semester they intend to re-enroll. Applications are valid for one academic year, after which all documents are destroyed. After documents have been destroyed, an applicant seeking admission or readmission must complete and submit a new application and submit all required documents to the Office of Admissions.

Any student who is found to have falsified application records or documents will be subject to dismissal without refund.

Applicants will be notified of their acceptance after all application documents have been received, reviewed, and processed. Applicants are encouraged to submit their applications and required documents before the application priority



deadline, so that they may receive an early notification related to their acceptance.

## **Application Fee**

A \$20 non-refundable application fee is required of all applicants. Applicants who previously submitted an application for admission within the last three (3) semesters, but did not enroll, should submit a completed Admission Update Application to the Office of Admissions. Additional admission documents may be required if policies and procedures changed since the last application. Applicants who applied more than three (3) semesters ago **must** submit a new application, required documents, and a \$20 application fee.

## **Immunization Requirement**

In compliance with the policies of the University System of Georgia, applicants are required to submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria, varicella, and hepatitis B, as part of their application materials. Applicants who do not present this proof of their immunization will not be admitted to Atlanta Metropolitan College.

Applicants who have not been immunized for religious objections or for certified medical reasons may be admitted; however, they will be subject to college-initiated withdrawal from classes, without refund in the event of an outbreak of a disease for which immunization is required. The Office of Admissions provides a Certificate of Immunization to all applicants for admission to Atlanta Metropolitan College.

## **Transcripts**

Official transcripts are required from the last high school attended showing date of graduation, and/or GED scores. Also, official transcripts are required from each college, university, and/or technical school attended. It is the applicant's responsibility to request that all transcripts be sent directly to the Office of Admissions of Atlanta Metropolitan College. [See specific transcript requirements for each category of admission, in the "Categories of Admission" section.] All transcripts must be received by the application deadline for the semester for which the student is applying. A student attending high school or college should submit a partial transcript at the time of application. A final transcript must be sent immediately after high-school graduation. High school transcripts must show date of graduation and type of diploma awarded. Applicants who previously attended institutions of higher learning, must send transcripts after completion of the last term enrolled at these institutions.

## ADMISSIONS TESTING

Applicants for admission to Atlanta Metropolitan College who have graduated from high school within the past five years are no longer required to submit SAT or ACT scores. Although ACT and SAT scores are not used in making the decision to admit applicants who have graduated from high school within the last five years, applicants who have earned an SAT Verbal score of 430 or an ACT English score of 17 and have completed the College Preparatory Curriculum (CPC) in English in high school, may be exempted from taking the COMPASS Placement Exam in English and reading; applicants who submit an SAT math score of 400 or an ACT math score of 17 and completion of the College Preparatory Curriculum in math may be exempted from taking the COMPASS Placement Exam in math.

Therefore, it is recommended that high school students take either the SAT or ACT exams during their junior or senior year and submit their test scores to the Office of Admissions along with their application documents.

Registration information for these exams may be obtained from the high school or the testing agencies at the following addresses:

The College Board Headquarters  
45 Columbus Avenue  
New York, NY 10023  
[www.collegeboard.com](http://www.collegeboard.com)

or

ACT Records  
P.O. Box 451  
Iowa City, Iowa 52243-0451  
[www.act.org](http://www.act.org)

## ADMISSIONS CLASSIFICATIONS

### Beginning Freshman

The beginning freshman must submit all of the following items to be considered for admission:

1. A completed application form and a non-refundable \$20 application fee.
2. An official high school transcript showing the date of graduation. An applicant who has received a secondary school (high school) certificate of attendance rather than a diploma must successfully

complete the General Education Development (GED) test prior to being considered for admission. Graduates of non-accredited, out-of-state, or unapproved high schools are required to have successfully completed the GED.

3. Students who followed a College Preparatory Curriculum in high school must have earned a 2.0 high school grade point average based on the grades in the 16 CPC units.
4. Students who followed a Technology/Career-Preparatory Curriculum in high school must have a 2.2 high school grade point average based on the grades in the 13 units of the academic Technology/Career-Preparatory Curriculum.
5. A Certificate of Immunization

Students who have not completed the 16 units of CPC and who intend to be in degree programs leading to a baccalaureate degree must take additional courses to make up the CPC course deficiencies. Students who enter Atlanta Metropolitan College with a Technology/Career diploma, students from private high schools or other states, students with a Georgia Department of Education General Diploma, and home-schooled students will be evaluated for CPC completion to determine whether additional courses will be required.

Students who intend to declare “career programs” (programs leading to a Certificate, Associate of Applied Science Degree, or Associate of Science in Allied Health programs) that require more than twelve (12) semester credit hours in the core curriculum must meet the minimum high school grade point average requirement (a 2.0 GPA for the College Preparatory Curriculum or a 2.2 for the Technology/Career Curriculum). Students who later decide to transfer to an associate degree program that leads to a baccalaureate degree will be evaluated for College Preparatory Curriculum completion.

Applicants planning to seek a four-year degree who have attended high school or college within the previous five (5) years and who have earned fewer than thirty (30) transferable semester hours of college credit must meet the College Preparatory Curriculum (CPC) requirements specified by the University System of Georgia.

### **Limited Admissions**

Atlanta Metropolitan College recognizes that some students may not meet the above established standards but may demonstrate other evidence of potential for success. These students may be considered for Limited Admission status. When

evaluating students being considered for Limited Admission, Atlanta Metropolitan College utilizes multiple measures, such as interviews, portfolios, and records of experiential achievements. All students admitted to Atlanta Metropolitan College must have a high school diploma or GED and shall be required to satisfy all College Preparatory Course (CPC) requirements.

### **Transfers from Other Colleges**

Transfer students with fewer than thirty (30) transferable semester hours of credit must complete all requirements for beginning freshmen and submit the following items to be considered for admission:

1. A completed application form and a \$20 application fee
2. An official high school transcript showing date of graduation. An applicant who has received a secondary school certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) Test prior to being considered for admission. Graduates of non-accredited, out-of-state, or unapproved high schools are required to have successfully completed the GED
3. Official transcripts from each college or university attended
4. A Certificate of Immunization

### **Additional Transfer Student Admissions Requirements**

Applicants who have earned fewer than thirty (30) transferable semester credit hours must complete all the requirements for beginning freshman admissions.

Applicants who have earned thirty (30) or more semester hours of transferable credits may transfer to Atlanta Metropolitan College if they are eligible to continue or return to the institution from which they have transferred.

Students with incomplete Learning Support requirements at another University System of Georgia (USG) institution shall be admitted only in accordance with approved Learning Support guidelines of Atlanta Metropolitan College.

Applicants who transfer from institutions or programs that did not require the College Preparatory Curriculum (CPC) must complete all requirements for beginning freshman admissions. Also, applicants who have not met all CPC requirements and have not completed thirty (30) semester credit hours of transfer core courses must complete all requirements for beginning freshman admissions.

Atlanta Metropolitan College accepts transferred credits from other colleges and universities with a course grade of "C" or better that satisfy curricular requirements. In addition, courses with a grade of "D" may be transferred in accordance with college policy as follows: Atlanta Metropolitan College accepts

“D” grades in Areas A, B, C, D, and E, except for English 1101 and 1102, and accepts no grades lower than “C” in Area F, as long as the student’s GPA is at least 2.0 on a 4.0 scale.

Upon admission to Atlanta Metropolitan College, an evaluation of credits acceptable for transfer will be provided to the student. The advising division determines which “D” grades are acceptable within the 2.0 grade point average requirement as stated in college policy. [See above].

A maximum of forty-five (45) semester hours of academic credit may be transferred to Atlanta Metropolitan College. However, all students must complete at least twenty (20) semester hours of their required coursework at Atlanta Metropolitan College.

### **Non-Traditional Students**

This admission category is designated for all persons seeking admission who have not attended high school or college within the last five years.

Non-Traditional Students must submit all of the following items to be considered for admission:

1. A completed application form and a \$20 application fee
2. An official high school transcript showing date of graduation. (An applicant who has received a secondary school certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) Test prior to being considered for admission. Graduates of non-accredited, out-of-state, unapproved high schools are required to have successfully completed the GED.)
3. An official transcript from each college or university attended
4. A Certificate of Immunization

For placement purposes, all non-traditional students must take the COMPASS Test as required by the University System of Georgia. This test will determine whether any Learning Support courses will be required.

Non-Traditional Student applicants are exempt from College Preparatory Curriculum requirements.

### **Transient Students**

This admission category is designated for students who are currently enrolled in another college or university. Each semester before registering at Atlanta Metropolitan College, a transient student must submit a transient letter from his or her institution to AMC’s Office of Admissions.

Transient students must submit all of the following items to be considered for admission:

1. A completed application form and a \$20 application fee.
2. An approved transient letter from the Chief Academic Officer or Registrar of the institution the student is currently attending. This letter must include:
  - Permission to enroll at Atlanta Metropolitan College. (Students who wish to apply for a second transient semester must submit an updated transient permission letter.)
  - A statement that the student is eligible to return to the institution at which he or she is currently enrolled
  - A list of the courses to be taken at Atlanta Metropolitan College. (Proof of prerequisites must be provided at registration.)
3. A Certificate of Immunization
4. Also, international (F-1 Visa) students must present a letter from the parent college certifying that the parent college will retain responsibility for the issuance of the I-20 form during the transient semester(s).

A transient student who wishes to continue as a transfer student at Atlanta Metropolitan College must apply through the AMC Office of Admissions and must meet all transfer student admission requirements.

### **Special Students**

This admission category is designated for students who have earned an Associate of Arts, or Associate of Science, or higher degree from a regionally accredited institution recognized by the University System of Georgia. Students in this category do not intend to earn an additional degree at Atlanta Metropolitan College. **Students seeking a degree must meet transfer or beginning student requirements.**

All prerequisites must be met before a Special Student can enroll in a course with prerequisite requirements.

Applicants applying for admission as Special Students must submit all of the following items:

1. A completed application form and a \$20 application fee
2. An official transcript from all colleges or universities attended. (including evidence of having earned an Associate of Arts, or Associate of Science or higher degree)
3. A Certificate of Immunization

## Home-Schooled Students

*Alternative Requirements for Home-Schooled Students and Graduates of Non-accredited High Schools.*

Home-schooled students will be considered deficient in all College Preparatory Curriculum areas not completed at an accredited high school. These students are not eligible for admission consideration until their class would have graduated from high school. Applicants from home schools or graduates of non-accredited high schools may validate the CPC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the CPC areas at the college preparatory level may be used in lieu of Carnegie unit requirements of the CPC. A student who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable (according to the tables from the joint study by ACT, ETS, and the College Board) to the average SAT I total score is required. Students in this category must also meet the minimum SAT I Verbal (or ACT English) requirement and the minimum SAT I Mathematics (or ACT Math) requirement for the sector to which they apply.

Students admitted in this category with satisfactory documentation of CPC competence in all areas will not be counted in the institution's Limited Admissions (including Presidential Exceptions) category. Those with qualifying SAT I scores and documentation of partial CPC completion may be admitted on the same basis and with the same conditions as other students with CPC deficiencies.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in a CPC area will be considered to have demonstrated equivalent CPC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History and Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

## Applicants for Admission to Career and Certificate Programs

### Programs with More Than Twelve (12) Semester Hours of Core Curriculum

1. Applicants must have a high school diploma or a GED.
2. Applicants must have a 2.0 high school GPA if they followed a College Preparatory Curriculum in high school, or a 2.2 GPA if they followed a Technology/Career Program Curriculum in high school.

**Programs with Twelve (12) or Fewer Semester Hours of Core Curriculum**

1. Applicants must have graduated from an accredited high school with a minimum 1.8 GPA, or have earned a GED; and
2. Applicants must meet the beginning freshman CPC criteria

**Joint Enrollment/Early Admission of High School Students**

Atlanta Metropolitan College offers Joint Enrollment and Early Admission of high school students to provide opportunities for acceleration of their formal academic programs. The Joint Enrollment Program provides an opportunity for high school students to enroll in courses for college credit while they are continuing their enrollment in high school as a junior or senior. The Early Admission Program provides an opportunity for high school students after the completion of their junior year to enroll as full-time college students. To participate in either program a student must be enrolled in an appropriately accredited public or private secondary high school as defined by University System of Georgia policies.

Students who are interested in joint enrollment or early admission may be eligible for funding under ACCEL, the State of Georgia's dual admission program. For additional information about the ACCEL program, students should contact their high school guidance counselor, the Georgia Department of Education Academic Standards Unit, or the Georgia Student Finance Commission.

Students applying for either Joint Enrollment or Early Admissions must meet the following admission standards:

- Minimum combined SAT I verbal and mathematics scores of 970 or ACT Composite of 20.
- Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 16 CPC units;
- Exemption of all LS requirements for early admission.
- Written consent of parent or guardian if student is a minor;
- On track towards the completion of the University System of Georgia 16-unit CPC requirements and high school graduation

Students applying for either the Joint Enrollment Program or the Early Admissions Program must submit all of the following items to the Office of Admissions.

- A completed application form and a \$20 application fee
- An official high-school transcript (The high school may require permission of parent or guardian to release this document.)



- SAT I verbal and math scores or ACT scores
- A Certificate of Immunization
- A letter of consent from the student's parent or guardian

Students wishing to complete their CPC or high school graduation requirements by enrolling in college courses must also meet the following admission requirements:

CPC English and/or Social Science: Students planning to complete their fourth (4<sup>th</sup>) year high school English and/or social studies requirements with college credit must have an SAT-I Verbal score of 530 or higher or ACT English score of 23.

CPC Math: Students planning to complete their fourth (4<sup>th</sup>) year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 530 or ACT Mathematics score of at least 22.

Electives: Students can enroll in appropriate elective courses with written approval by the high school counselor. (Students must have completed two units of a foreign language to enroll in a college foreign language course and three units of science prior to enrolling in a college science course.)

Students who are accepted into the Joint Enrollment Program or the Early Admission Program have the same status as other members of their high school senior class, including eligibility for valedictorian and being able to participate in extracurricular activities.

### **Auditors**

Students who submit evidence of graduation from an accredited or approved high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as "auditors."

Students must indicate their status as auditors at the time of registration and cannot change from audit to credit status after registration.

Credit is not granted to an auditor when the course has ended, nor can credit be awarded retroactively at a future date.

Students registered as "auditors" are required to pay regular tuition and fees.

### **Students Sixty-two (62) Years of Age and Older**

According to the provisions of Amendment 23 to the Georgia Constitution, the Board of Regents of the University System of Georgia has permitted citizens of the State of Georgia who are sixty-two (62) years of age or older to attend Atlanta Metropolitan College, or any other institution in the University System of Georgia, without payment of fees (except for supplies and laboratory fees) when

space is available in a course scheduled for resident credit. Provisions to implement special enrollment privileges for these students are as follows:

1. Must be residents of Georgia, sixty-two (62) years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age in order for the Registrar to determine eligibility
2. Must meet Atlanta Metropolitan College admission requirements.
3. 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 or shop fees
4. Degree seeking students must meet all system, institution, and legislated degree requirements such as Regents’ Test, Major Area Exam, and Georgia History and Constitution instruction/examination
5. Shall have all usual student and institutional records maintained
6. Must submit a Certificate of Immunization

### **Re-Admission of Former Students**

Students enrolled during a given semester may re-enroll for the following semester without applying for re-admission. Former students not enrolled during the semester prior to re-admission must apply for re-admission. Former students who have attended another college or university since attending Atlanta Metropolitan College must have an official transcript sent to Atlanta Metropolitan College from each college or university attended.

### **Advanced Placement**

The Registrar may grant Advanced Placement credit toward graduation for some courses to those students who present Advanced Placement Test scores of at least three (3) points from the College Entrance Examination Board.

### **Admissions Requirements for Non-U.S. Citizens**

Atlanta Metropolitan College welcomes students from other countries. The presence of international students fosters cultural exchange which can be beneficial to the student body and to the community at large. In addition to a completed Atlanta Metropolitan College application, applicants who are not citizens of the United States must submit the following items for consideration:

1. Test of English as a Foreign Language (TOEFL) score of 523 on the paper TOEFL or 193 on the computer TOEFL
  - a. Local applicants may contact Educational Testing Service to request an International TOEFL application, or call the Atlanta

Metropolitan College Office of Counseling and Testing Services.

- b. Overseas applicants may consult the American Embassy for overseas TOEFL information.
2. Original documents, certifying immigration status (resident alien card, I-94 form, refugee card, passport, etc.). Original documents will be photocopied by Atlanta Metropolitan College Office of Admissions' staff.
3. Official high school transcripts or appropriate examination results (GCE, CXC, WASC, SSCE) at a recognized level of completion and accreditation.
4. Official transcripts from all colleges and universities attended. If a transcript is in a language other than English, official English translation must accompany the original transcript. Course descriptions also may be required.
5. A Financial Statement. All applicants requesting a Form I-20 A-B for student F-1 visas must provide an affidavit of support showing that a minimum of \$19,000 per college year is available to the student to defray college expenses including matriculation fees, non-resident fees, school supplies, transportation, living cost, and related expenses. All applicants must submit a certified statement from the student's or sponsor's bank showing that the required funds are available. All fees must be paid at the time of registration. Federal financial aid is not available for F-1 visa students.
6. A copy of the student's passport and a completed Atlanta Metropolitan College Foreign Address form are required.
7. Certificate of Immunization. In compliance with the policies of The Board of Regents of the University System of Georgia, Atlanta Metropolitan College requires that all new students submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria, varicella, and hepatitis.

### **General Information for Non-U.S. Citizen Applicants**

International (F-1 visa) students are required to attend college full-time (as defined by the college catalog), and must make satisfactory progress each semester toward their program objectives as stipulated in the college-issued Certificate of Eligibility (I-20 A-B). The college is required to notify the Immigration and Naturalization Service (INS) when international students do

not attend full-time, maintain poor class attendance, terminate their enrollment, or make unsatisfactory progress in their programs.

- International students who complete the admission process will be notified of acceptance to the college for issuance of INS Form I-20 A-B.
- It is important that the applicant have a United States mailing address at the time of registration.
- As a two-year non-residential college, Atlanta Metropolitan College does not provide, supervise, or recommend student-housing facilities for international students. Students must find their own housing and arrive in Atlanta before the term of registration for this purpose.
- All students admitted to Atlanta Metropolitan College are required to abide by the rules and regulations of the college, to make satisfactory progress toward their educational objectives, and to remain in good standing.
- Counseling and advisement services are available to assist students.
- All correspondence regarding admission for non-U. S. citizen applicants should be directed to the Office of Admissions at Atlanta Metropolitan College.

## COLLEGE PREPARATORY CURRICULUM

### College Preparatory Curriculum (CPC)

First-time freshmen as well as freshmen who have not earned the equivalent of thirty (30) semester hours of college credit are required to meet College Preparatory Curriculum (CPC) requirements. Students who have not completed sixteen units of the CPC and who intend to be in degree programs leading to a baccalaureate degree must take additional courses to make up for the CPC deficiencies. Students who enter with a Technology/Career diploma, students from private high schools or from other states, students with a Georgia DOE General Diploma (GED), and home-schooled students must be evaluated for CPC completion and must take additional courses as necessary, following standard USG policy.

#### English Deficiency

Students graduating with fewer than four units of English will be required to take the COMPASS Tests in English and Reading, regardless of SAT or ACT scores. Students who do not score satisfactorily on the COMPASS test will be placed in Learning Support English and/or Reading courses.

#### Mathematics Deficiency

Students graduating with fewer than four units of mathematics will be required to take the COMPASS Test in Mathematics. Students, who do not score satisfactorily on the COMPASS Test, will be placed in a Learning Support Mathematics course at an appropriate level, in accordance with COMPASS Test scores.

#### Science Deficiency

Students graduating with fewer than three units of science will be required to take an additional course in a laboratory science, chosen from the approved laboratory science courses in Area D of the Atlanta Metropolitan College Core Curriculum.

#### Social Science Deficiency

Students graduating with fewer than three units of social science will be required to complete one additional three (3) credit-hour course, chosen from the approved social science courses in Area E of the Atlanta Metropolitan College Core Curriculum.

## **Foreign Language Deficiency**

Students graduating with fewer than two units of the same foreign language will be required to complete one additional three (3) credit-hour, introductory-level foreign language course.

The following provisions apply to science, social science, and foreign language requirements:

- These additional required courses represent course work beyond the requirements for the program in which the student is enrolled; although the student receives credit in the grade point average for these courses, the credit hours do not count toward hours required for a degree. These courses are aimed at expanding the student's previous exposure to the disciplines.
- To remove the CPC deficiency, the student must earn a "C" or better in the course.
- Beginning freshmen must remove all CPC deficiencies by the time they have earned thirty semester hours of degree credit.
- Transfer students must take these courses immediately upon entering System institutions or as soon as possible thereafter.
- Courses taken to meet College Preparatory Curriculum requirements cannot be repeated for degree credit.

Students who accumulate thirty (30) degree-credit hours and have not successfully completed CPC requirements may enroll only in CPC courses until all CPC requirements are successfully met.

## **Conditional Acceptance**

If an extreme circumstance beyond the applicant's control prevents the applicant from submitting all admission materials to the Office of Admissions prior to the published deadline, the Director of Admissions may grant a conditional acceptance. The student must present substantial evidence that the extreme circumstance warrants an exception that will permit the student to enroll temporarily, pending the Office of Admission receiving all required documents. No credit may be recorded and no grades may be released to a student attending the College under a conditional acceptance, until the required documents are received by the Office of Admissions.

The burden of proof rests upon the applicant to establish that his/her failure to submit required credentials or information is a result of circumstances beyond his/her control.

## ADMISSIONS APPEAL

Applicants whose admission or re-admission to the college is denied, have the right to appeal in accordance with the following process:

1. The student must appeal in writing to the President of the college within five (5) working days of the action for which the person complains.
2. The President may utilize the services of the Admissions and Records Committee, or may appoint a committee of three faculty members, who will review all facts and circumstances connected with the case.
3. The President will make a decision concerning the applicant's request for admission or re-admission.

## RESIDENCY

### University System of Georgia Policy for Classification of Students for Tuition purposes and Out-of-State Waivers

The Board of Regents has adopted the following policies governing the classification of students as in-state and out-of-state for tuition purposes.

### Classification Status for Tuition Purposes

#### A. United States Citizens

- 1) a. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as "in-state" for tuition purposes. It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending postsecondary educational institution in this state.
- b. A dependent student shall be classified as "in-state" for tuition purposes if either (i) the dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student

has graduated from a Georgia high school or (ii) the dependent's parent has established and maintained a domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent's most recent federal income tax return.

c. A dependent student shall be classified as "in-state" for tuition purposes if a U.S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.

2) a. If an independent student classified as "in-state" relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.

b. If the parent or U.S. court-appointed legal guardian of a dependent student currently classified as "in-state" for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

## **B. Non-citizens**

Non-citizens initially shall not be classified as "in-state" for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible non-citizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.



## Change of Residency Classification

Students are responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident may petition the Residency Coordinator in the Office of Admissions for a change in status. This petition must be filed no later than sixty (60) days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification shall not be retroactive to prior semesters. Forms for petitioning a change in residency classification are available in the Office of Admissions.

## Out-of-State Tuition Waivers

An institution may waive out-of-state tuition and assess in-state tuition for:

- A. Academic Common Market.  
(<http://www.sreb.org/programs/acm/acmindex.asp>) Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2 percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical/Dental Students and Interns. Medical and dental residents and interns at the Medical College of Georgia (BR Minutes, 1998-89, p. 43).
- E. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p.43).
- F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their

spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).

- H. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University.
- I. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April, 1998, pp. 16-17).
- J. Students Enrolled in the University System of Georgia Institutions as Part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being a part of a competitive economic development project.
- K. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- L. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
- M. Students in ICAPP® Advantage Programs.  
Any student participating in a ICAPP® Advantage program.  
(<http://www.icapp.org/>)
- N. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
- O. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a dependent or independent student who can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for the reasons other than enrolling in an

institution of higher education. This waiver will expire 12 months from the date the waiver was granted.

As of the first day of the classes for the term, an economic advantage waiver may be granted to a student possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for reasons other than enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken all legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Students currently receiving a waiver who are dependents of a parent or spouse possessing a valid employment-sponsored visa may continue to receive the waiver as long as they can demonstrate continued efforts to pursue an adjustment of status to U.S. legal permanent resident (BR Minutes, June 2006).

- P. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year (BR Minutes, June 2004).
- Q. Nonresident Student. As of the first day of classes for the term, a nonresident student whose parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student can provide clear evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term.

If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive the waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

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# **FINANCIAL INFORMATION**

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## **FINANCIAL OBLIGATIONS**

### **TUITION**

### **FEES AND EXPENSES**

### **REFUNDS**

## FINANCIAL OBLIGATIONS

Atlanta Metropolitan College fees are assessed according to the policies of the Board of Regents of the University System of Georgia. Fees are subject to change at the end of any semester. A student is not considered registered at the college until all fees have been paid. Fees for each semester are to be paid in full at the time of registration with cash, check, certified check, money order or credit card (MasterCard, Visa or Discover), or approved financial aid. If a credit card is used, the person whose name appears on the card must be present. Any student who is delinquent in the payment of any fees owed to the college will have grade reports and transcripts of records withheld, and will not be allowed to register at the college for a new semester until the delinquency has been cleared. Please note that the fee amounts specified below reflect changes for Fall semester 2008 for incoming freshmen.

### TUITION

#### In-State Tuition

The tuition structure for Georgia residents for the 2008-2009 academic year is as follows:

1 - 11 credit hours	\$ 77.00 per semester credit hour
12 or more credit hours	\$919.00 per semester

For current detailed information, students should consult the official college schedule of classes.

#### Out-of-State Tuition

Non-residents of Georgia are charged out-of-state tuition. The tuition structure for non-residents for the 2008-2009 academic year is as follows:

1 - 11 credit hours	\$ 306.00 per semester credit hour
12 or more credit hours	\$3,670.00 per semester

For current detailed information, students should consult the official college schedule of classes.

## FEES AND EXPENSES

### **Student Activity Fee**

All students are required to pay a \$60.00 Student Activity Fee each semester.

### **Technology Fee**

All students are required to pay a \$40.00 Technology Fee each semester.

### **Athletic Activity Fee**

All students are required to pay a \$55.00 Athletic Activity Fee each semester.

### **Vehicle Registration Fee**

All students who plan to park personal cars on campus are required to pay a parking fee of \$15.00 per car per academic year. The vehicle registration fee is non-refundable.

### **Applied Music Fee**

The Applied Music Fee is \$50.00 per one credit hour.

### **Lab Fee**

The Lab Fee is \$25.00 per one credit hour laboratory science course.

### **Late Registration Fee**

The late registration fee is \$25.00. This fee is non-refundable.

### **Application Fee**

A \$20.00 application fee should accompany each initial application for admission to the college, except for applicants age 62 and older.

### **Re-Admission Fee**

A \$20.00 application fee will be assessed to any student who is seeking re-admission to the college, but who has not enrolled at the college for two or more consecutive semesters (summer sessions excluded).

### **Graduation Fee**

A \$25.00 graduation fee is charged to all graduating students. This fee must be paid before diplomas are ordered and preferably upon registration for the final semester before graduation. This is a non-refundable fee and is separate from the fee for the purchase of cap, gown, tassel and hood.

### **Parking Fines**

Cars illegally parked on the Atlanta Metropolitan College campus will be ticketed. Fines must be paid promptly at the cashier's window in the Business Office. Students are not permitted to register for classes in subsequent semesters until all fines have been paid. Students who have more than two unpaid tickets

are subject to having their vehicles booted. Vehicles that do not have a parking decal or are parked illegally are subject to being towed at owners' expense.

### **Identification Card Replacement Fee**

Students are issued a one-time college identification (ID) card at no cost. There is a \$10.00 replacement fee for all lost ID cards. To replace lost ID cards, please go to the Office of Campus Safety.

### **Returned Check Penalty Charge**

AMC welcomes your payment of tuition and fees by check. Your check must be made payable to Atlanta Metropolitan College with the student's name and ID number on the face of the check. AMC does not accept two-party checks, payroll checks, starter checks, counter checks, post-dated checks or checks which must be sent for collection. If the check you present for payment of your tuition and fees is not honored by the bank and is returned to the College unpaid, a financial hold will be placed on your records, you will be assessed a \$30.00 returned check fee, and you will be required to make all future payments to the College by cash, cashier's check, traveler's check or money order. Your check will be immediately forwarded to Certegy Check Services, the College's guarantee service. Certegy will reimburse the College for the amount of the check and charge the student a service fee. If for any reason Certegy cannot honor the check, the student must clear the returned check in full, including the returned check fee within 10 calendar days following a written notification by the Business Office.

### **Fees Paid By Outside Agencies**

Students whose fees are paid by Georgia State Vocational Rehabilitation, Veterans Rehabilitation and other authorized agencies must make certain that the Business Office receives written authorization from the agency prior to registration each semester. Students will be held responsible for default of such payments, if the default was caused by some action or lack of compliance by the student. Since veterans in training under the G.I. bill are paid benefits directly through the Veterans Administration, they are required to pay all fees as other students.

### **Fees for Non-Credit Programs**

Fees for non-credit courses are based on the cost of each course. Persons enrolling in these courses must pay fees as published. If a course is cancelled by the college, fees shall be refunded or transferred to another course. Fees are non-refundable after the first class session meets. Registration cannot be completed until fees are paid. There is no guarantee of a place in a class unless registration has been completed.

## REFUNDS

Refunds for fees will be made only upon written application for withdrawal from school. **Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the college when disciplinary action is pending are not eligible for a refund of any portion of any fees paid.** Other refund policies follow:

- Students who withdraw completely from the college prior to completing 60 percent of the days in a given semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student's responsibility to complete the withdrawal form within the refund period. The percentage of refund is based on when the completed withdrawal form is signed by the student and the instructor.
- Withdrawal forms can be obtained from the Student's Academic Division Office. It is the student's responsibility to complete the withdrawal process ending at the Cashier's Window in the Business Office within the dates listed in the Refund Policy section of each semester's class schedule. For more details, please refer to the official College Class Schedule of each semester.
- Students who formally withdraw from the institution after the first 60 percent (in time) of the days completed are not entitled to a refund of any portion of tuition and fees.
- Students are eligible for a full tuition refund for RGTE 0199 if they pass the Regents' Test Essay on appeal during the same semester in which they were required to take RGTE 0199. Any student who still maintains full-time status twelve (12) hours or more after the reduction of RGTE 0199 would not be eligible for a refund.
- Students who are attending an institution for the first time, and who receive assistance under Title IV of the Higher Education Act of 1965 as amended, are entitled to a pro rata refund of that portion of the tuition, fees, room and board, and other charges assessed the student by the institution. The refund will be equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance up to the 60 percent point (in time) of the days completed in a given semester.
- Refunds of all tuition paid (resident or non-resident) and other mandatory fees will be made in the event of the death of a student at any time during an academic semester.



- Students who are members of the Georgia National Guard or other reserve components of the Armed Forces and who receive emergency orders to active military duty are entitled to a full refund of tuition paid for that semester. Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location, are entitled to a full refund of tuition paid for that semester.
- Students who drop a class but remain in school after the official schedule change date for Drop-Add (i.e., non-complete withdrawal from the college) are not entitled to any refund.

Refund checks for tuition and fee payments paid by cash or charge card will be made within ten working days. Refund checks for tuition and fee payments paid by check will be made after fifteen working days.

**All fees and charges are subject to change at the end of any given semester.**

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# FINANCIAL AID

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**Please Note:** Prospective students are urged to contact the Financial Aid Office for information about deadlines and the completion of appropriate forms in order to ensure a response before enrolling.

## OFFICE OF FINANCIAL AID

The Office of Financial Aid at Atlanta Metropolitan College is responsible for assisting students in seeking and obtaining the financial aid funds necessary to pursue their educational goals. The office is committed to providing students with up-to-date information and resources. It is the intent of the office to assist students in becoming fiscally responsible and knowledgeable regarding their rights and responsibilities as a financial aid recipient. The staff of the Office of Financial Aid assumes a proactive role in reaching out to currently enrolled and prospective students to educate each student regarding the benefits of higher education and the availability of financial aid at Atlanta Metropolitan College.

The mission of the Office of Financial Aid at Atlanta Metropolitan College is to ensure that all students who have a desire to attend college receive assistance to support their educational endeavors.

## FINANCIAL AID APPLICATION POLICIES AND PROCEDURES

To apply for financial aid at Atlanta Metropolitan College a student must complete the Free Application for Federal Student Aid (FAFSA) each year. The fall semester begins a new financial aid year at Atlanta Metropolitan College therefore all students must complete the appropriate FAFSA for the fall semester each year.

A student can submit the Free Application for Federal Student Aid by 1) transmitting the application electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or 2) mailing the application to Federal Student Aid Programs in the envelope provided with the paper application. Atlanta Metropolitan College's school code is 012165.

The Free Application for Federal Student Aid (FAFSA) is the application that a student must complete to apply for the following financial aid programs at Atlanta Metropolitan College:

- The Federal Pell Grant
- The Federal Academic Competitiveness Grant (ACG)
- The Supplemental Educational Opportunity Grant (SEOG)
- The Leveraging Assistance Educational Program (LEAP)
- The Federal Work Study Program (FWS)
- The Subsidized Federal Family Educational Loan Program (FFELP)
- The Unsubsidized Federal Family Educational Loan Program (UFFELP)
- The Federal Parent Loan Program (PLUS)
- The Lottery Funded HOPE Scholarship Program

Students applying for any of the student loan programs must complete a separate loan application annually. The application may be obtained from the Office of Financial Aid or downloaded from the financial aid section of the college's website, [www.atlm.edu](http://www.atlm.edu).

## **ELIBIGILITY REQUIREMENTS FOR FINANCIAL AID**

To be eligible to receive most federal and state financial aid a student must meet the following eligibility requirements:

- Be a U.S. citizen or eligible non-citizen with a valid social security number
- Have a high school diploma or a General Education Development certificate (GED)
- Be officially accepted to Atlanta Metropolitan College or currently enrolled as a regular student in compliance with Atlanta Metropolitan College's Standards of Academic Progress Policy and seeking a degree or certificate
- If male, be registered with the Selective Service Administration
- Be not in default on a federal student loan or not owe a refund to the Pell Grant Program or Supplemental Educational Opportunity Grant Program (SEOG)
- If an applicant for the lottery funded HOPE Scholarship program and any other state financial aid program, meet the Georgia residency requirements as defined by the University System of Georgia Board of Regents and the HOPE Scholarship program

## **APPEALS PROCESS**

A student who has lost eligibility for financial aid under the Standards of Academic Progress may believe that there were unforeseeable circumstances that prevented him or her from meeting these requirements. In such cases, the student will adhere to the following appeals process:

1. The student will complete the Financial Aid Appeal form.
2. The student must document mitigating circumstances that resulted in performing below the published standards.
3. The student will return the Financial Aid Appeal Form to the Financial Aid Office.

4. The Director of Financial Aid will review the Appeal Form, and determine whether the appeal is granted. The student will be advised in writing of the decision.
5. Students who have attempted the **maximum** number of hours allowed for the degree cannot appeal.

## **COST OF ATTENDANCE BUDGETS**

To determine a student's financial aid eligibility, the Office of Student Financial Aid takes into consideration all of the costs associated with attending college. Taken into consideration are the charges that the student is responsible for paying directly to Atlanta Metropolitan College, which include tuition and fees. An allowance for other costs associated with attending college such as books, living expenses, and a transportation allowance are also considered. Together these items comprise the Cost of Attendance Budgets.

In addition, the Expected Contribution, such as the amount that a family can contribute toward the Cost of Attendance Budget, which is calculated by the U.S. Department of Education's Central Processing System, is used to determine the amount of a student's Pell Grant and eligibility for other grants and loans.

The Expected Family Contribution and the Cost of Attendance Budgets are listed on the award letter that is sent to each student.

## **CREDIT BALANCES**

Credit balances exist when a student's financial aid, grants and loans exceed a student's tuition and fees. The issuance of refund checks to students who have credit balances on their account will be determined by the semester start date and the official drop and add period. Financial aid, grants, and loans will be officially credited to the student's account the day after the published drop and add period ends. For example, the first day of the fall semester is August 20 and the drop and add period ends on August 23. Financial aid funds will be credited to students' accounts on August 25. Refund checks will be issued to students within fourteen days after financial aid is officially credited to the student's account, which would be September 7. Students who are awarded financial aid after the drop and add period ends will have their funds disbursed to their account immediately and a refund check will be issued within fourteen days.

If the Office of Financial Aid is notified that a student has not been attending classes, the financial aid will be adjusted or withdrawn.

## ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

**Standards of Academic Progress:** The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education that participate in the federal Title IV programs establish minimum standards of academic progression for students receiving financial aid. All students receiving financial, state, and institutional aid, grants and loans must comply with the colleges' definition of satisfactory progress. All students will be held responsible for this information, even if they choose not to read the policy which is mailed to each student with the award letter and is available in the Office of Financial Aid.

