

# ATLANTA METROPOLITAN STATE COLLEGE

*Bring Your Brilliance*



2022 – 2023  
CATALOG  
Volume 40

Atlanta Metropolitan State 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 State 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 State 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 State College agree to comply with all College rules and regulations and with any necessary changes in these rules and regulations.

Atlanta Metropolitan State 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.

# ACADEMIC CALENDAR 2022-2023

Fall 2022 Semester Calendar				
Events	A: Full-Term 15-Week	B: 1 <sup>st</sup> 8-Week Mini-Mester	C: 12-Week	D: 2 <sup>nd</sup> 8-Week Mini-Mester
Advisement & Registration	February 28			
Registration	March 7			
Tuition and Fee Payment Deadline	Aug. 12			
Classes Begin	Aug. 15	Aug. 15	Sept. 6	Oct. 3
Late Registration ( <i>Add/Drop</i> )	Aug. 15-19	Aug. 15-19	Sept. 6-9	Oct. 3-5
Attendance Verification (No-Show)	Aug. 22-23	Aug. 22-23	Sept. 12-13	Oct. 5-6
Reinstatement	Aug. 24-30	Aug. 24-30	Sept. 14-16	Oct. 7-11
Holiday (Labor Day)	Sept. 5	Sept. 5		
Midterm Exams	Sept. 29-Oct. 4	Sept. 6-8	Oct. 17-20	Oct. 31-Nov. 3
Midpoint ( <i>Last day to Withdraw without penalty</i> )	Oct. 12	Sept. 15	Oct. 27	Nov. 10
Thanksgiving Break (Holiday)	Nov. 24-25		Nov. 24-25	Nov. 24-25
Classes End	Dec. 1	Sept. 27	Dec. 1	Dec. 1
Final Exams	Dec. 2-8	Sept. 28-30	Dec. 2-8	Dec. 2-8

Spring 2023 Semester Calendar				
Events	A: Full-Term 15-Week	B: 1 <sup>st</sup> 8-Week Mini-Mester	C: 12-Week	D: 2 <sup>nd</sup> 8-Week Mini-Mester
Advisement Begins	Oct. 3			
Registration	Oct. 17			
Tuition and Fee Payment Deadline	Jan. 6			
Classes Begin	Jan. 9	Jan. 9	Jan. 30	Mar. 6
Late Registration ( <i>Add/Drop</i> )	Jan. 9-13	Jan. 9-13	Jan. 30-Feb. 3	Mar. 6-8
Holiday (Martin Luther King Jr. Day)	Jan. 16	Jan. 16		
Reinstatement	Jan. 19-25	Jan. 19-25	Feb. 8-10	Mar. 10
Attendance Verification (No-Show)	Jan. 17-18	Jan. 17-18	Feb. 6-7	Mar. 9
Midterm Exams	Feb. 22-27	Jan. 31-Feb. 2	Mar. 7-9	Mar. 22-24
Midpoint ( <i>Last day to Withdraw without penalty</i> )	Mar. 9	Feb. 9	Mar. 30	Apr. 7
Spring Break	Mar. 13-19			
Classes End	May 1	Feb. 24	May 1	May 1
Final Exams	May 2-4	Feb. 27-Mar. 3	May 2-4	May 2-4

Summer 2023 Semester Calendar				
Events	A: 10-Week	B: 1 <sup>st</sup> 5-Week Mini-Mester	C: 8-Week	D: 2 <sup>nd</sup> 5-Week Mini-Mester
Advisement Begins	Feb. 27			
Registration	Mar. 6			
Tuition and Fee Payment Deadline	May 12			
Classes Begin	May 15	May 15	May 30	Jun. 26
Late Registration ( <i>Add/Drop</i> )	May 15-19	May 15-19	May 30-Jun. 1	Jun. 26-28
Reinstatement	May 24-25	May 24-25	Jun. 6-7	Jul. 7-10
Holidays (College Closed)	May 29, Jun. 19, Jul. 4	May 30	July 4	July 4
Attendance Verification (No-Show)	May 22-23	May 22-23	Jun. 2-5	Jun. 5-6
Midterm Grading Period	Jun. 20-22	May 31-Jun.1	Jun. 26-27	Jul. 10-11
Midpoint ( <i>Last day to Withdraw without penalty</i> )	Jun. 26	Jun. 6	Jul. 5	Jul. 14
Classes End	Jul. 27	Jun. 20	Jul. 28	Jul. 27
Final Exams	Jul. 31-Aug. 3	Jun. 21-22	Jul. 31-Aug. 3	Jul. 31-Aug. 3

Tuition/Fees payment due at the time of registration. Dates subject to change without notice. See [atlm.edu/students/registrars-office](http://atlm.edu/students/registrars-office) for the most up-to-date information.

---

**TABLE OF CONTENTS**

---

<b>ACADEMIC CALENDAR 2022-2023.....</b>	<b>3</b>
<b>ABOUT AMSC .....</b>	<b>6</b>
HISTORY .....	7
MISSION STATEMENT .....	7
ACCREDITATION AND AUTHORITY.....	7
PROGRAMMATIC ACCREDITATIONS.....	7
LOCATION .....	7
FACILITIES .....	8
FOUNDATION .....	9
ATLANTA METROPOLITAN STATE COLLEGE FACULTY SENATE .....	10
DEPARTMENTAL DIRECTORY QUICK ACCESS GUIDE.....	11
<b>ADMISSIONS INFORMATION.....</b>	<b>12</b>
MISSION STATEMENT .....	13
GENERAL ADMISSIONS REQUIREMENTS.....	13
GENERAL ADMISSIONS POLICIES .....	13
ADMISSIONS REQUIREMENT OVERVIEW.....	16
ADMISSIONS APPEAL PROCESS .....	24
TESTING SERVICES.....	25
<b>FINANCIAL INFORMATION.....</b>	<b>26</b>
FINANCIAL OBLIGATIONS.....	27
TUITION.....	27
FEES AND EXPENSES.....	27
REFUNDS .....	29
<b>FINANCIAL AID.....</b>	<b>31</b>
OFFICE OF FINANCIAL AID.....	32
FINANCIAL AID POLICIES AND PROCEDURES .....	32
ELIBIGILITY REQUIREMENTS FOR FINANCIAL AID .....	32
COST OF ATTENDANCE BUDGETS .....	32
CREDIT BALANCES.....	33
ACADEMIC REQUIREMENTS FOR FINANCIAL AID .....	33
FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT.....	35
FINANCIAL AID PROGRAMS AND GRANTS .....	35
STUDENT LOANS .....	38
STATE FINANCIAL AID PROGRAMS .....	38
PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS & AWARDS .....	40
<b>STUDENT SERVICES .....</b>	<b>42</b>
GENERAL STUDENT SERVICES INFORMATION .....	43
COUNSELING, CAREER AND ACCESSIBILITY SERVICES .....	43
STUDENT COMPLAINT POLICY AND PROCESS .....	44
STUDENT LIFE AND LEADERSHIP.....	45
INTERNATIONAL STUDENT ADVISING.....	46
STUDENT COMMUNITY STANDARDS (STUDENT CONDUCT).....	46
OTHER STUDENT SERVICES.....	46
ALUMNI RELATIONS.....	46
<b>ACADEMIC INFORMATION .....</b>	<b>47</b>
GENERAL ACADEMIC INFORMATION.....	48
OFFICE OF THE REGISTRAR.....	48
STUDENT PRIVACY AND FERPA.....	49
UNITS OF CREDIT .....	49
DEFINITION OF CREDIT HOUR.....	49
DEFINITION OF INSTRUCTIONAL METHODS.....	49
ACADEMIC REGULATIONS .....	50
ACADEMIC HONORS/SCHOLARSHIP STANDARDS.....	54
REGISTRATION POLICIES AND PROCEDURES .....	56
NO SHOW REPORTING .....	57
WITHDRAWAL POLICIES .....	57
RE-ADMISSION OF FORMER STUDENTS.....	59
ACADEMIC RENEWAL POLICY .....	59
TRANSIENT STATUS REQUESTS .....	60
TRANSFER CREDIT POLICY .....	60

PRIOR LEARNING ASSESSMENT (PLA) .....	61
TUITION CLASSIFICATION AND AWARDING OUT-OF-STATE WAIVERS.....	63
LEARNING (COREQUISITE) SUPPORT .....	67
ACADEMIC SUPPORT SERVICES.....	70
ACADEMIC RECORDS .....	74
GRADUATION .....	75
AWARDING POSTHUMOUS DEGREE OR CERTIFICATE OF ATTENDANCE .....	77
FALSIFICATION OF INFORMATION .....	77
<b>ACADEMIC SCHOOLS .....</b>	<b>78</b>
SCHOOL OF BUSINESS AND TECHNOLOGY .....	79
SCHOOL OF SCIENCE AND HEALTH PROFESSIONS .....	79
SCHOOL OF SOCIAL SCIENCES AND HUMANITIES.....	80
<b>ACADEMIC PROGRAMS.....</b>	<b>82</b>
GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS .....	83
DEGREE DESIGNATIONS .....	83
CORE CURRICULUM REQUIREMENTS.....	85
<b>BACHELOR'S DEGREE PROGRAMS .....</b>	<b>89</b>
<b>TRANSFER PATHWAYS.....</b>	<b>104</b>
<b>CERTIFICATE PROGRAMS.....</b>	<b>120</b>
<b>COURSE DESCRIPTIONS .....</b>	<b>131</b>
<b>THE UNIVERSITY SYSTEM OF GEORGIA .....</b>	<b>203</b>
<b>FACULTY AND STAFF .....</b>	<b>206</b>
ADMINISTRATIVE OFFICES .....	207
CORPS OF INSTRUCTION .....	209

---

## ABOUT AMSC

---

- HISTORY
- MISSION STATEMENT
- ACCREDITATION AND AUTHORITY
- LOCATION
- FACILITIES
- FOUNDATION
- FACULTY SENATE
- DEPARTMENTAL DIRECTORY QUICK ACCESS GUIDE

## 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. The College, Atlanta Junior College, was accredited in 1976 by the Southern Association of Colleges and Schools (SACS). 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. The 1987-1988 academic year brought the decision to change the institution's name from Atlanta Junior College to Atlanta Metropolitan College (AMC), with the permanent transition becoming effective July 1, 1988. A new Health and Physical Education Complex was completed and occupied during the 1991-92 academic year. Additionally, the Student Center was completed during the fall 2000 semester. Fall 2009, Atlanta Metropolitan College opened its first instructional site at 34 Peachtree. On May 10, 2011, the Board of Regents approved a substantive and mission change for Atlanta Metropolitan College to move from Two-year college status to that of a State College. In its December 2011 annual meeting, SACS followed this action by approving an AMSC status change from a Level I to Level II institution, which authorized Atlanta Metropolitan State College to offer four-year programs and the bachelor's degree. In spring 2012, the Board of Regents of the University System of Georgia approved the name change of Atlanta Metropolitan College to that of Atlanta Metropolitan State College (AMSC).

## MISSION STATEMENT

Atlanta Metropolitan State College, an access institution of the University System of Georgia, educates students from diverse backgrounds by providing affordable, career-focused bachelor's and associate degree programs. The College offers student-centered instruction, civic/community engagement, and quality services that lead to the success of its inter-generational 21st century graduates.

## ACCREDITATION AND AUTHORITY

Atlanta Metropolitan State College is a State College (Category 1), governed by the Board of Regents of the University System of Georgia.

Atlanta Metropolitan State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), [www.sacscoc.org](http://www.sacscoc.org), to award the associate and baccalaureate degrees. Questions about the accreditation of Atlanta Metropolitan State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404)679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



## PROGRAMMATIC ACCREDITATIONS

Atlanta Metropolitan State College's business programs are accredited by the Accreditation Council for Business School and Programs (ACBSP) Southeastern Council - Region 3.

## LOCATION

The College is located within the City of Atlanta which boasts a metro Atlanta population of approximately 3.4 million, a thriving economy, and an international outlook with all the cultural resources of a thriving metropolitan area.

The College currently serves approximately 3,000 commuting students and is situated on a beautifully landscaped southwest Atlanta campus that is located ten minutes south of downtown Atlanta and fifteen minutes north of Hartsfield-Jackson International Airport.

Atlanta Metropolitan State 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 State 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 AMSC 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 including the following: the recently constructed Elridge W. McMillan Academic Sciences Building, the Science Lecture Building, the Academic Building, the Library/Administration Building, the Physical Education Complex, the Student Center Building, Student Success & Services Center Building, the historic Harmon House, the Central Energy Plant, Tennis Courts and Parking Lots in close proximity to classroom buildings, and expansive green spaces.





## FOUNDATION

The Atlanta Metropolitan College Foundation, Inc. is a Georgia non-profit corporation with the expressed purpose of receiving, investing, and administering private support for Atlanta Metropolitan State College (AMSC). A board of directors comprised of community, civic, corporate leaders and college administrators provide guidance for investing and managing charitable gifts to maximize the gift's value to the College. The AMC Foundation, Inc., a non-profit Tax-exempt Corporation, is organized under the laws of the state of Georgia and section 501c(3) of the Internal Revenue code of 1986 as amended, and serves as the principal fundraising organization for the receipt and management of all private gifts and contributions to and on behalf of Atlanta Metropolitan State College.

The Foundation operates for the express purpose of supporting Atlanta Metropolitan State College in fundraising, external friend building, establishing and building an endowment, and in addressing the academic priorities of the institution, while understanding and supporting AMSC's mission, goals, and priorities. The "Mission" of the Foundation is to support and enhance the College by encouraging charitable gifts from community, corporate, foundation, alumni, and friends leading to academic programs of excellence. This margin of excellence allows the college to build upon a growing reputation of quality and value beyond the traditional resources provided by state appropriations or student tuition and fees.