Each student's academic progress will be monitored upon the initial financial aid award for each academic year, and each time the award is adjusted or updated thereafter. At a minimum, academic progress will be measured at the beginning of each new award year.

- A. Associate of Applied Science: Those students who are in a program of study that requires twenty-two (22) hours in order to receive their degree must maintain the following GPA. Students in this program of study are allowed to attempt up to thirty-three (33) hours before their financial aid will be suspended.

0 - 6 hours	1.5 GPA
7- 13 hours	1.7 GPA
14 -20 hours	1.8 GPA
21- 27 hours	1.9 GPA
28 - 33 hours	2.0 GPA

In addition to the GPA requirement, students must also complete 50 percent of all hours attempted up to the first 16 hours. After that, students must complete 67 percent of all hours attempted. **The classes from which a student withdraws will count when calculating hours attempted.** This will also include any classes for which a student has received a hardship withdrawal. Also, students must be aware that financial aid is awarded based on the number of hours for which a student registers.

If a student or an instructor makes the financial aid staff aware that the student has not attended a class or classes at all, but the student has received financial aid based on his/her registration, **the student will have to pay these funds back before any additional financial aid will be disbursed.**

- B. Associate of Applied Science: Students who are in a program of study that requires thirty-five (35) hours in order to receive their degree must maintain the following GPA. Students in this program of study are allowed to attempt up to fifty-two (52) hours before their financial aid will be suspended.

0 – 10 hours	1.5 GPA
11- 21hours	1.7 GPA
22 -32 hours	1.8 GPA
33- 43 hours	1.9 GPA
44 – 52 hours	2.0 GPA

In addition to the GPA requirement, students must also complete 50 percent of all hours attempted up to the first twenty-six (26) hours. After that, students must complete 67 percent of all hours attempted. The classes from which a student withdraws will count when calculating hours attempted. This will also include any classes for which a student receives a hardship withdrawal. Also, a student must be aware that financial aid is awarded on the number of hours for which a student registers. If a student or instructor should make the Financial Aid Office aware that a student has not attended a class or classes at all, but received financial aid based on that student's registration, **the student will have to repay these funds back to the institution before any additional financial aid will be disbursed.**

- C. Transfer programs of study (leading to Associate of Arts or Associate of Science Degree: Students who are in a program of study that requires sixty to sixty-five (60-65) hours in order to receive their degree must maintain the following GPA. Students in this program of study are allowed to attempt up to ninety-seven (97) hours before their financial aid will be suspended.

1 – 20 hours	1.5 GPA
21- 30hours	1.7 GPA
31 -40 hours	1.8 GPA
41- 50 hours	1.9 GPA
51 and over	2.0 GPA

In addition to the GPA requirement, students must complete 50 percent of all hours attempted up to the first forty-eight (48) hours. After that, students must complete 67 percent of all hours attempted. The class from which a student withdraws will count when figuring hours attempted. This will also include any classes for which a student has received a hardship withdrawal. Also, students should be aware that

financial aid is awarded based on the number of hours for which a student registers. If a student or instructor makes financial aid staff aware that a student has not attended a class or classes, but has received financial aid based on the student's registration, **the student will have to repay these funds back to the institution before any additional financial aid will be disbursed.**

## **Learning Support**

Students enrolled in Learning Support classes are eligible to receive financial aid until they have attempted thirty (30) Learning Support semester credit hours. These thirty (30) semester credit hours will be in addition to the maximum semester credit hours allowed for the certificate and associate program.

## **FEE PAYMENTS, AUTHORIZATION OF CHARGES, REFUNDS AND REPAYMENT OF FINANCIAL AID**

### **FEE PAYMENT**

Tuition and fees must be paid before a student can begin to attend classes each semester. Students are not authorized to attend classes if tuition and fees are not paid.

Financial aid applicants should contact the Office of Financial Aid prior to registering for classes to ensure that they have enough financial aid to pay their tuition and fees.

Students awarded financial aid should present their class schedule to the Office of Financial Aid to have their financial aid funds credited to their account and then proceed to the Office of Fiscal Affairs to complete the registration process.

### **AUTHORIZATION OF CHARGES**

Students wishing to use their financial aid to purchase books, parking decals, public transportation cards, and any other purchases must authorize the college to deduct the charges from their financial aid. Authorization instructions are sent to each student with the award letter.

If a student does not have financial aid available during the registration period to pay tuition and fees, the student is responsible for paying fees by the established fee payment deadline that is published in the course schedule and on the college's website.



## **REFUNDS AND REPAYMENT OF FINANCIAL AID**

As part of the Higher Education Amendment Act of 1998, the U.S. Congress passed regulations that dictate what happens to a student's federal financial aid when a student completely withdraws from the college during any period of enrollment. The HOPE Scholarship program requires that colleges apply the same refund policy to HOPE Scholarship recipients who completely withdraw from the college.

Even though students are awarded financial aid and have federal and state financial aid disbursed to them at the beginning of the semester, the student is required to earn the financial aid that they received by attending classes daily until 60 percent of the semester has passed.

When a student completely withdraws from the college prior to the point when 60 percent of the semester has passed, the student has failed to earn all of the financial aid that he or she received and therefore, the student may be required to repay a portion of all of the financial aid he or she received: grants, loans and HOPE Scholarship.

The portion of the federal and state aid that a student has earned and is entitled to should be based on the date of the student's complete withdrawal from the college. The formula that is used for this calculation is prescribed by the federal guidelines that govern the federal financial aid programs.

The refund calculation is based on the total number of days in the semester and the total number of days the student has attended classes before the student completely withdraws from the college.

If a student receives more aid than he or she earns then the portion that the student does not earn must be returned to the appropriate federal and state financial aid programs. A student may owe money back to the U.S. Department of Education and Atlanta Metropolitan College.

The refund schedule is published each semester on the college's website at [www.atlm.edu](http://www.atlm.edu) and in the class schedule that is published for each semester.

## **FINANCIAL AID PROGRAMS AND GRANTS**

Atlanta Metropolitan College participates in both federal and state financial aid programs, grants, work study, loans and the lottery funded HOPE Scholarship programs. Students wishing to receive federal or state financial aid (including the lottery funded HOPE Scholarship) must meet all of the general eligibility requirements and complete the Free Application for Federal Student Aid (FAFSA) and any other application(s) that may be required.

There are three types of grant programs funded by the U.S. Department of Education. A grant is financial aid that does not have to be repaid (unless the student withdraws from school and as a result owe some of the grant received back to the U.S. Department of Education)

Federal grants are based solely on financial need. The amount that students receive depends on their financial need, cost of attendance and enrollment status (full-time or part-time).

### **FEDERAL GRANT PROGRAMS**

#### **Pell Grant**

The Pell Grant is the foundation of all of the federal financial aid programs. Pell Grants are need based grants awarded to undergraduate students who have not received a bachelor's degree or graduate degree.

The amounts of the Pell Grant that a student may receive will vary from year to year, depending on their enrollment status and their cost of attendance. The U.S. Department of Education will determine a student's eligibility for the Pell Grant based on the information that the student reports on the Free Application for Federal Student Aid (FAFSA).

To receive the Pell Grant a student must meet all of the eligibility requirements.

#### **Supplemental Educational Grant**

The Supplemental Educational Opportunity Grant (SEOG) is a need based grant that is awarded to Pell Grant eligible students who have not received a bachelor's degree or graduate degree.

A student's eligibility for the SEOG is determined by AMC's Office of Financial Aid and is based on the availability of funds and financial assistance a student receives from other resources. The amount of SEOG a student will receive will be determined by the Office of Financial Aid.

## **Academic Competitiveness Grant**

The Academic Competitiveness Grant (ACG) is available to freshmen and sophomore students who meet certain criteria.

To receive an ACG in the freshmen year of college a student must:

- have graduated from a rigorous secondary/high school program after January 2006 and not have been enrolled as a regular degree seeking undergraduate student at any other college or university
- be a Pell Grant recipient for the same award year
- be enrolled full-time( 12 credit hours or more)
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an associate degree program acceptable for full credit towards a bachelor's degree program

To qualify for the ACG at the sophomore level a student must:

- have graduated from a rigorous secondary/high school program after January 2005
- be a Pell Grant recipient for the same award year
- be enrolled full-time(12 credit hours or more)
- have earned a cumulative grade point average of 3.0 on a 4.0 scale
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an associate degree program acceptable for full credit towards a bachelor's degree program

Students may apply for the ACG when they complete the Free Application for Federal Student Aid (FAFSA) by answering questions on the FAFSA or contacting the Office of Financial Aid.

The U.S. Department of Education has defined what is considered as a rigorous high school program. Students may obtain this information from the Office of Admissions or the Office of Financial Aid.

Students who meet the eligibility requirements are awarded \$750.00 in their freshman year and \$1300.00 in their sophomore year of study. This award is not renewable.

Students who are eligible to receive the ACG will receive an award letter.

## **FEDERAL WORK STUDY PROGRAM**

Atlanta Metropolitan College participates in the Federal Work Study Program. The Federal Work Study Program provides employment to students who are enrolled in at least six (6) credit hours and demonstrate unmet need.

Students may be assigned employment on campus or off campus in the community or local elementary schools. Student wages are slightly above the minimum wage and will be based on the student's job description.

Students wishing to work under the Federal Work Study Program must complete a Free Application for Federal Student Aid (FAFSA) and an application for Federal Work Study.

## **VETERANS ADMINISTRATION BENEFITS**

Former service personnel and war orphans are encouraged to take full advantage of benefits available through the Veterans Administration. Those students eligible for benefits should apply for admission to the college and complete the admissions process.

Within the Office of Financial Aid, a Veterans Affairs Coordinator is available to coordinate various services designed to meet the needs of veterans. Two of the benefits available are:

## **STUDENT LOANS**

Atlanta Metropolitan College participates in the Federal Family Educational Loan Programs (FFEL). Funding for the FFEL is provided through banks which receive a subsidy from the U.S. Department of Education for participation in the federal loan programs. Students applying for any of the Federal Family Educational Loan Programs are required to complete a Free Application for Federal Student Aid (FAFSA) and a separate loan application. The Office of Financial Aid must certify that the student meets all of the eligibility requirements for FAFSA and the requirements of the loan programs. The interest on student loans varies based on program and the date of loan disbursement. The current interest rates can be obtained from the Office of Financial Aid.

### **Federal Subsidized Stafford Loan Program**

The Federal Subsidized Stafford Loan Program is available to students who demonstrate need. The U.S. Department of Education pays the interest to the lender on behalf of the student while the student is enrolled in school for six (6) credit hours or more and during the first six months after the student ceases to attend school. After that time, repayment of the loan, interest and principal, will begin. The amount of a Subsidized Stafford Loan cannot exceed the student's financial need as determined by the Office of Financial Aid.

The amount of Subsidized Stafford Loan that a student can receive is based on the student's unmet need and academic grade level.

Effective July 1, 2007 freshmen borrowing under the Subsidized Stafford Loan Program can borrow a maximum of \$3,500 per academic year. Sophomores can

borrow a maximum amount of \$4,500 per academic year if they meet all the other qualifications.

### **Federal Unsubsidized Stafford Loan Program**

The Unsubsidized Federal Stafford Loan Program is different from the subsidized Stafford Loan Program in that the U.S. Department of Education does not pay the lenders who provide money for this program a subsidy to participate in the program. Therefore, interest and principal will accrue under this program while the student is enrolled. However, students may request a deferment of interest and principal while they are enrolled in school.

The Unsubsidized Federal Stafford Loan Program is not a need based loan program; however, a student must complete a Free Application for Federal Student Aid (FAFSA) and a loan application. The Office of Financial Aid must certify that the student meets the eligibility requirements.

The Unsubsidized Stafford Loan is available to those students who meet the independent student definition on the FAFSA and to dependent students whose parents are denied a Parent Loan for Undergraduate Students (PLUS).

Effective July 1, 2007 freshmen and sophomores borrowing under the Unsubsidized Stafford Loan Program may borrow a maximum of \$4,000 per academic year.

### **Federal Parent Loan for Undergraduate Students**

The Parent Loan for Undergraduate Students (PLUS) is available to biological parents, step parents and adoptive parents of dependent undergraduate students. The parent is the borrower of the loan for a student who is enrolled in at least six (6) credit hours. The PLUS Loan is based on the credit worthiness of the parent. The Office of Financial Aid must certify that a student meets the eligibility requirements in order for the parent to borrow a PLUS Loan. Repayment of the PLUS Loan begins once the loan is disbursed to the school.

Under the PLUS Loan Program a parent may borrow up to an amount equal to cost of attendance minus any other financial aid the student receives.

## **STATE FINANCIAL AID PROGRAMS**

Atlanta Metropolitan College participates in the Georgia Lottery funded HOPE Scholarship Program for Georgia State Colleges and Universities.

To be eligible for the HOPE Scholarship Program a student graduating from high school must meet the following qualifications:

- Graduated from an accredited Georgia high school in 1993 or later
- Earned a 3.0 cumulative grade point average on a 4.0 scale or 80 numeric grade point average in the college preparatory track curriculum
- If in a technical track curriculum, earned a cumulative grade point average of 3.2 on a 4.0 scale or 85 numeric grade average
- Meet the HOPE Georgia residency requirements
- Be a U.S. citizen or eligible non-resident for Title IV fund purposes

**Note:** If students did not qualify for the HOPE Scholarship upon graduation from high school or graduated from high school before 1993, students may qualify for the HOPE Scholarship if they earn a cumulative grade point average of 3.0 on all college course work after attempting 30, 60 or 90 credit hours. A student's entire academic history at Atlanta Metropolitan College and other colleges will be used to determine the HOPE Scholarship cumulative grade point average.

The HOPE Scholarship will cover all of the tuition and part of the mandatory fees each semester that the student maintains eligibility. In addition, students who are enrolled in six (6) credit hours or more will receive a \$150 book stipend per semester. Students enrolled in fewer than six credit hours will receive a \$75 book stipend per semester.

To maintain eligibility for the HOPE Scholarship, a student must earn a 3.0 cumulative grade point average at the check point, which are at 30 credit hours, 60 credit hours, 90 credit hours and every spring semester.

Students may regain HOPE Scholarship eligibility if their cumulative grade point average is a 3.0 or higher after attempting 30 credit hours, 60 credit hours, or 90 credit hours.

The maximum number of attempted credit hours at which a student can receive the HOPE Scholarship is 127 credit hours.

### **Leveraging Educational Assistance Partnership**

The Georgia Leveraging Educational Assistance program (LEAP) is awarded to students who are Pell Grant eligible, demonstrate exceptional financial need of \$2,000 or more, and enroll in an eligible Georgia college or university. LEAP is funded by state and federal monies that are awarded to schools each year. The Office of Financial Aid determines a student's eligibility based on unmet need and the availability of funds.

## **Georgia Hero Scholarship**

The Georgia HERO (Helping Educate Reservists and their Offspring) Scholarship Program was created to provide educational grant assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones or the children of such members of the Georgia National Guard and U.S. Military Reserves.

The award amount received by students each year and the total funds appropriated for the program are established by the Georgia General Assembly. The maximum grant assistance for which the student is eligible shall not exceed \$2,000 per award year and a total of \$8,000 maximum of four years.

To apply for the HERO Scholarship the student must meet the following applicable qualifications:

- Be a member of the Georgia National Guard who completed at least one year qualifying term of service
- Be a U.S. Military Reservist who completed at least one qualifying term of service; or
- Be a daughter or son whose parent was a member of the Georgia National Guard or U.S. Military Reserves who completed at least one qualifying term of service. The daughter or son must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying service and be 25 years of age or younger during the qualifying years of service
- Be a Georgia resident and U.S. citizen or eligible non citizen according to the federal Title IV regulations for a minimum of 12 consecutive months immediately preceding the first day of classes for the school term for which the scholarship is sought
- Be enrolled or accepted for admission at an institution that is a unit of the University System of Georgia or the Georgia Department of Technical and Adult Education, or a private independent nonprofit postsecondary institution eligible to participate in the HOPE Scholarship Program
- Meet all of the eligibility requirements of the federal Title IV Programs

To obtain the application to apply for the HERO Scholarship, the student should contact the Georgia Student Finance Commission.

## **Accel Program**

The Accel Program is available to students who are classified as high school juniors or seniors at accredited public and private high schools in the state of

Georgia. The program allows students to pursue postsecondary study at approved public, private and technical colleges while receiving dual high school and college credit for courses successfully completed.

The Accel Program pays for tuition and most mandatory fees at public colleges and provides a book allowance in keeping with the benefits of the HOPE Scholarship Program. Since the Accel Program is funded by monies from the Georgia lottery the credits that the student attempts under the Accel Program will count toward the maximum number of attempted hours that the HOPE Scholarship pays for which is 127 credit hours.

Students interested in the Accel Program should contact their high school counselor and the Office of Admissions at Atlanta Metropolitan College.

## **PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS & AWARDS**

### **PRIORITY PROCESSING DEADLINES**

To ensure that students have financial aid funds available to pay their tuition and fees at registration, it is important that students apply for financial aid in a timely manner. Students who apply for financial aid and submit all of the requested and required documentation by the established priority processing deadlines will be guaranteed that their financial aid will be available at registration. Students may still apply for financial aid after the priority processing deadlines, but may have to pay their fees at registration and be reimbursed at a later date.

The priority processing deadlines for each semester are:

June 1 - Fall Semester

October 15 - Spring Semester

March 1 - Summer Semester

### **THE VERIFICATION PROCESS**

An applicant for financial aid may be selected by the U.S. Department of Education or the Office of Financial Aid for a process called "verification."

A student selected for verification must submit documentation to support the income, household size, number in college, and any other information that was



reported on the Free Application for Federal Student Aid (FAFSA). Students will not receive award letters stating what financial aid they are eligible for until they submit all of the required and requested documentation to the Office of Financial Aid and their files have been reviewed for accuracy.

## **FINANCIAL AID STATUS**

Students may check the status of their financial aid by accessing the Atlanta Metropolitan College website at [www.atlm.edu](http://www.atlm.edu) under the financial aid section or by calling the Office of Financial Aid at 404-756-4002.

## **FINANCIAL AID AWARDS**

To be eligible to receive a financial aid award a student must have a complete financial aid file. A complete financial aid file consists of the following:

- A valid (not rejected) Student Aid Report (SAR) that does not require corrections. If corrections are needed the Office of Financial Aid will make the corrections
- If required, signed copies of all the appropriate federal tax returns. If the student is considered a dependent, both the student and parents' federal taxes must be submitted. Independent students must submit copies of their spouse's federal tax return if they are married
- If required a completed verification worksheet
- Official acceptance to Atlanta Metropolitan College
- Documentation that continuing students meet the college's Standards of Academic Progress Policy

**Note:** Other documents may be requested if the tax returns reveal additional items that need to be verified, or there are discrepancies that must be resolved for inconsistent and illogical data reported on the Free Application for Federal Student Aid (FAFSA).

Once students have submitted all of the required and requested documents, their file will be reviewed for accuracy. If the data reported on the Free Application for Federal Student Aid (FAFSA) does not agree with the documentation that the student and parents submit, the data will be corrected and resubmitted to the U.S. Department of Education's Central Processing System (CPS). A financial aid award will be sent to the student after the Office of Financial Aid receives the corrected data and verifies that the student meets all of the eligibility requirements.

A financial aid award letter will be sent to each student annually (or whenever the award is updated) that will indicate the financial aid programs that the student is eligible to receive funds from, the amounts of the funds and the date of the funds disbursement.

Students can check the status of their financial aid award online at [www.atlm.edu](http://www.atlm.edu) under the financial aid section of the website.

## **WITHDRAWING FROM THE COLLEGE**

Students who enroll at Atlanta Metropolitan College and decide, for whatever reason, that they no longer want to be enrolled at the college must officially withdraw from the classes. Students can obtain the withdrawal form and documentation covering the withdrawal procedures from the Office of the Registrar or the Office of Academic Advisement. Failure to properly withdraw from classes may result in the student receiving failing grades in all of his or her classes as well as becoming academically ineligible for financial aid in the future. Forms and procedures to completely withdraw from the college can be obtained from the Office of Academic Advisement.

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# **STUDENT AFFAIRS**

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## **GENERAL STUDENT AFFAIRS INFORMATION**

### **COUNSELING SERVICES**

### **TESTING SERVICES**

### **STUDENT ACTIVITIES**

### **ATHLETICS**

### **INTERNATIONAL STUDENT ADVISING**

### **OTHER STUDENT SERVICES**

### **ALUMNI AFFAIRS**

## **GENERAL STUDENT AFFAIRS INFORMATION**

Atlanta Metropolitan College believes that a college education takes place both inside and outside the classroom. Thus the unit of Student Affairs serves as the primary link between students, faculty and administration. It provides individual services and programs that enable the development of students intellectually, socially, physically, psychologically, and ethically by:

- Providing an opportunity for students to receive the financial resources to support academic endeavors
- Providing individual and group testing and counseling services.
- Effecting a co-curricular campus life for leadership, fellowship, critical responsibilities
- Implementing activities that provide an opportunity for pre-service training via service learning
- Exposing students to multi-ethnic activities that represent diverse cultures, concepts, ideas, and philosophies
- Providing thinking, skill development, and respect for personal rights and mutual services to students regardless of race, religion, ethnic origin, or disability

The Vice-President for Student Affairs has responsibility for the development, operation, supervision, and evaluation of programs, services, and activities that facilitate student development and enhance student life. Through the unit of Student Affairs, students and parents are provided guidance and support regarding nonacademic issues.

Also, through various Student Affairs departments, students are encouraged to take advantage of opportunities for peer leadership and volunteer services that contribute to the attainment of their educational goals.

## **COUNSELING SERVICES**

Counseling Services provide a comprehensive array of support services for individuals and groups who are experiencing emotional, vocational or educational concerns. The goal of the office is to provide students with an opportunity to explore issues of concern in a safe and supportive setting and to help the student develop as a total being in relation to his or her educational goals, job, or social interaction.

The Office of Counseling Services provides the following:

- Counseling and/or referrals

- New student orientation
- Health information services
- Workshops and seminars

## **TESTING SERVICES**

The Office of Testing Services is combined with the Office of Counseling Services, and is responsible for meeting the needs of the college through the institutional, System and standardized testing that it offers or coordinates. The Office of Testing Services also attempts to respond to community needs through its provision of Independent Study proctoring and offering of various national testing programs.

Persons interested in further information concerning dates, times, cost, eligibility and test registration procedures should contact the Office of Testing Services.

## **STUDENT ACTIVITIES**

Located in the Student Center, Room 213, the Office of Student Activities is primarily responsible for providing opportunities for students to become well-rounded individuals and promoting an enriched college experience. The department seeks to provide social, educational, recreational, and cultural programs and services.

With the support of the Atlanta Metropolitan Programming (AMP) Board, the Student Commission, campus organizations, and faculty and staff, the office develops and implements a programming calendar for the campus community. Students engage in learning through carefully planned programs aimed at developing leadership skills, social responsibility, interpersonal skills, and physical growth.

Activities and facilities available to students through the Office of Student Activities include membership clubs and organizations, the Game Room, Fitness Center, free play basketball, and outdoor recreational activities.

## **ATHLETICS**

The purpose of intercollegiate athletics at Atlanta Metropolitan College is to promote the total well-being of the student through conceptual learning and active participation in intercollegiate athletics.

The athletics program is an important component of the total college educational process, its activities and competitions provide opportunities for continued

student growth through the acquisition of knowledge, physical development, social skills, values and emotional patterns in the forum of physical activity and competition. The goals of the athletics program are achieved through intercollegiate activities.

Finally, the AMC sports program participates at the Division I intercollegiate level in men's basketball and is a member of the Georgia Junior College Athletics and the National Junior College Athletics Association.

## **INTERNATIONAL STUDENT ADVISING**

International student advisement is available in the Office of Student Affairs for F-1 student visa holder. Staff is available to provide international students with information and services on maintaining their legal student status while in the United States. Additionally, completion of an orientation program will facilitate the adjustment to living in the United States.

International students should stop by the Office of Student Affairs as soon as possible after registration each semester. Students should bring their passport with visa, Arrival/Departure Record Form I-94, I-20, and class schedule to the office for processing.

## **OTHER STUDENT SERVICES**

### **Bookstore**

New and used textbooks, supplies, reference materials, and study aids are available at the AMC Bookstore. The exact costs of required books and peripheral items will vary depending on number of courses. A typical full-load semester cost is approximately \$500.00. The AMC Bookstore buy back policy permits the college to purchase from students only those texts for which there is a need. The textbook buy back period is conducted during the last week of each semester's final exams. The bookstore is located on the first level of the Student Center Building in Room 108. The bookstore is open for business from 8:30 a.m. to 5:00 p.m. on Monday and Tuesday; 8:30 a.m. to 6:30 p.m. on Wednesday and Thursday; and 8:30 a.m. to 2:00 p.m. on Friday. During the first two weeks of the semester, the bookstore hours are extended. Dates and hours will be posted each semester.

### **Cafeteria Services**

AMC operates in-house cafeteria services. The cafeteria, which is located on the first level of the Student Center Building, serves full course breakfast and lunch meals, beverages, snacks, sandwiches, salads and fruits at reasonable prices. The cafeteria's operating hours are on Monday through Friday from 7:30 a.m. to 2:30 p.m.

## **Vending Services**

Vending machines which dispense non-alcoholic beverages and snack food items are available and located in all of the college buildings except the Student Center building. Access to buildings where the vending machines are located is from 7:00 a.m. to 9:30 p.m. Mondays through Fridays and on Saturdays and Sundays in buildings with campus activities.

## **ALUMNI AFFAIRS**

The Atlanta Metropolitan College Alumni Association (AMCAA) was founded to serve the college alumni in a variety of ways. Membership in the AMC Alumni Association is open to all graduates, students who attended the college, and former students of Atlanta Junior College. Members of the Atlanta Metropolitan College Alumni Association enjoy the benefits of Atlanta Metropolitan College and its programs.

It is the goal of the AMCAA to generate and maintain spirit and tradition, and also to serve AMC students and alumni as a whole. As a liaison between alumni and the college, the Association coordinates programs to benefit its members. In addition, the Association disseminates college information about current events and topics of interest throughout the entire AMC community.

Under the direction and management of the Director of Alumni Affairs, the office issues membership cards, interacts with alumni, maintains alumni records, and publishes alumni announcements and news. Furthermore, the Alumni Affairs staff coordinates its efforts with other offices of the college and the AMC Foundation Board of Directors.

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# **ACADEMIC INFORMATION**

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**GENERAL ACADEMIC INFORMATION**

**ACADEMIC RENEWAL POLICY**

**TESTS AND EXAMINATIONS**

**REGENTS' TESTING PROGRAM**

**GRADUATION**

**ACADEMIC RECORDS**

**ACADEMIC SUPPORT SERVICES**



## GENERAL ACADEMIC INFORMATION

Teaching and learning provide the philosophical foundations of Academic Affairs. From the focused learning support programs for students who need to strengthen their academic skills to the honors courses for students who have demonstrated outstanding academic performance, Academic Affairs provides courses, programs and services to enrich the lives of the diverse students it serves. It also seeks to improve the capacity of these students to function competently, responsibly, and creatively in society.

Through high quality academic programs, an exemplary faculty, and nurturing academic support services, Academic Affairs provides curricula for general education, pre-professional, and skills-oriented programming. These programs lead to Associate of Arts, Associate of Science and Associate of Applied Science degrees as well as certificates in various programs.

Academic Affairs is committed to providing a challenging academic environment, enriched classroom activities and academic support services designed to stimulate intellectual curiosity and promote analytical, critical, and creative thinking.

### Academic Honors/Scholarship Standards

- **The Dean's List**

Excellence in scholastic achievement is recognized each semester by the publication of the Dean's List. This list names those students who complete all academic work for which they are registered with a grade point average of 3.5 or higher and who carry at least nine (9) hours of academic coursework (non-learning support).

- **Honor Courses in the Social Sciences**

Honor courses offered through the Division of Social Sciences in history, political science, psychology and sociology are designed for high achievers desiring exceptional learning experiences from outstanding faculty. Each honor course emphasizes reading, writing research papers and reports, and discussions.

Students enrolling in honor courses must have a cumulative GPA of at least 3.30 and must have completed all Learning Support requirements. New students enrolling in honor courses must have high-school grade point averages of at least 3.30. Finally, enrollment is contingent upon approval of the student's advising Division Chairperson and the instructor of the honor course.

- **Phi Theta Kappa National Honor Society**

The Beta Beta Tau Chapter of Phi Theta Kappa National Honor Society was formed to recognize and encourage scholarship at Atlanta Metropolitan, to provide an intellectual climate for the exchange of ideas and ideals, and to encourage fellowship and service to AMC and the larger community.

The following are membership requirements: (1) the student must be currently enrolled at Atlanta Metropolitan College; (2) the student must have exited or exempted all Learning Support classes; (3) the student must have completed at least twelve (12) semester hours at AMC; and (4) the student must have a cumulative GPA of at least 3.5. Current or continuing students must maintain a cumulative GPA of 3.0.

- **Kappa Beta Delta International Business Honor Society**

The purpose of the Kappa Chapter of the Kappa Beta Delta International Business Honor Society is to promote, encourage and recognize scholarship and accomplishment among students following the business programs of study, as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. The society is organized exclusively for charitable and educational purposes.

The following are requirements for induction into Kappa Beta Delta: (1) the student must rank in the upper 20 percent of business students; (2) the student must have a minimum of 30 semester hours earned at AMC with at least nine (9) semester hours of business courses; (3) the student must have a cumulative GPA of 3.25; (4) the student must have a 3.5 GPA in the program of study; (5) the student must be nominated and approved by the membership and; (6) the student must be currently enrolled at the college.

- **Social Science Honor Society**

The Social Science Honor Society recognizes academic excellence while stimulating achievement and motivation among students following programs of study in the social sciences at Atlanta Metropolitan College. Faculty in the Social Sciences Division and the members of the Honor Society determine the activities of this Society. These activities may include discussions, debates, presentations, cultural events, research contests, and service to the college and the community within the parameters of the social sciences. Students are expected to develop a greater understanding of and appreciation for the social sciences, as well as greater facility in oral and written expression. Also, the organization's activities increase intellectual stimulation, and personal and professional growth and satisfaction. The Society meets at least once per semester, and members are expected to participate in meetings and activities.

Students may either request membership by writing to the Division Chair or be nominated by a faculty member. Eligible students must be currently enrolled for a minimum of seven (7) credit hours and must be following a Social Science Program of Study. They also must have completed a minimum of fifteen (15) hours of credit, nine (9) of which must have been earned at Atlanta Metropolitan College. The minimum GPA in the major area must be 3.50, and the overall GPA must be at least 3.25. This GPA must be maintained for continuous membership in the Society. Students who fall below 3.25 may apply for readmission into the Society once they re-establish the required GPA.

## **Abandoning a Course**

Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of "F" at the end of the course. **It is the student's responsibility to initiate and complete the withdrawal process.**

## **Academic Misconduct**

Academic misconduct, or cheating, can take many forms. Although different instructors assign various penalties, academic misconduct is grounds for failure on the assignment, or even in the course. The penalty for academic misconduct is expulsion from the college. Examples of academic misconduct include, but are not limited to, copying exam answers from others; using notes, calculators, dictionaries, and books during examinations or assignments without the authorization of the instructor; using sources expressly forbidden by the instructor; handing in someone else's work as one's own; or engaging in any deceptive act that interferes with the instructor's efforts to evaluate accurately a student's academic performance.

Academic misconduct also includes presenting one's own work, words, ideas or information, as if it came from an outside source. Examples of this form of misconduct include, but are not limited to, making up interviews and falsifying statistical data.

Plagiarism is a particular form of academic misconduct that will not be tolerated. It includes copying materials directly from a source and/or using someone else's work or ideas without acknowledging the source. In short, plagiarism is claiming another person's words or ideas as one's own. Essays, term papers, and tests must be the work of the student. If the student uses someone else's ideas, words, computer program, or other works, the student must acknowledge the source. Even in an oral presentation, the speaker should give credit to the source of the information.

Unless the instructor indicates otherwise, the student may obtain editorial assistance from someone else. Nonetheless, this assistance should be in the form of explaining or clarifying rules, strategies, format, or principles in order to improve the student's own work.

If an instructor suspects plagiarism or any form of academic misconduct, the instructor may request that the student submit notes, copies of research materials, and/or other information to prove that plagiarism or academic misconduct did not take place. The type of materials requested will vary depending on the type of assignment and the wishes of the instructor.

## **Penalties for Academic Misconduct**

In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not

limited to, the instructor assigning a grade of “F” for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of “F” for the course.

In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or System examination or assignment, the results of the examination will be voided. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Vice President for Academic Affairs, not to exceed suspension for one semester from Atlanta Metropolitan College.

### Academic Progress

To be in good academic standing, a student at Atlanta Metropolitan College is required to maintain an acceptable cumulative grade point average (GPA). The following table defines the minimum acceptable cumulative GPA for the number of credit hours attempted by the student:

Total Hours Attempted	Minimum Acceptable Cumulative GPA
1-20	1.5
21-30	1.7
31-40	1.8
41-50	1.9
51 and over	2.0

The first semester that a student’s cumulative GPA falls below the minimum standard as indicated in the above chart, the student will be placed on **academic warning** for the next semester. If, after the semester of academic warning the student’s cumulative GPA remains below the required standard, the student will then be placed on **academic probation** for the following semester. Students on **academic probation** may continue on probation, if they show academic progress by achieving at least a 2.0 GPA each semester, until the cumulative GPA reaches the minimum acceptable standard. However, students who are on probation will be placed on **academic suspension** for one semester (exclusive of the summer term) if they do not maintain a semester GPA of at least 2.0. The status of academic probation will be changed to good academic standing, when students have achieved the minimum acceptable GPA.

Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 to be eligible to register for the next semester. Students returning from suspension, who do not maintain a semester GPA of 2.0 will be placed on **academic dismissal** for three semesters (exclusive of the summer term). Students who are dismissed must petition the Vice President for Academic Affairs to apply for readmission. In the letter of petition, students should state reasons they believe that they will show academic improvement if they are allowed to be readmitted. The Vice President for Academic Affairs will refer

letters of petition to the Academic Progress Committee for its review and recommendation.

Students who are on probation who are returning from suspension or dismissal are required to meet with the Coordinator of Academic Advisement for assistance with a plan for improving their academic performance. These students may be required to take a reduced course load.

Students on dismissal are not eligible to register for courses at Atlanta Metropolitan College unless they write a letter to the Vice President for Academic Affairs to appeal the dismissal. The Vice President for Academic Affairs will refer appeal letters to the Academic Progress Committee. A letter of appeal should indicate factors that contributed to the student's prior low academic progress. **The Office of Academic Affairs must receive all letters petitioning for admission of students who wish to return to Atlanta Metropolitan College after they have been dismissed no later than two working days prior to the first day of General Registration for the semester.**

Once a student has been suspended, all financial aid will be denied. Students who are permitted to register are responsible for re-establishing their eligibility for financial aid.

### **The Academic Year**

The academic year is divided into two semesters of approximately fifteen (15) weeks each and a shorter summer semester. The academic calendar may be found in the front of this catalog. Students may enter Atlanta Metropolitan College at the beginning of any semester, including the summer term.

### **Attendance Policy**

Scheduled class meetings are a fundamental element in the educational process, and students are expected to attend class regularly. Recognizing that the role of the scheduled class varies with the instructor, the student, the course, and the method of instruction, the following regulations have been established:

The establishment of course attendance requirements for each course is the responsibility of the individual instructor.

A written copy of the attendance policy for each course is given to each student by the instructor at the beginning of each semester. This announcement shall indicate what penalties, if any, the instructor shall assess for specified numbers of student absences.

It is recognized that, for personal reasons and approved college activities, students may be required, on occasion, to be absent from class. In such cases the student must assume the responsibility for seeing the instructor and making arrangements for make-up work, if such make-up work is available and possible.

**Final approval for any class absence remains with the individual instructor.**

Students who enter classes after the first scheduled meeting are responsible for making up assignments missed. Days missed during the drop/add period will normally be counted as days absent.

### **Catalog Editions**

Students will (normally) satisfy the curricular degree requirements of the catalog in effect at the time they enter Atlanta Metropolitan College. There are several instances, however, when students will be required to “change catalog editions”. This means students will be required to satisfy the curricular degree requirements of the catalog in effect when or if they:

1. Officially change programs of study
2. Re-enter the college after a period of two years in which they have earned no academic credit at Atlanta Metropolitan College.
3. Their catalog edition is 10 years old or older.

The curricular degree requirements of more than one catalog edition cannot be combined. A degree will be awarded only to students who have satisfied all academic and administrative requirements of Atlanta Metropolitan College.

### **Changing Schedules**

Changes in class schedules are permitted only during the time specified each semester. Each change must be approved by the student’s faculty advisor and/or the Division Chairperson. The student’s class schedule becomes the official semester schedule after the Schedule Change (Drop/Add) period is over. Course changes must be executed in the Office of the Registrar to be official.

### **Classification of Students**

Credit students are classified as freshmen and sophomores at the beginning of each semester. A student who has completed at least thirty (30) semester hours of degree-credit work is classified as a sophomore.