The Foundation serves as the college's gift receiving office for donors who wish to make charitable gifts to the Foundation on behalf of AMSC. For that reason, all checks, deeds, and negotiable instruments should be made payable to the AMC Foundation, Inc. The Foundation on behalf of Atlanta Metropolitan State College will provide a gift receipt suitable for tax purposes acknowledging each donor's gift. On behalf of Atlanta Metropolitan State College and the Atlanta Metropolitan College Foundation, Inc., "Thank You" for your continued support for the deserving students that attend this great institution.

### FOUNDATION OFFICERS

**Skip Vaughan, Chairman**

*Sr. Director Strategy-South Division  
Pepsi Beverages Company*

**Gita Hendessi Gardner, Vice Chair**

*President  
Hendessi & Associates, LLC.*

**Pamela D. Cross, Treasurer**

*VP, Sr. Community Development Manager  
Synovus*

**Tita Stewart, Secretary**

*Associate Vice President Amerigroup  
Community Care*

**Michael Montgomery**

*Director, Development & External Affairs  
Executive Director, AMC Foundation, Inc.  
Atlanta Metropolitan State College*

**Georj Lewis, Ed.D.**

*President  
Atlanta Metropolitan State College*

### FOUNDATION BOARD MEMBERS

**The Honorable Stacey Abrams**

*Attorney/CEO  
Sage Works, LLC*

**John O'Callaghan**

*President & CEO  
Atlanta Neighborhood Dev. Partnership*

**Veronica Adadevoh**

*Retired  
State Farm Insurance*

**Leisa Stafford**

*President, Alumni Association  
Atlanta Metropolitan State College*

**Janice Andrews**

*Affiliated with Various Board of Directors  
and Business Associations*

**Henry Thomas**

*Freedom Rider, Buffalo Soldier & Philanthropist*

**Sharmen Gowens**

*CEO  
YWCA of Greater Atlanta*

**Michael L. Thurmond**

*CEO  
DeKalb County Georgia*

**Nick Henry**

*Vice President for Fiscal Affairs  
Atlanta Metropolitan State College*

**Willie A. Watkins**

*CEO  
Willie A. Watkins Funeral Home, Inc.*

**Reginald Moore**

*Managing Associate  
Moore and Associates – Security Consultants, LLC*

**Dianne Wisner**

*Civic and Community Leader*

## ATLANTA METROPOLITAN STATE COLLEGE FACULTY SENATE

Faculty Senate Statute Revision & Recommendation- Amended by BOR 3.2.3, Policy Manual

The **purpose** of the Faculty Senate shall be to provide an orderly means of **recommending policy and any changes in policy**, except those mandated by the Board of Regents, to the president of the college and to the faculty. The Faculty Senate shall serve as the mechanism for shared governance at the college and shall be responsible for recommending revisions, approving, and amending the Atlanta Metropolitan State College Statutes. All meetings should comply with all applicable laws and regulations including the Georgia Open Records Act and the Georgia Open Meetings Act.

**As stipulated by section 3.2.3 of the Board of Regents' Policy Manual, the Faculty Senate "shall, subject to the approval of the president of the institution:**

1. Make statutes, rules, and regulations for its governance.
2. Provide committees as may be required.
3. Make statutes, rules, and regulations for students regarding admission, suspension, expulsion, classes, courses of study, the learning environment, and requirements for graduation; and,
4. **Make regulations necessary or proper for the maintenance of high educational standards.**

A copy of each institution's statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. Moreover, "The faculty shall have primary responsibility for those aspects of student life that relate to the educational process, subject to the approval of the President of the institution." The AMSC Faculty Senate By-Laws are available [here](#).

### Meetings

Meetings are held in Building 900 rooms 254-255 on the last Wednesday of every month (except May, and December).

### Faculty Senate Representatives in alphabetical order (2021-2023)

Dr. Leroy Baldwin, School of Social Science and Humanities

Prof. Gyuheui Choi, School of Science and Health Professions, Chair-Elect

Dr. Bryan Crawford, School of Science and Health Professions

Prof. Michelle Geisert, School of Social Science and Humanities, Secretary

Dr. Eze, Nwaogu, School of Business and Technology

Dr. Babatunde Onabanjo, School of Business and Technology, Chair

Dr. Larry Stewart, Criminal Justice, and Police Sciences Institute

Mr. Robert Quarles, Library

## DEPARTMENTAL DIRECTORY QUICK ACCESS GUIDE

For questions and clarifications about the information contained in the catalog, please contact the appropriate department listed below.

Department	Email Address	Phone Number
Admissions	<a href="mailto:admissions@atlm.edu">admissions@atlm.edu</a>	404.756.4004
Center for Academic Advising and Student Success (CAAS)	<a href="mailto:academicadvising@atlm.edu">academicadvising@atlm.edu</a>	404.756.4784
Dual Enrollment	<a href="mailto:dualenrollment@atlm.edu">dualenrollment@atlm.edu</a>	678.623.1298
Financial Aid	<a href="mailto:finaid@atlm.edu">finaid@atlm.edu</a>	404.756.4002 (Office) 404.756.4927 (Fax)
Human Resources	<a href="mailto:hr@atlm.edu">hr@atlm.edu</a>	404.756.4047 (Office) 404.756.4777 (Fax)
Library	<a href="mailto:library@atlm.edu">library@atlm.edu</a>	404.756.4010
Police Department	<a href="mailto:publicsafety@atlm.edu">publicsafety@atlm.edu</a>	404.756.4477 (Non-Emergency) 404.756.4040 (Emergency)
Registrar	<a href="mailto:registrar@atlm.edu">registrar@atlm.edu</a>	404.756.4001
School of Business & Technology	<a href="mailto:businesstechnology@atlm.edu">businesstechnology@atlm.edu</a>	404.756.4006
School of Sciences & Health Professions	<a href="mailto:Sciencehealthprofessions@atlm.edu">Sciencehealthprofessions@atlm.edu</a>	404.756.4025
School of Social Sciences & Humanities	<a href="mailto:socialsciencehumanities@atlm.edu">socialsciencehumanities@atlm.edu</a>	404.756.4033
Office of Student Success	<a href="mailto:studentsuccess@atlm.edu">studentsuccess@atlm.edu</a>	404.756.4443
Testing Services	<a href="mailto:testing@atlm.edu">testing@atlm.edu</a>	404.756.4783
Veteran Affairs	<a href="mailto:VeteranAffairs@atlm.edu">VeteranAffairs@atlm.edu</a>	678.623.1266
International Students	<a href="mailto:InternationalStudents@atlm.edu">InternationalStudents@atlm.edu</a>	404.756.4004

---

# ADMISSIONS INFORMATION

---

- **MISION STATEMENT**
  
- **GENERAL ADMISSIONS REQUIREMENTS**
  
- **GENERAL ADMISSIONS POLICIES**
  - **Admission by Presidential Exception**
  - **Immunization Policies and Guidelines**
  - **Lawful Presence Verification**
  - **Required High School Curriculum (RHSC)**
  
- **ADMISSIONS REQUIREMENTS OVERVIEW**
  - **Adult Learners/ (Non-Traditional Student)**
  - **Age 62 and Older Students**
  - **Beginning Freshman (First-year students)**
  - **Dual Enrollment Students**
  - **Home-Schooled Students**
  - **International Students**
  - **Online -Students**
  - **Post-Baccalaureate**
  - **Returning Students**
  - **Transfer Students**
  - **Transient Students**
  
- **ADMISSIONS APPEAL PROCESS**
  
- **TESTING SERVICES**

## MISSION STATEMENT

The Office of Recruitment & Admissions is dedicated to providing educational access to a diverse student population to acquire the knowledge and skills necessary to benefit from Atlanta Metropolitan State College's affordable, comprehensive array of academic programs which support the academic mission of the institution.

We aim to actively recruit, admit, enroll and sustain a qualified student body at various levels of college readiness, age categories, and backgrounds. The Office does this by providing outstanding student services, while ensuring effectiveness and efficiency.

The Atlanta Metropolitan State Office of Recruitment & Admission is located in the Student Services and Success Center (Building 650) at 1630 Metropolitan Parkway, Atlanta, GA. Our office hours during the fall and spring semester are Monday through Thursday, 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to 12:30 p.m. During summer semester, our office is closed on Friday. Telephone, (404) 756-4004.

## GENERAL ADMISSIONS REQUIREMENTS

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

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

1. A completed application
2. A \$20.00 non-refundable application fee (currently waived)
3. An official final high school transcript with date of graduation and/or copy of General Equivalency Diploma (GED)
4. Transcripts from all regionally accredited colleges and postsecondary institutions previously attended
5. Test Scores Optional (if student chooses to opt out of testing, corequisite remedial classes will be assigned for English 1101, math 1101 or math 1111)
6. Certificate of Immunization
7. Lawful Presence Verification

**Test score minimums below if applicants choose to submit official test scores:**

SAT English, Reading & Writing 24; Math 22

ACT = English 17; Math 17

ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

**All admissions documents should be submitted by the following priority dates:**

### TERMS

Fall . . . . . August 1

Spring . . . . . November 15

Summer . . . . . May 1

Submitted documents become the property of Atlanta Metropolitan State College and will not be returned or transferred to another institution.

A student's application is valid for three terms of entry, including the term marked initially on the application and the following two terms of entry.

**No application fee** is due at the time of application submission. Carefully review and complete all sections of the application, especially the residency information. Failure to answer questions correctly or provide information will delay and/or affect admission consideration.

## 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.

## GENERAL ADMISSIONS POLICIES

### Admission by Presidential Exception

In accordance with Board of Regents Policy 4.2.1.3, Atlanta Metropolitan State College may admit freshman applicants not meeting freshman requirements but showing evidence of college readiness using the following alternative categories.

### **Presidential Exceptions**

Each institution Presidents or his or her designee may grant exceptions to the Limited Admission requirements if the applicant shows promise for academic success and has at least a high school diploma or a state-issued high school equivalency diploma or certificate. Presidential Exceptions are included as part of the institution's maximum percentage for Limited Admission.

### **Limited Admissions Category**

In recognition of the fact that a limited number of applicants do not meet established standards but do demonstrate special potential for success, institutions are authorized to grant admission to a limited number of such applicants. Institutions shall establish minimum criteria for Limited Admission, which shall include the use of multiple measures whenever possible, such as interviews, portfolios, and records of experiential achievements. In addition, institutions shall require a high school diploma or state-issued high school equivalency diploma or certificate.

### **Immunization Policies and Guidelines**

**Certificate of Immunization:** In compliance with the Board of Regents Policy (BoR) 4.8.2 admitted applicants are required to submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria within the last ten years, varicella - (two doses), and hepatitis B - (three doses if student age eighteen at the time of admission). Students are advised to check with their health care provider to assure that immunizations are up to date. The Certificate of Immunization form will need to be completed and signed by the student's health care provider and return to Atlanta Metropolitan State College to satisfy this policy.

Applicants who have not been immunized for religious objections or for certified medical reasons may be exempt from the requirement. However, the applicant 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.

Applicants who are taking exclusively on-line courses may exempt the requirement by completing the Certificate of Immunization form and indicating taking only online courses. Please complete the Certificate of Immunization form appropriately including any exemptions and submit to the Office of Recruitment & Admissions. The Certificate of Immunization can be found on the website at [www.atlm.edu](http://www.atlm.edu) go to Admissions and click on Admissions Forms select *Certificate of Immunization*.

### **Board of Regents Policy (BoR) 4.8.1 Immunizations Against Disease During an Outbreak or Epidemic**

During an epidemic or a threatened epidemic of any disease preventable by immunization at a University System of Georgia (USG) institution, and when an emergency has been declared by appropriate health authorities of this State, the President of the institution, in conjunction with the Chancellor and appropriate health authorities, may promulgate rules and regulations specifying diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any USG institution or facility until valid evidence of immunization against the disease is presented or the epidemic or threat no longer constitutes a significant public health danger.

### **Board of Regents Policy (BoR) 4.8.2 Immunization Requirements for Students**

Each USG institution shall implement immunization requirements for all new students (first-year, transfers, and others) as directed by policy consistent with recommendations provided by the Advisory Committee on Immunization Practices, developed collaboratively by the Board of Regents of the University System of Georgia and the Division of Public Health of the Georgia Department of Human Resources. Such policies shall be on file in each institution's office of student affairs.

Each institution shall make information regarding required and recommended immunizations available to every new student, using information developed by the Division of Public Health in concert with the Office of Student Services of the Board of Regents of the University System of Georgia.

### **Lawful Presence Verification**

In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to Atlanta Metropolitan State College for Fall, 2011 semester or later and who seek to be classified as in-state for tuition purposes, will be required to provide validation of lawful presence in the United States. Students who do not satisfy Lawful Presence Verification will be classified as non-resident for tuition purposes and assessed based on out-of-state tuition rate.

### **How Can Students Verify Lawful Presence?**

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.

- All students may provide one of the following legal documents to the Office of Recruitment & Admissions to satisfy the lawful presence verification requirement.
  - A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy provided by the student is acceptable.
  - A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
  - A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
  - A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
  - A current U.S. Passport.
  - A current Driver's License/ID issued by the State of Georgia and valid for at least two years. A limited term license/ID is not acceptable.
  - A current ID issued by the State of Georgia.
  - A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet – A photocopy is not acceptable
  - A current, valid Permanent Resident Card (USCIS form I-151 or I-551).

### **Required High School Curriculum (RHSC)**

According to Board of Regents Policy 4.2.1.1, Freshman applicants must complete the 17 units of the USG's Required High School Curriculum (RHSC). Atlanta Metropolitan State College requires a minimum 2.0 high school grade point average (HSGPA), which is calculated on the RHSC units.