Students are also classified as full-time if they carry at least twelve (12) semester hours of course work, or part-time if they carry fewer.

Auditing students are those who attend class but do not seek credit. They participate in course work at the option of the instructor, and they must register and pay full fees for the course.

### **Course Load**

A normal course load for a full-time student consists of twelve (12) to eighteen (18) credit hours of academic work per semester. However, in order to complete the sixty (60) hour core in two (2) years, students must enroll for fifteen (15) hours of credit per semester.

Students who wish to enroll for more than the normal load may be permitted to do so with the approval of the Coordinator of Academic Advisement. An

application form for this purpose may be obtained from the Office of Academic Affairs or from the Office of Academic Advisement. To be approved for an overload, the student must present a semester and/or cumulative grade point average of at least 3.0, and the overload cannot exceed twenty-one (21) total semester hours.

An Atlanta Metropolitan College student who enrolls as a transient student at another college or university will not be allowed overload credit at AMC unless the student has prior permission for an overload from the Vice President for Academic Affairs of Atlanta Metropolitan College.

### **Credit for Military Service**

Students who have prior military service may be given two activity credits for the Physical Education component of their program of study with the submission of a valid DD-214 to the Office of the Registrar. Students currently in the Armed Forces should present documentation to the registrar for consideration of awarding this credit.

### **Declaration/Change of Program of Study**

A program of study should be declared upon enrollment in the college, but no later than one semester prior to graduation. Forms for declaring a program of study or changing from one program of study to another are available in the Office of Academic Advisement.

### **Dropping Courses**

Students may make changes in class schedules during the announced dates of the drop/add period without any permanent record of their having enrolled in classes they later dropped.

A student who wishes to drop a course after the end of the Schedule Change Period must complete a Course Withdrawal Form. Students withdrawing from courses before mid-term receive a “W” for the course; students withdrawing after mid-term receive a “WF” unless the Vice President for Academic Affairs determines that it is a hardship case, in which case a “W” will be recorded. **The possibility that a student may fail the course will not be considered a hardship.**

After withdrawing from a class, a student loses eligibility for financial aid or veterans’ benefits when eligibility depends upon enrollment in that class.

### **Grades for Degree-Credit Courses**

The following system of grading is used in all degree-credit classes (courses numbered 1000 and above) at Atlanta Metropolitan College and is included in the determination of the GPA (Grade Point Average):

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)

The following symbols are used in the cases indicated, but are not included in the determination of the grade point average.

- **I:** This symbol indicates that a student was doing satisfactory work, but for *non-academic reasons* beyond his or her control was unable to meet the full requirements of the course. The student must arrange with the instructor before the end of the semester for an “I” grade to be awarded. Additionally, the student must make arrangements with his or her instructor for the removal of the “I.” The student has one semester to remove the “I.” If the “I” is not removed within the specified time, it will be changed to an “F.”
- **W:** This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the Vice President for Academic Affairs.
- **V:** This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has been audited during a previous semester.
- **K:** This symbol indicates that a student was given credit for the course via a credit-by-examination program approved by the Atlanta Metropolitan College faculty (CLEP, AP, Proficiency, etc.).
- **NR:** This symbol indicates that the instructor did not turn in the grade on time and “NR” (Not Reported) is temporarily posted to the student’s transcript. The “NR” is used only in extreme emergencies, and only with the approval of the Vice President for Academic Affairs. It is removed from the transcript when the actual grade is reported.

### Grades in Learning Support Courses

The following grading system is used at Atlanta Metropolitan College for Learning Support courses numbered below 1000.

- **A, B, C:** (In Learning Support courses numbered below 1000.) Any one of these grades in a course indicates that the student passed the course and is permitted to take the next course in the sequence. Grades of A, B, or C in the last course in the sequence indicate that the student passed the exit examination and the



course. The student at this point is eligible to register for degree-credit courses for which the Learning Support course is a prerequisite.

- **IP:** In Progress. This grade indicates progress in a course; however, the student is required to repeat the course.
- **F:** Failure. This symbol indicates that the student failed the course and must repeat it.
- **V:** This symbol indicates that a student who was not required to take the course was permitted to take the course on an audit or volunteer basis. Students may not transfer from audit to credit status or vice versa.
- **W:** This symbol indicates that the student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the Vice President for Academic Affairs. (Students enrolled in both Learning Support and credit courses may not withdraw or be withdrawn from Learning Support courses unless they also withdraw or are withdrawn from credit courses.) A student who withdraws after mid-term shall receive a failing grade from the course.
- **WF:** Withdrew Failing. This symbol indicates that the student withdrew after mid-term and, therefore, received a non-passing grade.

### **Grades for Regents' Skills Courses**

Students passing a Regents Test Preparation course receive a grade of "S."

Students not passing the Regents' Test Preparation course receive a grade of "U" and must repeat the course until they pass.

### **Reporting of Grades**

- Mid-term grades are reported to the students following the mid-point of the semester.
- Final grades are reported by the instructor to the Office of the Registrar who then mails final grades to students.

### **Grade Appeal Process**

If a student believes that he or she has been assigned a grade in error, the student has the right to appeal the grade. The appeal process must be initiated within one semester (fall, spring, summer) immediately following the semester in which the grade was assigned. Students must take the following steps:

**Step 1.** Within the first semester immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the instructor. At this meeting, the student and instructor must make every effort to resolve the disagreement and arrive at a mutual consensus. Note: If the instructor is not on campus, the appropriate Division Chairperson (DCP) will contact the instructor.

**Step 2.** If, after Step 1, a student wishes to further pursue a change of grade, the student must make a written appeal to the appropriate Division Chairperson within twenty working days of the meeting with the instructor. Supporting documentation should be attached.

**Step 3.** The DCP may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision and discuss options for resolution.

**Step 4.** The DCP will make a decision and submit that decision in writing to the faculty member and student within ten (10) working days.

**Step 5.** If the student wishes to further appeal the decision of the DCP, he or she may seek redress from the Vice President for Academic Affairs. The VPAA will review the student's original written appeal, supporting documentation and the decision of the DCP before rendering a decision.

**Step 6.** The Vice President will provide a written decision to the student within ten days.

**Step 7.** If, after Step 6, the student still wishes to appeal his or her grade, the student has ten (10) working days in which to make a written appeal to the President. The judgment of the President will be considered the final and binding decision on the matter.

## **Grade Point Averages**

### **• Computation of Grade Point Average**

The grade point average (GPA) is computed by dividing quality points earned (4 for each hour of "A," 3 for "B," 2 for "C," 1 for "D," and 0 for each hour of "F") by the number of hours attempted. Only degree-credit courses are included in computing the grade point average; courses numbered below 1000 are not included in the computation. Furthermore, courses transferred from another institution and courses completed by credit-by-examination are not included in GPA computation.

### **• Cumulative Grade Point Average**

The cumulative grade point average (GPA) for course work at Atlanta Metropolitan College is calculated by dividing the total degree-credit hours in all courses attempted in which a grade of "A," "B," "C," "D," "F," or "WF" has been received, into the number of quality points earned in those hours scheduled. The GPA is maintained on the student's transcript. Institutional credit (for courses numbered below 1000) does not affect the cumulative GPA.

- **Institutional Grade Point Average**

The institutional grade point average is calculated in the same way as the cumulative grade point average, except that when courses are repeated, **only the most recent grade earned is computed**, and only those hours earned with the most recent grade are included.

### **Independent Study**

Atlanta Metropolitan College has no formal program of independent study; however, Independent Study for a specific course may be granted to a limited number of students on a highly selective basis provided that the student has earned at least 18 semester hours of credit. Cumulative GPA, faculty recommendations, and the student's background in the particular discipline are considered in determining a student's eligibility for taking a course through independent study.

A student desiring to apply for Independent Study in a particular course must, in advance of registration, contact the Division Chairperson of the academic division that administers the course. Independent study may be granted on the basis of student emergency or if a student must have that course in the semester he or she is attempting to graduate. If permission is granted, the student must pay for the course as a part of his or her regular academic load for that semester.

Transient students and students not currently enrolled at Atlanta Metropolitan College are not eligible for independent study.

A faculty member may not teach more than one independent study course per semester.

### **Repeating Courses**

Students are permitted to repeat courses to improve their grades. However, Atlanta Metropolitan College will use the most recent grade in computing the institutional GPA. If applicable, the student should consult with the Financial Aid Office for regulations governing payment for repeated courses.

### **Transient Status Requests**

Atlanta Metropolitan College students who wish to take coursework at another institution and receive academic credit at the institution may do so under the following conditions:

1. The student is not on academic probation or disciplinary dismissal and has a cumulative grade point average of 2.0.
2. The student must have a minimum of eighteen (18) semester hours of resident degree credit at AMC.
3. The student must be enrolled during the semester in which transient permission is requested, and a concurrent enrollment must be

maintained during the semester in which the student attends the approved institution.

4. The student is responsible for checking to make sure that the desired transient course is not offered at AMC during the term of transient status.
5. The student must complete a **Transient Request Form** (available in the Office of the Registrar). The Transient Request Form must have the approval of both the Division Chairperson and the Registrar.
6. If the student is within the last 20 (20) hours of graduation, the student must obtain written approval from the Vice President for Academic Affairs.
7. Students with Learning Support requirements must obtain permission from the Chairperson of the Division that offers the Learning Support course—either Humanities and Fine Arts, or Natural Sciences and Mathematics.
8. The student is aware that transient approval is only for one term. **Subsequent terms require submitting a new transient form with the required signatures.**
9. The student must make a grade of “C” or better to insure that the course credit will be accepted by AMC.
10. Students attending another institution are responsible for requesting that an official transcript of transient coursework be forwarded to Atlanta Metropolitan College.
11. The student must make application to the school he or she wishes to attend as a transient.

Course work taken as a transient student will not be calculated in the grade point average.

### **Units of Credit**

The unit of credit is the semester hour. A semester hour represents one hour of class meetings per week for one semester or its equivalent in other forms of instruction. In the course description section of the catalog, the number of hours per week for the course is listed as follows:

- The first number is the number of lecture hours per week.
- The second number is the number of laboratory hours per week.
- The final number is the semester hours of credit earned in the course.

For example, 3-0-3 denotes three hours of lecture per week, no laboratory hours, and three hours of credit.

## **Withdrawal from the College**

### **• Withdrawal Procedures**

Students contemplating withdrawing from the college should confer with their advisors, a counselor, or any other staff member at the college who might help them resolve the problems leading them to consider withdrawing.

If a student finds it necessary to withdraw from the college, he or she should meet with the Coordinator of Academic Advisement to complete a Course Withdrawal Form. If circumstances make it impossible for a student to withdraw in person, he or she must write a letter to the Vice President for Academic Affairs (VPAA) requesting withdrawal.

### **• Withdrawal from Learning Support**

A student, who wishes to withdraw from a required Learning Support course, must also withdraw from any college level courses in which he or she is enrolled.

### **• Hardship Withdrawal**

Hardship Withdrawals may be granted to students who find it necessary to withdraw from classes because of an emergency, a crisis, or an unavoidable circumstance that seriously impedes the student's ability to make academic progress. Circumstances warranting a Hardship Withdrawal may include death of a family member, a personal or family member's illness, an injury, or some other crisis. Documentation verifying the hardship must be submitted in support of the request for withdrawal. Before mid-semester, students may withdraw from classes without failing through the college's course withdrawal procedure. However, after mid-semester, course withdrawal without failing will be granted only for hardships through the college's Hardship Withdrawal process. Hardship Withdrawal procedures are administered through the Office of Academic Advisement.

## **ACADEMIC RENEWAL POLICY**

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty to make a fresh start after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn an associate and bachelor's degrees.

Students with former Learning Support requirements may apply for Academic Renewal only if they successfully completed all Learning Support requirements before the commencement of the five-year period of absence. In addition, the following regulations apply:

1. All previously attempted course work continues to be recorded on the student's official transcript, designated by the # symbol.
2. A cumulative grade point average including all courses taken (Regents' Cumulative) and an Academic Renewal Cumulative grade point

average (Institutional GPA) will be shown on the student's permanent record with a statement indicating the Academic Renewal status.

3. A student can be granted Academic Renewal status only once, and any scholastic suspensions that occurred in the past shall remain on the student's permanent record.
4. Academic credit for previously completed course work (including transfer course work) will be retained only for courses in which an "A," "B," "C," or "S" grade has been earned. Retained grades are not calculated in the Academic Renewal GPA.
5. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence from any college or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.
6. Re-entry into any program is not automatic, and the granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
7. In determining academic honors, the Regents' Cumulative GPA is used.

## TESTS AND EXAMINATIONS

### Examinations and Tests Required for Admission and Placement in Academic Programs

All students enrolling in programs that lead to a baccalaureate degree, applied associate degree or certificate programs with Learning Support prerequisites, or in courses that have Learning Support prerequisites are required to take the COMPASS Placement Exam. Students who do not score satisfactorily on the COMPASS test will be placed in Learning Support courses.

Although Atlanta Metropolitan College no longer requires SAT or ACT scores as criteria for admissions, applicants with a SAT verbal score of 430 or better or an ACT English score of 17 and completion of the College Preparatory Curriculum (CPC) in English are exempted from placement testing in Learning Support English and Reading. Applicants with a SAT Math score of 400 or an ACT Math score of 17 and completion of the CPC in math are exempted from COMPASS placement testing in math. All other students must take the COMPASS Placement Exam.

### Tests and Examinations Administered by Instructors

The instructor in each course shall explain at the beginning of the semester how the student's grade will be determined for the course and shall include in the course syllabus a written explanation of the grading procedures.

Students who are absent from a previously announced test will be given a zero on the test unless, in the judgment of the professor, a make-up test is justified because of the circumstances.

Students must take final examinations at the officially scheduled times announced at the beginning of each semester. In extraordinary circumstances, and with the advanced approval of the Division Chairperson and the Vice President for Academic Affairs, arrangements may be made for a final examination to be given at an alternate time.

### **Credit-By-Examination**

The credit-by-examination process has been established at Atlanta Metropolitan College as a way of providing college credit for knowledge of subject matter learned outside the parameters of a college course. There are two ways to earn Credit-by-Examination at Atlanta Metropolitan College:

1. College-Administered Examinations for credit
2. The College-Level Examination Program (CLEP). While CLEP examinations are not given on the AMC campus, the college recognizes scores and awards credit for this exam. Students should contact the Registrar's office for details about acceptable subject tests and cutoff scores.

College credit obtained by the student from either examination is recorded on the student's transcript with the notation "K." No grade is assigned, and no quality points are awarded. In accordance with Regents' policy, credit earned by examination is fully applicable toward graduation requirements, and is fully transferable within the University System of Georgia.

### **College-Administered Tests**

Students who are working toward a degree at Atlanta Metropolitan College and believe they have enough knowledge in the subject matter of the course being offered may apply to the Chairperson of the Division offering the course for credit-by-examination. Applications for Credit-by-Exams must be received in the office of the division chair no later than the end of the registration period for the term the student wishes to take the exam. If approval is granted upon assessment of the application, and if a credit-by-examination is available in that course, the credit-by-examination will be administered and course fees assessed. Students wishing to take examinations for credit must be regularly enrolled students and must take the examination at the designated time and place. A student who has failed a course will not be permitted to later attempt credit-by-examination in that course, nor shall a student be allowed to attempt credit-by-examination in a discipline in which he or she has already taken a more advanced course at Atlanta Metropolitan College.

## REGENTS' TESTING PROGRAM

The text of the revised policy on the Regents' Reading and Writing Skill courses, as adopted by the Board of Regents is as follows:

### REGENTS' TESTING PROGRAM ADMINISTRATIVE PROCEDURES

These procedures implement Policy 307 of the Board of Regents of the University System of Georgia.

#### 1. REGENTS' READING AND WRITING SKILLS REQUIREMENTS

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation. These courses are offered for institutional credit. Students may be exempted from these courses through examination by passing the Regents' Tests or an approved alternative test in reading comprehension and in writing. Students who have earned forty five (45) credit hours and have not passed or been exempted from the courses must take the Regents' Skills courses during each subsequent semester of enrollment. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course.

Students with thirty (30) or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' Skills courses must take the courses if they have not passed or been exempted from the courses before their third semester of enrollment.

The following are the specific implementation procedures:

- A. Students in programs leading to the baccalaureate degree are expected to have satisfied the Regents' Reading and Writing Skills Requirements by the time they complete 45 college-level semester credit hours. Students satisfy the requirements by passing Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTR 0199) or by exemption.
- B. These requirements apply regardless of whether the student has taken or passed any other courses, including English courses, or completed any other institutional requirements.
- C. College-level credit hours include all credit with the exception of institutional credit.
- D. Students who have earned forty five (45) college level credit hours and who have not satisfied the requirements will be required to register for the appropriate course(s) the next



semester enrolled. The only exception that may be made is for part-time students taking one of the courses and no college-level credit courses.

- E. Students may be exempted from RGTR 0198 by scoring at or above specified scores on the following examinations:

Regents' Reading Test exemption score: 61

SAT-I Verbal exemption score: 510

ACT Reading exemption score: 23

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

- F. Students may be exempted from RGTE 0199 by scoring at or above specified scores on the following examinations:

Regents' Essay Test exemption score: 2

College Board Advanced Placement (AP) English Language and Composition Exemption score: 3

College Board Advanced Placement (AP) English Literature and Composition exemption score: 3

International Baccalaureate (IB) higher-level English exemption score: 4

SAT II English Writing exemption score: 650.

- G. Additional standardized test scores may be specified by the Senior Vice Chancellor for Academics and Fiscal Affairs for use in exempting students from RGTR 0198 and RGTE 0199. Such scores must be from a national test administration and must indicate a very high probability (at least .95) of passing one of the courses or the associated component of the Regents' Test. Tests used to be exempted from the writing requirement must include an externally-graded writing sample.

- H. Students with fewer than forty five (45) semester hours of college-level credit are not required to take either RGTR 0198 or RGTE 0199. (Although institutions may require students to take courses before earning forty five (45) hours, there should be an opportunity for students who plan their schedules appropriately to take the Regents' Tests twice before they are required to take a course. Such planning may require enrollment in English the first two semesters and may include additional requirements established by the institution. Students who postpone taking English or who postpone taking

Regents' Tests will not necessarily have two opportunities to take the test before the course requirement is imposed.)

- I. Students should take the Regents' Tests in the semester after they have earned thirty (30) credit hours if they have not taken them previously. Institutions may not prohibit students who have earned at least thirty (30) credit hours but are not yet subject to the 45-hour Regents' course requirements from taking the Regents' Tests for the first time.
- J. Students may be permitted or required to take the Regents' Tests prior to the completion of thirty (30) credit hours.
- K. Students may be permitted to take the Regents' Tests during a semester in which they are not enrolled.
- L. Students entering with AP credit, credit from other advanced placement programs or examinations, and/or joint enrollment credit may take the Regents' Tests during their first two semesters of enrollment. They are not subject to System-mandated course requirements unless they have earned at least forty five (45) hours and been enrolled at least two semesters.

## **2. Guidelines for Regents' Reading Skills and Regents' Writing Skills Courses**

- A. Students enrolled in a Regents' course must pass the corresponding Regents' Test in order to receive a passing grade for the course.
- B. Students not passing the course receive a "U" and must repeat the course until they pass. Those passing receive a grade of "S."
- C. Each course carries three hours of institutional credit.
- D. The following are the course descriptions:

### **REGENTS' READING SKILLS (RGTR 0198)**

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.

### **REGENTS' WRITING SKILLS (RGTE 0199)**

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.

## **3. Special Categories of Students**

### **A. STUDENTS HOLDING A BACCALAURATE OR HIGHER DEGREE**

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to pass RGTR 0198 or RGTE 0199 in order to receive a degree from a University System institution.

### **B. FORMER STUDENTS**

Students who failed the Regents' Reading Test before Fall Quarter, 1980, 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. All students, regardless of when they entered the system, must pass or be exempted from the Regents' Skills courses as a requirement for graduation.

## **4. Essay Review**

A student may request a formal review of his or her Regents' Essay Test if that student's essay received at least one passing score among the three scores awarded. The review procedures shall be as follows:

- A. A student must initiate the review procedure by mid-term of his or her first semester of enrollment after the semester in which the essay was failed. The review must be initiated,

however, within one calendar year from the semester in which the failure occurred.

- B. Students whose essays are under review and who have earned forty five (45) credit hours must enroll in the Regents' Writing Skills course.
- C. The review will be initiated at the campus level, with procedural matters to be determined by the institution. The on-campus review, however, will be conducted by the three faculty members designated by the institution as a review panel. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program Office. The student will be notified concerning the results of the on-campus review. A decision by the on-campus review panel to terminate the review process is final.
- D. If the on-campus panel recommends rescoring of the essay, that recommendation will be transmitted in writing, along with the essay, to the office of the System Director of the Regents' Testing Program. The Director will utilize the services of three experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the Regents' Essay Test. The decision of the panel on the merits of the essay will be final, thus terminating the review process. The student will be notified through the institution concerning the results of the review.

### **Grades for Regents' Skills Courses**

Students passing a Regents' Test Preparation course receive a grade of "S."

Students not passing the Regents' Test Preparation course receive a grade of "U" and must repeat the course until they pass.

### **The Regents' Testing Policies will be implemented at Atlanta Metropolitan College in the following ways:**

1. Students enrolled in transfer degree programs leading to the baccalaureate degree shall pass the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation. These courses are offered for institutional credit. Students may be exempted from these courses through examination by passing the Regents' Tests or an approved alternative test in reading comprehension and in writing.

Students enrolled in career, or certificate programs are not required to take the test.

2. Until they have earned thirty (30) semester hours of degree credit, students wishing to take the Regents' Test for the first time at Atlanta Metropolitan College should have completed English 1101 with a grade of "C" or better and must have demonstrated their ability to pass both the reading and essay portions of the Test.
3. Students in English 1101 shall be administered an institutional qualifying examination (reading and essay) for the Regents' Test. Students passing English 1101 with a grade of "C" or better and passing both parts of the qualifying examination should take the Regents' Test during their next semester of enrollment.
4. All students, including transfer students, who have not taken or have taken and not passed the Regents' Test by the time they complete thirty (30) hours of degree credit work shall be required to attempt the Test during their next semester of enrollment as a condition of registration. This requirement applies regardless of whether the student has taken or passed specific courses, including English courses, or completed any other institutional requirements.
5. All students with forty-five (45) or more degree credit hours who have not passed the essay portion of the Regents' Test will be required to take RGTE 0199 each semester in which they enroll until they pass the essay portion of the test. All students with forty-five (45) or more degree credit hours who have not passed the reading portion of the Regents' Test shall be required to take RGTR 0198 in each semester in which they are enrolled until they have passed the reading portion of the test. Students with forty five (45) or more degree credit hours who have not passed either section of the Test must enroll in both RGTE 0199 and RGTR 0198 in each semester in which they are enrolled until they pass both parts of the test. Students should check the calendar in the Catalog and the schedule of activities on the semester course schedules for Regents' Test dates and for the deadlines to register for the Test.

### **Special Administration of the Regents' Test**

Atlanta Metropolitan College provides special accommodations to students who are "competent in the skills required on the Regents' Test but unable to demonstrate competence in a standardized administration of the test because of a learning disability, severe test anxiety, or other documented problems. A diagnosis of learning disability must include evidence of a discrepancy between ability and achievement in the area affecting test performance and must be consistent with the definition and criteria for evaluation provided in Section 2.22 of the *Academic Affairs Handbook*. For students to be eligible on the basis of test anxiety there should be evidence that the student has the skills required for

passing the test but is unable to display the skills during a regular test administration. Students who perform well in remedial classes but continue to fail the test should be evaluated for test anxiety. Except in unusual circumstances when strong clinical evidence of test anxiety is available, students would not be accommodated on the basis of test anxiety unless they have enrolled in remedial courses at least twice.”

Documentation supporting these exceptions should be submitted to and maintained by the Coordinator of Disability Services with copies to the Director of Counseling and Testing Services.

Steps for requesting extended time and special accommodations:

1. Recommendation by the Regents Center for Learning Disorders; or trained professional (physician, psychologist, etc.)
2. Verification of recommended candidates by the Coordinator of Disability Services and/or the Director of Counseling and Testing Services

## **OTHER TESTS TO SATISFY REGENTS’ TEST REQUIREMENTS:**

Scores on other standardized tests as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs of the Board of Regents may be used to fulfill Regents’ Test requirements. Such scores must be from a national test administration and must indicate a very high probability (at least 0.95) of passing the Regents’ Test. Tests used to fulfill the essay requirement must include an externally graded writing sample (BR, Minutes, April 2003).

## **GRADUATION**

### **Graduation Requirements**

In order to qualify for graduation with an associate’s degree in a college transfer program or career program, the student must satisfy the following requirements:

The student must have completed at least twenty (20) semester hours of required course work at Atlanta Metropolitan College.

The student must complete the prescribed course requirements for the particular degree with a minimum cumulative GPA of 2.0. **Grades in physical education activity courses are not computed.** For career programs, the student must complete the prescribed program listed under the degree heading. For the cooperative programs, the student must complete the requirements listed for each program in the AMC catalog, as well as the requirements of Atlanta Technical College for that program. For transfer programs, the student must complete the requirements listed in the Core Curriculum Areas A through E, the requirements listed in the Area F field of study, ORNT 1100, and five hours of Physical Education.

All students who receive a degree or certificate from Atlanta Metropolitan College must complete at least twenty (20) semester hours of their required course work at AMC with a grade of “C” or better.

Students graduating from programs of study that have designated Area F requirements must complete at least nine (9) semester hours in Area F at Atlanta Metropolitan College with a grade of “C” or better.

Students who have been in regular attendance and who lack three (3) to six (6) semester hours of fulfilling a graduation requirement may gain permission from the Vice President for Academic Affairs to attend a senior institution and transfer those hours back to satisfy the degree requirements.

The student must satisfy all financial obligations to the college, including payment of a graduation fee of \$25.00. (Fee subject to change.)

Students graduating in transfer programs of study must meet the state of Georgia requirement for proficiency in United States and Georgia History and United States and Georgia Constitution. This requirement may be met by passing POLS 1101 and HIST 2111 or HIST 2112, or by passing an examination especially designed to measure proficiency in these subjects.

Students given college transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan College.

Students in transfer programs must receive satisfactory scores on the Regents’ Test.

The student must receive formal approval of the faculty.

Participation in graduation exercises is limited to students who have met all graduation requirements.

### **Application for Graduation**

Students applying for graduation must submit a completed Application for Degree to the Office of the Registrar. Students seeking to graduate during the spring semester are required to submit the Application for Degree by September 30. Any student completing degree requirements during the summer (August) or fall (December) semester must submit the Application for Degree prior to the end of the spring semester. Students who exercise the August or December graduation are eligible to participate in the May commencement of the following year.

### **Graduation with Honors**

Students in programs leading to the Associate of Arts or Associate of Science degrees are eligible for graduation with Honors. Such students maintaining a

cumulative 3.2-3.49 GPA are graduated with the designation of Honors. Students maintaining a cumulative 3.50-3.79 GPA are designated with High Honors and students maintaining a cumulative 3.80-4.00 GPA are designated with Highest Honors.

### **Graduation Ceremony**

Atlanta Metropolitan College conducts only one commencement exercise during the academic year, during the spring semester, for students who have completed all graduation requirements by that time. Students who are able to complete their requirements during summer session or the fall semester may arrange to pick up their diplomas or have them mailed.

### **Second Degree**

Students who wish to obtain more than one degree from Atlanta Metropolitan College must consult with their program advisor to determine the additional degree requirements. All program requirements must be met, including eighteen (18) unique Area F hours as outlined in the catalog with elective courses selected in conjunction with and approved by the Academic Advisor and the Division Chair.

## **ACADEMIC RECORDS**

The Office of the Registrar maintains permanent academic records on all students who have ever enrolled at the college. All practices and policies involving the acquisition, retention, and disclosure of information pertaining to student records are compiled and maintained with respect to the student's right to privacy. The only information released without the student's consent is the following: student enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards. This information will be released upon request by a third party, unless the student requests, in writing, to the Registrar that even this information not be released.

The following exceptions are observed in the release of information concerning students: the college will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical well being or safety of persons or property is involved.

Students have the following rights:

- To inspect the official transcript of their academic record and personal folder.
- To request an interpretation and explanation of information contained within their record.
- To request correction of educational records that are incorrect or misleading or that violate privacy or other rights.
- To request a meeting with the Registrar to amend incorrect information.



## **Release of Transcripts**

The Office of the Registrar will release transcripts only with the written permission of the student. This may be done by submitting a Transcript Request Form available in the Office of the Registrar or by submission of a signed facsimile or letter.

When making a transcript request, it is essential that the student include his or her unique identifying number and signature. In rare cases, additional information may be required such as date of birth or years of attendance. Atlanta Metropolitan College reserves the right to request additional identifying information in order to protect the student's right to privacy.

The first transcript request is free. There is a \$3.00 charge per transcript request thereafter.

## **ACADEMIC SUPPORT SERVICES**

### **Academic Advisement**

Academic advisement plays a vital role in a student's academic achievement at Atlanta Metropolitan College. All students are assigned a faculty advisor to assist them with making decisions related to selecting and planning a program of study that will lead to graduation from Atlanta Metropolitan College and selecting courses for registration. All students are encouraged to meet with their advisors each semester. Students may find out the name of their advisors by contacting the Coordinator of Academic advisement. Faculty advisors in the Division of Humanities and Fine Arts advise students who have not selected a program of study. During the Academic Advisement/Early Registration period, faculty advisors set aside blocks of time for advisement. However, students may be advised at other times during a semester.

### **Academic Support Center**

The Academic Support Center (ASC) provides supplemental instruction to students of Atlanta Metropolitan College (AMC).

Students receive intensive tutorial assistance and have access to technology labs. The technology labs are equipped with software for electronic tutorials, Internet resources, word processing, multimedia software and educational software relevant to each academic discipline.

The Center is located on the third floor of the Library and provides both individual and group tutoring by appointment or on a drop-in basis. Instructional assistance is available in the following areas: science, mathematics, reading, writing and business. Instructional workshops are offered every semester on math, English, COMPASS and Regents' testing preparation, and study strategies.

AMC students are encouraged to use these free services during open hours, to work independently with the available resources as well as to get direct one-on-one assistance.

### **Cooperative Education**

Cooperative Education is an academic work program designed to provide career-related work experience with academic studies. Students are assigned to co-op positions in business, industry, government or service organizations. The purpose of the co-op experience is to give direction and enrichment to the student's education and to enhance his or her value as an employee upon graduation. The program is called Cooperative Education because it involves a cooperative effort between the college, employers and students. This program is a part of the Division of Business, Mathematics and Computer Science.

### **Disability Services**

Students who have a chronic illness, physical disability, or learning disorder may receive accommodations through the Office of Disability Services so that the aforementioned conditions will not hinder their academic success. In order to receive accommodations, students must schedule an appointment with the Coordinator of Disability Services immediately following registration. During the initial meeting, students must provide copies of appropriate documentation from their health care provider that verifies their illness or disability. Students with learning disorders must provide test results and other appropriate supporting documentation solidifying their accommodation needs. In order for documentation to be considered for the initiation of accommodations, the documentation must be less than ten years old.

### **eCORE**

The University System of Georgia's electronic core curriculum, or eCore, is comprised of on-line freshman and sophomore requirements for the first two years of an undergraduate degree program. The eCore provides Georgia citizens seeking their undergraduate core courses with increased access to educational opportunities in a flexible format. AMC students can register for eCore courses by applying for and becoming a transient student at one of the following institutions: Clayton College and State University, Floyd College, Columbus State University, the State University of West Georgia or Valdosta State University. At the point of acceptance, the AMC student is then eligible to enroll in an eCore course at the receiving school.

### **Evening/Weekend Program**

The Evening/Weekend Program of Atlanta Metropolitan College currently consists of course offerings in the Early Morning Program from 6:00 until 9:00 a.m. Monday through Thursday; through an Evening Program from 6:00 until 10:30 p.m. Monday through Friday; and, through a Weekend Program, all day Saturday and Sunday afternoons from 2:00 to 6:30 p.m. Students who work full-

time will be able to earn a degree through the Early Morning, Evening and Weekend Programs.

Students in some academic programs may be able to complete their requirements by attending classes in the Evening/Weekend Program; however, the primary goal of this program is to provide expanded scheduling flexibility so that students may select combinations that work best for them. Evening/Weekend course offerings will continue to increase as the college enrollment continues to grow.

The Evening/Weekend Program is an integral part of the college, and any person admitted to the college may enroll for any combination of day, evening, or weekend courses. All admission requirements, application deadlines, and other college regulations apply to weekend students.

### **The Library**

The Library is located at the center of the campus in the Library Administration Building. The Library provides comprehensive resources appropriate to the instructional and research needs of all disciplines.

Services are available six days a week during the semester and offer access to books, periodicals, and electronic databases. Scholarly research is enhanced and made available through carefully selected media (print and non-print materials), access to the Internet, and the GALILEO Interconnected Libraries (GIL) System. As an online system, GIL/GALILEO is designed to ensure universal access to a core level of materials and information services for every student and faculty member in the University System of Georgia.

The Library houses a collection of approximately 45,000 volumes, provides access to periodical titles, and has comparable units of microfilm. A videotape/DVD collection offers drama, poetry, and history. Circulating books and bound periodicals are available on the third floor. Current periodicals, reference, and microforms are housed on the second floor.

Microfilm reader-printers, cameras, camcorders, photocopiers, CD/cassette players, computers, and reserved resources are available to students, faculty, and staff members. In addition, students have access to public and academic library catalogs in the University System of Georgia and throughout the country. GIL Express and Interlibrary Loan services are available providing students, faculty and staff access to resources beyond the holdings of the AMC Library.

The Atlanta Metropolitan College Library is a member of ALA (American Library Association), GLA (Georgia Library Association), GALILEO (Georgia Library Learning Online), GOLD (Georgia Online Databases), and SOLINET (Southeastern Libraries Network).

## **Study Abroad**

Atlanta Metropolitan College offers a variety of study abroad opportunities for students who wish to earn degree credit while broadening their cultural and linguistic awareness. In addition to College-sponsored study abroad opportunities, the International Intercultural Studies Program (IISP) of the University System of Georgia provides students with a roster of study experiences in other countries. At present, summer study abroad programs are offered in Western Europe, the former Soviet Union, Israel, Canada, and Mexico, and academic-year study is available in several countries in Western Europe. IISP is open to all undergraduate students with a minimum cumulative GPA of 2.5; however, certain study opportunities may require a higher GPA and completion of prerequisites. For information regarding AMC-sponsored Study Abroad, consult the Office of the Humanities and Fine Arts of Atlanta Metropolitan College.

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# **ACADEMIC DIVISIONS**

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**DIVISION OF BUSINESS, MATHEMATICS AND  
COMPUTER SCIENCE**

**DIVISION OF HUMANITIES AND FINE ARTS**

**DIVISION OF NATURAL SCIENCES**

**DIVISION OF SOCIAL SCIENCES**

**THE LEARNING SUPPORT PROGRAM**

## **DIVISION OF BUSINESS, MATHEMATICS AND COMPUTER SCIENCE**

The Division of Business, Mathematics and Computer Science at Atlanta Metropolitan College is committed to the maintenance of high standards of academic excellence and relevance while providing Business programs, services, and extra-curricular activities which meet the dynamically changing needs of the diverse population the college serves. This Division is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business Associate of Science degrees: Business Administration, Business Education, and Office Administration/Secretarial Science.

In accordance with the overall mission of the college, the Business, Mathematics and Computer Science Division offers two types of degree-granting business programs:

- Business transfer programs for students intending to pursue the baccalaureate degree in a business field
- Business career and certificate programs for students seeking academic preparation for employment

Instructional and learning activities, extra-curricular activities, and support services of the Division of Business, Mathematics and Computer Science are especially designed to develop in students a general business, mathematical knowledge that is both globally and technologically relevant. The activities and services also place emphasis on the development of critical thinking, communications, and computer and information literacy skills.

In addition to the academic degree programs and services, the Division of Business, Mathematics and Computer Science also works in conjunction with other units of the college to provide services and programs for the college community, as well as for business, mathematics, computers and industry.

## **DIVISION OF HUMANITIES AND FINE ARTS**

In courses offered by the Division of Humanities and Fine Arts, students examine the human experience through the eyes of writers, philosophers, artists and musicians.

Members of the Division are committed to providing opportunities for students to satisfy their Core Curriculum requirements in English Composition and electives in Humanities and Fine Arts. Members of the Division are sensitive to the needs of individual students and seek to develop logical thinkers, articulate communicators, avid readers, accurate writers and analytical listeners. In addition, members of the Division provide extra-curricular activities, which engage students' creative energies while complementing their academic experience.

State-of-the-art computer technology used in Division courses encourages students to become computer literate so that they can be successful in an ever-changing global environment.

## **DIVISION OF NATURAL SCIENCES**

The Natural Sciences Division is committed to increasing the number of underrepresented minorities in science and engineering. The Division also seeks to promote the development of the critical thinking, computational, and communication skills of its students. To this end, the Division provides quality instruction that is intellectually challenging, yet considerate of the needs of the “non-traditional” student. Accordingly, instruction is provided in various formats to accommodate varied learning styles. Instructional technologies, including graphing calculators, computer aided instruction, multimedia, and audio-visual programs, are used to enhance teaching and learning. Hands-on activities and interactive learning/computing are an integral part of laboratory instruction. The Division supports pre-college initiatives and sponsors bridge programs for the purpose of attracting and preparing young scholars for Science, Technology, Engineering and Mathematics (STEM) careers.

The Division offers course requirements and electives for allied health programs, pre-engineering, and laboratory sequences in biology, chemistry, and physics. Transfer programs are designed to prepare students for matriculation at a senior college or university. The Core Curriculum, common to all of the thirty-five (35) units of the University System of Georgia, including Atlanta Metropolitan College, facilitates the transfer of credits among member institutions. The Division is the instructional unit for STEM transfer and career programs, providing course work appropriate to those programs of study (Area F). The Division also offers Area D requirements and elective courses for all programs offered by the College.

## **DIVISION OF SOCIAL SCIENCES**

Members of the Division of Social Sciences provide students with a comprehensive understanding of the individual as a social and behavioral complexity, along with knowledge of the interaction between the social environment and behavior. Students following programs of study in the social sciences are provided with both theoretical and practical learning experiences which enable them to analyze, interpret, and understand educational, political, social, psychological, and historical phenomena significant to their daily lives.

Degrees and certificates are awarded to students completing the requirements for transfer and career programs. Students following programs of study in the social sciences are prepared to seek advanced educational training at four-year

colleges and universities and/or vocational opportunities in various fields of education, government service, and the private sector.

## **THE AMC LEARNING SUPPORT PROGRAM**

The Atlanta Metropolitan College Learning Support program serves students who need additional preparation in English, reading, and mathematics, by providing college preparatory courses in these three areas. Learning Support English and reading courses are offered through the Division of Humanities and Fine Arts. Learning Support mathematics courses are offered through the Division of Natural Sciences and Mathematics. In addition full-time counseling services are available to assist students with the many challenges of academic life.

### **Learning Support Placement Requirements**

Screening and placement into the three areas of Learning Support English, reading and mathematics are implemented in accordance with the Board of Regents of the University System of Georgia (Policy 303.02).

Although neither SAT scores nor ACT scores are required for admission to Atlanta Metropolitan College, students who have recent ACT or SAT scores that meet the following criteria may be exempted from Learning Support placement testing:

An ACT English score of 17 or a SAT Verbal score of 430 and completion of the high school College Preparatory Curriculum (CPC) in English to be exempted from placement testing in Learning Support English and reading.

An ACT Math score of 17 or a SAT Math score of 400 and completion of the high school CPC in mathematics to be exempted placement testing in Learning Support mathematics.

For students transferring from a COC-accredited DTAE college, comparable scores from the DTAE College may be used according to guidelines issued by the Senior Vice Chancellor for Academics and Fiscal Affairs.

Students who do not meet these minimum requirements are then administered the COMPASS (Computerized-Adaptive Placement Support System) Exam to determine if Learning Support courses are required. Those students whose COMPASS scores are below the established cutoffs for the English, reading, and/or mathematics exams will be required to complete appropriate Learning Support courses in accordance with Board of Regents Policy. (Students who have taken a COMPASS or ASSET placement test at a COC-accredited DTAE college and transfer to a USG institution will not be required to take another placement test if they have attended the institution and have the placement scores recorded on their transcript.)



Students who are determined by Atlanta Metropolitan College to need academic assistance although they are eligible to be admitted without Learning Support requirements under System Policy may be required to take Learning Support courses or other program components to enhance their chances for success in Core Curriculum courses. A student who is eligible to enroll in a Core Curriculum course but fails the course could also be required to take a Learning Support course before or while retaking the Core Curriculum course.

Students may also voluntarily elect to enroll in Learning Support courses in order to enhance their skill level in English, reading, or mathematics.

Transfer students with thirty (30) or more semester hours of transfer credit and students who have fulfilled their Learning Support requirements at another University System institution are not required to take the placement examination. However, transfer students who have not met their Learning Support requirements at another University System institution will be required to participate in the appropriate Learning Support courses as long as they do not exceed the maximum number of attempts.

## **Operational Policies Governing Learning Support Requirements**

The University System of Georgia has set the following procedures (Section 2.09.02) with regard to Learning Support requirements, and Atlanta Metropolitan College adheres to these policies:

1. Atlanta Metropolitan College students are permitted to take Learning Support courses at other University System of Georgia institutions, with transient status, provided they have the permission of the respective Humanities and Fine Arts or Mathematics Division Chairperson. Students from other University System institutions may take Learning Support courses at Atlanta Metropolitan College, with transient status, by permission of the appropriate Division Chair and/or Registrar of their home institution.
2. Students entering career, degree, certificate, or non-degree programs who are required to take any course that has a Learning Support prerequisite must meet any applicable requirements. International students and those students whose native language is not English shall meet the requirements outlined in these procedures or shall meet equivalent requirements which will be proposed by the President and submitted to the Chancellor for approval. No degree credit will be earned in Learning Support courses numbered 0099 or below.
3. Until Learning Support requirements have been satisfied, students shall not be permitted to take credit courses which require the content or the skills of the prerequisite Learning Support courses--although Atlanta

Metropolitan College may establish co-requisite requirements for Core Curriculum courses.

4. During each semester of enrollment a student must first register for all required Learning Support courses before being allowed to register for other courses. This policy also applies to part-time students. Two exceptions are possible:
  - When two or three Learning Support areas are required and a student is enrolled in at least one Learning Support course, a freshman orientation course or physical education or other activity or performance courses may be taken that semester instead of one of the required Learning Support courses.
  - In the event that a required Learning Support course is not available, a student may enroll in a course for degree credit if the student has met the course prerequisites, subject to the written approval of the President or the President's designee.
5. Students must proceed sequentially through Learning Support courses. If a student's classroom performance demonstrates competency in the course material, the instructor may recommend acceleration for the student; however, any deviation from the prescribed sequence must be authorized in writing by the respective Division Chairperson.
6. Students who have accumulated 20 semester hours of college-level credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to twenty (20) additional hours of college-level credit at Atlanta Metropolitan College. After earning the additional hours, such students may enroll in Learning Support courses only.
7. Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from credit courses.
8. To exit a Learning Support area, students must complete the exit level Learning Support course in that area, meet any established Atlanta Metropolitan College standards, and attain at least the University System minimum score on the appropriate part of the Collegiate Placement Examination or the comparable score on COMPASS. (Once students earn a passing CPE or COMPASS score, they need not retake the examination even though they may not have met all requirements

for exiting at the time they passed the examination.) An exit writing sample shall also be required in Learning Support English.

9. Students who exceed the System minimum requirements but are required by Atlanta Metropolitan College to take Learning Support courses in order to prepare for Core Curriculum courses may, at Atlanta Metropolitan College's option, be exempted from any or all of the exit requirements; however, all Atlanta Metropolitan College requirements must be satisfied by the time the student has earned twenty (20) semester credit hours or the student must enroll in course work that will satisfy the Learning Support requirements every semester of enrollment until the requirements are satisfied.
10. Students who are not required to take Learning Support courses in a disciplinary area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts but are not subject to the exit requirements for students required to take Learning Support courses.
11. All Learning Support programs are designed so that students can complete all requirements in an area in a maximum of two semesters. A maximum of twelve (12) semester hours or three semesters, whichever occurs first, may be taken in any area.
12. Time spent in Learning Support course work in a disciplinary area shall be cumulative within the University System. A student who transfers into Atlanta Metropolitan College with fewer than three semesters and fewer than twelve (12) semester hours in a Learning Support area may be granted an additional semester (up to a total of fifteen (15) semester hours at all institutions) if that student was making appropriate progress at the sending institution and is ready for the exit level course at Atlanta Metropolitan College. (The purpose of this provision is to allow for variations that may occur in credit hours for courses at various institutions.)
13. If a student does not complete requirements for an area in twelve (12) semester hours or three semesters, whichever occurs first, the student may be suspended. The student may not be considered for readmission within three years of the suspension. Prior to suspension, a student who has not exited a Learning Support area within the twelve semester hour or three semester limit, may be allowed to appeal for two additional attempts/courses. For each additional attempt, the student must:
  - Be individually evaluated and determined to have a reasonable chance of success.

- Be in an exit level course and have reached the limit in only one Learning Support area.
14. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the twenty (20) hour limit on the number of credit hours a student may earn before exiting Learning Support). If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.
  15. Students who have been suspended from the institution without completing Learning Support requirements may not be exempted from their Learning Support requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.
  16. Students who have not taken any college work in the University System for three years may be retested with the CPE (Collegiate Placement Examination) or COMPASS (Computerized-Adaptive Placement Support System) in any unsatisfied area and readmitted without a Learning Support requirement if they meet the institutional criteria for exemption. Students who are not exempted on the retest may be considered for readmission. If an individual evaluation indicates that the student has a reasonable chance of success, the student may be readmitted for up to three additional attempts per Learning Support area. Students readmitted under this provision are subject to the twenty (20) hour limit on college-level course work and may not take credit work if they had earned twenty (20) credit hours during their previous period(s) of enrollment.
  17. Students with learning disorders who are required to enroll in Learning Support courses must fulfill all stated requirements, including the CPE or COMPASS requirements. These students should be provided with appropriate course accommodations. The institution may make extended time accommodations on the CPE to students with documented needs. In addition, the institution may authorize use of a calculator for mathematics testing and/or provide a separate test administration if such accommodations are supported by the student's diagnosis. Students with learning disabilities, acquired brain impairment, or attention deficit/hyperactivity disorder may petition through the institution to a Regents Center for Learning Disorders for a maximum of two additional semesters of Learning Support as provided in Section 2.22. Appropriate course and testing accommodations should be made for students with visual, hearing, or motor impairment. Such students may be granted up to two additional semesters of Learning Support at the institution's discretion. Documentation on such students

is to be maintained at the institution and summarized in the annual report on accommodations for students with disabilities.

### Requirements for Exiting Learning Support Courses

To exit from the Learning Support English, reading, and mathematics courses the student must meet three criteria:

Be enrolled in an exit-level course or be recommended for acceleration

Have a passing average in the course and receive the recommendation of the instructor. For Learning Support English students, passing the course includes passing the *English Exit Writing Sample* with a score of 60\* or above.

The Current Exemption/Exit COMPASS scores are:**	
English	60* (Exit Writing Sample)
English	60
Math	37 (Algebra Domain)
Reading	74

\*Evaluated by English faculty and required to qualify for exit testing.

\*\* Atlanta Metropolitan College and/or the Board of Regents reserve the right to change Exemption/Exit Scores and/or exit requirements at any time.

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# **ACADEMIC PROGRAMS**

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## **GENERAL DESCRIPTION OF ACADEMIC PROGRAMS**

### **DEGREE DESIGNATIONS**

### **CERTIFICATES**

### **CORE CURRICULUM REQUIREMENTS**

## General Description of Academic Programs

### Explanation of Programs

The programs of study offered by Atlanta Metropolitan College are of two major types: college transfer programs and career programs.

### College Transfer Programs

Transfer programs are designed for students who plan to transfer to four-year colleges or universities upon the completion of two years of course work at the college. Transfer programs of study provide the freshman and sophomore years of academic course work required for a bachelor's degree. Transfer programs lead to the Associate of Arts (A.A.) or Associate of Science (A.S.) degrees. The area F component of transfer programs is designed to provide a required foundation of courses for successful work in a specific major once the student transfers to a baccalaureate degree-granting institution.

### Core Curriculum

Common to transfer degree programs within the University System of Georgia is a core curriculum. It is designed to facilitate the educational progress of students as they pursue associate and baccalaureate degrees. The core curriculum is divided into areas A-F. Outlined below is the number of credit hours required for each area:

- (A) Essential Skills – 9 hours
- (B) Institutional Options – 4 hours
- (C) Humanities and Fine Arts – 6 hours
- (D) Science, Mathematics, and Technology – 11 hours
- (E) Social Science – 12 hours
- (F) Courses Related to the Program of Study – 18 hours

Areas A-E total forty-two (42) credit hours and represent the general education portion of the core. Area F varies with each program of study and is composed of eighteen (18) credit hours which support the student's chosen program of study. These courses are the prescribed freshman and sophomore requirements for the University System of Georgia baccalaureate (four-year) degrees.

The core curriculum ensures that an Associate of Arts or an Associate of Science degree earned in a college transfer program at Atlanta Metropolitan College will be accepted by a senior university as having met the requirements of the first two years of college.

## **Career and Certificate Programs**

Career programs are designed for students who wish to complete a college program which will prepare them to enter employment at a level of competence requiring more than high school education, but less than a four-year college or university degree. Students who complete a career program receive the Associate of Applied Science degree. The college also offers a few non-transferable Certificate preparation programs which provide career skills for entry into the workplace. Students in these programs earn certificates.



## DEGREE DESIGNATIONS

### Associate of Arts Degree

The Associate of Arts Degree is awarded to students completing program requirements in the following transfer programs:

- Art
- English
- Foreign Language
- General Studies
- Music
- Speech

### Associate of Science Degree

The Associate of Science Degree is awarded to students completing program requirements in the following transfer programs:

- African American Studies
- Biology
- Business Administration
- Business Education
- Chemistry
- Computer Information Systems
- Computer Science
- Criminal Justice
- General Studies
- Health Information Management
- Health and Physical Education
- History
- Music
- Mathematics
- Office Administration/Secretarial Science
- Physics
- Political Science
- Pre-Engineering Technology
- Pre-Dental Hygiene
- Pre-Engineering
- Pre-Medical Technology
- Pre-Nursing
- Pre-Physical Therapy
- Pre-Occupational Therapy
- Psychology
- Recreation
- Social Work
- Sociology
- Teacher Education

The field in which Area F requirements are completed is not a part of the degree designation.

### Associate of Applied Science Degree

Degree designations for Atlanta Metropolitan College Career Programs are as follows:

- Associate of Applied Science in Accountancy
- Associate of Applied Science in Business Management
- Associate of Applied Science in Computer Programming
- Associate of Applied Science in Computerized Office Management

- Associate of Applied Science in Early Childhood Education/Teacher Assistance
- Associate of Applied Science in Recreational Leadership
- Associate of Applied Science in Human Services

## **CERTIFICATES**

- Automated Office Management
- Criminal Justice

# CORE CURRICULUM REQUIREMENTS

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue associate and baccalaureate degrees within the University System of Georgia. The general education portion of the Core is divided into areas A-E and represents forty-two (42) credit hours. Area F varies with each program of study and is composed of 18 credit hours which support the student's chosen program of study.

## REQUIRED AND ELECTIVE COURSES FOR AREAS A-F

### TRANSFER PROGRAMS

Prefix	Number	Title	Hours
<b>AREA A: ESSENTIAL SKILLS</b>			<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
<b>Mathematic Requirement (choose one below)</b>			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1001	Quantitative Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	3
MATH	2201	Calculus	4
Programs of study requiring Precalculus as a first course in Area A: Biology, Chemistry, Computer Science, Mathematics, Physics, Pre-Engineering Technology. Pre-Engineering requires Calculus I in Area A. One hour of credit carries into Area F. Students who are exempted from their required math course in Area A must take another math course with a higher course number than the one required to fulfill the math requirement in Area A.			
<b>AREA B: INSTITUTIONAL REQUIREMENT (AMIR 1001)</b>			<b>4</b>
AMIR	1001	Thinking, Learning, and Communicating in Contemporary Society	
<b>AREA C: HUMANITIES AND FINE ARTS</b>			<b>6</b>
<b>Fine Arts Elective: Choice of 3 hours from the following:</b>			<b>3</b>
ARTS	1100	Art Appreciation	
ARTS	2211	The Creative Process	
ENGL	2205	Introduction to Creative Writing	
MUSC	1100	Music Appreciation	
MUSC	1101	Fundamentals of Music	
THEA	1100	Theatre Appreciation	
<b>Humanities Elective: Choice of 3 hours from the following:</b>			<b>3</b>
COMM	1100	Human Communications	
COMM	1110	Public Speaking	

ENGL	1110	Introduction to Literature
ENGL	2111	World Literature I
ENGL	2112	World Literature II
ENGL	2130	American Literature
FREN	1002	Elementary French II
FREN	2001	Intermediate French I
FREN	2002	Intermediate French II
HUMA	1101	Exploring Selected American Cultures
HUMA	1102	African American Culture
HUMA	2000	Exploring Global Cultures
MCOM	1101	Introduction to Mass Communications
PHIL	2201	Survey of Philosophy
PHIL	2210	Logic and Critical Thinking
RELI	2201	Introduction to Religious Studies
SPAN	1002	Elementary Spanish II
SPAN	2001	Intermediate Spanish I
SPAN	2002	Intermediate Spanish II

**AREA D: SCIENCE, MATHEMATICS, AND TECHNOLOGY** 11  
**OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY**

**Science: *Choice of two 4-hour laboratory science courses*** 8

(Course = 3 hours, Lab = 1 hour). Courses do not have to be a sequence.

BIOL	1101	General Biology I
BLAB	1101	General Biology I Lab
BIOL	1102	General Biology II
BLAB	1102	General Biology II Lab
BIOL	1107	Principles of Biology I
BLAB	1107	Principles of Biology I Lab
BIOL	1108	Principles of Biology II
BLAB	1108	Principles of Biology II Lab
CHEM	1151	Survey of Chemistry I
CLAB	1151	Survey of Chemistry I Lab
CHEM	1152	Survey of Chemistry II
CLAB	1152	Survey of Chemistry II Lab
CHEM	1211	General Chemistry I
CLAB	1211	General Chemistry I Lab
CHEM	1212	General Chemistry II
CLAB	1212	General Chemistry II Lab
GSCI	1101	General Science I
GSCL	1101	General Science I Lab
GSCI	1102	General Science II
GSCL	1102	General Science II Lab
PHYS	1011	Physical Science I
PLAB	1011	Physical Science I Lab
PHYS	1012	Physical Science II
PLAB	1012	Physical Science II Lab
PHYS	1111	General Physics I
PLAB	1111	General Physics I Lab
PHYS	1112	General Physics II
PLAB	1112	General Physics II Lab

**Science, Mathematics or Technology** 3

***Choice of one 3-hour course from science, mathematics, or technology.***

**Science:** Choose from the list above (not including labs).

**Mathematics:**

MATH	1111	College Algebra
MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1121	Decision Mathematics
MATH	1122	Elementary Calculus
MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I

**Technology:**

CSCI	1135	Introduction to Computers
CSCI	1301	Computer Science I
CSCI	1136	Fundamentals of Elec. Spreadsheets
CSCI	1137	Fundamentals of Database Mgmt.
CSCI	1138	Introduction to Cyberspace Tech.
CSCI	1142	Introduction to C Programming
CSCI	1143	BASIC: Interactive Programming
CSCI	1146	Introduction to Java Programming

**OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY****Science: Choice of two 4-hour laboratory science courses.****8**

(Course = 3 hours, Lab = 1 hour). Students are encouraged to take courses which are a sequence appropriate to the program of study.

BIOL	1107	Principles of Biology I
BLAB	1107	Principles of Biology I Lab
BIOL	1108	Principles of Biology II
BLAB	1108	Principles of Biology II Lab
BIOL	1109	Principles of Biology III
BLAB	1109	Principles of Biology III Lab
CHEM	1211	General Chemistry I
CLAB	1211	General Chemistry I Lab
CHEM	1212	General Chemistry II
CLAB	1212	General Chemistry II Lab
PHYS	1111	General Physics I
PLAB	1111	General Physics I Lab
PHYS	1112	General Physics II
PLAB	1112	General Physics II Lab
PHYS	2211	Principles of Physics I
PLAB	2211	Principles of Physics I Lab
PHYS	2212	Principles of Physics II
PLAB	2212	Principles of Physics II Lab

**Science, Mathematics or Technology****3****Choice of one 3-hour course from science, mathematics, or technology.**

**Science:** Choose from the list above (not including labs).

**Mathematics:**

MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1122	Elementary Calculus
MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)

**Technology:**

CSCI	1135	Introduction to Computers
CSCI	1301	Computer Science I

**OPTION IIB: FOR ALLIED HEALTH PROGRAMS OF STUDY AT FOUR-YEAR LEVEL**

**Science: Choice of a laboratory sequence in chemistry, biology or physics** **8**

(Course = 3 hours, Lab = 1 hour).

BIOL	1107	Principles of Biology I
BLAB	1107	Principles of Biology I Lab
BIOL	1108	Principles of Biology II
BLAB	1108	Principles of Biology II Lab
CHEM	1151	Survey of Chemistry I
CLAB	1151	Survey of Chemistry I Lab
CHEM	1152	Survey of Chemistry II
CLAB	1152	Survey of Chemistry II Lab
CHEM	1211	General Chemistry I
CLAB	1211	General Chemistry I Lab
CHEM	1212	General Chemistry II
CLAB	1212	General Chemistry II Lab
PHYS	1011	Physical Science I
PLAB	1011	Physical Science I Lab
PHYS	1012	Physical Science II
PLAB	1012	Physical Science II Lab
PHYS	1111	General Physics I
PLAB	1111	General Physics I Lab
PHYS	1112	General Physics II
PLAB	1112	General Physics II Lab

**Science, Mathematics, or Technology****3**

**Choice of one 3-hour course from science, mathematics, or technology.**

**Science:** Choose from the list above (not including labs).

**Mathematics:**

MATH	1111	College Algebra
MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1121	Decision Mathematics
MATH	1122	Elementary Calculus
MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)

**Technology:**

CSCI	1135	Introduction to Computers
CSCI	1301	Computer Science I
CSCI	1142	Introduction to C Programming
CSCI	1143	BASIC: Interactive Programming
CSCI	1146	Introduction to Java Programming

<b>AREA E: SOCIAL SCIENCES</b>		<b>12</b>
<b>Government Requirement:</b>		<b>3</b>
POLS 1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST 2111	United States History I or	
HIST 2112	United States History II	
<b>Social Science Electives: Choice of 2 Social Science courses:</b>		<b>6</b>
The two courses must be from two different social science fields having two different course prefixes (e.g., Sociology and Psychology/SOCI and PSYC). The two courses cannot be from the same social science field, hence they cannot have the same course prefix (e.g., two Political Science courses/two POLS courses). Courses used in Area F cannot be used in Area E.		
ANTH 1102	Introduction to Anthropology	
AAS 2010	Introduction to African American Studies	
ECON 1105	Introduction to Economics	
ECON 2105	Principles of Macroeconomics	
ECON 2106	Principles of Microeconomics	
GEOG 1105	Intro. to World Regional Geography	
HIST 2111	United States History I	
HIST 2211	Honors United States History I	
HIST 2112	United States History II	
HIST 1111	World Civilization I	
HIST 1112	World Civilization II	
HIST 2113	Minorities in American History	
HIST 2232	African American History	
POLS 2101	Introduction to Political Science	
POLS 2401	Global Issues	
PSYC 1101	Introduction to General Psychology	
SOCI 1101	Introduction to Sociology	
SOCI 1201	Honors Introduction to Sociology	
SOCI 1160	Introduction to Social Problems	
SOSC 1101	Introduction to the Social Sciences	
	<b>Subtotal</b>	<b>42</b>
<b>AREA F: COURSES RELATED TO PROGRAM OF STUDY</b>		<b>18</b>
	<b>Total</b>	<b>60</b>
<b>COURSES OUTSIDE THE CORE:</b>		<b>6</b>
ORNT 1100	Seminar In Personal and Academic Development	<b>1</b>

<b>Regents' Skills</b>		Institutional Credit Only – Must Pass or Be Exempted
RGTR	0198	Regents' Reading Skills <b>and</b>
RGTE	0199	Regents' Writing Skills

**Physical Education**

**Total Required Program  
Hours**

**5  
66**



## TRANSFER PROGRAMS OF STUDY

1. All Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees are 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). As such, there are no "majors" in the two-year transfer curriculum.
2. In addition to completing the core curriculum in Areas A-E, students enrolled in transfer programs are required to take eighteen (18) semester hours of courses in Area F related to the discipline of the program of study and courses which are appropriate prerequisites to major courses at higher levels. The Area F requirements represent a selection of courses appropriate to certain majors at the baccalaureate level. Area F course requirements are determined and approved by the University System of Georgia Academic Committees.
3. Students enrolled in transfer degree programs leading to the baccalaureate degree shall pass the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation. These courses are offered for institutional credit only. Students may be exempted from these courses through examination by passing the Regents' Test or an approved alternative test in reading comprehension and in writing.
4. No A.A. or A.S. degree program exceeds 60 semester credit hours (exclusive of physical education activity/basic health or orientation course hours).

# AFRICAN AMERICAN STUDIES

The Division of Social Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Hours</b>
<b>Note: See Index for page numbers of Areas A – E Electives.</b>			
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities and Fine Arts</b>		<b>6</b>
	<i>Recommended:</i>		
HUMA	1102	African American Culture	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>6</b>
SOSC	2101	Introduction to African American Studies	3
HIST	2232	African American History	3
<b>Electives: Choice of 6 hours</b>			<b>6</b>
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3

<b>Electives:</b>	<b>Choice of:</b>	<b>6 hrs (2 courses) from the following:</b>	<b>6</b>
ANTH	1102	Introduction to Anthropology	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1105	Introduction to World Reg. Geography	3
HIST	1112	World Civilization II	3
HIST	2113	Minorities in American History	3
MATH	1114	Elementary Statistics	3
PHIL	2110	Logic and Critical Thinking	3
PHIL	2201	Survey of Philosophy	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2212	African American Psychology	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2201	Introduction to Urban Studies	3
SOCI	2293	Introduction to Marriage & Family	3
SOSC	2125	Introduction to Social Science Research Methods	3
<b>Subtotal</b>			<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours      66**

## ART

The Division of Humanities & Fine Arts advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
ARTS	1010	Drawing I	3
ARTS	1011	Drawing II	3
ARTS	1020	Two-Dimensional Design	3
ARTS	1030	Three-Dimensional Design	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
ARHS	2201	Art History Survey I	3
ARTS	2210	Arts and Crafts	3
ARTS	2220	Introduction to Printmaking	3
ARTS	2230	Introduction to Ceramics	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			

PHED 1101  
PHED 2105  
PHED 2240

Wellness  
Concepts of Health and Safety  
First Aid

**Total Required Program Hours 66**

# BIOLOGY

The Division of Natural Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
BIOL	1107	Principles of Biology I	3
BLAB	1107	Principles of Biology Lab I	1
BIOL	1108	Principles of Biology II	3
BLAB	1108	Principles of Biology Lab II	1
CHEM	1121	General Chemistry I	3
CLAB	1121	General Chemistry Lab I	1
CHEM	1122	General Chemistry II	3
CLAB	1122	General Chemistry Lab II	1
<b>Electives – Choice of 2 hours from the following courses:</b>			<b>2</b>
BIOL	2245	Intro to Undergraduate Research: Instru.	2
CHEM	2245	Intro to Undergraduate Research: Instru.	2
PHYS	2245	Intro to Undergraduate Research: Instru.	2
BIOL	2246	Topics in Science	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in Science	2
CSCI	1136	Fundamentals of Electronic Spreadsheet	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev	1

Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## BUSINESS ADMINISTRATION

The Division of Business, Mathematics and Computer Science advises students in this program.

### Transfer Program

This program is intended for students who plan to transfer to a four-year program in a field such as:

- Accounting
- Actuarial Science
- Business Administration
- Economics
- Finance
- Industrial Management
- Information Systems
- Marketing
- Real Estate

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
	<b>CSCI 1135 may not be taken for degree credit.</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement(s)—Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
CISM	2101	Fundamentals of Computer Applications	3
<b>Electives—Choice of 3 hours from the following courses:</b>			
BUSA	1105	Introduction to Business	3
BUSA	2105	Communicating in the Business Environment	3
BUSA	2106	The Environment of Business	3
<b>Subtotal</b>			<b>60</b>



**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

**Note 1: Standards of Performance:** To receive the Associate of Science degree, a grade of "C" or higher is required in each of the following courses: ENGL 1101; ENGL 1102; MATH 1111 or approved MATH equivalent; all Area F courses.

**Note 2: Specialized Accreditation:** The Business Administration program is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

# BUSINESS EDUCATION

The Division of Business, Mathematics and Computer Science advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
	<b>CSCI 1135 may not be taken for degree credit.</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement(s) —Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>9</b>
EDUC	2110	Invest. Critical & Contemporary Issues	3
PSYC	2103	Human Growth and Development	3
CISM	2101	Fundamentals of Computer Applications	3
<b>Electives – Choice of 9 hours from the following courses:</b>			
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 Bus. Environment	3
BUSA	2106	The Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2

PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

**Note 1: Standards of Performance:** To receive the Associate of Science degree, a grade of "C" or higher is required in each of the following courses: ENGL 1101; ENGL 1102; MATH 1111 or approved MATH equivalent; all Area F courses.

**Note 2: Specialized Accreditation:** The Business Administration program is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

# CHEMISTRY

The Division of Natural Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1103	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
CHEM	1211	General Chemistry I	3
CLAB	1211	General Chemistry Lab I	1
CHEM	1212	General Chemistry II	3
CLAB	1212	General Chemistry Lab II	1
CHEM	2241	Organic Chemistry I	3
CLAB	2241	Organic Chemistry Lab I	1
CHEM	2242	Organic Chemistry II	3
CLAB	2242	Organic Chemistry Lab II	1
	<b>Electives – Choice of 2 hours from the following courses:</b>		<b>2</b>
BIOL	2245	Introduction to Undergraduate Research: Instrumentation <b>or</b>	2
CHEM	2245	Introduction to Undergraduate Research: Instrumentation <b>or</b>	2
PHYS	2245	Introduction to Undergraduate Research: Instrumentation	2
BIOL	2246	Topics in Science	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in science	2
CSCI	1136	Fund. of Electronic Spreadsheets	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
CSCI	1145	COBOL: Business Programming	3

CSCI	1146	Introduction to JAVA Programming	3
CSCI	2212	Computer Graphics	3
CSCI	2214	Computer Organization and Assembler Language	3
			<b>Subtotal</b>
			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
			<b>Total Required Program Hours</b>
			<b>66</b>

## COMPUTER INFORMATION SYSTEMS

The Division of Business, Mathematics and Computer Science advises students in this program.

### Transfer Program

This program of study combines general accounting knowledge and practices with current computer software applications, hardware and techniques. Students will take courses in mathematics, business, data processing and general education; however, fewer higher level math and programming courses (e.g., Calculus I and II) are required.

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3
<b>Electives – Choice of 6 hours from the following courses:</b>			
CSCI	1136	Fundamentals of Electronic Spreadsheets	1
CSCI	1137	Fundamentals for Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3

CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to Java Programming	3
CSCI	2212	Computer Graphics	3
CSCI	2214	Computer Organization and Assembler Language	3
			<b>Subtotal</b>
			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity <b>or</b> Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
			<b>Total Required Program Hours</b>
			<b>66</b>

## COMPUTER SCIENCE

The Division Business, Mathematics and Computer Science advises students in this program.

### Transfer Program

This program provides career opportunities in programming, computer operations, system's administration and system's analysis. When compared to Computer Information Systems, it requires more intense training in higher level Math, Programming and Science courses.

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>14</b>
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3
MATH	2201	Analytical Geometry and Calculus I	4
MATH	2202	Calculus	4
<b>Electives – Choice of 4 hours from the following courses:</b>			
CSCI	1136	Fundamentals of Electronic Spreadsheets	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	2222	Scientific Programming	3



CSCI	2245	File Processing and Database Management	3
CSCI	2250	Computer Architecture	3
MATH	2203	Calculus III	4
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Development	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## CRIMINAL JUSTICE

The Division of Social Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>3</b>
CRJU	1102	Introduction to Criminal Justice	3
	<b>Electives – Choice of 15 hours from the following courses:</b>		<b>15</b>
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
SOSC	1101	Introduction to Social Sciences or	3
		Other Criminal Justice or Social Science Course	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
	<b>Regents' Skills</b>	<b>Institutional Credit Only – Must Pass or Be Exempted</b>	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	

PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## ENGLISH

The Division of Humanities and Fine Arts advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	3
		<b>(Electives: Choice of 2 Area E Electives )</b>	<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
ENGL	2111	World Literature I <b>or</b>	3
ENGL	2112	World Literature II	
ENGL	2130	American Literature	3
FREN	2001	Intermediate French I <b>and</b>	3
FREN	2002	Intermediate French II <b>or</b>	3
SPAN	2001	Intermediate Spanish I <b>and</b>	3
SPAN	2002	Intermediate Spanish II	3
<b>Electives – Choice of 6 hours from the following courses:</b>			
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
PHIL	2201	Survey of Philosophy	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
COMM	1110	Public Speaking	3

		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>66</b>

**Note: Most Physical Therapy programs require Pre-calculus and General Physics I and II (PHYS/PLAB I & II)**

## FOREIGN LANGUAGE

The Division of Humanities and Fine Arts advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling or	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required Spanish Program of Study:</b>			
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Required French Program of Study:</b>			
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
<b>Electives – Choice of 12 hours from the following courses:</b>			
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
ENGL	2130	American Literature	3
FREN	1001	Elementary French I*	3
FREN	1002	Elementary French II	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
HUMA	2000	Exploring Global Cultures	3
PHIL	2201	Survey of Philosophy	3
PHIL	2210	Logic and Critical Thinking	3
POLS	2401	Global Issues	3

RELI	2201	Introduction to Religious Studies	3
SPAN	1001	Elementary Spanish I*	3
SPAN	1002	Elementary Spanish II	3
<b>Subtotal</b>			<b>60</b>



\*SPAN 1001 or FREN 1001 can be taken for college credit only if the course is a second foreign language. Students following the Spanish program of study are strongly encouraged to take Elementary French; students following the French program of study are strongly encouraged to take Elementary Spanish. Both are encouraged to take HUMA 2000 and ENGL 2111 or ENGL 2112..

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## GENERAL STUDIES

The Division of Humanities & Fine Arts and the Division of Social Sciences advises students in this program.

### Transfer Program

#### Program Requirements and Electives

Students who complete this program are prepared to pursue a wide range of four-year degrees. Individuals who are undecided about their field of study may select this area of study. **Note:** Some baccalaureate institutions may require additional hours before a student would be classified as a junior in a specific discipline.

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling or	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology (Select from Area D Electives)</b>		<b>11</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
<b>(Electives: Choice of 2 Area E Electives )</b>			<b>6</b>
<b>Area F:</b>	<b>Courses Relevant to Degree</b>		<b>18</b>
<b>Required: 18 hours approved by faculty advisor from Areas C-E and all courses in Area F from transfer programs of study. Completion of 12 hrs in HFA disciplines satisfies requirements for AA degree. Completion of 12 hrs in all other disciplines satisfies requirements for AS degree.</b>			
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	



PHED 2105  
PHED 2240

Concepts of Health and Safety  
First Aid

**Total Required Program Hours**

**66**

## HEALTH AND PHYSICAL EDUCATION

The Division of Social Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

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## HEALTH AND PHYSICAL EDUCATION

The Division of Social Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

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<u>Prefix</u>	<u>Number</u>	<u>Title</u>	<u>Hours</u>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1107	Principles of Biology I	3
BLAB	1107	Principles of Biology I Lab	1
BIOL	1108	Principles of Biology II	3
BLAB	1108	Principles of Biology II Lab	1
	<b>Science, Mathematics &amp; Technology Elective</b>		<b>3</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
<b>(Electives: Choice of 2 Area E Electives )</b>			<b>6</b>
<b>Area F:</b>	<b>Required Courses Related to Program of Study</b>		<b>20</b>

EDUC	2110	Investigating Critical and Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity	3
EDUC	2130	Exploring Learning and Teaching	3
PHED	2101	Introduction to Physical Education and Health	3
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology I Lab	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology II Lab	1
<b>Subtotal</b>			<b>62</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>68</b>

**Note: A student following the above Area F for the Health & Physical Education degree will have a total of 62 hours for the overall degree program.**

# HEALTH INFORMATION MANAGEMENT

The Division of Natural Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIB FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>11</b>
ACCT	2101	Principles of Accounting I	3
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
	<b>Electives – Choice of 7 hours from the following courses:</b>		<b>7</b>
ACCT	2102	Principles of Accounting II	3
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab	1
BIOL	2225	Invertebrate Zoology	3
BLAB	2225	Invertebrate Zoology Lab	1
BIOL	2245	Intro. Undergrad. Research: Instru.	2
BIOL	2246	Topics in Science	2
BUSA	2201	Principles of Management	3
CSCI	1135	Introduction to Computers	3
CSCI	1136	Fundamentals of Elect. Spreadsheets	1
CSCI	1137	Fundamentals of Database Mgmt.	1
CSCI	1138	Intro. To Cyberspace Technologies	1
SOCI	1101	Introduction to Sociology	3
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# HISTORY

The Division of Social Sciences advises students in this program.