**The RHSC is comprised of the following 17 units:**

- **Four units of mathematics to include:**
  - One unit of Coordinate Algebra or Algebra I or the equivalent;
  - One unit of Analytic Geometry or Geometry or the equivalent;
  - One unit of Advanced Algebra or Algebra II or the equivalent; and,
  - One additional approved fourth mathematics unit.
- **Four units of English** which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
- **Four units of science** with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. The four units shall include the following for Georgia Public high school graduates:
  - One unit of Biology I or the equivalent;
  - One unit of Physical Science or Physics or the equivalent;
  - One unit of Chemistry, Earth Systems, Environmental Science, or an Advanced Placement or International Baccalaureate science course or the equivalent; and,
  - One additional approved science unit.
- **Three units of social science**, with at least one unit focusing on United States studies and one unit focusing on world studies.
- **Two units of the same foreign language** emphasizing speaking, listening and writing, or 2 units of American Sign Language, or 2 units of computer science emphasizing coding and programming.

The courses that satisfy the RHSC are provided on the USG's [Staying on Course](#) document.

## ADMISSIONS REQUIREMENT OVERVIEW

### REQUIREMENTS TO BE ADMITTED DIRECTLY INTO A BACHELOR'S DEGREE PROGRAMS

These criteria apply to freshman applicants and applicants who have not earned the equivalent of 30 semester hours of transferable credit. Applicants who are not of the traditional college-going age may be eligible for consideration under the requirements for non-traditional student admission.

#### Bachelor's Degrees

- Bachelor of Arts in Film and Entertainment Studies
- Bachelor of Business Administration with a major in Business Administration
- Bachelor of Science with a major in Organizational Leadership (eMajor)
- Bachelor of Science with a major in Biological Sciences
- Bachelor of Science with a major in Criminal Justice

#### **Admissions Requirements:**

- High School graduate from a regionally accredited high school or homeschool program accredited by one of the approved accrediting bodies.
- Completed the 17 units of the USG Required High School Curriculum (RHSC)
- Meet a minimum 2.0 GPA in the 17 units of the RHSC
- Meet a minimum test score listed below:

**SAT: English, Reading & Writing -24; Math 22**

**ACT: English 17; Math 17**

**ACCUPLACER: 237 Reading; 4 WritePlacer; 258 Math**

#### **Transfer Admissions Requirements**

Transfer students with fewer than 30 transferable semester hours or 45 quarter hours must meet freshman requirements listed above in Admissions Requirements.

All of the following minimum requirements must be met in order for an applicant to receive consideration as a transfer student to go directly into one of the Bachelor's Degree programs.

However, meeting them does not guarantee admissions into the Bachelor's Degree program cohort.

- Have a minimum 2.0 GPA in college level courses (excluding developmental/remedial courses) from all regionally accredited institutions attended.
- Be eligible to re-enroll at the last institution attended.
- Have completed all Required High School Curriculum (RHSC) and learning support coursework required by any USG institution.
- Arrange for all transcripts to be received directly by the Office of Recruitment & Admissions. Student copies of transcripts, official transcripts opened by the student, and fax copies are not acceptable.

#### Adult Learners/ (Non-Traditional Student)

**Definition:** A Student who has been out of high school at least five years and whose high school class graduated at least five years ago; holds a high school diploma OR GED; has not attended college OR if previously attended college, completed fewer than 30 transferable semester hours of college credits.

#### **APPLICATION PROCESS:**

An Adult Learner/Non-Traditional applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (Currently Waived)



- Official High School Transcript or GED
- Official transcripts from all colleges attended. Students should make arrangements with each college previously attended, whether credit was granted or not, to have a complete official transcript forwarded to Atlanta Metropolitan State, Office of Recruitment & Admissions.
- Test Scores Optional (if student chooses to opt out of ACCUPLACER testing, corequisite remedial classes will be assigned for English 1101 & math 1101 or math 1111).
- Certificate of Immunization
- Verification of Lawful Presence (Students seeking in-state tuition)

**Requirements:**

An Adult Learner/Non-Traditional applicant must meet the admissions requirements listed below:

- 2.0 GPA
- Test score minimums below if applicants choose to submit official test scores:

ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

**Age 62 and Older Students**

**Definition:** A student who is a Georgia Resident, 62 year of age or older at the time of registration may enroll as regular or auditing student in courses offered for credit on a “space available” basis without payment of fees, except for supplies, laboratory or shop fees.

**APPLICATION PROCESS:**

Students must be admitted to AMSC under an appropriate admission category: (Adult Learner; Beginning Freshman; Dual Enrollment; Homeschool; International; Post-Baccalaureate; Transfer, Transient) that student must apply for admission and comply with all admissions requirements and policies for the appropriate admissions category.

An Age 62 and Older applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (waived)
- Official High School Transcript
- Official Transcripts from ALL colleges or universities previously attended
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

**Requirements:**

Age 62 and Older applicants must be admitted to AMSC under an appropriate admission category. The applicant must apply for admission and comply with all admissions requirements and policies for the appropriate admission category: (Adult Learner; Beginning Freshman; Homeschool; Post-Baccalaureate; Transfer; Transient).

**Beginning Freshman**

**Definition:** A Student who has earned a high school diploma from an accredited school or earned the GED within the past five years and has never attended another college or university or who has less than 30 semester hours or 45 quarter hours of college credit.

**APPLICATION PROCESS:**

A freshman applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (Waived)
- Official High School Transcript or GED
- Official transcripts from all colleges attended (if you attended college as Dual Enrolled student)
- Test Scores Optional (if student chooses to opt out of testing, corequisite remedial classes will be assigned for English 1101, math 1101 or math 1111)
- Certificate of Immunization
- Verification of Lawful Presence (Students seeking in-state tuition)

**Requirements:**

A beginning freshman applicant must meet the admissions requirements listed below:

- 2.0 GPA in the 17 Required High School Curriculum (RHSC) Courses

- Test score minimums below if applicants choose to submit official test scores:

SAT English, Reading & Writing -24; Math 22

ACT = English 17; Math 17

ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

**Dual Enrollment Students**

**Definition:** A Student who is currently in high school 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade and wishes to take college courses. Completed courses would apply toward both high school and college credit.

You’ve performed well already in high school, and you’re ready for more. First step, notify your High School Counselor about your interest in Dual Enrollment. Your high school counselor has lots of information on becoming a dual enrollment student and can help you work through the process, including *identifying the courses you can take at Atlanta Metropolitan which will count towards your high school diploma.*

**APPLICATION PROCESS:**

A Dual Enrollment applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (Waived)
- Official High School Transcript (Your high school counselor can submit your transcript electronically through GA Futures).
- Submit Qualifying Minimum Test Scores
- Certificate of Immunization

**Requirements:**

A dual enrollment applicant must meet the admissions requirements listed below:

- 3.0 GPA on Required High School Curriculum (RHSC) Courses
- Meet qualifying minimum SAT/ ACT or ACCUPLACER scores listed below:

ACT	SAT	ACCUPLACER
Minimum composite score of 20	Minimum total score of 1050	237 Reading
17 English or Reading 17 Math	480 English, Reading & writing  440 Math	4 WritePlacer  258 Math

- **Dual Enrollment for Eligible 10th Graders:** Eligible 10<sup>th</sup> graders who meet the minimum 1200 SAT score or minimum 26 ACT composite score on the national test administration, may enroll in any approved courses listed on the Course Directory [https://www.usg.edu/student\\_affairs/assets/student\\_affairs/documents/Staying\\_on\\_Course.pdf](https://www.usg.edu/student_affairs/assets/student_affairs/documents/Staying_on_Course.pdf) at AMSC.
- **Complete and Submit the Dual Enrollment Funding Application**  
<https://tinyurl.com/2p8zpbvt> and the Parent Participation Agreement  
<https://tinyurl.com/2p97e54x> so, everyone is on the same page to assure that courses taken at Atlanta Metropolitan State will count towards your high school diploma.
- **For more information about Dual Enrollment in the State of Georgia, visit GA Futures GA Futures Dual Enrollment Website** <https://tinyurl.com/5xspt2w6>

**Application and Registration Deadline**

Fall Semester: June 15

Spring Semester: November 1

Summer Semester: April 15

For more information, please contact: Mr. Ivan McKee, Dual Enrollment Coordinator

Office of Recruitment & Admissions

Atlanta Metropolitan State College

1630 Metropolitan Parkway

Atlanta, GA 30310

Phone: (404) 756-4004

[imckee@atlm.edu](mailto:imckee@atlm.edu)

### **Homeschool Students**

**Definition:** A Student who completed high school graduation requirements under a home school program or who graduated from a non-accredited high school.

#### **APPLICATION PROCESS:**

A homeschool/ non-accredited high school applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (Waived)
- High School Course Transcript
- Portfolio of high school work that demonstrates completion of the Required High School Courses (RHSC)
- Curriculum Descriptions for Required High School Curriculum Units (see below)
- Official SAT or ACT Scores
- Test Scores: SAT English Reading & Writing - 24; SAT MAT - 22; or ACT Verbal - 17, ACT Math -17
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

#### **REQUIREMENTS:**

A homeschool applicant must meet the admissions requirements listed below:

- 2.0 GPA in the 17 Required High School Curriculum (RHSC) Courses
- Qualifying Test Scores

SAT = English Reading & Writing 24, Math 22

ACT = Verbal 17, Math 17

Required High School Curriculum Units (RHSC)

- 4 units of English
- 4 units of mathematics
- 4 units of science
- 3 units of social science, with at least one unit focusing on United States studies and one unit focusing on world studies
- 2 units of the same foreign language

The University System of Georgia Office of Student Affairs maintains a complete list of courses that can be used to satisfy RHSC requirements and can be found at this link: [Staying on Course](#).

Curriculum descriptions for RHSC units must include:

- Course title
- Course description
- List of course learning materials, including textbooks and software
- Course credit
- Year completed
- Grade earned
- Unit Source (public school, private school, correspondence program, or home generate curriculum)

### **ALTERNATIVE REQUIREMENTS FOR HOME-SCHOOLED STUDENTS AND GRADUATES OF NON-ACCREDITED HIGH SCHOOLS**

Home-schooled students will be considered deficient in all Required High School 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 RHSC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the RHSC areas at the College preparatory level may be used in lieu of Carnegie unit requirements of the RHSC.

A student who has completed the equivalent of each of the RHSC areas as documented by a portfolio of work and/or other evidence that substantiates RHSC 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 RHSC 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 RHSC completion may be admitted on the same basis and with the same conditions as other students with RHSC deficiencies.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in an RHSC area will be considered to have demonstrated equivalent RHSC 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.

### International Students

**Definition:** Atlanta Metropolitan State College welcomes international students looking to study in the United States. A student is considered an international student, if they meet any of the conditions listed below:

- You are living outside the United States and will require an F-1 (student) visa to study in the United States.
- You are not a U.S. citizen or permanent resident and are currently studying in the United States on an F-1 (student) Visa and wish to transfer to Atlanta Metropolitan State College.
- You are currently in the United States on some other type of visa and want to change your status to an F-1 (student) Visa.

The Office of Recruitment & Admissions will guide you through the submission of documents and the completion of your file and determine your admissibility to Atlanta Metropolitan State College.

Once you have been admitted, you will receive an email from the Office of the Registrar with the next steps on requesting Form I-20 (F-1 Students).

### **APPLICATION PROCESS:**

1. Complete and submit the admissions application (go to website [atlm.edu](http://atlm.edu) and apply)
2. \$20.00 non-refundable application fee (currently waived)
3. Certificate of Immunization
4. Submit proof of high school completion.
  - a. **Professional evaluations required showing the equivalent of a U. S. High School Diploma. The list of professional evaluators is available on the website.**
5. Official transcript from all colleges attended. Translated and evaluated course-by-course transcript evaluations.
  - a. **Professional evaluations required. The list of professional evaluators is available on the website.**
6. Proof of English Language Proficiency for applicants whose first language is not English.
7. TOEFL Scores or IELTS for all non-native speakers of English
8. SAT/ACT -(meet minimum scores) -SAT 24 English, reading & writing; ACT 17 English or Reading
9. Copy of Valid Passport
10. Copy of Current Visa
11. Local Emergency Contact. International Student Identification and Contact Information (provides applicant's identification information, current U.S., Address (if any), E-Mail Address, current phone number, and Home Country Address). Forms available on the website.
12. Statement of Finance showing \$27,500 USD-this must be official, no copies, and not greater than 90 days old on bank letterhead.
  - a. **An International Student Financial Statement Form (provides applicant identification information, names of dependents who will accompany the applicant to the United States, names of sponsors who will provide financial support, and the name of a contact person in the United States who may assist applicant with receiving and sending information).**
13. A Letter of Support from Sponsor(s) (confirms that the sponsor is committed to providing financial support to the applicant)

14. Bank Letter (s) (verifies the amount of money sponsors have available to support the applicant for two semesters). Must be an original letter on company letterhead stating account holder's name, personal account, when open and current status and funds in U.S. Dollars.
15. An International Student Transfer Form (provides release of I-20 from college or university where applicant is currently a student).

**Requirements:**

An international student applicant must meet the admissions requirements listed below:

1. Have the equivalency of an academic high diploma in the United States.
  - a. **Send copies of diplomas, leaving certificates, examination certificates, and degrees earned to Atlanta Metropolitan State College.**
  - b. **Prior Official Translated and Evaluated College Transcripts**  
(Applicants who have graduated from a non-US accredited high school and/or college should contact a NACES.org evaluator or Lisano International for a professional evaluation.  
Please request a document-by-document evaluation which must include a GPA calculation for high school transcripts and a course-by-course by course evaluation for college credentials).
2. Have sufficient English proficiency
  - a. **Proof of English Language Proficiency for all non-native speakers of English; TOEFL Scores or IELTS for all non-native speakers of English**
3. SAT/ACT-must meet minimum scores
4. Have proof of financial support to study for one year.
  - a. **Statement of Finance showing \$27,500 USD this must be official, no copies, and not greater than 90 days old on bank stationery/letterhead**
5. Have a current Passport
6. Provide Local Emergency Contact
  - a. Provide Home Country Address
7. Certificate of Immunization

**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). 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.
- It is important that the applicant have a United States mailing address at the time of registration.
- As a non-residential College, Atlanta Metropolitan State 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 State 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.
- Direct all correspondence regarding admission for non-U.S. citizen applicants to the Office of Recruitment & Admissions at Atlanta Metropolitan State College, 404-756-4004 or email us at [admissions@atlm.edu](mailto:admissions@atlm.edu).