Students interested in pursuing a concentration in Geography at the four-year level should follow the History program of study, but must take GEOG 1105 as an Area F elective.

## Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

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<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required – Choice of 6 hours from the following courses:</b>			
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2111	United States History I	3
HIST	2211	Honors United States History I	3
HIST	2112	United States History II	3
<b>Foreign Language Requirement – Choice of 6 hours from the following courses:</b>			
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
SPAN	1002	Elementary French II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3

<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
ANTH	1102	Introduction to Anthropology	3
ANTH	2105	Prehistoric Peoples & Cultures	3
CRJU	1105	Introduction to Law Enforcement	3
CSCI	1135	Introduction to Computers	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1105	Introduction to Human Geography	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2111	United States History I	3
HIST	2112	United States History II	3
HIST	2113	Minorities in American History	3
HIST	2114	Georgia History	3
HIST	2232	African American History	3
PHIL	2201	Survey of Philosophy	3
POLS	2101	Introduction to Political Science	3
POLS	2301	Introduction to Comparative Politics	3
POLS	2601	Introduction to Public Administration	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2103	Human Growth and Development	3
PSYC	2212	African American Psychology	3
RELI	2201	Introduction to Religious Studies	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2293	Introduction to Marriage and Family	3
SOSC	2101	Introduction to African American Studies	3
SOSC	2225	Statistics for the Social Sciences	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## MATHEMATICS

The Division Business, Mathematics and Computer Science advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	
ENGL	1102	English Composition II	
MATH	1113	Precalculus	
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities and Fine Arts (Electives on 105-109)</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
MATH	2201	Analytical Geometry and Calculus I	4
MATH	2202	Calculus II	4
MATH	2203	Calculus III	4
<b>Electives – Choice of 6 hours from the following courses:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3
CSCI	1136	Fundamentals of Electronic Spreadshts.	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
MATH	1128	Discrete Mathematics	3
MATH	2208	Linear Algebra	3
MATH	2204	Calculus IV	3
PHYS	2211	Principles of Physics I	3
PLAB	2211	Principles of Physics Lab I	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics Lab II	1



			<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>				
ORNT	1100	Seminar in Personal and Academic Dev.		1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted		
RGTR	0198	Regents' Reading Skills <b>and</b>		
RGTE	0199	Regents' Writing Skills		
PHED		P.E. Activity or Fitness Course		2
PHED		P.E. Lecture Course		3
<i>Choice of one of the following courses:</i>				
PHED	1101	Wellness		
PHED	2105	Concepts of Health and Safety		
PHED	2240	First Aid		
		<b>Total Required Program Hours</b>		<b>66</b>

## MUSIC: OPTION I

The Division of Humanities & Fine Arts advises students in this program.

This option is designed for students intending to transfer to a four-year program in a field such as:

- Applied performance
- Music education
- Church music
- Music composition

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling or	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
MUSC	1111	Music Theory I	3
MUSC	1112	Music Theory II	3
MUSC	2111	Music Theory III	3
MUSC	2115	Sightseeing and Eartraining	3
MUSC	1105	AMC Choir (1 hour each semester)	4
	<b>Electives – Choice of 2 hours from the following courses:</b>		<b>2</b>
MUSC	1115-1116	Applied Voice	1-2
MUSC	1120-1121	Applied Piano	1-2
MUSC	1130-1131	Applied Strings	1-2
MUSC	1135-1136	Applied Woodwinds	1-2
MUSC	1140-1141	Applied Brass	1-2
MUSC	1145-1146	Applied Percussion	1-2

		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>66</b>

## MUSIC: OPTION II

The Division of Humanities & Fine Arts advises students in this program.

This option is intended for students who plan to transfer to a four-year program in a field such as:

- Music recording
- Music production

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling or	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
MUSC	1111	Music Theory I	3
MUSC	1112	Music Theory II	3
MUSC	2111	Music Theory III	3
MUSC	2113	Introduction to Recording/Production	3
MUSC	1105	AMC Choir (1 hour each semester)	4
<b>Electives – Choice of 2 hours from the following courses:</b>			
MUSC	1115-1116	Applied Voice	1-2
MUSC	1120-1121	Applied Piano	1-2
MUSC	1130-1131	Applied Strings	1-2
MUSC	1135-1136	Applied Woodwinds	1-2
MUSC	1140-1141	Applied Brass	1-2
MUSC	1145-1146	Applied Percussion	1-2
<b>Subtotal</b>			<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## MUSIC: OPTION III

The Division of Humanities & Fine Arts advises students in this program.

This option is intended for students who plan to transfer to a four-year program in a field such as:

- Music management.

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling or	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
MUSC	1111	Music Theory I	3
MUSC	1112	Music Theory II	3
MUSC	2111	Music Theory III	3
MUSC	2114	Introduction to Music Management	3
MUSC	1105	AMC Choir (1 hour each semester)	4
<b>Electives – Choice of 2 hours from the following courses:</b>			
MUSC	1115-1116	Applied Voice	1-2
MUSC	1120-1121	Applied Piano	1-2
MUSC	1130-1131	Applied Strings	1-2
MUSC	1135-1136	Applied Woodwinds	1-2
MUSC	1140-1141	Applied Brass	1-2
MUSC	1145-1146	Applied Percussion	1-2
<b>Subtotal</b>			<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# OFFICE ADMINISTRATION/SECRETARIAL SCIENCE

The Division of Business, Mathematics and Computer Science advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
	<b>CSCI 1135 may not be taken for degree credit.</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement - Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
ACCT	2101	Principles of Accounting I	3
BUSA	2105	Communicating in the Bus. Environment	3
CISM	2101	Fundamentals of Computer Applications	3
ECON	2105	Principles of Macroeconomics	3
<b>Electives – Choice of 6 hours from the following courses:</b>			
ACCT	2102	Principles of Accounting II	3
BUSA	1101	Keyboard Mastery	3
BUSA	1105	Introduction to Business	3
BUSA	2106	The Environment of Business	3
ECON	2106	Principles of Microeconomics	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
<b>Regents' Skills</b>		<b>Institutional Credit Only – Must Pass or Be Exempted</b>	
RGTR	0198	<b>Regents' Reading Skills and</b>	
RGTE	0199	<b>Regents' Writing Skills</b>	
PHED		P.E. Activity or Fitness Course	2



PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

**Note 1: Standards of Performance:** To receive the Associate of Science degree, a grade of "C" or higher is required in each of the following courses: ENGL 1101; ENGL 1102; MATH 1111 or approved MATH equivalent; all AREA F courses.

**Note 2: Specialized Accreditation:** The Business Administration program is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

## PHYSICS

The Division of Natural Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus or	3
MATH	2201	Analytical Geometry & Calculus I (Note: 1 hour carries into Area F)	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>17</b>
PHYS	2211	Principles of Physics I	3
PLAB	2211	Principles of Physics Lab I	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics Lab II	1
MATH	2201	Analytical Geometry and Calculus I (excess from Area A)	1
MATH	2202	Calculus II	4
MATH	2203	Calculus III	4
	<b>Electives – Choice of 2 hour from the following courses:</b>		<b>2</b>
CHEM	2245	Introduction to Undergraduate Research: Instrumentation	2
PHYS	2245	Introduction to Undergraduate Research: Instrumentation	2
CADD	1111	Engineering Drawing I	1
CADD	1112	Engineering Drawing II	1
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# POLITICAL SCIENCE

The Division of Social Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>Science, Mathematics &amp; Technology</b>		
<b>Area D:</b>	<b>(Select from Area D Electives)</b>		<b>11</b>
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>9</b>
POLS	2101	Introduction to Political Science	3
POLS	2301	Introduction to Comparative Government	3
POLS	2601	Introduction to Public Administration	3

<b>Electives – Choice of 9 hours from the following courses:</b>			<b>9</b>
ANTH	1102	Introduction to Anthropology	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
GEOG	1105	Introduction to Human Geography	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
PHIL	2201	Survey of Philosophy	3
POLS	2103	Introduction to American Public Policy	3
POLS	2401	Global Issues	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2103	Human Growth and Development	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	2101	Introduction to African American Studies	3
SOSC	2125	Introduction to Social Science Research Methods	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Subtotal</b>			<b>60</b>
 <b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## PRE-DENTAL HYGIENE

The Division of Natural Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I and	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIB FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab I	1
COMM	1100	Human Communications	3
<b>*Note: To facilitate transfer, a chemistry sequence including organic chemistry (e.g., CHEM 1151/CLAB 1151 and CHEM 1152/CLAB 1152) is strongly recommended.</b>			
<b>Electives – Choice of 3 hours from the following courses:</b>			
PSYC	1101	Introduction to General Psychology	3
PSYC	2101	Introduction to Psychology of Adjustment	3
PSYC	2103	Human Growth and Development	3
PSYC	2211	Introduction to Abnormal Psychology	3
MATH	1114	Elementary Statistics	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1

Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## PRE-ENGINEERING

The Division of Natural Sciences advises students in this program.

### Transfer Program

This program is theoretical in nature and generally requires more rigorous training in Mathematics (Math through Calculus IV) and Physics (Calculus based Physics I and II) as well as an orientation towards research and/or higher academic pursuits. It prepares students to apply the theories and principles of science and mathematics to research and to the development of economical solutions to technical problems. Within the University System of Georgia, the Georgia Institute of Technology is well-known for its preparation of professional engineers.

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2201	Analytical Geometry and Calculus I (Note: 1 hour carries into Area F)	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b> (Select from Area D Electives)		<b>11</b>
<b>Area E:</b>	<b>Social Sciences</b> OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
<b>(Electives: Choice of 2 Area E Electives)</b>			<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
MATH	2201	Analytical Geometry and Calculus I (Excess from Area A)	1
MATH	2202	Calculus II (excess from Area D)	1
ENGR	2201	Statics	3
PHYS	2211	Principles of Physics I	3
PLAB	2211	Principles of Physics Lab I	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics Lab II	1

### Electives:



MATH	2203	Calculus III	4
MATH	2204	Calculus IV	3
ENGR	2202	Dynamics	3
CADD	1111	Engineering Drawing I	1
CADD	1112	Engineering Drawing II	1
PHYS	2245	Intro. Undergrad. Research Instrumen.	1
CHEM	2245	Intro. Undergrad. Research Instrumen.	1
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# PRE-ENGINEERING TECHNOLOGY

The Division of Natural Sciences advises students in this program.

## Transfer Program

The focus of this program is current issues, and preparation of students for practical design and production work rather than for jobs which require more theoretical, research and scientific knowledge. However, engineering technology graduates are qualified to register as professional engineers under the same terms as graduates with degrees in engineering. Within the University System of Georgia, Southern Polytechnic State University offers training in engineering technology.

## Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus or	3
MATH	2201	Analytical Geometry & Calculus 1 (Note: 1 hour carries into Area F)	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology (Select from Area D Electives) OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		<b>11</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
<b>(Electives: Choice of 2 Area E Electives )</b>			<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>17</b>
MATH	2201	Analytical Geometry and Calculus I (excess from Area A)	1
MATH	2202	Calculus II	4
MATH	2203	Calculus III	4
PHYS	1111	General Physics I	3
PLAB	1111	General Physics Lab I	1
PHYS	1122	General Physics II	3
PLAB	1122	General Physics Lab II or	1
PHYS	2211	Principles of Physics I	3
PLAB	2211	Principles of Physics Lab I	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics Lab II	1

<b>Electives – Choice of 1 hour from the following courses:</b>			<b>1</b>
CADD	1111	Engineering Drawing I	1
CADD	1112	Engineering Drawing II	1
CSCI	1136	Fundamentals of Electronic Spreadsheets	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
PHYS	2245	Introduction to Undergraduate Research: Instrumentation	1
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# PRE-MEDICAL TECHNOLOGY

The Division of Natural Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab	1
BIOL	1107	Principles of Biology I	3
BLAB	1107	Principles of Biology Lab I	1
BIOL	1108	Principles of Biology II	3
BLAB	1108	Principles of Biology Lab II	1
CHEM	2241	Organic Chemistry I	3
CLAB	2241	Organic Chemistry Lab I	1
<b>Electives – Choice of 2 hours from the following courses:</b>			<b>2</b>
BIOL	2245	Intro. to Undergrad. Research: Instru.	1
PHYS	2245	Intro. to Undergrad. Research: Instru.	1
CHEM	2245	Intro. to Undergrad. Research: Instru.	1
BIOL	2246	Topics in Science	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in Science	2
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	

RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## PRE-NURSING

The Division of Natural Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab	1
MATH	1114	Elementary Statistics	3
<b>Guided Electives:</b>			<b>3</b>
NURS	1105	Introduction to Nursing	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors Intro. to General Psychology	3
PSYC	2103	Human Growth and Development	3
SOCI	1101	Introduction to Sociology	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills Institutional Credit Only – Must Pass or Be Exempted			
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	

PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# PRE-OCCUPATIONAL THERAPY

The Division of Natural Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIB FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
CHEM	1211	General Chemistry I	3
CLAB	1211	General Chemistry Lab I	1
PHYS	1111	General Physics I	3
PLAB	1111	General Physics Lab I	1
PSYC	2211	Introduction to Abnormal Psychology	3
<b>Electives – Choice of 3 hours from the following courses:</b>			<b>3</b>
SOCI	1101	Introduction to Sociology	3
SOCI	1206	Introduction to Gerontology	3
SOCI	2201	Introduction to Urban Studies	3
SOCI	2283	Introduction to Human Sexuality	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2216	Introduction to Urban Services	3
SOCI	2217	Problems in Urban Life	3
SOCI	2293	Introduction to Marriage & Family	3
SOCI	2250	Society, Culture, and Personality Stress	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1



Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# PRE-PHYSICAL THERAPY

The Division of Natural Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra or	3
MATH	1113	Precalculus	
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>11</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
PSYC	1101	Introduction to General Psychology	3
<b>Electives – Choice of 7 hours from the following courses:</b>			
*CHEM	1211	General Chemistry I	3
*CLAB	1211	General Chemistry Lab I	1
*CHEM	1212	General Chemistry II	3
*CLAB	1212	General Chemistry Lab II	1
PHYS	1111	General Physics I	3
PLAB	1111	General Physics Lab I	1
PHYS	1112	General Physics II	3
PLAB	1112	General Physics Lab II	1
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	

RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

\*If chemistry sequence is taken in Area D, take physics sequence in Area F.

**Note:** The entry point for the physical therapy program at most System institutions is at the Master's level. Students seeking a degree in physical therapy must have earned a Bachelor's Degree in another area (i.e., Biology or Chemistry). It is strongly suggested that the Bachelor's program include the preceding courses.

# PSYCHOLOGY

The Division of Social Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>3</b>
PSYC	1101	Introduction to General Psychology or	3
PSYC	2201	Honors Intro. to General Psychology	3
<b>Psychology Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
PSYC	2101	Introduction to Psychology of Adjustment	3
PSYC	2103	Human Growth and Development	3
PSYC	2211	Introduction to Abnormal Psychology	3
PSYC	2212	African American Psychology	3
SOSC	2125	Introduction to Social Science Research Methods	3

<b>Non-Psychology Electives – Choice of 9 hours from the following courses:</b>			<b>9</b>
ANTH	1102	Introduction to Anthropology	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
MATH	1114	Elementary Statistics	3
PHIL	2210	Logic and Critical Thinking	3
SOCI	1101	Introduction to Sociology	3
SOCI	2293	Introduction to Marriage and Family	3
SOSC	2225	Statistics for the Social Sciences	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

# RECREATION

The Division of Social Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
PHED	2205	Leadership in HPER	3
PHED	2230	Introduction to Community Recreation	3
PHED	2231	Principles of Recreation in Modern Society	3
PSYC	2103	Human Growth and Development	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to Social Sciences	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>66</b>

## SOCIAL WORK

The Division of Social Sciences advises students in this program.

### Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

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<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
SOWK	2000	Introduction to Social Work	3
SOWK	2100	Introduction to Social Welfare	3

<b>Electives – Choice of 12 hours from the following courses:</b>			<b>12</b>
ANTH	1102	Introduction to Anthropology	3
CRJU	1102	Introduction to Criminal Justice	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CSCI	1135	Introduction to Computers	3
ECON	2105	Principles of Macroeconomics	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
MATH	1114	Elementary Statistics	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOCI	1206	Introduction to Gerontology	3
SOCI	2293	Introduction to Marriage and Family	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>



# SOCIOLOGY

The Division of Social Sciences advises students in this program.

## Transfer Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics, and Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>6</b>
SOCI	1101	Introduction to Sociology	3
		<b>Or</b>	
SOCI	1201	Honors Introduction to Sociology	3
<b>Methodology Requirement: Choice of 3 hours</b>			
SOSC	2225	Statistics for the Social Sciences	3
SOSC	2125	Introduction to Social Science Research	3
<b>Electives: Choice of 12 hours from the following courses:</b>			<b>12</b>
ANTH	1102	Introduction to Anthropology	3
HIST	1112	World Civilization II	3
MATH	1114	Elementary Statistics	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2293	Introduction to Marriage and Family	3
SOSC	2125	Introduction to Social Science Research	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	

RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>



Students interested in pursuing Anthropology at the baccalaureate level should complete the Sociology transfer curriculum.

## SPEECH: OPTION I

The Division of Humanities and Fine Arts advises students in this program.

This option is designed for students intending to transfer to a four-year program in a field such as:

- Theatre Arts
- Drama

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
THEA	1105	Performance Studies	3
THEA	1100	Theatre Appreciation	3
<b>Electives:</b>	<b>Choice of 6 hours from the following courses:</b>		<b>6</b>
ANTH	1102	Introduction to Anthropology	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
SOSC	2125	Intro. Social Science Research Methods	3
PHIL	2210	Logic and Critical Thinking	3

			<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>				
ORNT	1100	Seminar in Personal and Academic Dev.		1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted		
RGTR	0198	Regents' Reading Skills <b>and</b>		
RGTE	0199	Regents' Writing Skills		
PHED		P.E. Activity or Fitness Course		2
PHED		P.E. Lecture Course		3
<i>Choice of one of the following courses:</i>				
PHED	1101	Wellness		
PHED	2105	Concepts of Health and Safety		
PHED	2240	First Aid		
			<b>Total Required Program Hours</b>	<b>66</b>

## SPEECH: OPTION II

The Division of Humanities and Fine Arts advises students in this program.

This option is designed for students who plan to transfer to a four-year program in a field such as:

- Broadcast Journalism
- Public Relations
- Mass Communications

### Transfer Program

#### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I and	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Mat Modeling or	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	News Writing and Reporting	3
MCOM	2202	Mass Communication Workshop	3
FREN	1002	Elementary French II or	3
SPAN	1002	Elementary Spanish II	3
	<b>Electives – Choice of 6 hours from the following courses:</b>		<b>6</b>
COMM	1110	Public Speaking	3
CSCI	1135	Introduction to Computers	3
ENGL	1105	Technical Writing	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1102	African American Culture	3

SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
THEA	1100	Theatre Appreciation	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## TEACHER EDUCATION

### EARLY CHILDHOOD EDUCATION

The Division of Social Sciences advises students in this program.

Students should be aware that to be admitted into a four-year undergraduate educator preparation program within the University System of Georgia

- Students must have passed the Regents' Test.
- Please be aware that receiving institutions may establish higher admission requirements.

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
	<b>History Requirement – Choice of 3 hours from the following history courses:</b>		
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required Professional Education Courses:</b>		<b>9</b>
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3
	<b>Required Content Area Courses</b>		<b>9</b>
ISCI	2001	Life and Earth Science	3
ISCI	2002	Physical Science	3
MATH	2008	Foundations of Numbers & Operations	3
	<b>Subtotal</b>		<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>



## TEACHER EDUCATION

### MIDDLE GRADES EDUCATION

The Division of Social Sciences advises students in this program.

Students should be aware that to be admitted into a four-year undergraduate educator preparation program within the University System of Georgia

- Students must have passed the Regents' Test.
- Please be aware that receiving institutions may establish higher admission requirements.

### Transfer Program

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A – E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required Professional Education Courses:</b>			<b>9</b>
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3

**Content Concentration Electives**

**Middle Grades Education content concentrations are:  
math/science, language/arts, and social studies.**

**Students must choose two academic courses in one area of their  
required concentration. Students must also choose one academic  
course in the second area of their required concentration.**

			<b>9</b>
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>66</b>

## TEACHER EDUCATION

### SECONDARY GRADES/HIGH SCHOOL EDUCATION

The Division of Social Sciences advises students in this program.

Students should be aware that to be admitted into a four-year undergraduate educator preparation program within the University System of Georgia

- Students must have passed the Regents' Test.
- Please be aware that receiving institutions may establish higher admission requirements.

### Transfer Program

#### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A – E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I and	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
<b>History Requirement – Choice of 3 hours from the following history courses:</b>			
HIST	2111	United States History I or	
HIST	2112	United States History II	3
	<b>(Electives: Choice of 2 Area E Electives )</b>		<b>6</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required Professional Education Courses:</b>			
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3

<b>Current Teaching Area Electives</b>			
<b>Secondary Grades/High School Education students must choose three courses to support their content teaching area.</b>			<b>9</b>
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
Regents' Skills		Institutional Credit Only – Must Pass or Be Exempted	
RGTR	0198	Regents' Reading Skills <b>and</b>	
RGTE	0199	Regents' Writing Skills	
PHED		P.E. Activity or Fitness Course	2
PHED		P.E. Lecture Course	3
<i>Choice of one of the following courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>66</b>

## CAREER AND CERTIFICATE PROGRAMS OF STUDY

The Associate of Applied Science (A.A.S.) degree is awarded in career programs upon completion of designated two-year collegiate programs designed to prepare students for immediate employment. Selected courses included in these programs may be used for transfer credit. The following are the minimum requirements for career degrees:

Career programs include a minimum of twenty-one (21) semester credit hours of general education courses designed to develop oral and written communication, reading, occupational skills, fundamental mathematics skills and the basic use of computers. While the emphasis in career education is on specialized offerings, each career degree program includes a selection of required and elective courses from an approved core of general education courses. These courses are listed in Areas A- E of each A.A.S. career degree program outline.

Required and elective courses appropriate to the student's program of study in career and certificates programs are listed in Area F of each program outline.

No A.A.S. degree exceeds seventy (70) semester hours of credit (exclusive of physical education activity/basic health or orientation course hours).

# ACCOUNTANCY

The Division of Business, Mathematics and Computer Science advises students in this program.

## Career Program

The career program in Accountancy at Atlanta Metropolitan College is designed to prepare the student for employment in business or industry.

Using basic theory as the groundwork for practical application, the curriculum provides students with the skills for initial employment in entry-level positions as internal and/or junior accountants with advancement possibilities.

The student is advised that the Accountancy Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia. The student is also advised that this program does not qualify the student to sit for the CPA exam.

## Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>3</b>
COMM	1100	Human Communications	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>0</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>9</b>
ECON	1105	Introduction to Economics	3
POLS	1101	American Government	3
<b>Social Science Elective (Choice of one):</b>			
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
<b>Area F:</b>	<b>Courses Appropriate for Program of Study</b>		<b>45</b>
<b>Required:</b>			<b>39</b>
ACCT	2101	Principles of Accounting I	3

ACCT	2102	Principles of Accounting II	3
ACCT	2210	Computerized Accounting for Small Bus.	3
ACCT	2225	Federal Income Taxation I	3
ACCT	2230	Intermediate Accounting I	3
ACCT	2231	Intermediate Accounting II	3
ACCT	2233	Cost/Managerial Accounting	3
ACCT	2234	Auditing	3
BUSA	1105	Introduction to Business	3
BUSA	2105	Communicating in the Bus. Environment	3
BUSA	2106	The Environment of Business	3
BUSA	2299	Contemporary Business Issues	3
CISM	2101	Fundamentals of Computer Applications	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
ACCT	2226	Federal Income Taxation II	3
BUSA	1101	Keyboard Mastery	3
BUSA	2201	Principles of Management	3
BUSA	2209	Fundamentals of Business Finance	3
BUSA	2211	Small Business and Venture Management	3
BUSA	2240	Directed Practicum I	3
BUSA	2241	Directed Practicum II	3
COED	2281-2283	Cooperative Education Work Experience	1-3
<b>Additional Requirements:</b>			<b>1</b>
ORNT	1100	Seminar in Personal and Academic Dev.	1
<b>Total</b>			<b>67</b>

**Standards of Performance:** To receive the Associate of Applied Science degree, a grade of "C" or higher is required in each of the following courses: ENGL 1101; ENGL 1102; MATH 1111 or acceptable MATH equivalent; all AREA F courses.

## BUSINESS MANAGEMENT

The Division of Business, Mathematics and Computer Science advises students in this program.

### Career Program

The Business Management Program at Atlanta Metropolitan College is designed to prepare the student for an entry-level position in business or industry or to enter his or her own business. Elective courses selected by the student in consultation with his or her advisor allow the program to be tailored to the student's objectives. The curriculum provides sufficient knowledge of business theory to enhance the possibilities for future advancement as well as the basic skills necessary for entry-level positions. If a student decides to continue his or her studies at any other unit of the University System of Georgia, all course credits completed within the program, which also meet the requirements of the Core Curriculum of the University System of Georgia, may be transferred. The student is advised that the Business Management Program as such does not fulfill the Core Curriculum requirements of the University System of Georgia.

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>3</b>
COMM	1100	Human Communications	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>0</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>9</b>
ECON	1105	Introduction to Economics	3
POLS	1101	American Government	3
<b>Social Science Elective (Choice of one)</b>			
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
<b>Area F:</b>	<b>Courses Appropriate for Program of Study</b>		<b>45</b>
<b>Required:</b>			<b>33</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3



ACCT	2233	Cost/Managerial Accounting	3
BUSA	2105	Communicating in the Bus. Environment	3
BUSA	2106	The Environment of Business	3
BUSA	2201	Principles of Management	3
BUSA	2203	Personnel Management	3
BUSA	2209	Fundamentals of Business Finance	3
BUSA	2210	Fundamentals of Entrepreneurship	3
BUSA	2299	Contemporary Business Issues	3
CISM	2101	Fundamentals of Computer Applications	3

**Electives – Choice of 9 hours from the following courses: 9**

ACCT	2210	Computerized Acct. for Small Business	3
BUSA	1101	Keyboard Mastery	3
BUSA	1105	Introduction to Business	3
BUSA	1106	Introduction to Records Management	3
BUSA	2202	Management and Supervision	3
BUSA	2204	Principles of Insurance	3
BUSA	2205	Principles of Marketing	3
BUSA	2206	Production Management and Evaluation	3
BUSA	2211	Small Business/Venture Management	3
BUSA	2212	Financing New Business Ventures	3
BUSA	2213	Strategies for Entrepreneurship	3
BUSA	2214	Property Management	3
BUSA	2215	Principles of Real Estate I	3
BUSA	2216	Principles of Real Estate II	3
BUSA	2217	Housing Management I	3
BUSA	2218	Housing Management II	3
BUSA	2240	Directed Practicum I	3
BUSA	2241	Directed Practicum II	3
COED	2281-2283	Cooperative Education Work Experience	1-3

**Additional Requirements: 1**

ORNT	1100	Seminar in Personal and Academic Dev.	1
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**Total 64**

**Students pursuing a general business management focus are strongly encouraged to select the following electives:**

ACCT	2210	Computerized Acct. for Small Business	3
BUSA	2202	Management and Supervision	3
BUSA	2205	Principles of Marketing	3

**Students pursuing an entrepreneurial focus are strongly encouraged to select the following electives:**

BUSA	2211	Small Business/Venture Management	3
BUSA	2212	Financing New Business Ventures	3
BUSA	2213	Strategies for Entrepreneurship	3

**Standards of Performance:** To receive the Associate of Applied Science degree, a grade of "C" or higher is required in each of the following courses: ENGL 1101; ENGL 1102; MATH 1111 or acceptable MATH equivalent; all AREA F courses.

## COMPUTER PROGRAMMING: OPTION I- INFORMATION SYSTEMS CAREER PROGRAM

The Division of Business, Mathematics and Computer Science advises students in this program.

### Career Program

Atlanta Metropolitan College's Career Program in Computer Programming (Option I - Information Systems and Option II - Computer Analysis) offers an intensive curriculum designed to equip students with knowledge and skills required in a variety of work environments. To this end, students take courses in the areas of computer programming, computer applications and accounting. Students must also take appropriate general education courses which enhance critical thinking, computational and communication skills. Students also acquire work experience through cooperative education courses. These programs are supported by an excellent faculty and by computer laboratories, which are available in the evenings and on weekends.

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	
ENGL	1102	English Composition II	
MATH	1111	College Algebra	
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>3</b>
COMM	1100	Human Communications	
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>7</b>
MATH	1113	Precalculus	3
PHYS	1012	Introduction to Physics II	3
PLAB	1012	Introduction to Physics Lab II	1
<b>Area E:</b>	<b>Social Sciences</b>		<b>6</b>
POLS	1101	United States and Georgia Government	3
<b>Electives - Choice of 3 hours from the following courses:</b>			
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		

ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
COED	2283	Cooperative Education Work Experience	3
CSCI	1135	Introduction to Computers	3
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	1301	Principles of Programming I	3
CSCI	1302	Principles of Programming II	3
CSCI	2245	File Processing and Database Management	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
CSCI	2212	Computer Graphics	3
CSCI	2216	Survey of Programming Languages	3
MATH	1112	Algebra and Trigonometry	3
MATH	1113	Precalculus	3
MATH	1114	Elementary Statistics	3
MATH	1128	Discrete Mathematics	3
<b>Additional Requirements:</b>			<b>1</b>
ORNT	1100	Seminar in Personal and Academic Dev.	1
<b>Total</b>			<b>56</b>

## COMPUTER PROGRAMMING: OPTION II-COMPUTER ANALYSIS CAREER PROGRAM

The Division of Business, Mathematics and Computer Science advises students in this program.

### Career Program

Computer analysis is a career program which prepares students to plan data processing systems to meet business, scientific or engineering needs. This program is designed to prepare students for entry-level positions in the field rather than for transfer into programs (e.g., computer science and computer information systems) that require more rigorous and intense training in mathematics, programming or the sciences.

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>3</b>
COMM	1100	Human Communications	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>7</b>
MATH	1113	Precalculus	3
PHYS	1012	Introduction to Physics II	3
PLAB	1012	Introduction to Physics Lab II	1
<b>Area E:</b>	<b>Social Sciences</b>		<b>6</b>
POLS	1101	American Government	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required - Choice of 12 hours from the following courses:</b>			<b>12</b>
COED	2283	Cooperative Education Work Experience	3
CSCI	1135	Introduction to Computers	3
CSCI	1142	Introduction to C Programming	3
CSCI	1301	Principles of Programming I	3

CSCI	1302	Principles of Programming II	3
CSCI	2245	File Processing	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	2212	Computer Graphics	3
CSCI	2214	Computer Organization and Assembler Language	3
CSCI	2216	Survey of Programming Languages	3
CSCI	2250	Computer Architecture	3
MATH	1112	Algebra and Trigonometry	3
MATH	1113	Precalculus	3
MATH	1114	Elementary Statistics	3
MATH	1128	Discrete Mathematics	3
<b>Additional Requirements:</b>			<b>1</b>
ORNT	1100	Seminar in Personal and Academic Dev.	1
<b>Total</b>			<b>56</b>

## COMPUTERIZED OFFICE MANAGEMENT

The Division of Business, Mathematics and Computer Science advises students in this program.

### Career Program

The Computerized Office Management Program at Atlanta Metropolitan College is a comprehensive two-year program designed to develop office systems technology skills. Students will be strongly encouraged and supported to take the certification examinations linked to the information technology courses.

### Program Requirements and Electives

**Note: See Index for page numbers of Areas A - E Electives.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>0</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>0</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>9</b>
POLS	1101	American Government	3
ECON	1105	Introduction to Economics	3
	<b>Social Science Elective (Choice of one):</b>		
PSYC	1101	Introduction to Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
<b>Area F:</b>	<b>Courses Appropriate for Program of Study</b>		<b>33</b>
<b>Required:</b>			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	2105	Communication in the Business Environment	3
BUSA	2201	Principles of Management	3
BUSA	2299	Contemporary Business Issues	3
CISM	2101	Fundamentals of Computer Applications	3
ITEC	2220	Operating Systems	3
ITEC	2222	Communicating in Cyberspace	3

ITEC	2224	Electronic Spreadsheet Applications	3
ITEC	2226	Database Management Applications	3
ITEC	2230	Advanced Word Processing and Desktop Publishing	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
ACCT	2210	Computerized Accounting for Small Business	3
BUSA	1101	Keyboard Mastery	3
BUSA	1106	Introduction to Records Management	3
BUSA	2106	The Environment of Business	3
BUSA	2117	Forms Management and Filing	3
BUSA	2118	Accession and Disposal of Records	3
BUSA	2119	Micrographics	3
BUSA	2203	Personnel Management	3
BUSA	2240	Directed Practicum I	3
BUSA	2241	Directed Practicum II	3
BUSA	2260	Practicum in Computerized Office Systems	3
	2225	Word Processing Applications	3
ITEC	2235	Introduction to Presentations and Multimedia	3
COED	2281-2283	Cooperative Education	1-3
MATH	1114	Elementary Statistics	3
<b>Additional Requirements:</b>			<b>1</b>
ORNT	1100	Seminar in Personal and Academic Dev.	1

**Total 58**

**Standards of Performance:** To receive the Associate of Applied Science degree, a grade of "C" or higher is required in each of the following courses: ENGL 1101; ENGL 1102; MATH 1111 or acceptable MATH equivalent; all AREA F courses.

## RECREATIONAL LEADERSHIP

The Division of Social Sciences advises students in this program.

### Career Program

The Recreational Leadership Program at Atlanta Metropolitan College is designed to prepare the student for employment in the area of recreation, both private and public. The curriculum prepares students for entry-level positions in city park programs, school programs, clubs, YMCA, YWCA, etc. Using practical application grounded in basic theory, the program provides the student with skills required for initial employment as well as for advancement possibilities. The student is advised that the Recreational Leadership Program does not fulfill the Core curriculum requirements of the University System of Georgia.

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra <b>OR</b>	3
MATH	1101	Introduction to Mathematical Modeling	
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>3</b>
COMM	1100	Human Communications	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>4</b>
BIOL	1102	General Biology II	3
BLAB	1102	General Biology Lab II	1
<b>Area E:</b>	<b>Social Sciences</b>		<b>9</b>
POLS	1101	American Government	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
<b>Area F:</b>	<b>Courses Appropriate for Program of Study</b>		<b>27</b>
<b>Required:</b>			<b>6</b>
PHED	2230	Introduction to Community Recreation	3
PHED	2205	Leadership in HPER	3



<b>Electives – Choice of 15 hours from the following courses:</b>			<b>15</b>
ARTS	1100	Art Appreciation	3
CRJU	1102	Introduction to Criminal Justice	3
CRJU	2240	Introduction to Juvenile Delinquency	3
PSYC	2101	Introduction to Psychology of Adjustment	3
PSYC	2103	Human Growth and Development	3
SOCI	2201	Introduction to Urban Studies	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to Social Sciences	3
THEA	1100	Theatre Appreciation	3
<b>Practicum:</b>			<b>6</b>
COED	2283	Cooperative Education Work Experience	3
PHED	2252	Recreational Leadership	3
<b>Additional Requirements:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
<b>Total</b>			<b>53</b>

# HUMAN SERVICES

The Division of Social Sciences advises students in this program.

## Career Program

### Program Requirements and Electives

**Note:** See Index for page numbers of Areas A - E Electives.

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>3</b>
COMM	1100	Human Communications	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>4</b>
BIOL	1102	General Biology II	3
BLAB	1102	General Biology Lab II	1
<b>Area E:</b>	<b>Social Sciences</b>		<b>9</b>
POLS	1101	American Government	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
<b>Area F:</b>	<b>Courses Appropriate for Program of Study</b>		<b>27</b>
<b>Required:</b>			<b>6</b>
HUSR	1105	Introduction to Human Services <b>or</b>	3
SOWK	2000	Introduction to Social Work	3
SOWK	2100	Introduction to Social Welfare	3
<b>Electives – Choice of 15 hours from the following courses:</b>			<b>15</b>
CRJU	1102	Introduction to Criminal Justice	3
CRJU	1105	Introduction to Law Enforcement	3
CRJU	2108	Introduction to Criminal Law	3
CSCI	1135	Introduction to Computers	3
PSYC	2103	Human Growth and Development	3
SOCI	2201	Introduction to Urban Studies	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to Social Sciences	3
THEA	1100	Theatre Appreciation	3
<b>Practicum:</b>			<b>6</b>
HUSR	2211	Human Services Practice I	3
HUSR	2212	Human Services Practice II	3

**Additional Requirements:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
		<b>Total</b>	<b>53</b>

# AUTOMATED OFFICE MANAGEMENT

The Division of Business, Mathematics and Computer Science advises students in this program.