**Online Students**

**Definition:** A student enrolled in course/s at Atlanta Metropolitan State College (AMSC), but participates in a location that is physically separate from the professor. The Online courses are conducted through the internet and allow student/professor interaction. Communication options include email, live chat rooms and message boards. AMSC currently offers over 180 online courses and two Associate degree programs online: General Studies and Business Administration.

**APPLICATION PROCESS:**

Students must be admitted to AMSC under an appropriate admission category: (Adult Learner; Beginning Freshman; Dual Enrollment; Homeschool; International; Post-Baccalaureate; Transfer, Transient) that student must apply for admission and comply with all admissions requirements and policies for the appropriate admission category.

An Online applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (waived)
- Official High School Transcript
- Official Transcripts from ALL colleges or universities previously attended
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

**Requirements:**

On-line applicants must be admitted to AMSC under an appropriate admission category. The applicant must apply for admission and comply with all admissions requirements and policies for the appropriate admission category: (Adult Learner; Beginning Freshman; Dual Enrollment; Homeschool; International; Post-Baccalaureate; Transfer; Transient).

Atlanta Metropolitan State offers a variety of online courses and programs. Go to the this link for more information:  
<https://www.atlm.edu/students/testing-services.aspx>

**Post-Baccalaureate Students**

**Definition:** A Student who has earned a Bachelor's Degree or Higher from a regionally accredited college or university recognized by the University System of Georgia and will not be working toward another degree.

If you already have a bachelor's degree from an accredited college or university and do not wish to complete the requirements for a certificate, associate's, or second baccalaureate degree, you may be admitted to Atlanta Metropolitan in the post-baccalaureate category.

**APPLICATION PROCESS:**

A post-baccalaureate applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (Waived)
- Official college transcript showing the Bachelor's or higher degree with graduation date
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

**Requirements:**

A post-baccalaureate applicant must meet admissions requirements listed below:

- Official college transcript showing the Bachelor's or higher degree graduate date

**Returning Students**

**Definition:** A Returning AMSC Student who has not enrolled at Atlanta Metropolitan for three or more consecutive semesters.

**APPLICATION PROCESS**

A readmit applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (waived)
- Official Transcripts from ALL colleges or universities if you enrolled since leaving Atlanta Metropolitan
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

**Requirements:**

A Returning applicant must meet the requirement listed below:

- Good academic standing at AMSC when last attended
- If you were previously on *academic dismissal* at Atlanta Metropolitan, you must email Center for Academic Advising and Student Success (CAAS) to request information on reinstatement.
- Email address for Center for Academic Advising and Student Success: [advising@atlm.edu](mailto:advising@atlm.edu)

### CHECK ADMISSION STATUS

[https://atlm.gabest.usg.edu/pls/B610/bwskalog.P\\_DisplLoginNon](https://atlm.gabest.usg.edu/pls/B610/bwskalog.P_DisplLoginNon)

### Readmissions Application Deadline Information:

Fall Deadline: July 15

Spring Deadline: November 15

Summer Deadline: June 1

### Transfer Students

**Definition:** A Student who has attended another college or university before enrolling at Atlanta Metropolitan State College and earned a minimum of 30 transferable credits.

### APPLICATION PROCESS

A transfer applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (waived)
- Official Transcripts from ALL colleges or universities previously attended
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)
- Transfer students with fewer than 30 transferable semester hours must also submit official high school transcripts

### Requirements:

A transfer applicant must meet the admissions requirement listed below:

- Good academic standing at last institution attended
- 2.0 or higher transferable GPA
- Transfer students with fewer than 30 transferable semester hours must also meet beginning freshman requirements

### Transient Student

**Definition:** A Student who is currently attending another college or university and wishes to attend Atlanta Metropolitan State College (AMSC) for one semester as a guest student and then return to their home institution and apply course work taken at AMSC to satisfy requirements at their home institution.

### APPLICATION PROCESS:

A transient applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$20 Non-Refundable Application Fee (waived)
- Letter of Good Standing or Transient Permission from home institution
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

### Requirements:

A transient applicant must meet the admissions requirements listed below:

- Letter of Good Standing or Transient Permission from home institution

- It is the Transient Student's responsibility to ensure that courses taken at Atlanta Metropolitan State College (AMSC) will transfer back to his/her Home institution before enrolling.
- Therefore, the Transient Student must be advised at their Home institution prior to registering for courses at Atlanta Metropolitan State College.

Visiting Transient Students to AMSC must be prepared to pay for all registered courses at the time of registration. Contact the Financial Aid Office at your home institution for assistance.

**(Financial Aid for Transient Students)** <https://www.atlm.edu/academics/transient-students.aspx>

### **Financial Aid Procedure for Transient Students Visiting AMSC for One Semester from Other Institutions**

Federal regulations stipulate that a student cannot receive federal aid (Pell and Direct Student Loans) at more than one institution within the same semester/quarter.

1. Students attending Atlanta Metropolitan State College (AMSC) as "Transient Student" must submit a "Consortium Agreement" from your "Home institution" to AMSC Financial Aid Office. Students must be registered for classes before the agreement form is completed and sent to the "Home institution".

Generally Transient Students are not eligible for Federal student aid from Atlanta Metropolitan State College (AMSC). However, a Transient Student, who is a HOPE scholar, may be eligible.

A Transient Student is limited to a combined 15 hours from both institutions to receive funds.

- a. A separate HOPE transient agreement will be completed by the "home" institution for students who are eligible for HOPE scholarship. Contact the Financial Aid Office at your home institution for assistance.
- b. Once Transient Student provides the Consortium Agreement to Atlanta Metropolitan State College's Financial Aid Office-AMSC will complete and return the Consortium Agreement to the student's home institution. The home institution will be responsible for awarding any federal aid the student is eligible to receive at the home school. AMSC will not award and disburse funds for the student.
- c. The home institution will be responsible for processing any eligible refunds during its regular refund cycle.

If a Transient Student decides to remain at Atlanta Metropolitan State College within a degree program, that student must apply for admission and comply with all admissions requirements and policies for the appropriate enrollment category.

## **ADMISSIONS APPEAL PROCESS**

In accordance with Board of Regents (BoR) Policy 4.2.3.3: Right to Refuse Admission, an applicant may be declared eligible for admission, registration, enrollment, or re-enrollment at a USG institution only after satisfying all requirements established by the USG and the institution concerned.

The institution shall have the right to examine and appraise the character, personality, and qualifications of the applicant. In order that this examination and appraisal may be made, the applicant shall furnish to the institution such biographical and other information, including references, as may be required.

### **Admissions Committee Screening Criteria**

The purpose of the Admissions Committee is to help maintain a safe campus environment and to assist students in progressing and achieving their academic goals at AMSC. Applicants for admission and readmission must specifically disclose all convictions of criminal offenses, other than minor traffic violations and all criminal charges pending against them as part of the application process. Similarly, all such applicants must disclose any academic/disciplinary misconduct suspensions or dismissals by any other institution on the official transcript.