## Certificate Program

### Program Requirements and Electives

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>0</b>
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>0</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>0</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>0</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>27</b>
<b>Required:</b>			
ACCT	2101	Principles of Accounting I	3
BUSA	2105	Communicating in the Business Environment	3
BUSA	2201	Principles of Management	3
BUSA	2240	Practicum in Computerized Office Systems	3
CISM	2101	Fundamentals of Computer Applications	3
ITEC	2220	Operating Systems	3
ITEC	2224	Electronic Spreadsheet Applications	3
ITEC	2226	Database Management Applications	3
ITEC	2230	Advanced Word Processing and Desktop Publishing	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
ACCT	2210	Computerized Accounting for Small Business	3
BUSA	1101	Keyboard Mastery	3
BUSA	2106	The Environment of Business	3
BUSA	2203	Personnel Management	3
BUSA	2210	Small Business Management I	3
ITEC	2225	Word Processing Applications	3
ITEC	2235	Introduction to Presentations and Multimedia	3
<b>Total</b>			<b>33</b>

**Standards of Performance:** To receive the certificate, a grade of "C" or higher is required in all courses.

# CRIMINAL JUSTICE

The Division of Social Sciences advises students in this program.

## Certificate Program

### Program Requirements and Electives

Atlanta Metropolitan College offers two options in the certificate program for individuals working in the Criminal Justice field. One is in the area of Management and Supervision, and the other is in the area of Clerical and Secretarial. This one-year certificate program carries thirty-three (33) credit hours and is designed for persons wishing to expand their knowledge of criminal justice and increase their skills in personnel management and management and supervision. This option includes fifteen (15) hours in Criminal Justice and eighteen (18) hours in the specialized area.

### Program Requirements and Electives

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>0</b>
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>0</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>0</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>6</b>
HUSR	1105	Introduction to Human Services	3
PSYC	2101	Introduction to Psychology of Adjustment	3
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>27</b>
<b>Required:</b>			
BUSA	2201	Principles of Management	3
BUSA	2202	Management and Supervision	3
BUSA	2203	Personnel Management	3
CISM	2101	Fundamentals of Computer Applications	3
CRJU	1102	Introduction to Criminal Justice	3
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
		<b>Total</b>	<b>33</b>

# **COURSE DESCRIPTIONS**

## UNDERSTANDING COURSE DESCRIPTIONS

Each course is assigned a number according to the following system. Courses numbered below 1000, such as READ 0097 and MATH 0097, are for institutional credit only. They do not count toward meeting the college's degree requirements, nor are they transferable for degree credit at other colleges in the University System of Georgia. Courses numbered 1000-1149 and 2000-2499 are designed primarily for credit in transfer programs, but are also acceptable in a number of career programs. Courses numbered 1500-1999 and 2500-2999 are designed primarily for career programs and are unlikely to be accepted as transfer courses.

Opposite each course title, at the right side of the page, are three code numbers, such as 2-1-3. The first number indicates the number of regular lecture hours for the course per week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. The code numbers 2-1-3 indicate that the course has two regular lecture hours per week, has one hour of laboratory work, and awards three semester hours of credit.

The college reserves the right to cancel courses for which there is insufficient enrollment.

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### AFRICAN AMERICAN STUDIES (Division of Social Sciences)

#### **SOSC 2101 Introduction to African American Studies 3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisites: Exit or exemption from Learning Support Reading and English.

#### **HIST 2232 African American History 3-0-3**

This course surveys the history of African Americans in the United States from the period of colonization to the present. Prerequisite: Exit or exemption from Learning Support Reading.



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## **ACCOUNTING (Division of Business, Mathematics and Computer Science)**

### **ACCT 2101 Principles of Accounting I**

**3-0-3**

This course is a study of the underlying theory and applications of financial accounting concepts. Prerequisite: Exit or exemption from Learning Support; CISM 2101.

### **ACCT 2102 Principles of Accounting II**

**3-0-3**

This course is a continuation of financial accounting concepts emphasizing the corporate form of business. The course also includes coverage of debt and equity financing, financial statement analysis, budgeting, cost control and analysis, and performance evaluation. Prerequisite: ACCT 2101 with a grade of "C" or above.

### **ACCT 2210 Computerized Acctg. for Small Business**

**3-0-3**

This course instructs the student in the use of a number of accounting software packages, including General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and Income Taxes. Students also develop applications using electronic spreadsheets. Prerequisite: ACCT 2102.

### **ACCT 2225 Federal Income Taxation I**

**3-0-3**

This course is an introduction to Federal income tax fundamentals as they apply to individuals, partnerships, corporations and other forms of business organizations. Prerequisite: ACCT 2102.

### **ACCT 2226 Federal Income Taxation II**

**3-0-3**

This course provides in-depth treatment of taxation as it applies to partnerships and corporations. Prerequisite: ACCT 2225.

### **ACCT 2230 Intermediate Accounting I**

**3-0-3**

This course examines the generally accepted accounting principles for assets and liabilities along with related revenue and expense implications. The authoritative literature is also introduced and alternative concepts are discussed. Prerequisite: ACCT 2102.

### **ACCT 2231 Intermediate Accounting II**

**3-0-3**

This course examines the generally accepted accounting principles for the owner's equity in business organizations, pensions, leases, income taxes, accounting changes and the effects of changing price levels. The authoritative literature is also discussed, along with alternative concepts. Prerequisite: ACCT 2230.

### **ACCT 2233 Cost/Managerial Accounting**

**3-0-3**

This course is an introduction to cost accounting principles and practices. The course also covers approaches to providing accounting information for effective management of profit and non-profit organizations. Prerequisite: ACCT 2102.

**ACCT 2234 Auditing****3-0-3**

This course is the study of the principles of internal and independent auditing, the criteria for establishment of internal controls, and the effect of these controls on the audit and reporting process. Prerequisite: ACCT 2230.

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**AMC INSTITUTIONAL REQUIREMENT (Division of Social Sciences)****AMIR 1001 Thinking, Learning, and Communicating in Contemporary Society****4-0-4**

This course cultivates habits that strengthen critical thinking, reading, and speaking, and fosters an increased understanding of the individual's role and responsibility in the learning process. Using interdisciplinary themes and various instructional technologies, students examine and convey the logic of their thinking in writing and oral form. Prerequisite: Exit or exemption from Learning Support Reading and English.

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**ANTHROPOLOGY (Division of Social Sciences)****ANTH 1102 Introduction to Anthropology****3-0-3**

An introduction to the discipline of anthropology, this course examines the origin and the physical, behavioral, social, and cultural development of human beings. Prerequisite: Exit or exemption from Learning Support Reading and English.

**ANTH 2105 Prehistoric Peoples and Cultures****3-0-3**

Emphasizing culture, ethnicity and race, this course traces the emergence of major civilizations in Africa, Asia, Europe and the Americas from the emergence of Homo sapiens to the advent of written history. Prerequisite: Exit or exemption from Learning Support Reading.

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**ART (Division of Humanities and Fine Arts)****ARHS 2201 Art History Survey****3-0-3**

This course presents the history of Western art from prehistoric times to the Renaissance through the study of paintings, sculpture, architecture, and their relationship to changing cultural backgrounds. No prerequisite.

**ARTS 1010 Drawing I****1-2-3**

Drawing I provides an introduction to the techniques, materials, and principles of drawing. This course develops basic drawing skills and understanding of visual language through studio instruction/lecture. Concepts introduced are applied to still life, landscape, and the figure through experimentation with

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pencil, charcoal, ink wash, and color media. Additional studio hours are required. No prerequisite.

### **ARTS 1011 Drawing II**

**1-2-3**

This course is a continuation of Drawing I. Prerequisite: ARTS 1010.

### **ARTS 1020 Two-Dimensional Design**

**1-2-3**

This course explores concepts of two-dimensional design and color through projects in a variety of media. Limited computer experiences are included. Oral presentation is required with the final visual presentation. Additional studio hours are required. No prerequisite.

### **ARTS 1030 Three-Dimensional Design**

**1-2-3**

This course investigates three-dimensional forms and space through the use of the elements and principles of design, using various materials and methods. Additional studio hours are required. No prerequisite.

### **ARTS 1100 Art Appreciation**

**3-0-3**

A foundation for appreciation of art is presented through the study of art terminology, art forms, materials, and techniques. This course surveys the history of art through painting, sculpture and architecture from prehistoric times through the present. Lectures, slides, films, discussions, field trips, and studio activities are included as appropriate. No prerequisite.

### **ARTS 2010 Art for Early Childhood**

**3-0-3**

This course is designed for students who are pursuing programs of study in Early Childhood Development Teacher Education. The course focuses on methods and techniques used to encourage creative thinking. Effective use of materials such as poster paint, crayons, collage, watercolors, etc. is explored. No prerequisite.

### **ARTS 2201 Studies in the Fine Arts II**

**1-0-1**

This course provides an interdisciplinary study of aspects of the fine arts, including but not limited to, investigations of unique foundations in the visual arts, literary arts, and performance arts. Prerequisite: Permission of the instructor.

### **ARTS 2210 Arts and Crafts**

**1-2-3**

This course explores problems in the design and production of functional crafts. Students experiment with a variety of materials, including but not limited to, yarn, paper, paper-mache and ink. Additional studio hours are required. No prerequisite.

### **ARTS 2211 The Creative Process**

**3-0-3**

This course provides an overview of the concepts and theories of the creative process through investigations beyond traditional problem-solving approaches. Applications across disciplines are presented. No prerequisite.

### **ARTS 2220 Introduction to Printmaking**

**1-2-3**

This course introduces various relief printmaking techniques, including monoprints, Styrofoam prints, linocuts, and collagraphs. Additional studio hours are required. No prerequisite.

### **ARTS 2230 Introduction to Ceramics**

**1-2-3**

This course explores problems in design and production of functional and non-functional ceramic works. Hand-building techniques and experience on the potter's wheel are included. Additional studio hours are required. No prerequisite.

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## **BIOLOGY (Division of Natural Sciences)**

### **BIOL 1101 General Biology I**

**3-0-3**

This is a general course designed to communicate to the non-science major a meaningful understanding of the principles of biology with broad application to other fields and to everyday life. Topics include the physical and chemical basis of life, cellular structure and function, molecular genetics, human genetics, the diversity of life and ecology. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as BIOL 1100 and taken with BLAB 1100, the lab portion of this course. BIOL 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **BLAB 1101 General Biology I Lab**

**0-2-1**

This is the laboratory component of BIOL 1101, designed to provide the non-science major with a greater knowledge and understanding of experimental processes employed in the biological sciences, primarily through a hands-on approach. Prerequisite or corequisite: BIOL 1101 or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as BLAB 1100 and taken with BIOL 1100, the lecture portion of this course. BIOL 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **BIOL 1102 General Biology II**

**3-0-3**

This course is a continuation of Biology 1101 with emphasis on human biology. Topics include homeostasis, hormonal regulation of metabolism, organ systems of the human body and plant structure and function. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as BIOL 1100 and taken with BLAB 1100, the lab portion

of this course. BIOL 1102 cannot be repeated for credit if taken to satisfy a CPC requirement.

**BLAB 1102 General Biology II Lab** **0-2-1**

The laboratory component of BIOL 1102, emphasizes the study of the human body. Prerequisite or corequisite: BIOL 1102 or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as BLAB 1100 and taken with BIOL 1100, the lecture portion of this course. BIOL 1102 cannot be repeated for credit if taken to satisfy a CPC requirement.

**BIOL 1104 Introduction to Environmental Science** **3-0-3**

This course provides an introduction to environmental science. It serves an area D elective for both science and non-science majors. Topics include, but are not limited to biodiversity, evolution, animal behavior, natural resources, alternative energy sources, conservation and preservation of resources, terrestrial and aquatic biomes, pollution, globalization and population dynamics as well as ecology. Prerequisite: Exit or exemption from Learning Support Mathematics, Reading and English.

**BIOL 1107 Principles of Biology I** **3-0-3**

This is an introduction to general biological principles, including the physical and chemical nature of protoplasm, biological structure and function, transport of materials, energy transformations, molecular and cellular biology and genetics. This course is primarily intended for science, computer science, mathematics and allied health majors. Prerequisite: Exit or exemption from Learning Support Mathematics, Reading and English.

**BLAB 1107 Principles of Biology Lab I** **0-3-1**

This course is the laboratory component of BIOL 1107. Topics include microscopy, biochemistry, cytology and genetics. Prerequisite or corequisite: BIOL 1107 or permission of the instructor.

**BIOL 1108 Principles of Biology II** **3-0-3**

This course, a continuation of BIOL 1107, includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Prerequisite: BIOL 1107/BLAB 1107 or permission of the instructor.

**BLAB 1108 Principles of Biology Lab II** **0-3-1**

This is the laboratory component of BIOL 1108. Topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite: BIOL 1107/BLAB 1107. Corequisite: BIOL 1108 or permission of the instructor.

**BIOL 1109 Principles of Biology III****3-0-3**

This course, a continuation of BIOL 1107, provides an introduction to environmental studies. Topics include classification, biodiversity, evolution, animal behavior and ecology. Prerequisite: BIOL 1107/BLAB 1107 or permission of the instructor.

**BLAB 1109 Principles of Biology Lab III****0-3-1**

This is the laboratory component of BIOL 1109. Topics include biodiversity, evolution, ethology and ecology. Prerequisites: BIOL 1107/BLAB 1107. Corequisite: BIOL 1109.

**BIOL 2203 Botany I****3-0-3**

This course is a study of plant life with emphasis on structure, functions, identification, economic importance, plant care, gardening and ecology. Prerequisite: Exit or exemption from Learning Support Reading, Mathematics and English. (Students who have not had a vigorous background in Biology are urged to take BIOL 1108/BLAB 1108 or BIOL 1102/ BLAB 1102 before registering for this course.)

**BLAB 2203 Botany Lab I****0-3-1**

This course is the laboratory component of BIOL 2203. Laboratory experiments and activities related to plant structure, identification, plant care, ecology and gardening are included. Students must complete a mini-research project related to a lab topic. Prerequisite or corequisite: BIOL 2203 or permission of the instructor.

**BIOL 2204 Botany II****3-0-3**

BIOL 2204 continues the study of the botanical principles introduced in BIOL 1108 or BIOL 1102 with major emphasis on morphology, physiology, systematics, comparative development and economic importance of the major groups of vascular plants. Prerequisites: BIOL 2203/BLAB 2203.

**BLAB 2204 Botany Lab II****0-3-1**

This course is the laboratory component of BIOL 2204. Laboratory experiments and activities related to plant physiology, genetics, systematics and comparative development are included. A mini-research project related to one of the lab topics is required. Prerequisite and/or corequisite: BIOL 2204.

**BIOL 2215 Fundamentals of Microbiology****3-0-3**

This course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. Prerequisite: Exit or exemption from Learning Support Reading, Mathematics, and English. (Students who have not had a vigorous background in Biology are urged to take BIOL 1107/BLAB 1107 before registering for this course.)

**BLAB 2215 Fundamentals of Microbiology Lab****0-3-1**

This course is the laboratory component of BIOL 2215. Students learn techniques used to isolate, stain and identify microorganisms based on their morphological and biochemical characteristics. Students are required to demonstrate mastery of these techniques by isolating and identifying unknown bacteria from mixed cultures. Prerequisite or corequisite: BIOL 2215.

**BIOL 2225 Invertebrate Zoology****3-0-3**

This course is an introduction to anatomy, physiology, and evolution of major invertebrate groups. Prerequisites: BIOL 1107; BLAB 1107 or permission of the instructor. Corequisite: BLAB 2225.

**BLAB 2225 Invertebrate Zoology Lab****0-3-1**

This course is the laboratory component of BIOL 2225. Topics include surveys of the invertebrate species, macroscopic and microscopic identification of structural elements and correlation with function. Prerequisite or corequisite: BIOL 2225.

**BIOL 2241 Human Anatomy and Physiology I****3-0-3**

This course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. Prerequisite: Exit or exemption from Learning Support Reading, English, and Mathematics. (Students with a weak background in biology are urged to complete BIOL 1107; BLAB 1107 and BIOL 1108; BLAB 1108 before registering for this course.)

**BLAB 2241 Human Anatomy and Physiology Lab I****0-3-1**

This course is the laboratory component of BIOL 2241 designed to provide laboratory exercises that support the systematic presentation of the lecture. Topics include medical terminology, cells, tissues, skeletal, muscular and nervous systems. Prerequisite or corequisite: BIOL 2241.

**BIOL 2242 Human Anatomy and Physiology II****3-0-3**

This course is a continuation of BIOL 2241 including a study of the organs systems associated with integration and control, exchange and transport, the utilization of nutrient material, and an introduction to human reproduction and development. Emphasis is placed on the integration of various systems in performance of specific functions of the entire organism. Prerequisite: BIOL 2241; BLAB 2241.

**BLAB 2242 Human Anatomy and Physiology Lab II****0-3-1**

This course is the laboratory component of BIOL 2242. It is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include nervous system, special senses, circulatory system, respiratory system, digestive system, urinary system, acid-base balance and the reproductive system. Prerequisite or corequisite: BIOL 2242.

**BIOL 2245 Intro. to Undergrad. Research: Instrumentation 1-2-2**

This course is a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology and solution preparation and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology or chemistry course.

**BIOL 2246 Topics in Science 1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology, and earth systems science are discussed. Prerequisite: A grade of "C" or better in an introductory biology or chemistry course or permission of the instructor.

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**BUSINESS ADMINISTRATION (Division of Business, Mathematics and Computer Science)****BUSA 1101 Keyboard Mastery 3-0-3**

This course is designed to teach basic keyboarding using the microcomputer. Students are expected to acquire a set level of speed and accuracy using the touch-typing method in a self-paced setting. The course also covers numeric key padding and proper formatting for letters and various other documents. No prerequisite.

**BUSA 1105 Introduction to Business 3-0-3**

This course is an integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.). No prerequisite.

**BUSA 1106 Introduction to Records Management 3-0-3**

This course surveys the records management field. Areas of particular concentration are records creation, forms, correspondence, reports, records maintenance, filing systems, storage equipment, vital records, records disposition, retention scheduling and records center operations. Prerequisite: Exit or exemption from Learning Support Reading and English.

**BUSA 2102 Intermediate Keyboarding/ Typewriting 3-0-3**

This course enables students to correctly arrange and type various business forms, tables, manuscripts and letters in various business styles. Students will also be able to type with increased speed and accuracy. Prerequisite: BUSA 1101 or exemption examination.



**BUSA 2103 Advanced Keyboarding/Typewriting****3-0-3**

This course reviews problem skills with emphasis on special and statistical reports, accounting reports, and legal papers. Students also receive instructions in taking and typing employment tests. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2105 Communicating in a Business Environment****3-0-3**

This course emphasizes both interpersonal and organizational communications, including written and oral exercises appropriate to business practices. Prerequisite: Exit or exemption from Learning Support Reading.

**BUSA 2106 The Environment of Business****3-0-3**

This course is an introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business, including an overview of the impact of demographic diversity on organizations. Prerequisite: Exit or exemption from Learning Support.

**BUSA 2111 Legal Typing****2-3-3**

This course teaches the student to type with increased speed and accuracy. The student will be able to type various legal forms and documents from the following areas: contracts, automobile negligence, civil actions, partnerships, corporations, wills and probate, criminal actions, real estate and bankruptcy. This course is self-paced and is held in an open lab environment. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2112 Medical and Insurance Typing****2-3-3**

This course teaches the student to understand and to type appropriate forms for the following areas: Universal Health Insurance Claim Form, Blue Cross, Medicare, Medi-Medi, CHAMPUS, CHAMPVA, Unemployment Compensation, Worker's Compensation and Dental Insurance. The student will also be able to code using the CPT/RVS codebooks. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2115 Advanced Secretarial Techniques****2-3-3**

This course will give the student the ability to recognize the areas in which he or she can function to relieve management from time-consuming details. The student will be able to make the best use of reference materials; use postal and shipping services; determine work priority schedules; plan meetings, conferences and travel arrangements; assist with collecting and developing various types of materials for reports. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2117 Forms Management and Filing****3-0-3**

This course covers the principles and practices of forms management and filing, including approval authority and cost justification; forms and procedure analysis and designs; standards for format and production; printing specifications; and

controls and review. Prerequisites: Exit or exemption from Learning Support Reading and English; BUSA 1106 or permission of the instructor.

### **BUSA 2118 Accession and Disposal of Records** **3-0-3**

This course covers the principles and practices of records protection and disposition. Topics include acquisition, indexing, references, control, destruction, space conservation, accessibility, load consideration and site selection. Prerequisite: Exit or exemption from Learning Support Reading and English; BUSA 1106.

### **BUSA 2119 Micrographics** **3-0-3**

This course is designed to introduce students to the field of micrographics and show its relationship to records management. Students become familiar with microfilming, processing, duplicating, and displaying and reproducing equipment. Micrographics standards utilized in industry are reviewed in the course. Prerequisites: Exit or exemption from Learning Support Reading and English; BUSA 1106.

### **BUSA 2120 Legal Secretarialship** **2-3-3**

This course is designed to give students proficiency in general office procedures including telephone technique, postal services, work priority schedules, meeting plans and travel arrangements. The student will be able to keep client financial records and prepare them with little assistance (4 hours weekly). Prerequisite: Exit or exemption from Learning Support Reading and English.

### **BUSA 2122 Medical Office Procedures** **2-3-3**

This course will teach the student to handle patient reception, keep an appointment schedule, handle mail, use the telephone efficiently, properly maintain financial records for the medical office and take care of medical supplies and equipment. (4 hours weekly) Prerequisite: Exit or exemption from Learning Support Reading and English.

### **BUSA 2201 Principles of Management** **3-0-3**

This course deals with universal concepts of management applicable to all types of enterprises. Students are introduced to basic management philosophies and decision-making processes. Principles of management involving leadership styles, planning, organizing, supervision and control are covered. Prerequisite: Exit or exemption from Learning Support.

### **BUSA 2202 Management and Supervision** **3-0-3**

This course introduces the student to general management principles relevant to all types of business enterprises. Supervisory principles in human relations, grievances, training, evaluations, promotions, quality control and management-employee relations are covered. Prerequisites: Exit or exemption from Learning Support; BUSA 2201.

**BUSA 2203 Personnel Management****3-0-3**

This course introduces students to the methods used in recruiting, selecting, and maintaining an efficient workforce. Topics include employment standards, training, health and safety, and employee services. Job evaluation, interviewing techniques, and application forms are also discussed. Prerequisites: Exit or exemption from Learning Support; BUSA 2201.

**BUSA 2204 Principles of Insurance****3-0-3**

This course provides a study of both life insurance and property-casualty insurance. Other topic areas include the theory of risk (both family and business), operation of the insurance business, and regulation of the insurance industry. Prerequisites: Exit or exemption from Learning Support; ACCT 2101; MATH 1111.

**BUSA 2205 Principles of Marketing****3-0-3**

This course is designed to provide the student with a basic understanding of the framework of the marketing process in product, price, channels of distribution and promotional activities. Prerequisite: Exit or exemption from Learning Support; ACCT 2101.

**BUSA 2206 Production Management and Evaluation****3-0-3**

This course provides the student with a general understanding of the organization of large-scale industrial organizations for efficient production methodology and evaluation of the production process to meet contracts, etc. Prerequisites: ACCT 2102; CISM 2101.

**BUSA 2209 Fundamentals of Business Finance****3-0-3**

This course is an introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds and capital structure strategies for non-financial corporations. Prerequisite: ACCT 2101.

**BUSA 2210 Fundamentals of Entrepreneurship****3-0-3**

This course is an introduction to the practical and theoretical considerations involved in entrepreneurship. Course topics include the preparation of business plans, strategies for financing, market assessment, development and protection of business ideas, management and strategies for survival of new business ventures. Prerequisite: ACCT 2101.

**BUSA 2211 Small Business and Venture Management****3-0-3**

This course emphasizes operating and managing the small and new business venture. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan. Prerequisites: ACCT 2101; BUSA 2201.

### **BUSA 2212 Financing New Business Ventures**

**3-0-3**

This course is a study of successful techniques used to finance new business ventures: new startups, buyouts, and franchises including traditional and creative approaches. Prerequisites: ACCT 2102; BUSA 2209.

### **BUSA 2213 Strategies for Entrepreneurship**

**3-0-3**

This covers the essentials of launching and establishing a business organization with emphasis on new start-ups, buyouts, and franchises. Case studies of successful businesses will be utilized to introduce students to various strategies. Prerequisite: BUSA 2210.

### **BUSA 2214 Property Management**

**3-0-3**

This course is offered to those students who currently own or operate property complexes or who desire to do so. The objective of this course is to give the student a working knowledge of property complexes, property management, accounting, and sociological aspects of human habitation. Prerequisites: ACCT 2101; BUSA 2201 or permission of the instructor.

### **BUSA 2215 Principles of Real Estate I**

**3-0-3**

This course is a survey of real estate covering the real estate market, contracts, ownership, deeds, real estate financing, appraising and development of subdivisions. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

### **BUSA 2216 Principles of Real Estate II**

**3-0-3**

This course's topics include financing of real estate, types of lenders, lending laws, real estates and financing, mathematics, settlements, procedures, document recording, appraising, land descriptions, brokerage office accounting and state and federal laws. Prerequisites: Exit or exemption from Learning Support Reading, English and Math; BUSA 2215.

### **BUSA 2217 Housing Management I**

**3-0-3**

This course provides a basic introduction to the management of multi-family housing, particularly public and federally subsidized housing. The student will gain a basic understanding of various federal housing programs, the occupancy cycle and the landlord-tenant relationship. Students will also learn how to maintain the necessary plans, including a budget, which are part of efficient, well-organized housing management. Prerequisites: Exit or exemption from Learning Support Reading, English and Math; BUSA 2201.

### **BUSA 2218 Housing Management II**

**3-0-3**

This course covers in greater detail some of the topics in Housing Management I. Students will learn to perform the management responsibilities related to the occupancy cycle, to work with tenants and staff, and to resolve grievances. Students will also gain a basic working knowledge of maintenance and repair. Prerequisite: BUSA 2217.

**BUSA 2240 Directed Practicum I****1-5-3**

This course gives students the opportunity to gain experience in an area of interest related to their major. It is restricted to career program majors of advanced-level standing. Prerequisite: Permission of the instructor.

**BUSA 2241 Directed Practicum II****1-5-3**

This course is a continuation of BUSA 2240. Prerequisite: BUSA 2240.

**BUSA 2260 Practicum in Computerized Office Systems****3-0-3**

This course is designed to allow the student to select a software application of interest, such as for a medical office, legal office, insurance company, etc., and complete a project in a simulated office setting. Prerequisites: Exit or exemption from Learning Support Reading, English and Math; ITEC 2223; ITEC 2224; ITEC 2226.

**BUSA 2299 Contemporary Business Issues****3-0-3**

This course is a capstone designed to integrate the common body of knowledge gained from the business student's program of study. The subject matter stresses decision-making and utilizes cases and other experiential methods. Prerequisites: Completion of all other required AREA F courses for the student's program of study or permission of the instructor.

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**CHEMISTRY (Division of Natural Sciences)****CHEM 1151 Survey of Chemistry I****3-0-3**

This course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. The course is recommended for humanities, social science, allied health and nursing students. Further, science majors with little or no previous background in chemistry are encouraged to take this course in preparation for the science major's sequence, CHEM 1211-1212. Prerequisite: MATH 1111 or passing score on Math Placement Examination (MPE), or by permission of the instructor. Corequisite: CLAB 1151

\*Satisfies College Preparatory Curriculum (CPC) in Natural Science when cross-referenced as CHEM 1100. CHEM 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

**CLAB 1151 Survey of Chemistry Lab I****0-3-1**

This is the laboratory component of CHEM 1151. Experimental topics include: basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. Prerequisite/corequisite: CHEM 1151 or permission of the instructor.

\*Satisfies College Preparatory Curriculum (CPC) in Natural Science when cross-referenced as CHEM 1100. CHEM 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

**CHEM 1152 Survey of Chemistry II****3-0-3**

This course is a continuation of the general chemistry sequence and includes an introduction to organic and biochemistry. Consumer chemistry topics, such as types of drugs, over-the-counter, legal and illegal, are discussed. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CLAB 1152.

**CLAB 1152 Survey of Chemistry Lab II****0-3-1**

This is the laboratory component of CHEM 1152. Experimental topics include: hydrocarbons, alcohols, phenols, mercaptans, carbonyl compounds, preparation and examination of a drug (aspirin), enzymes and chemical reactions. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CHEM 1152.

**CHEM 1211 General Chemistry I****3-0-3**

For the student majoring in engineering or science, this course is designed to present the fundamentals of chemistry and demonstrate their application through lecture and problem solving. Topics include: measurements, atomic theory, chemical reactions, equations, stoichiometry, solutions and solution stoichiometry, gases and their properties, quantum theory, the periodic table, bonding theories, oxidation-reduction reaction, an introduction to thermochemistry. Students without prior chemistry courses are urged to take CHEM 1151 and CLAB 1151 prior to enrolling in CHEM 1211. Prerequisite: MATH 1113 or passing score on the Math Placement Examination (MPE). Corequisite: CLAB 1211.

**CLAB 1211 General Chemistry Lab I****0-3-1**

This is the laboratory component of CHEM 1211. Experimental topics include: basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Corequisite: CHEM 1211.

**CHEM 1212 General Chemistry II****3-0-3**

This course is a continuation of CHEM 1212. Topics include: solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Prerequisite: CHEM 1121 or permission of the instructor. Corequisite: CLAB 1212.

**CLAB 1212 General Chemistry Lab II****0-3-1**

This is the laboratory component of CHEM 1212. Topics include: acid-base titrations, colligative properties, oxidation-reduction titrations, heats of neutralizations, rates of chemical reactions, preparation and analysis of an inorganic compound. Prerequisite: CHEM 1211/CLAB 1211 or permission of the instructor. Corequisite: CHEM 1212.

### **CHEM 1213 Analytical Chemistry**

**3-0-3**

This course is designed for students majoring in science or related fields. Topics include: qualitative and quantitative analysis, experimental error, statistics and data interpretation, applications of spectrophotometry, volumetric analysis, acid-base titration, EDTA titration, electrodes and potentiometry and atomic spectroscopy. Prerequisites: CHEM 1212; CLAB 1212 or permission of the instructor. Corequisite: CLAB 1213.

### **CLAB 1213 Analytical Chemistry Lab**

**0-3-1**

This course is the laboratory component of CHEM 1213. Experimental topics include: qualitative analysis, preparation of standardized solutions, EDTA/Iodimetric titrations, coulometric titrations, spectrophotometry, quantitative analysis by gas chromatography or high pressure liquid chromatography. Prerequisites: CHEM 1212, CLAB 1212 or permission of the instructor. Corequisite: CHEM 1213.

### **CHEM 2241 Organic Chemistry I**

**3-0-3**

This course provides a study of the chemistry of organic compounds including their physical and chemical properties, synthesis and reaction mechanisms. Topics include bonding theories, organic acids and bases, reaction pathways, stereochemistry, nucleophilic substitution and elimination reactions, alkenes and an introduction to spectroscopy. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

### **CLAB 2241 Organic Chemistry I Lab**

**0-4-1**

This course is the laboratory component of CHEM 2241. It is designed to provide basic laboratory techniques necessary for chemical and physical determination. These techniques include crystallization, melting and boiling point determination, distillation, extraction, column and thin layer chromatography as well as gas chromatography. In addition, the student gains experience in optical activity and resolution/analysis of an enantiomeric mixture. Prerequisite and/or corequisite: CHEM 2241.

### **CHEM 2242 Organic Chemistry II**

**3-0-3**

This course is a continuation of the study of the chemistry of carbon compounds. Topics include alcohols, carbonyl compounds, polyenes, enols and enolates, the chemistry of aromatic compounds and mass spectrometry. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

### **CLAB 2242 Organic Chemistry Lab II**

**0-4-1**

The laboratory component of CHEM 2242 and continuation of CLAB 2241. This course provides a study of the techniques using semi-microscale experiments. Experiments include oxidation/reduction, esterification, Grignard Synthesis, Friedel-Crafts Alkylation, Diel-Alder, and Diazo Compound Synthesis. Students use various spectroscopic techniques, including IR, UV-VIS and NMR and GC-

MS for structure determination and for identifying unknown liquids and solids. Prerequisites: CHEM 2241; CLAB 2241. Corequisite: CHEM 2242.

### **CHEM 2245 Intro. to Undergr. Research: Instrumentation 1-2-2**

A study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology, solution preparation, and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology or chemistry course.

### **CHEM 2246 Topics in Science 1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology, and earth systems science are discussed. Prerequisite: A grade of "C" or better in an introductory biology or chemistry course or permission of the instructor.

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## **COMMUNICATIONS (Division of Humanities and Fine Arts)**

### **COMM 1100 Human Communications 3-0-3**

This course consists of a broad approach to oral communication skills, including intrapersonal, interpersonal, small-group, and public speaking. Emphasis is placed on developing speech communication skills pertinent to survival in today's success-oriented society, with emphasis on a diversity of contemporary speaker-listener situations. No prerequisite.

### **COMM 1110 Public Speaking 3-0-3**

This course centers on exploration and application of guidelines and principles essential to a variety of formal/professional public speaking modes through preparation and delivery of speeches and the evaluation of these presentations. The organization of materials and the vocal and physical aspects of delivery are emphasized. Prerequisite: ENGL 1101, or COMM 1100, or permission of the instructor.

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## **COMPUTER APPLICATIONS (Division of Business, Mathematics and Computer Science)**

### **CISM 2101 Fundamentals of Computer Applications 3-0-3**

This course is designed to assure a basic level of computer applications literacy including spreadsheet, database, LAN, e-mail and internet applications. It is



intended study for Business Programs and will not satisfy Area D requirements. Prerequisites: Exit or exemption from Learning Support; BUSA 1101 or permission of the instructor.

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## **COMPUTER SCIENCE (Division of Business, Mathematics and Computer Science)**

### **CSCI 1135 Introduction to Computers**

**2-2-3**

This course is designed to provide an introduction to computer concepts and information processing. The course includes an overview of computer hardware, software, basic networking concepts, history of data processing systems, major trends in information systems, Information Superhighway, social issues and career opportunities in information processing. An integral part of the course is hands-on experience with current applications software in word processing, electronic spreadsheet, database management systems and the internet. Prerequisite: Exit or exemption from Learning Support Reading and Mathematics.

### **CSCI 1136 Fundamentals of Electronic Spreadsheets**

**0-3-1**

This course provides the knowledge, skills and hand-on experience needed to gain proficiency in using spread sheet applications in various disciplines . It is designed for both non-science and science majors with special attention given to the preparation of reports and the display of data in different formats. Prerequisite: MATH 1111 or MATH 1113.

### **CSCI 1137 Fundamentals of Database Management**

**0-3-1**

This course provides the knowledge, skills and hands-on experience needed to gain proficiency in using database applications in various disciplines. It is designed for both non-science and science majors. Prerequisite: MATH 1111 or MATH 1113.

### **CSCI 1138 Introduction to Cyberspace Technologies**

**0-3-1**

This course provides the knowledge, skills and hands-on experiences needed to gain proficiency in accessing and using the internet and e-mail. It is designed for both non-science and science majors. Prerequisite: Exit or exemption from Learning Support Reading and Mathematics.

### **CSCI 1142 Introduction to C Programming**

**3-0-3**

This course provides an introduction to the fundamentals of the C programming language: variables, input/output statements, operators, loops, decision-making, functions, arrays, strings, files, standard input, binary mode, record input and random access. Prerequisites: Exit or exemption from Learning Support Reading or English; and MATH 1111 or 1113 or 1128 or CSCI 1135 or permission of the instructor.

### **CSCI 1143 BASIC: Interactive Programming**

**3-0-3**

This course is designed to develop the student's ability to program in BASIC in either a business or an educational setting. It has a problem-solving orientation with an emphasis on string manipulations, formatting output, file manipulation and logical structuring of procedures. Students are also introduced to the additional capabilities of a microcomputer (such as graphics and sound) as well as system analysis and design. Prerequisites: Exit or exemption from Learning Support Reading and English; and MATH 1111; CSCI 1135 or MATH 1128 or permission of the instructor.

### **CSCI 1145 COBOL: Business Programming**

**3-0-3**

This course provides an introduction to the computer programming file language of COBOL. A structured problem-solving approach is used to present COBOL data structures and data manipulation within business-oriented settings. Prerequisites: Exit or exemption from Learning Support Reading and Mathematics; and MATH 1111 or MATH 1113 or MATH 1128 or CSCI 1135 or permission of the instructor.

### **CSCI 1146 Introduction to JAVA Programming**

**3-0-3**

This course provides an introduction to the fundamentals of the JAVA Programming Language, problem solving and algorithm development, simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, classes, methods, applets and fundamentals of Object-Oriented programming. Prerequisite: Exit from Learning Support Reading, English and Math; MATH 1111, 1113, CSCI 1135 or permission of the instructor.

### **CSCI 1301 Computer Science I**

**3-0-3**

This course provides an overview of computers and programming with emphasis on problem-solving and algorithm development. Topics include simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays (one-and-two-dimensional), procedural abstraction and software design, modular programming (including subprograms or the equivalent). The principles/concepts outlined above are implemented using a high-level programming language. Prerequisite: MATH 1128, CSCI 1142, 1143, 1145 or 1146, satisfactory performance on an exemption exam or permission of the instructor.

### **CSCI 1302 Computer Science II**

**3-0-3**

This course is a continuation of CSCI 1301. Topics include an overview of abstract data types (ADT's): arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm (including Big-O); recursion; pointers and linked lists; software engineering concepts; and dynamic data structures (stacks, queues, trees). Prerequisite: CSCI 1301 or permission of the instructor.

**CSCI 2212 Computer Graphics****3-0-3**

This course provides an introduction to graphics programming. Topics include graphic presentation of data, interfacing graphics with text, multimedia, and a survey of graphics software packages. Students use a high-level programming language to create a color graphics package. Prerequisite: CSCI 1142 or CSCI 1143, CSCI 1146 or CSCI 1301 or permission of the instructor.

**CSCI 2214 Computer Organization and Assembler Language****3-0-3**

This course provides an introduction to computer structure, machine language instruction, addressing techniques and digital representation of data. Symbolic coding and assembly systems, macro definition and generation, and program segmentation and linkage. Programming assignments to illustrate machine structure and programming techniques. Prerequisite: CSCI 1142, CSCI 1143, CSCI 1145, CSCI 1301, or permission of the instructor.

**CSCI 2216 Survey of Programming Languages****3-0-3**

This course provides a comparative study of programming languages to prepare the student to evaluate such languages. Programming assignments are given to illustrate the features of each language. Prerequisite: CSCI 1142, CSCI 1143, CSCI 1146, CSCI 1301 or permission of the instructor.

**CSCI 2222 Scientific Programming****3-0-3**

This course includes the following topics: file processing operations for sequential and random access files and sorting techniques. Some programming assignments are derived from elementary statistics, combinatorics, matrix operations and systems of equations, iterative methods for solving equations, elements of numerical differentiation and integration, and operations with complex numbers. Prerequisite: CSCI 1142 or CSCI 1301 or permission of the instructor.

**CSCI 2245 File Processing and Database Management****3-0-3**

This course is a continuation of the development of the design, implementation, testing and documentation skills introduced in CSCI 1301, with emphasis on the techniques of algorithm development and structured programming. Topics include an overview of file processing, data representation and validation, algorithms for report preparations and sequential file processing. Prerequisites: CSCI 1302 or permission of the instructor.

**CSCI 2250 Computer Architecture****3-0-3**

This course provides a study of hardware, software and local area networks. Topics include input/output systems, memory management storage devices, operating systems, microprogramming and microcomputers. Assignments provide hands-on experience. Prerequisite: CSCI 2214 or permission of the instructor.

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## **COOPERATIVE EDUCATION (DIVISION OF BUSINESS, MATHEMATICS AND COMPUTER SCIENCE)**

### **COED 2281 Cooperative Education**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 8-18 hours per week for one semester hour of credit.

### **COED 2282 Cooperative Education**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 19-29 hours per week for two semester hours of credit.

### **COED 2283 Cooperative Education**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 30-40 hours per week for three semester hours of credit.

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## **CRIMINAL JUSTICE (Division of Social Sciences)**

### **CRJU 1102 Introduction to Criminal Justice**

**3-0-3**

This course consists of an investigation of the three divisions of the criminal justice system--law enforcement, courts, and corrections--with particular emphasis on the functions and basic problems of each division, as well as the interrelationships between the three divisions. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 1105 Introduction to Law Enforcement**

**3-0-3**

This course presents a review of: (a) patterns of organization of law enforcement in society; (b) foundations, methods, types, and effects of law enforcement agencies at local, state and federal levels; and (c) the relationship between law enforcement and societal problems in ethnic diversity, community relations, and the police subculture. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 1106 Introduction to Corrections**

**3-0-3**

This course presents an overview of: (a) correctional approaches, with primary emphasis on incarceration; (b) local, state, and federal levels of prison systems; (c) types of prisons; (d) internal structures and procedures for modern prisons; and (d) inmate social structures within male and female institutions. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 2105 Introduction to Criminology**

**3-0-3**

This course provides an introduction to the definitions, nature, distribution, and causes of crime and criminal behavior. Historical and contemporary theoretical explanations are explored. Prerequisite: Exit or exemption from Learning Support Reading.

**CRJU 2108 Introduction to Criminal Law****3-0-3**

This course is a survey of the nature and definitions of criminal acts, including a consideration of the elements of crime against the person, crimes against property and crimes against society. Responsibility for criminal conduct is also considered. The Constitutional impact on criminal procedures and the impact of the Supreme Court are also included in this overview. This course provides a concise, yet comprehensive, introduction to the substantive criminal law. Prerequisite: Exit or exemption from Learning Support Reading.

**CRJU 2230 Interpersonal Relations in Law Enforcement****3-0-3**

This course offers an introduction to the methods of “community oriented policing” establishing a partnership between law enforcement agencies and communities. The goal is to prepare students to understand and appreciate cultural diversity and to be able to communicate effectively with residents of high crime areas, as well as with advocates of programs for improving law enforcement practices. Prerequisite: Exit or exemption from Learning Support Reading and English.

**CRJU 2240 Introduction to Juvenile Delinquency****3-0-3**

This course examines (a) the nature, causes, development and consequences of juvenile delinquency; (b) the changing societal perceptions and reactions to juvenile delinquency and to juveniles who commit adult crimes; and (c) the adjudication, punishment and special needs of the juvenile offender. Prerequisite: Exit or exemption from Learning Support Reading and English.

**CRJU 2251 Practicum in Criminal Justice****3-0-3**

A placement in one of the three primary divisions of the criminal justice system--law enforcement, corrections and the judicial system--is provided each student. Prerequisite: CRJU 1102.

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**ECONOMICS (Division of Business, Mathematics and Computer Science)****ECON 1105 Introduction to Economics****3-0-3**

This course provides an analysis of the economic operations of modern industrial society, as well as economic concepts and their application in a free-enterprise system. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

**ECON 2105 Principles of Macroeconomics****3-0-3**

This principles course introduces students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

**ECON 2106 Principles of Microeconomics****3-0-3**

This principles course introduces students to concepts that will enable them to understand and analyze structure and performance of the market economy. Prerequisite: Exit from Learning Support Reading, English and Math.

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**EDUCATION (Division of Social Sciences)****EDUC 1105 Foundations of Ed. in American Society****3-0-3**

This course surveys the philosophical, historical, sociological, psychological, and political foundations of American education. Additionally, an up-to-date assessment of careers in the field of education is discussed. Twenty hours of field experience are required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

**EDUC 1117 Introduction to Child Development****3-0-3**

This course provides an overview of human development which emphasizes the physical, motor, cognitive, and affective phases, as well as the role of peer groups, motivation, and socialization in the early days. The ramifications of various childrearing patterns are also examined. Observation in a preschool and/or elementary-school setting is required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math; PSYC 1101.

**EDUC 2101 Introduction to Education****3-0-3**

This course examines the teaching profession through an overview of organizational, curricular, methodological, and multicultural issues in classroom teaching. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

**EDUC 2105 Exceptional Children****3-0-3**

This course focuses on the identification, characteristics and techniques of teaching exceptional children and youth in the regular classroom. Ten hours of field experience are required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math; EDUC 1105 and EDUC 2101.

**EDUC 2110 Investigating Critical & Contemporary Issues in Education****3-0-3**

This course engages in observation, 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. Ten (10) hours of field experience are required.. Prerequisite:

Exit or exemption from Learning Support Reading, English and Math and completion of ENGL 1101.

### **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. Ten (10) hours of field experience is required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math and completion of ENGL 1101.

### **EDUC 2130 Exploring Learning and Teaching** **3-0-3**

This course involves exploring 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. Ten (10) hours of field experience is required.. Prerequisite: Exit or exemption from Learning Support Reading, English and Math and completion of ENGL 1101

### **EDUC 2253 Curriculum & Programming for Children's Serv.** **3-0-3**

This course studies the various children's services programs used in both academic and community settings. Students also study program design and development for traditional and nontraditional settings. Prerequisite: Exit or exemption from Learning Support Reading, English, Mathematics, EDUC 1105 and EDUC 2101.

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## **ENGINEERING DRAWING (Division of Natural Sciences)**

### **CADD 1111 Engineering Drawing I** **0-2-1**

This course provides an introduction to drawing, use of instruments, lettering, geometric construction, orthographic, projection, auxiliary views, dimensioning drawing conventions and computer-aided design. Prerequisite: Exit or exemption from Learning Support Mathematics.

### **CADD 1112 Engineering Drawing II** **0-2-1**

This course involves the graphic development of the spatial relationships of points, lines, and the intersections of surface. Emphasis is placed on a thorough understanding of projection principles so the visualization of exact space conditions is developed. Considerable attention is given to the use of computer-aided designs to develop engineering design projects that meet industry and ANSI standards. Prerequisite: CADD 1111.

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## ENGLISH (Division of Humanities and Fine Arts)

### **ENGL 0097 Introduction to Expository Writing**

**4-0-4**

ENGL 0097 is the first of two courses designed to prepare students to meet the challenges of academic writing. This course focuses on written English grammar, paragraph construction, and development of short essays. Students learn critical thinking skills necessary to organize and develop their thoughts. No prerequisite. Institutional Credit Only.

### **ENGL 0097E Introduction to Expository Writing (ESL)**

**4-0-4**

ENGL 0097E is the first of two courses intended for English as a Second Language (ESL) students and designed to prepare them to meet the challenges of academic writing. This course focuses on written English grammar, paragraph construction, and development of short essays. Students learn critical thinking skills necessary to organize and develop their thoughts. Grammar exercises focus on the particular needs of ESL students. No prerequisite. Institutional credit only.

### **ENGL 0099 Writer's Workshop**

**4-0-4**

The second level of preparation for academic writing develops writing skills beyond the proficiency of ENGL 0097. Students have multiple opportunities to advance their understanding of written English, develop more complex sentence structures, and learn proofreading skills. Prerequisite: ENGL 0097, or satisfactory score on the COMPASS Placement Examination. Institutional credit only.

### **ENGL 0099E Writer's Workshop (ESL)**

**4-0-4**

English 0099E is the second level of preparation for academic writing. Intended for ESL students, it develops writing skills beyond the proficiency of ENGL 0097E. Students have multiple opportunities to advance their understanding of written English, develop more complex sentence structures, and learn proofreading skills. Special emphasis is placed on the linguistic difficulties of the English as a Second Language student. Prerequisite: ENGL 0097E, or satisfactory score on the COMPASS Placement Examination. Institutional credit only.

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## ENGLISH (Division of Humanities and Fine Arts)

### **ENGL 1101 English Composition I**

**3-0-3**

This composition course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. Prerequisites: Exit or exemption from Learning Support English and Reading. **Students must earn at least a "C" in order to successfully pass the course.**

### **ENGL 1102 English Composition II**

**3-0-3**

This composition course develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasis is placed on interpretation, evaluation and the development of advanced research methodologies. Prerequisites: Exit or



exemption from Learning Support English and Reading, and English 1101. **Students must earn at least a “C” in order to successfully pass the course.**

### **ENGL 1105 Technical Writing**

**3-0-3**

This course focuses on the fundamentals of specialized types of writing used in business, industry, and technical professions. Emphasis is placed on organization and presentation of factual material with clarity, definiteness, and conciseness. Course content may be individualized according to the business and professional needs of the student. Prerequisites: Exit or exemption from Learning Support Reading and English; English 1101 or permission of the instructor.

### **ENGL 1110 Introduction to Literature**

**3-0-3**

This course is an introduction to the techniques involved in a critical approach to the understanding and appreciation of literature. Prerequisites: Exit or exemption from Learning Support English and Reading; ENGL 1101 or permission of the instructor.

### **ENGL 2111 World Literature I**

**3-0-3**

This course surveys important works of world literature from ancient times through the mid-seventeenth century. Prerequisites: Exit or exemption from Learning Support English and Reading; English 1101 or permission of the instructor.

### **ENGL 2112 World Literature II**

**3-0-3**

This course surveys important works of world literature from mid-seventeenth century to the present. Prerequisites: Exit or exemption from Learning Support English and Reading; English 1101 or permission of the instructor.

### **ENGL 2130 American Literature**

**3-0-3**

This course surveys important works of American Literature. Prerequisites: Exit or exemption from Learning Support English and Reading; ENGL 1101 or permission of the instructor.

### **ENGL 2205 Introduction to Creative Writing**

**3-0-3**

This course offers the student an opportunity to experiment with poetry, prose and/or drama in the development of his or her own writing style, using representative works as a guide. Prerequisites: Exit or exemption from Learning Support English and Reading; ENGL 1101 or permission of the instructor.

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## **ENGINEERING (Division of Natural Sciences)**

### **ENGR 2201 Engineering Statics**

The principles of statics in two and three dimensions are addressed. Topics covered will include force vectors, components of force vectors, external and internal forces, static equilibrium of rigid bodies, free body diagrams, distributed forces, trusses, beams and frames, Coulomb friction, centroids and

area moments of inertia. Prerequisites: PHYS 2211; MATH 2202. Co-requisite: MATH 2202.

### **ENGR 2202 Dynamics**

Dynamics is the study of the kinematics and kinetics of particles and extended rigid bodies moving in a plane. Topics covered will include, kinetics of particles: energy and momentum methods, systems of particles, kinematics of rigid bodies, plane motion of rigid bodies: forces and accelerations, kinetics of rigid bodies in three dimensions, and mechanical vibrations (Time permitting). Prerequisite: ENGR 2201. Co-requisite: MATH 2202.

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## **FRENCH (Division of Humanities and Fine Arts)**

### **FREN 1001 Elementary French I**

**3-0-3**

This course provides an introduction to French, using all four skills: listening, speaking, reading, and writing. The culture of French-speaking regions is integrated into the course. Note: This course will not meet degree requirements at some University System of Georgia institutions.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Foreign Language when cross-referenced as FREN 1000 but cannot be repeated for credit. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **FREN 1002 Elementary French II**

**3-0-3**

This course continues and completes the introduction of major grammatical points begun in French 1001. All four language skills are included. Study of the culture of French-speaking regions is continued. Prerequisite: FREN 1001, or one year of high school French, or equivalent.

### **FREN 2001 Intermediate French I**

**3-0-3**

The finer points of grammar are introduced, with extensive speaking and reading comprehension practice. Prerequisite: FREN 1002, or two years of high school French, or equivalent.

### **FREN 2002 Intermediate French II**

**3-0-3**

This course continues the work of French 2001. Emphasis in this course is on working with original French texts. Prerequisite: FREN 2001, or three years of high school French, or equivalent.

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## **GENERAL SCIENCE (Division of Natural Sciences)**

### **GSCI 1101 General Science I**

**3-0-3**

This is an interdisciplinary course designed to communicate to the non-science major fundamental concepts related to the life, physical and earth sciences.

Topics include the methods of science, matter, energy, sound, light and conservation. This course is especially well-suited to the needs of students majoring in elementary science. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of the instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as GSCI 1100 and taken with GSCL 1100, the lab portion of this course; GSCI 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **GSCL 1101 General Science Lab I** **0-2-1**

This is the laboratory component of GSCI 1101. Topics include scientific measurement, laboratory techniques, scientific literature. the chemical nature of matter, light, sound, energy and ecology. Prerequisite or corequisite: GSCI 1101 or permission of the instructor.

\* Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as GSCL 1100 and taken with GSCI 1100, the lecture portion of this course; GSCL 1101 cannot be repeated for credit.

### **GSCL 1102 General Science II** **3-0-3**

This course is a continuation of GSCI 1101. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of the instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as GSCI 1100 and taken with GSCL 1100, the lab portion of this course; GSCI 1102 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **GSCL 1102 General Science Lab II** **0-2-1**

This is the laboratory component of GSCI 1102. Prerequisite or corequisite: GSCI 1102 or permission of the instructor.

\* Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as GSCL 1100 and taken with GSCI 1100, the lecture portion of this course; GSCL 1102 cannot be repeated for credit.

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## **GEOGRAPHY (Division of Social Sciences)**

### **GEOG 1105 Introduction to World Regional Geography** **3-0-3**

This course is an introduction to the human and physical geography of major world regions with emphasis on component countries, regional problems, and distinctive physical and cultural characteristics. Prerequisite: Exit or exemption from Learning Support Reading and English.

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## **GEOLOGY (Division of Natural Sciences)**

### **GEOL 1121 Principles of Physical Geology**

**3-0-3**

This course provides an introduction to the materials of Earth (minerals and rocks); the geologic processes which form them and their geologic distribution; the geologic process of gradation and the origin of land forms; the structure of Earth; and Earth's place in the universe. This course is primarily for science majors. Prerequisite or corequisite: Exit or exemption from Learning Support Mathematics, Reading and English; GLAB 1121.

### **GLAB 1121 Principles of Physical Geology Lab**

**0-3-1**

This course is the laboratory component of Geology 1121. Topics include rocks, minerals, erosion and field studies. Corequisite: GEOL 1121 or permission of the instructor.

### **GEOL 1122 Principles of Historical Geology**

**3-0-3**

This course provides an introduction to geologic time; the principles of reconstructing the past, and the meaning of fossils; the physical history of Earth from its cosmic beginning to the present, with emphasis on North America, including the problems of continental drift and the secretion of continents, and the history of life. This course is primarily for science majors. Prerequisites: GEOL 1121, GLAB 1121 or permission of the instructor.

### **GLAB 1122 Principles of Historical Geology Lab**

**0-3-1**

This course is the laboratory component of Geology 1122. Topics include the geological time scale, evolution and field studies. Prerequisite and corequisite: GEOL 1121; GLAB 1121; GEOL 1122.

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## **HISTORY (Division of Social Sciences)**

### **HIST 1111 World Civilization I**

**3-0-3**

This course consists of a survey of World History to early modern times. Prerequisite: Exit or exemption from Learning Support Reading.

\*Satisfies College Preparatory Curriculum [CPC] requirements in history when cross-referenced as HIST 0111; cannot be repeated for credit if taken to satisfy a CPC requirement.

### **HIST 1112 World Civilization II**

**3-0-3**

This course consists of a survey of World History from early modern times to the present. Prerequisite: Exit or exemption from Learning Support Reading.

\*Satisfies College Preparatory Curriculum [CPC] requirements in history when cross-referenced as HIST 0112; cannot be repeated for credit if taken to satisfy a CPC requirement.

### **HIST 2111 United States History I**

**3-0-3**

This course presents a survey of United States History to the post-Civil War period and satisfies the State requirement for United States and Georgia History. (Students who have taken an American History course at private or out-of-state institutions must pass a Division-administered examination or must take U. S. History 2111 or 2112 in order to satisfy the Georgia history section of the course.. They may also satisfy the United States and Georgia History and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan College.) Prerequisite: Exit or exemption from Learning Support Reading.

### **HIST 2211 Honors United States History I**

**3-0-3**

This Honors History course surveys United States History to the post-Civil War period. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. This course satisfies the State requirement for United States and Georgia History. (Students who have taken an American History course at private our out-of-state institutions must pass a Division-administered examination or must take U.S. History 2111 or 2112 in order to satisfy the Georgia history section of the course. They may also satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan College.) Prerequisite: Exit or exemption from Learning Support Reading, English and Mathematics.

### **HIST 2112 United States History II**

**3-0-3**

This course presents a survey of United States History from the post-Civil War period to the present and satisfies the state requirement for United States and Georgia History. (Students who have taken an American History course at private or out-of-state institutions must pass a Division-administered examination or must take U. S. History 2111 or 2112 in order to satisfy the Georgia history section of the course. They may also satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan College.) Prerequisite: Exit or exemption from Learning Support Reading.

### **HIST 2113 Minorities in American History**

**3-0-3**

This course surveys American history in relation to selected ethnic minority groups. Emphasis is placed on factors influencing the groups, their internal dynamics, and the interaction between the groups and other elements of society. Prerequisite: Exit or exemption from Learning Support Reading.

### **HIST 2114 Georgia History**

**3-0-3**

This course surveys the history of Georgia from the period of colonization to the present. (Students given college transfer credit for United States History and American Government earned at non-University System of Georgia institutions

may satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing this course at Atlanta Metropolitan College.) Prerequisite: Exit or exemption from Learning Support Reading.

### **HIST 2232 African American History**

**3-0-3**

This course surveys the history of African Americans in the United States from the period of colonization to the present. Prerequisite: Exit or exemption from Learning Support Reading.

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## **FAMILY AND CONSUMER SCIENCE/HOME ECONOMICS (Division of Social Sciences)**

### **HOEC 1101 ORIENTATION TO FAMILY AND CONSUMER SCIENCES 1-0-1**

This course introduces students to the area of family and consumer sciences. Prerequisites: Exit or exemption from Learning Support Reading.

### **HOEC 2101 Development within the Family**

**3-0-3**

This course studies individual and family development during the life cycle with special emphasis upon family interpersonal relations. Prerequisites: Exit or exemption from Learning Support Reading.

### **HOEC 2103 Human Nutrition and Food**

**3-0-3**

This course is a study of the relationships of nutrition needs and food choices to the optimum health of the individual. Prerequisites: Exit or exemption from Learning Support Reading.

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## **HUMANITIES (Division of Humanities and Fine Arts)**

### **HUMA 1101 Exploring Selected American Cultures**

**3-0-3**

This course is designed to survey the cultural experiences of African Americans, Hispanic Americans and Asian Americans, in the areas of drama, music and art, with an emphasis on the diversity and commonalities of world cultures and those forces which help shape and define human culture. Prerequisite: Exit or exemption from Learning Support Reading.

### **HUMA 1102 African American Culture**

**3-0-3**

This course presents an introduction to studies of African American culture, primarily through readings in literature and philosophy. Prerequisite: Exit or exemption from Learning Support Reading.

### **HUMA 2000 Exploring Global Cultures**

**3-0-3**

This course allows students to receive course credit for study and travel opportunities abroad. Experiences include the study of a country's history, literature, language, art, government, civilization, and culture. This course is only for students who are taking Atlanta Metropolitan College's Study Abroad trip.

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## **HUMAN SERVICES (Division of Social Sciences)**

### **HUSR 1105 Introduction to Human Services**

**3-0-3**

This introductory course provides an overview of the history of human services, their delivery, the role of the human services technician, and the types of human services agencies. Specific concepts, techniques and planning skills used in human services are also discussed. Prerequisites: Exit or exemption from Learning Support Reading and English.

### **HUSR 2211 Human Services Practice I**

**3-0-3**

This course requires a supervised field placement in a human services agency or organization for 80 clock hours, in addition to a weekly classroom seminar. Prerequisites: Exit or exemption from Learning Support Reading, English and Mathematics.

### **HUSR 2212 Human Services Practice II**

**3-0-3**

This course requires a supervised field placement in a human services agency or organization for 120 clock hours, plus a weekly classroom seminar. Prerequisites: Exit or exemption from Learning Support Reading, English and Mathematics.

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## **INTEGRATED SCIENCE (Division of Natural Sciences)**

### **ISCI 2001 Integrated Science I**

**3-2-3**

This course is designed for inclusion in Area F for Early childhood teacher candidates. It is an interdisciplinary, inquiry-based and activity-based science course designed to communicate fundamental concepts related to earth science and life science. The goal of this course is to help students develop a basic understanding of the scientific principles congruent with the categories included in the Georgia Performance Standards. Topics covered, but are not limited to the following: the lithosphere, the hydrosphere, rocks and minerals, weather and climate, characteristics of life, chemistry of life, systems of the human body and genetics. Prerequisite: Exit or exemption from Learning Support English, Mathematics and Reading.

## **ISCI 2002 Integrated Science II**

**3-2-3**

This course is a continuation of ISCI 2001. It is designed for inclusion in Area F for Early Childhood teacher candidates. It is an interdisciplinary, inquiry-based and activity-based science course designed to communicate fundamental concepts related to physical science and astronomy. The primary goal of this course is to help students develop a basic understanding of the scientific principles congruent with the categories included in the Georgia Performance Standards. Topics covered include, but are not limited to the following: methods of science, matter, energy, sound, light and conservation. Prerequisite: Exit or exemption from Learning Support English, Mathematics and Reading.

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## **INFORMATION TECHNOLOGY (Division of Business, Mathematics and Computer Science)**

### **ITEC 2204 Oper. Systems & PC Hardware Fundamentals** **3-0-3**

This course covers the installation, configuration, diagnosing, troubleshooting and upgrading of microcomputers and operating systems. It will also cover basic networking concepts and preventive maintenance of printers and microcomputers. Prerequisite: CISM 2101.

### **ITEC 2205 Data Communication and Networking** **3-0-3**

This course covers data communication and networking. Topics include LAN, MAN, and WAN communication standards, network protocols, OSI model, network topologies, networking equipment, and network operating systems. Prerequisite: ITEC 2204

### **ITEC 2210 Network Client Administration** **3-0-3**

This course covers the installation, configuration, administration and troubleshooting of a desktop operating system in a networked environment. This course will also cover the configuration and management of computers in a peer-to-peer networking environment. Prerequisite: ITEC 2205; corequisite: ITEC 2215

### **ITEC 2215 Network Server Administration** **3-0-3**

This course covers the installation, configuration, administration and troubleshooting of a network operating system in a network environment. This course will also cover the configuration and the management of servers and workstations in a client-server environment. Prerequisite ITEC 2205; Corequisite: ITEC 2210.



**ITEC 2216 Network Infrastructure Administration 4-0-4**

This course covers the skills required to install, configure, manage, monitor and troubleshoot various network infrastructures. The course also covers Network Address Translation and Certificate Services. Prerequisites: ITEC 2210 and ITEC 2215.

**ITEC 2217 Network Director Service Administration 4-0-4**

This course covers the installation, configuration, and administration of director services. The course also covers the skills required to manage, monitor and optimize desktop environment and computers using group policy. Prerequisites: ITEC 2210 and ITEC 2215.

**ITEC 2219 Network Directory Services Design 4-0-4**

This course covers the skills required in analyzing and selecting the appropriate technology required to design a particular directory service and desktop management. The course will analyze the business requirements and design appropriate services and desktop management services to meet the business requirements. Prerequisite: ITEC 2217.

**ITEC 2220 Network Security Design 4-0-4**

This course covers design and management of network security. The course will analyze the business requirement for security and design the appropriate security solution to meet the business requirements. Prerequisite: ITEC 2210 and ITEC 2215.

**ITEC 2221 Network Infrastructure Design 4-0-4**

This course is designed to teach students how to analyze business network infrastructure needs, select appropriate technologies, and design infrastructures to meet business requirements. Prerequisite: ITEC 2216.

**ITEC 2222 Network Systems Upgrade 3-0-3**

This course covers the required skills, knowledge and criteria for restructuring and upgrading your network operating system. Prerequisite: ITEC 2204.

**ITEC 2223 Communicating in Cyberspace 3-0-3**

This course is designed to teach students to utilize tools for effective communication in cyberspace with emphasis on e-mail, news and chat groups, navigating the web, search engines, and web presentation of information. Prerequisite: CISM 2101.

**ITEC 2224 Spreadsheet Applications 3-0-3**

This course covers skills required to create, edit and modify spreadsheets. Topics include importing and exporting data, using templates, macros, analysis tools, and multiple workbooks, working with ranges and toolbar, printing workbooks, auditing worksheets, collaborating with workgroups, formatting and displaying data. Prerequisites: CISM 2101 and ITEC 2223.

### **ITEC 2225 Word Processing Applications**

**3-0-3**

This course will cover the skills required to create, edit, and modify paragraphs and documents. Topics include working with documents, tables, pictures and charts, using mail merge and collaborating with workgroups. It will also cover some selected advanced features of word-processing application software. Prerequisites: CISM 2101 and ITEC 2223.

### **ITEC 2226 Database Applications**

**3-0-3**

This course will cover the skills required to create, edit and modify a database. Topics include planning and designing databases, building and modifying tables, forms, defining relationships, producing reports, viewing and organizing information, integrating other applications and using database tools. Prerequisites: CISM 2101 and ITEC 2223.

### **ITEC 2227 Electronic Presentations and Multimedia**

**3-0-3**

This course covers the skills required to create, edit, and modify electronic presentations. It will also cover the integration of multimedia in a presentation document. Topics include creating and modifying presentations, working with text and visual elements, customizing presentations, creating outputs, managing files and incorporating music, voice, sounds, hypertext, graphics, animation and video. Prerequisites: CISM 2101 and ITEC 2223.

### **ITEC 2228 Desktop Management Applications**

**3-0-3**

This course covers the use of desktop applications to manage and organize e-mail, messages, calendar, contacts, notes and daily tasks. This course will also cover the integration and creation of word processing, spreadsheets, and database documents within the desktop management application. Prerequisites: CISM 2101 and ITEC 2223.

### **ITEC 2229 Web Publishing**

**3-0-3**

This course covers the skills required to create, update, and maintain web documents using selected application software. Prerequisites: CISM 2101 and ITEC 2223.

### **ITEC 2230 Integrated Applications & Desktop Publ.**

**3-0-3**

This is a hands-on course in the design, layout, and development of publications such as business reports, trade journals, newsletters, ads and brochures. Students learn the basic concepts of designing, multiple font styles and sizes to produce high quality documents. Prerequisites: CISM 2101 and 2223.

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## **MASS COMMUNICATIONS (Division of Humanities and Fine Arts)**

### **MCOM 1101 Introduction to Mass Communications 3-0-3**

This course is designed to acquaint students with mass media as an industry. Students investigate the areas of print journalism, broadcast journalism, public relations, and advertising. Emphasis is placed on preparing competent communicators in written and oral presentations. Prerequisites: ENGL 1101; ENGL 1102.

### **MCOM 2201 Writing and Reporting 3-0-3**

This is a combination lecture and laboratory course, which emphasizes writing various types of news stories for print and broadcast media. Prerequisites: ENGL 1101; ENGL 1102.

### **MCOM 2202 Mass Communications Workshop 3-0-3**

Designed for students desiring to major in Mass Communications at the four-year level, this course provides an opportunity for application of relevant theories and techniques to practical experiences in specific areas of interest. Students are required to develop a research project, which reflects a specific career or academic interest. Research topics must be selected, and then approved by the instructor at the beginning of the course. Projects must be presented both orally and in writing. Prerequisite: English 1102.

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## **MATHEMATICS (Division of Business, Mathematics and Computer Science)**

### **MATH 0097 Introductory Algebra I 4-0-4**

MATH 0097 is the first course in a two-course sequence designed to prepare students for College Algebra. Topics include basic operations on fractions, decimals, signed numbers, percents, linear equations and inequalities, graphing, exponents, and polynomials. No prerequisite. Institutional credit only.

### **MATH 0099 Introductory Algebra II 4-0-4**

MATH 0099 is the second of two courses designed to prepare students for College Algebra. Topics include exponents, polynomials, linear equations, systems of equations, quadratic equations, graphing, algebraic fractions, roots, radicals, and factoring. Prerequisite: MATH 0097, or satisfactory score on the COMPASS Placement Examination. Institutional credit only.

### **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 or the calculus sequences 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.

### **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, supported by the use of appropriate technology and an effective communication of quantitative concepts and results. Prerequisite: Exit or exemption from Learning Support Reading, English, and Mathematics.

### **MATH 1111 College Algebra** **3-0-3**

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis is placed on the study of functions and their graphs, inequalities, and linear, quadratic, rational, polynomial, exponential, and logarithmic functions. Appropriate applications are included. Prerequisite: Exit or exemption from Learning Support Mathematics and satisfactory performance of a MATH 1111 Placement Examination.

### **MATH 1112 Introduction to Mathematical Techniques** **3-0-3**

This course is designed to develop problem-solving and computational skills. It includes use of the graphics calculator and scientific spreadsheets. Topics include linear and quadratic equations, exponential and logarithmic expressions, triangle trigonometry, matrices and determinants, methods for solving systems of equations, vector operations, elements of analytical geometry, combinations and an introduction to probability. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

### **MATH 1113 Precalculus** **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. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

### **MATH 1114 Elementary Statistics** **3-0-3**

This course in basic statistics is especially designed for Allied Health, Business Administration and Social Science majors. Topics include descriptive statistics, distributions, inference hypothesis, and other statistical tests. Special attention is

given to statistical analyses utilizing current technologies, especially computer software. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

### **MATH 1121 Decision Mathematics** **3-0-3**

This course is designed primarily for students in Business Administration. The following topics are introduced at a basic level within the context of their application in business decision-making: sets, real numbers, functions and graphs, systems of equations, matrices, linear programming and probability. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

### **MATH 1122 Elementary Calculus** **3-0-3**

This course is a non-theoretical introduction to the basic techniques of differential and integral calculus with emphasis on practical applications in such areas as business, economics, psychology and other social sciences. Prerequisite: A grade of "C" or better in MATH 1111 or MATH 1121 or permission of the instructor.

### **MATH 1128 Discrete Mathematics** **3-0-3**

This course introduces mathematical concepts germane to computer science. Topics include binary number systems, sets, combinatorics, symbolic logic, Boolean algebra, recurrence relations, mathematical induction and graphs. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

### **MATH 2008 Foundations of Numbers and Operations** **3-0-3**

This course provides an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. Prerequisites: ENGL 1101, ENGL 1102 and MATH 1001, MATH 1101, MATH 1111, or MATH 1113.

### **MATH 2201 Analytic Geometry and Calculus I** **3-2-4**

This course introduces single variable calculus, including functions, limits, continuity and definitions and applications of first and second derivatives, anti-derivatives, and integration. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

### **MATH 2202 Calculus II** **3-2-4**

This course is a continuation of MATH 2201. Topics include anti-derivatives, integration, applications of the integral, logarithmic and exponential functions,

trigonometric functions and further integration and differentiation techniques. Prerequisite: MATH 2201 or permission of the instructor.

**MATH 2203 Calculus III** **3-2-4**

This course is a continuation of MATH 2202. It provides an introduction to the calculus of several variables. Topics include partial derivatives, vectors, parametric curves, directional derivatives, multiple integrals and change of coordinate systems. Prerequisite: MATH 2202 or permission of the instructor.

**MATH 2204 Calculus IV** **3-0-3**

This course is a continuation of MATH 2203. Topics include ordinary linear differential equations, sequences and series including Taylor and Maclaurin Series. Prerequisite: MATH 2203 or permission of the instructor.

**MATH 2208 Linear Algebra** **3-0-3**

This is a course for mathematics majors and students in some areas of the social and natural sciences. Topics include vectors and vector spaces, simultaneous equations and matrix algebra. Prerequisite: MATH 1112 or MATH 1113 or permission of the instructor.

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## **MUSIC (Division of Humanities and Fine Arts)**

**MUSC 1100 Music Appreciation** **3-0-3**

This course is comprised of an introduction to music understanding with emphasis on identifying the basic elements of music, historical perspectives and styles of music, discussing these from the listener's point of view and relating them to other arts and cultures as appropriate. No prerequisite.

**MUSC 1101 Fundamentals of Music** **3-0-3**

This course examines the basic concepts and the most fundamental elements of music notation. No prerequisite.

**MUSC 1105 AMC Choir** **0-4-1**

The Atlanta Metropolitan College Choir is a mixed choral group devoted to the study and performance of all types of choral music. Musical styles include selections from traditional classical choral repertoire, popular music, show tunes, spirituals and gospel. This course may be repeated for credit. Choir is the necessary lab experience for music majors. No prerequisite.

**MUSC 1106 Class Piano** **0-2-2**

Piano literature and technique are taught through class instruction. Limited enrollment. This course may be repeated for credit. No prerequisite.

**MUSC 1111 Music Theory I** **1-2-3**

The first of a three-semester sequence, MUSC 1111 is a correlated study of rhythmic, melodic, and harmonic aspects of music part-writing and analysis.

Topics include a review of the rudiments of notation, intervals, triads, and seventh chords in major and minor keys. Sight singing, ear training, dictation and keyboard skills are included as appropriate. Prerequisite: Instructor approval, MUSC 1101 or MUSC 1120.

### **MUSC 1112 Music Theory II**

**1-2-3**

A continuation of MUSC 1111. Topics include part-writing and analyzing four part choral textures as well as connection of basic triad and seventh chord structures in cadential and harmonic progressions. The use of triads and seventh chords and their inversions are also considered. Sight singing, ear training, dictation, and keyboard skills are included as appropriate. Prerequisite: MUSC 1111.

### **MUSC 1114 Class Voice**

**0-2-2**

This preparatory group voice class introduces the fundamentals of vocal training: breath control, tone production, diction and interpretation. The course may be repeated for credit. No prerequisite.

### **MUSC 2111 Music Theory III**

**1-2-3**

This course is a continuation of MUSC 1112. Topics include embellishing chords, diatonic seventh chords, secondary functions, and modulation. Neapolitan chords, augmented sixth chords, and ninth, eleventh and thirteenth chords, sight-singing, ear training, dictation and keyboard skills are included as appropriate. Prerequisite: MUSC 1112.

### **MUSC 2113 Introduction to Recording and Production**

**3-0-3**

Introduction to Recording and Production is an introduction to modern recording techniques and applications of recorded sound. Students will be exposed to professional recording studio procedures, including audio theory, psychoacoustics, console operation, microphone technique, monitor systems and noise reduction. Prerequisite: MUSC 1100, MUSC 1101, or MUSC 1111.

### **MUSC 2114 Introduction to Music Management**

**3-0-3**

Introduction to Music Management is a survey of the various management fields in music, including recording studio management, artist management, and other business applications in music. Student will learn introductory techniques in contract negotiations, booking, promotions, securing employment in the music business, and the other music business skills. Prerequisite: MUSC 1100, MUSC 1101 or MUSC 1111.

### **MUSC 2115 Sight-singing and Eartraining**

**3-0-3**

Sight-singing and eartraining focuses on the development of the student's ability to read, comprehend, and perform standard music notation at sight, without rehearsal. Studies include scales, interval recognition, sight-singing, exercises in rhythmic, melodic, and harmonic dictation. Actual examples from music literature are perused. Prerequisite: MUSC 1101 or MUSC 1111.

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## **APPLIED MUSIC COURSES (Division of Humanities and Fine Arts)**

Applied Music courses, listed below, are designed for music majors but are open to any student enrolled in Atlanta Metropolitan College. Additional Applied Music fees are charged (see the Financial Information section of this Catalog for further information and the policy on refunds).

### **MUSC 1115 Applied Voice I**

**0-1-1**

Appropriate vocal literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. Prerequisite: Ability to read music and match pitch as determined by the instructor.

### **MUSC 1116 Applied Voice II**

**0-2-2**

Appropriate vocal literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. Prerequisite: Instructor approval.

### **MUSC 1120 Applied Piano I**

**0-1-1**

Appropriate piano literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

### **MUSC 1121 Applied Piano II**

**0-2-2**

Appropriate piano literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

### **MUSC 1130 Applied Strings I**

**0-1-1**

Appropriate string literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

### **MUSC 1131 Applied Strings II**

**0-2-2**

Appropriate string literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

### **MUSC 1135 Applied Woodwinds I**

**0-1-1**

Appropriate woodwind literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.



**MUSC 1136 Applied Woodwinds II****0-2-2**

Appropriate woodwind literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

**MUSC 1140 Applied Brass I****0-1-1**

Appropriate brass literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

**MUSC 1141 Applied Brass II****0-2-2**

Appropriate brass literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

**MUSC 1145 Applied Percussion I****0-1-1**

Appropriate percussion literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

**MUSC 1146 Applied Percussion II****0-2-2**

Appropriate percussion literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

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**NURSING (Division of Natural Sciences)****NURSING 1105 Introduction to Nursing****3-0-3**

This course provides a general introduction to nursing and the scope of the professional practice of nursing. It is designed for students considering nursing as an academic option. Prerequisites: Exit or exemption from Learning Support English and Reading.

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**ORIENTATION (Division of Social Sciences)****ORNT 1100 Seminar in Personal and Academic Dev.****1-0-1**

ORNT 1100 is designed to enhance students' personal development and to provide students with a holistic understanding of what college requires. Students explore academic majors, career opportunities, and affective issues related to personality, learning strategies and academic performance. This course must be completed by the end of the second semester of enrollment. No prerequisite.

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## **PHILOSOPHY (Division of Humanities and Fine Arts)**

### **PHIL 2201 Survey of Philosophy**

**3-0-3**

This course is designed to introduce students to problems which are basic to human existence, thereby enhancing students' awareness of themselves and their world. Main currents in contemporary philosophy are examined in light of their historical origins as related to the arts, sciences and religion. Prerequisites: Exit or exemption from Learning Support Reading and English.

### **PHIL 2210 Logic and Critical Thinking**

**3-0-3**

This course provides for the development of practical, symbolic logical skills with emphasis on the composition of argumentative essays. Students study logical definitions, fallacious and deceptive arguments. Assigned readings are selected from a variety of contemporary social, cultural and political issues as well as from classic western philosophers. Prerequisites: Exit or exemption from Learning Support Reading and English.

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## **PHYSICAL EDUCATION (Division of Social Sciences)**

### **PHED 1101 Wellness**

**3-0-3**

This course presents a holistic approach to wellness with emphasis on nutrition, exercise, and coping with stress. No prerequisite.

### **PHED Activity Courses**

**0-2-2**

These courses include skill development in the sport and an overview of the history of the sport. For students requiring restrictive activity, as recommended by a physician, appropriate modifications of the activity will be made. No prerequisite.

- 1110 Bowling I
- 1111 Archery
- 1112 Badminton
- 1113 Basketball
- 1114 Tennis for Beginners
- 1115 Softball
- 1116 Volleyball
- 1117 Figure Control
- 1118 Touch Football
- 1119 Golf
- 1122 Bodybuilding
- 1123 Dance
- 1125 Fundamentals of Track
- 1129 Tennis II (Intermediate)

## **PHED Physical Fitness Courses**

**0-2-2**

These courses examine the benefits of a healthy lifestyle and aerobic and anaerobic activities that promote physical and cardiovascular fitness. No prerequisite.

1126 Physical Fitness I

1127 Physical Fitness II

1128 Physical Fitness III

## **PHED 1133 Adaptive Physical Education**

**0-3-3**

This course is designed for students requiring restrictive activity as recommended by a physician. Remedial exercises or corrective physical education is provided for students needing limited activity, special exercises or resting positions under supervision for specific conditions. No prerequisite.

## **PHED 2101 Introduction to Physical Education and Health**

**3-0-3**

This course surveys the history, philosophy, objectives and scope of the field of physical education, and introduces career opportunities in physical education, health and recreation. No prerequisite.

## **PHED 2105 Concepts of Health and Safety**

**3-0-3**

This course explores methods of maintaining good physical health, safety in everyday living, and current critical health issues. No prerequisite.

## **PHED 2205 Leadership in HPER**

**3-0-3**

This course addresses management theories and philosophies as they apply to leadership positions in health, physical education, and recreation. Topics include control mechanisms, program development, and facility design. No prerequisite.

## **PHED 2230 Introduction to Community Recreation**

**3-0-3**

This course is an orientation to the principles of leadership, organizing community resources and collecting data necessary for determining the community's recreational philosophies. No prerequisite.

## **PHED 2231 Principles of Recreation in Modern Society**

**3-0-3**

This course presents the history, principles and techniques of recreational programs in contemporary society. No prerequisite.

## **PHED 2232 Personal and Community Health**

**3-0-3**

This course examines the physical, mental, and social aspects of personal and community health problems. No prerequisite.

## **PHED 2234 Early Childhood Health and Wellness**

**3-0-3**

The purpose of this course is to enable students to plan, organize and conduct a physical education program for children ages birth to five years. Specific guidelines for the physical activity of children of this age will be developed to address the unique characteristics and needs of the developing child. Students

will be provided background knowledge about physical education content, movement concepts and skill themes. They will also be provided with fitness concepts that can be taught to children ages birth to five years.. No prerequisite.

**PHED 2240 First Aid**

**3-0-3**

This course offers instruction in emergency first aid and CPR. Instruction is consistent with the American Red Cross requirements for certification. No prerequisite.

**PHED 2241 Sports Officiating**

**3-0-3**

This course presents rules, practices and skills for officiating in individual and team sports. No prerequisite.

**PHED 2242 Introduction to Body Mechanics**

**3-0-3**

This course provides the student with principles of fitness, including exercise, nutrition, diet, self-analysis, relaxation, posture movement, and sport activity analysis. No prerequisite.

**PHED 2243 Seminar on Recreation**

**3-0-3**

This course is a study of recreation programs for children, adolescents, the disabled, and senior citizens. No prerequisite.

**PHED 2252 Recreational Internship**

**0-3-3**

In this course students obtain practical training and experience through placement in recreational facilities and programs. No prerequisite.

**PHED 2253 Low-Organized Games**

**3-0-3**

This course provides instruction and practice in the basic skills, techniques, and materials used in lead-up activities for elementary grades. No prerequisite.

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**PHYSICAL SCIENCE (Division of Natural Sciences)**

**PHYS 1011 Physical Science I**

**3-0-3**

Physical science is presented from a historical and humanistic viewpoint for non-science majors. Emphasis is placed on the study of basic concepts using a minimum of mathematics. Topics include fundamental concepts from physics, chemistry and astronomy. Prerequisite: Exit or exemption from Learning Support Reading and Math. Corequisite: PLAB 1011.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PHYS 1010 and PLAB 1010. PHYS 1011 cannot be repeated for credit if taken to satisfy a CPC requirement.

**PLAB 1011 Physical Science I Lab**

**0-2-1**

This is the laboratory component of PHYS 1011. Lab experiments and activities include: scientific measurement, data analysis, force, velocity, acceleration,

Kepler's Law and Planetary Motion, and Hubble's Law. Prerequisite: Exit or exemption from Learning Support Reading and Math. Corequisite: PHYS 1011.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PLAB 1010. PHYS 1011 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **PHYS 1012 Physical Science II** **3-0-3**

This course is a continuation of Physical Science I. Topics include: wave motion, electromagnetism, atomic theory, structure of matter, quantum theory and nuclear physics. Also included is a study of man's relationship with his environment, with emphasis on ecological problems. Prerequisite: Exit or exemption from Learning Support Reading and Math.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PHYS 1010 and PLAB 1010. PHYS 1012 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **PLAB 1012 Physical Science II Lab** **0-2-1**

This is the laboratory component of PHYS 1012. Lab experiments and activities include: wave motion, magnetic lines of force, Ohm's Law, reflection, refraction, lenses. Prerequisite: Exit or exemption from Learning Support Reading and Math; corequisite: PHYS 1012.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PLAB1010 and PLAB1012 cannot be repeated for credit if taken to satisfy a CPC requirement.

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## **PHYSICS (Division of Natural Sciences)**

### **PHYS 1111 General Physics I** **3-0-3**

This course provides an introduction to mechanics and heat. Subject matter includes systems of units, equilibrium, translational motion, Newton's law of motion, work, energy, momentum, circular motion, gravitation, harmonic motion, thermometry, calorimetry, heat transfer, and thermodynamics. Prerequisites: Exit or exemption from Learning Support English and Reading; MATH 1113 or permission of the instructor. Corequisite: PLAB 1111.

### **PLAB 1111 General Physics I Lab** **0-3-1**

This course is the lab component of PHYS 1111. Topics include data analysis, basic measurements, vectors, force, acceleration and velocity, friction, calorimetry and heat transfer. Prerequisite/corequisite: PHYS 1111 or permission of the instructor.

### **PHYS 1112 General Physics II**

**3-0-3**

A continuation of PHYS 1111, this course is an introduction to electromagnetic theory, optics, and modern physics. The subject matter includes electrostatic forces, potentials, electric current, DC and AC circuits, magnetic forces and fields, reflection and refraction of light, mirrors, lenses, interference, diffraction and polarization. The modern physics segment includes a brief description of relativity, atomic structure, and radioactivity. Prerequisite: MATH 1113, PHYS 1111, and PLAB 1111 or permission of the instructor.

### **PLAB 1112 General Physics II Lab**

**0-3-1**

This course is the lab component of PHYS 1112. Lab experiments include: Ohm's Law, DC circuits, meters, magnetic forces and fields, reflection and refraction of light, mirrors and lenses, spectrometry. Prerequisite: PHYS 1111 or permission of the instructor. Corequisite: PHYS 1112.

### **PHYS 2211 Principles of Physics I**

**3-0-3**

This course provides a calculus-based introduction to mechanics and thermodynamics. Subject matter includes: conditions of equilibrium, translational and rotational motion, Newton's laws of motion, gravitation, work, energy, harmonic oscillations, laws of thermodynamics, and simpler applications. Prerequisites: MATH 2201; PHYS 1112 or permission of the instructor. Corequisite: PLAB 2211.

### **PLAB 2211 Principles of Physics I Lab**

**0-3-1**

This is the lab component of PHYS 2211. Topics include system of units, velocity, harmonic oscillations, acceleration, forces, vectors, friction, calorimetry, heat transfer, and thermodynamics. Prerequisite and/or corequisite: PHYS 2211 or permission of the instructor.

### **PHYS 2212 Principles of Physics II**

**3-0-3**

This course, a continuation of PHYS 2211, provides a calculus-based introduction to electricity and magnetism, optics and modern physics. Subject matter includes: electrostatic fields and potential, circuit elements and their behavior, magnetic fields, DC and AC circuits, electromagnetic waves, mirrors and lenses, interference, diffraction and polarization. The modern physics segment includes relativity, quantum physics, and atomic and nuclear physics. Prerequisites: MATH 2202, PHYS 2211, or permission of the instructor. Corequisite: PLAB 2212.

### **PLAB 2212 Principles of Physics II Lab**

**0-3-1**

This course is the lab component of PHYS 2212. Topics include: circuit element, Ohms law, DC and AC circuits, magnetic forces and fields, mirrors and lenses, spectroscopy, simple applications of electronics, oscilloscope, atomic spectra, and radioactivity. Prerequisite: PHYS 2211 or permission of the instructor. Corequisite: PHYS 2212.

## **PHYS 2245 Introduction to Undergraduate Research Instrumentation**

**1-2-2**

This course includes a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology, solution preparation and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology, chemistry or physics course or permission of the instructor.

## **PHYS 2246 Topics in Science**

**1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology and earth systems science are discussed. Prerequisite: A grade of "C" or better in a 200-level biology, chemistry or physics course or permission of the instructor.

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## **POLITICAL SCIENCE (Division of Social Sciences)**

### **POLS 1101 American Government**

**3-0-3**

This course is a study of the American system of government with emphasis on the structure, functions, institutions, and processes for participation in the American political system. Attention is also focused on Georgia government. This course satisfies the state requirement for study of the United States and Georgia constitutions. (Students given college transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan College.) Prerequisite: Exit or exemption from Learning Support Reading.

### **POLS 1201 Honors American Government**

**3-0-3**

This course is a study of the American system of government focusing on the structure, institutions, functions and processes for participation in the American political system. Attention is also focused on Georgia government. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. (Students given college transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan College.) Prerequisites: Exit or exemption from Learning Support Reading, English and Mathematics.

**POLS 2101 Introduction to Political Science** **3-0-3**

This course provides an introduction to concepts and methods essential for an analysis of political systems. Prerequisites: Exit or exemption from Learning Support Reading and English.

**POLS 2103 Introduction to American Public Policy** **3-0-3**

This course examines the policy-making process in the United States and the politics of policy-making. Prerequisites: Exit or exemption from Learning Support Reading and English.

**POLS 2301 Introduction to Comparative Politics** **3-0-3**

This course presents a comparative analysis of the political systems of Western and non-Western countries. Emphasis is placed on the institutions, structures, and functions of diverse governments. Prerequisites: Exit or exemption from Learning Support Reading and English.

**POLS 2401 Global Issues** **3-0-3**

This course introduces the concepts, evolution, processes, and consequences of transnational politics. Prerequisites: Exit or exemption from Learning Support Reading and English.

**POLS 2601 Introduction to Public Administration** **3-0-3**

This course is an introduction to the study of the public bureaucracy and the roles of bureaucrats in the policy development and implementation process. Prerequisites: Exit or exemption from Learning Support Reading and English.

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**PSYCHOLOGY (Division of Social Sciences)**

**EDPY 2040 Educational Psychology** **3-0-3**

The application of psychological constructs and a review of psychological research related to learner characteristics, the educational environment, teaching practices and learning efficiency and effectiveness. This course focuses on constructs and research such as motivation, behavioral principles, observation and measurement of student behaviors related to academic and social learning, methods of measure application to the classroom, current research that defines best teaching practices and classroom management and disciplinary practices. Prerequisite: PSYC 1101 Introduction to General Psychology and/or EDUC 1105 Introduction to Foundations of Education in American Society or EDUC 2101 Introduction to Education.

**PSYC 1101 Introduction to General Psychology** **3-0-3**

This course provides a broad survey of the major topics in psychology, including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormality. Prerequisites: Exit or exemption from Learning Support Reading.



**PSYC 2101 Introduction to the Psychology of Adjustment 3-0-3**

This course consists of an introductory examination of the applied psychological theory and research concerning mental health and well-being. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.

**PSYC 2102 Psychology of Child Development 3-0-3**

This course provides an introduction to child development from birth to adolescence. The nature of developmental changes during infancy and childhood are discussed, as well as theory, research methods and the interpretation of empirical findings.. Prerequisites: Exit or exemption from Learning Support Reading English and Math.

**PSYC 2103 Human Growth and Development 3-0-3**

This course is an introductory, non laboratory-based examination of human development across the life span with emphasis on normal patterns of physical, cognitive, and social development. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.

**PSYC 2201 Honors Introduction to General Psychology 3-0-3**

This Honors course offers an intense examination of major historical and contemporary theories in psychology. Prerequisites: Exit or exemption from Learning Support Reading, English and Mathematics.

**PSYC 2211 Introduction to Abnormal Psychology 3-0-3**

This course emphasizes behavioral and mental disorders, their distribution, sources, symptoms, life history, and treatment. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.

**PSYC 2212 African American Psychology 3-0-3**

This course examines issues related to African American personality development and well-being, as well as social, psychological, political, and historical causes and consequences of racism, prejudice, bigotry, discrimination, and ethnocentrism. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.

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**READING (Division of Humanities and Fine Arts)****READ 0097 Reading Foundations I 4-0-4**

Reading 0097 is the first of two courses designed to improve students' academic reading skills. Emphasis is placed on dictionary usage, vocabulary in context, study skills, and literal and inferential comprehension. The course includes classroom instruction in addition to individualized computer laboratory assignments. No prerequisite. Institutional credit only.

**READ 0097E Reading Foundations I (ESL)****4-0-4**

Reading 0097E is the first of two courses intended for ESL students and designed to improve their academic reading skills. Difficulties for ESL students, such as comprehending the meaning of grammatical structures, idiomatic English, and common thought patterns of paragraphs, receive attention. Emphasis is placed on dictionary usage, vocabulary in context, study skills, and literal and inferential comprehension. The course includes classroom instruction in addition to individualized computer laboratory assignments. No prerequisite. Institutional credit only.

**READ 0099 Reading Foundations II****4-0-4**

Reading 0099 is an exit-level course designed to reinforce vocabulary, inference, critical reading and study skills. The course includes classroom instruction and individualized computer laboratory practice using computer-assisted instructional materials. Prerequisite: Reading 0097, or satisfactory score on the COMPASS Placement Examination. Institutional credit only.

**READ 0099E Reading Foundations II (ESL)****4-0-4**

Reading 0099E is an exit-level course intended for ESL students and designed to reinforce vocabulary, inference, critical reading skills, and study skills. Problems difficult for ESL students, such as idiomatic English, stylistic techniques, and structural patterns within longer texts, receive attention. Students examine assumptions and thinking that underlie passages and consider cultural contexts as part of meaning. The course includes classroom instruction and individualized laboratory practice using computer-assisted instructional materials. Prerequisite: Reading 0097E, or satisfactory score on the COMPASS Placement Examination. Institutional Credit Only.

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**REGENTS' TEST READING REMEDIATION (Division of Humanities and Fine Arts)****RGTR 0198 Regents' Reading Skills****3-0-3**

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). Major aspects of reading are emphasized: vocabulary in context, inferential and literal comprehension, and analysis. Prerequisites: No prerequisite. Institutional credit only.

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## **REGENTS' TEST ESSAY REMEDIATION (Division of Humanities and Fine Arts)**

### **RGTE 0199 Regents' Writing Skills**

**3-0-3**

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. Prerequisites: No prerequisite. Institutional credit only.

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## **RELIGION (Division of Humanities and Fine Arts)**

### **RELI 2201 Introduction to Religious Studies**

**3-0-3**

This course introduces the study of religion as a personal, cultural and cross-cultural phenomenon. Attention is given to the relationship between religious writings and religious beliefs, to the development of religious traditions, and to the impact of religious ideas on personal and social values in the United States. Prerequisites: Exit or exemption from Learning Support Reading and English.

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## **SOCIOLOGY (Division of Social Sciences)**

### **SOCI 1101 Introduction to Sociology**

**3-0-3**

This course surveys the discipline of sociology and its means of explaining patterns found in social behavior. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **SOCI 1160 Introduction to Social Problems**

**3-0-3**

This course presents data and theories to analyze selected major social problems confronting American society. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **SOCI 1201 Honors Introduction to Sociology**

**3-0-3**

This course provides an in-depth survey of the discipline of sociology. Topics include sociological theory, methods, and selected substantive issues. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. Prerequisite: Exit or exemption from Learning Support Reading, English and Mathematics.

### **SOCI 1206 Introduction to Gerontology**

**3-0-3**

This course is an introduction to the sociological study which examines institutional and social interactive factors involved in the process of aging in our society. Prerequisite: Exit or exemption from Learning Support Reading and English.

**SOCI 2201 Introduction to Urban Studies** **3-0-3**

This course offers an introduction to the study of: the process of urbanization and its consequences on people and society as seen by comparing lifestyles along the rural-urban continuum; the relationship of the emergence of the city to events of historical, social, and political economic significance; and the nature and solution of urban problems. Prerequisite: Exit or exemption from Learning Support Reading and English.

**SOCI 2216 Introduction to Urban Services** **3-0-3**

This course provides an overview of human and urban services, their role and delivery, and the types of agencies and their functions. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2217 Problems In Urban Life** **3-0-3**

This course is a study of selected topics and conditions in the urban environment with emphasis upon an analysis of contemporary problems in urban societies and possible solutions. Prerequisites: Exit or exemption from Learning Support Reading , English, and SOCI 2201.

**SOCI 2250 Society, Culture and Personality Stress** **3-0-3**

This course provides an introduction to social institutions as expressions of cultures, to patterns and quality of social relationships evolved through institutions, and to their influences on personality status. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2283 Introduction to Human Sexuality** **3-0-3**

This course introduces psychological, social, and cultural dimensions of human sexuality through study of religious philosophies and the theories and findings of both natural science (biology) and the social and behavioral sciences (anthropology, sociology, and psychology). Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2293 Introduction to Marriage and the Family** **3-0-3**

This course offers an introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCIAL SCIENCE (Division of Social Sciences)**

**SOSC 1101 Introduction to the Social Sciences** **3-0-3**

This course is an introduction to the disciplines of the social sciences with emphasis on the distinctiveness and interconnections of the disciplines. Prerequisite: Exit or exemption from Learning Support Reading.

**SOSC 2101 Introduction to African American Studies 3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOSC 2125 Introduction to Social Science Research Methods 3-0-3**

This course provides a conceptual and practical introduction to social science research methods. Prerequisites: Exit or exemption from Learning Support Reading, English, and Mathematics.

**SOSC 2225 Statistics for the Social Sciences 3-0-3**

This course examines descriptive and inferential methods of statistical analysis with emphasis on the application and interpretation of statistics in social science disciplines. Prerequisite: MATH 1111.

**SOSC 2245 Introduction to Women's Studies 3-0-3**

This course examines the current status of theory and research on women's psychology, sociology, educational and economic experiences and behaviors. Emphasis is placed on class, racial, and ethnic variations in experience. Coverage includes historical perspectives, and issues of choice as they relate to stereotypes, status, psychological adjustment, and diversity in women. Gender differences and the theories advanced to understand such differences are evaluated critically. Prerequisites: Exit or exemption from Learning Support Reading, English and Math, PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology.

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**SOCIAL WORK (Division of Social Sciences)**

**SOWK 2000 Introduction to Social Work 3-0-3**

This course surveys the history and philosophy of social work and social services, as well as the methodology and techniques in case work, group work, and community organizations. Emphasis is placed on the various types of social workers, their duties and responsibilities. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOWK 2100 Introduction to Social Welfare 3-0-3**

This course provides an overview of the public welfare field, its origins, historical development, functions, and contemporary concerns. Emphasis is on the practice of social work in public and private welfare agencies. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOWK 2200 Human Behavior in the Social Environment 3-0-3**

This course represents a foundation for developing social work techniques and practices with individuals, families and groups. Students will examine human

behavioral theory and social institutional applications in current social welfare practices. The intent is to develop an initial working repertoire of social work skills used in various direct family and individual, clinical, and community practice applications. Prerequisites: Exit or exemption from Learning Support Reading and English and PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology, and SOWK 2000 Introduction to Social Work.

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## **SPANISH (Division of Humanities and Fine Arts)**

### **SPAN 1001 Elementary Spanish I**

**3-0-3**

This course is designed to introduce students to Spanish, using all four skills: listening, speaking, reading and writing. The culture of Spanish-speaking regions is integrated into the course. Prerequisite: Exit or exemption from Learning Support English and Reading. Not open to native speakers of Spanish. Note: This course will not meet degree requirements at some University System of Georgia institutions.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Foreign Language when cross-referenced as SPAN 1000 but cannot be repeated for credit.

### **SPAN 1002 Elementary Spanish II**

**3-0-3**

This course continues and completes the introduction of major grammatical points begun in SPAN 1001. All four language skills are included. Prerequisites: Exit or exemption from Learning Support Reading and English, and Spanish 1001, or one year of high school Spanish, or the equivalent. Not open to native speakers of Spanish.

### **SPAN 2001 Intermediate Spanish I**

**3-0-3**

This course is a continuation of SPAN 1002, with an emphasis on advanced grammar skills. Extensive speaking and reading comprehension are practiced. Prerequisite: SPAN 1002, or two years of high school Spanish, or the equivalent.

### **SPAN 2002 Intermediate Spanish II**

**3-0-3**

This course continues the work of SPAN 2001, including extensive practice in reading, writing and true conversational Spanish. Spanish culture is also emphasized. Outside readings are used. Prerequisite: SPAN 2001, or three years of high school Spanish, or the equivalent.

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## **THEATER (Division of Humanities and Fine Arts)**

### **THEA 1105 Performance Studies**

**3-0-3**

This course provides students with an opportunity to select, interpret and present various styles of prose and poetry. Presentational skills focus on voice and breath. No prerequisite.

**THEA 1100 Theater Appreciation****3-0-3**

This course provides a survey and critical appreciation of theater. It brings together historical perspectives, basic elements of theater, and critical analysis; emphasis is placed on developing a sense of theater aesthetics. No prerequisite.

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# **ARTICULATION AGREEMENTS**

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**SHAW UNIVERSITY**

**CLARK-ATLANTA UNIVERSITY**

**SPELMAN COLLEGE**



## Articulation Agreements

### Shaw University

Atlanta Metropolitan College currently has an articulation agreement with Shaw University in Raleigh, North Carolina. Shaw University will recognize and give full credit and value to all associate degrees conferred by AMC and will accept into its own baccalaureate programs any student who holds an associate degree from Atlanta Metropolitan College. Students so accepted will be granted seventy (70) semester hours toward the baccalaureate degree and will be granted junior standing at Shaw University.

### Clark-Atlanta University

Students who earn an Associate of Arts or an Associate of Science degree from Atlanta Metropolitan College and who otherwise qualify for admission to Clark-Atlanta University will be admitted with junior standing provided: (1) student has a minimum cumulative grade-point average of 2.0; (2) student has earned a minimum of fifty-eight (58) semester hours of eligible transfer credit, which includes only courses in which a grade of "C" or better was earned; courses taken eight or more years previous to transfer will not be included in accepted transfer work; (3) student has completed the agreed upon program of courses that are deemed to be equivalent to CAU courses; and (4) student understands that he/she may need to complete additional prerequisites as required by the programs in which he/she enrolls at CAU. Listed below are the AMC courses that may be used to fulfill Clark-Atlanta's general education requirements:

	CLARK-ATLANTA'S REQUIREMENTS	EQUIVALENT AMC COURSES
English (2):	GED-E 105/106 (6 sh)	ENGL 1101/1102
Foreign Language (2)	Two courses in the same foreign language at the intermediate (200) level are required.	FREN 2001/2002 or SPAN 2001/2002
History (2)	HIS-C201 HIS-C202 HIS 211 HIS 212	HIST 2111 HIST 2112
Humanities (1)	ART-C 150 HUM-C 228 HUM-C 230 MUS-C 120 STAL-C 252	MUSC 1100 or ARAP 1100 HIST 1111 or HIST 1112 HUMA 1101 or 1102 ARTS 2201, 2202, 2203
Computer Literacy (2)	CIS-C 100	CSCI 1135

**CLARK-ATLANTA'S  
REQUIREMENTS****EQUIVALENT AMC  
COURSES**

## Literature (1)

ENG-C 201  
ENG-C 201  
A minimum grade of "C"  
is required in ENG-C 105  
and ENG-C 106 before  
enrolling in World  
Literature

ENGL 2111  
ENGL 2112

## Mathematics (2)

MAT-C 103  
MAT-C 104  
MAT-C 105  
MAT-C 106  
MAT 111  
MAT 112

MATH 1111/1112  
or  
MATH 1112/1113

## Philosophy/Religion

PHI-C 105  
PHI-C 221  
PHI-C 231  
PHI-C 421  
REL-C 101  
REL-C 103  
REL-C 104  
REL-C 211  
REL-C 250  
REL-C 251

PHIL 2201, 2210  
or RELI 2201

## Physical Education (1)

PED-C 101  
PED-C 102  
MSC 110  
NS 110  
NS111

Any PHED from 1110-  
1129

## Psychology (1)

PSY-C 211  
PSY-C 218

PSYC 1110

	<b>CLARK-ATLANTA'S REQUIREMENTS</b>	<b>EQUIVALENT AMC COURSES</b>
	EDU-C 301	
Science	BIO-C 101	BIOL 1101/BLAB 1102
	PHY 102	PHYS 1011/PLAB 1011
	BIO 111	BIOL 1121/BLAB 1121
	BIO 112	BIOL 1122/BLAB 1122
	CHE 111	CHEM 1121/CLAB 1121
	CHE 112	CHEM 1122/CLAB 1122
	PHY 111	PHYS 1111/PLAB 1111
	PHY 112	PHYS 1112/PLAB 1112
Social Science (1)	SOC-C 105	SOSC 1101 or SOCI
	PSC-C 106	1101
	ECO-C 107	SOCI 1160
		SOCI 2201
Speech (1)	STA-C 102	COMM 1100

## Spelman College

A student who earns an Associate of Arts or an Associate of Science degree from Atlanta Metropolitan College who otherwise qualifies for admission to Spelman College will be admitted with junior standing provided (1) the student has completed those general education courses deemed equivalent as indicated on the chart below, with the understanding that she may need to complete additional prerequisite work as required for the major programs in which she enrolls; and (2) only college level courses in which a student has earned a grade of "C" (2.00) or better will be accepted.

Upon transfer to Spelman, a student who has previously earned credit in a major that is offered at Spelman must meet with the chairperson of the major department to determine which courses are the equivalent of required courses in the major and will, therefore, count toward the major. Transfer course credits which are not accepted toward the major may count as general electives.

The holder of an associate degree from Atlanta Metropolitan College who elects to continue her studies toward a baccalaureate degree at Spelman College will be required to satisfy all program and degree requirements described in the Spelman College bulletin effective at the time of her initial enrollment at Spelman, including completion of at least thirty (30) semester hours at Spelman College. The student will be advised of those requirements at the time of entry.

Listed below are the Atlanta Metropolitan College courses that may be used to fulfill Spelman's general education requirements:

SPELMAN COLLEGE REQUIREMENTS	EQUIVALENT AMC COURSES
<b>Core Requirements:</b>	
AW 111 or 112, African Diaspora & the World (4 sh)	No equivalent
Computer Literacy (4 sh)	Computer Science, one of the following (3 sh):
	CSCI 1301 Computer Science I
	CSCI 1135 Introduction to Computers
Eng 103, First-Year Composition (4 sh)	ENGL 1101-1102, English Composition I & II (6 sh)
Foreign Language, 201-202 (8 sh)	FREN or SPAN 1001, 1002, 2001, 2002 (12 sh)
PE, Two activity courses (2-3 sh)	PHED 1101 -1133, Any two activity courses (4 sh)
SPELMAN COLLEGE REQUIREMENTS	EQUIVALENT AMC COURSES
MA 107, Contemporary Mathematics (4 sh) or MA 115 Precalculus I	MATH 1101, Mathematical Modeling (3 sh), or MATH 1111, College Algebra (3 sh) or MATH 1113, Precalculus (3 sh)

**SPELMAN COLLEGE  
REQUIREMENTS****EQUIVALENT AMC COURSES**

International or Women's Studies

*International Studies, one of the following (3 sh):*  
HIST 1112, World Civilization II  
HUMA 2000, Exploring Global Cultures  
POLS 2301, Introduction to Comparative Politics  
POLS 2401, Global Issues  
**Total 27**

**Divisional Requirements (one course in each area):****Humanities (4 sh)**

(Philosophy, Religion, Literature, or advanced course in Foreign Language literature, culture, or civilization)

*Humanities elective (1 course)*  
ENGL 2111 World Literature I  
ENGL 2112 World Literature II  
ENGL 2130 Survey of American Literary Experience  
HUMA 1101 Exploring Selected American Cultures  
HUMA 1102 African American Culture  
HUMA 2000 Exploring Global Cultures  
PHIL 2201 Survey of Philosophy  
PHIL 2210 Logic and Critical Thinking  
REL 2201 Introduction to Religious Studies

**Fine Arts (4 sh)**

(Art, Drama, Dance, Music)

*Fine Arts, one course (3 sh):*  
ARTS 1100, Art Appreciation  
ARTS 2211, The Creative Process  
MUSC 1100, Music Appreciation  
MUSC 1101, Fundamentals of Music  
THEA 1100, Theater Appreciation

**Social Sciences (4 sh)**

*Social Sciences:*  
*Government Requirement:*  
POLS 1101, American Government

*History Requirement, one of the following (3 sh):*  
HIS 2111 or 2211, United States History I or II

*Social Science Electives, two courses (6 sh):*  
ANTH 1102, Introduction to Anthropology  
ECON 1105, Introduction to Economics  
GEOG 1105, Intro. to World Regional Geography  
HIST 1111, World Civilization I  
HIST 1112, World Civilization II  
HIST 2111 or 2211, United States History I or II  
HIST 2113, Minorities in American History  
POLS 2101, Introduction to Political Science  
POLS 2401, Global Issues  
PSYC 1101, Introduction to General Psychology  
SOC1 1101, Introduction to Sociology

**SPELMAN COLLEGE  
REQUIREMENTS**

**EQUIVALENT AMC COURSES**

SOCI 1160, Introduction to Social Problems  
SOSC 1101, Introduction to the Social Sciences  
SOSC 2101, Introduction to African American Studies

**Natural Sciences (4 sh)**

*Science for Non-Science Majors (4 sh):  
(Choice of one 4-hour laboratory science course.  
Course= 3 hours; Lab= 1 hour)*

BIOL, BLAB 1101 or 1102, General Biology I or II  
BIOL, BLAB 1121 or 1122, Principles of Biology I or II  
CHEM, CLAB 1101 or 1102, General Chemistry I or II  
CHEM, CLAB 1121 or 1122, Principles of Chem. I or II  
GSCI, GSCL 1101 or 1102, General Science I or II  
PHYS, PLAB 1011 or 1012, Physical Science I or II  
PHYS, PLAB 1111 or 1112, General Physics I or II

*Science for Science Majors (4 sh):  
(Choice of one 4-hour laboratory science course.  
Course= 3 hours; Lab=1 hour.)*

BIOL, BLAB 1121, 1122, or 1123, Principles of  
Biology I, II, or III  
CHEM, CLAB 1121 or 1122, Principles of Chem. I or II  
PHYS, PLAB 1111 or 1112, General Physics I or II  
PHYS, PLAB 2211 or 2212, Principles of Physics I or II

**Total 22**

**Note:** A course may be listed in more than one category. However, it will be counted only one time.

# **THE UNIVERSITY SYSTEM OF GEORGIA**

The University System of Georgia includes all state-operated institutions of higher education in Georgia: four research universities, two regional universities, thirteen state universities, seven state colleges, and nine two-year colleges. These thirty-five (35) public institutions are located throughout the state. The System also supports one Independent Research Unit.

An eighteen-member constitutional board of regents governs the University System, which has been in operation since 1932. Appointments of board members are made by the governor and are subject to confirmation by the state Senate. Regular terms of board members are seven years.

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.

The overall programs and services of the University System are offered through three major components: instruction, public service/continuing education and research.

Instruction consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates. The degree programs range from traditional liberal arts studies to professional and other highly specialized studies.

Public service/continuing education consists of non-degree activities primarily and special types of college degree-credit courses. The non-degree activities include short courses, seminars and conferences. Typical college degree-credit courses are those offered through extension center programs and teacher education consortiums.

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.

The policies of the Board of Regents provide autonomy of a high degree for each institution. The executive head of each institution is the president, whose election is recommended by the chancellor and approved by the board.



## THE UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS

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Atlanta, Georgia 30303  
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Medical College of Georgia  
Augusta, Georgia 30912  
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University of Georgia  
Athens, Georgia 30602-1661  
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### Regional Universities

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Statesboro, Georgia 30460  
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Valdosta State University  
Valdosta, Georgia 31698  
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Savannah, Georgia 31419-1997  
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Marietta, Georgia 30060-2896  
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Tifton, Georgia 31794-2601  
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**NATALINE J. WOODS, Assistant Professor of Reading**

B.A. Mississippi Valley State University; M.A. Atlanta University; M.A. Clark Atlanta University.

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