If the applicant is academically admissible, the following factors, and the applicant's explanatory appeal statement will be considered to determine whether the applicant may be admitted: Number of criminal convictions; Date(s) of arrest and conviction; Whether the crime involved violence against persons or property; Terms or conditions of any plea, penalty, punishment, sentence, probation, or parole; Information as to the applicant's activities since the date of the arrest/conviction. Similarly, academic/disciplinary misconduct standing are factors taken into consideration for applicants being reviewed for admission. All stipulations must be satisfied associated with



academic/disciplinary misconduct status that would prevent the applicant from re-enrolling at a previously attended high school, college or university.

### **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.

## **TESTING SERVICES**

Atlanta Metropolitan State College's Office of Testing Services offers a range of testing services including college placement exams, and proctored exams for AMSC students. AMSC's Testing Office is a member of the National College Testing Association, the Georgia College Testing Association and is also a participant in the Consortium of College Testing Centers. Please refer to the college's website for the current list of testing programs.

### **ACCUPLACER PLACEMENT TESTING**

ACCUPLACER is a suite of computer-adaptive placement tests that measures students' knowledge in math, reading and writing as they prepare to enroll in college-level courses. Placement scores help academic advisors recommend courses that are appropriate for students based on their strengths and needs in each subject area.

Performance on this exam will determine the ability or inability to enroll in college level courses. Proof of payment may be required prior to testing. All examinees must show a valid ID before taking the ACCUPLACER exam.

### **REMOTE ACCUPLACER TESTING**

Applicants who live outside the commuting distance of the Atlanta Metropolitan area should contact the Office of Testing Services to request to take the ACCUPLACER off-campus.

### **CONSORTIUM (EXTERNAL) PROCTORED TESTING**

The Office of Testing Services administers proctored examinations for non-AMSC students enrolled in distance learning courses, and for businesses/government agencies. Appointments are required. Please contact the Office of Testing Services for all inquiries concerning Consortium/Proctored Testing. Testing fees must be paid in advance and are non-refundable. Proof of payment and a valid ID are required prior to testing.

#### **Test Administration**

It is mandatory that all examinees provide valid, government - issued identification, such as a driver's license, military ID or passport. School ID is only accepted if it is current. An ID that is expired will not be accepted. A valid ID must not be expired, have a signature, and a recent picture. Prospective students may be asked to provide an exam admit card and a printed copy of payment receipt. Testing fees must be paid in advance and are non-refundable. Examinees that may require a calculator may only use the calculator permitted by the test vendor.

---

# FINANCIAL INFORMATION

---

- FINANCIAL OBLIGATIONS
- TUITION
- FEES AND EXPENSES
- REFUNDS

## FINANCIAL OBLIGATIONS

Atlanta Metropolitan State 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 any time. A student is not considered officially registered at the College until all fees have been paid. All tuition and fees are due and payable on or before the last day of the drop/add period for the specific academic term. Tuition and fees can be paid with cash, check, certified check, money order, credit card or approved financial aid. A student can pay by credit card by logging into his or her Banner student account to make credit card payment online. Students may visit the Bursar's Office and use the available secured computers to log into their Banner student account to make credit card payment online.

Any student who is delinquent in the payment of tuition and fees will be dropped from class rolls and will have transcripts of records withheld, and will not be allowed to register at the College for a new semester until the delinquency has been cleared. Accounts receivable for tuition and fees are established while waiting for financial aid funds or scholarship funds from third parties on behalf of the student. Students who have not paid or who have not received a notice of financial aid award by the "add/drop" date will be dropped from class rolls.

Students whose fees are guaranteed and will be paid by an outside agency or third party must have documented agreement with the institution. Those without documented agreement by the "add/drop" date will be dropped from class rolls. All billing information is available online and students are responsible for viewing this information prior to the established fee payment deadlines each semester. Students may check their billing balance at the Bursar's Office.

## TUITION

### In-State Tuition

The tuition structure for Georgia residents for the 2022-2023 academic year is as follows:

1 - 14 credits hours \$101.07 per semester credit hour  
15 or more credit hours \$1,516.00 per semester

### Out-of-State Tuition

Non-residents of Georgia are charged out-of-state tuition. The tuition structure for non-residents for the 2022-2023 academic year is as follows:

1 - 14 credits hours \$377.13 per semester credit hour  
15 or more credit hours \$5,657.00 per semester

eMajor Tuition Rates - \$199.00 per credit hour, plus mandatory fees

Online Tuition Rates - \$101.07 per credit hour, plus mandatory fees

eCore Tuition Rates - \$159.00 per credit hour, plus mandatory fees

For current detailed information, students should refer to the Tuition and Fees link on the Atlanta Metropolitan State College website, [www.atlm.edu](http://www.atlm.edu).

## FEES AND EXPENSES

### ACCUPLACER Test

The ACCUPLACER Test fee is \$20 for students and \$50 for non-students.

### CLEP Test Fee

The CLEP test fee is \$25.

### Consortium Exam Fee

The consortium exam fee is \$50.

### eCore Test Administration Fee

A \$25 fee is assessed for eCore test administration.

### External Proctored Exam Fee

The external proctored exam fee is \$50.

### GA Constitution Exam Fee

The GA Constitution exam fee is \$20.

#### GA History Exam Fee

The GA History exam fee is \$20.

#### Graduation Fee

A \$35.00 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.

#### Identification Card Replacement Fee

Students are issued a one-time Trailblazer identification (ID) card at no cost. There is a \$20.00 replacement fee for all lost ID cards. To replace lost ID cards, students should go to the Card Services office.

#### Lab Fee

The Lab Fee is up to \$35.00 per laboratory science course. The Lab Fee is charged up to \$35 per course as noted on the detailed class information area.

#### Late Registration Fee

The late registration fee is \$50.00. This fee is non-refundable.

#### MAT Test Fee

The MAT test fee is \$100.

#### New Student Orientation Fee

The new student orientation fee is \$75.

#### Parking Fines

Cars illegally parked on the Atlanta Metropolitan State College campus will be ticketed. Fines must be paid promptly at the cashier's window in the Business Office. Vehicles that do not have a parking decal or are parked illegally are subject to being towed at owners' expense.

#### Placement Test Score Report Fee

The placement test score report fee is \$20.

#### POST Exam Fee-Employer

The POST exam fee for an employer is \$20.

#### POST Exam Fee-Non Employer

The PST exam fee for a non employer is \$50.

#### Public Safety Background Report Fee

The public safety background report fee is \$10 for students and \$15 for students.

#### Replacement Diploma Fee

The replacement diploma fee is \$25.

#### Returned Check Penalty Charge

AMSC welcomes payment of tuition and fees by check. Checks must be made payable to Atlanta Metropolitan State College with the student's name and ID number on the face of the check. AMSC 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 presented for payment of the student's tuition and fees is not honored by the bank and is returned to the College unpaid, a financial hold will be placed on the student's record, the student will be assessed a \$30.00 returned check fee.

#### Student Activity Fee

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

#### Student Center Fee

All students are required to pay a \$240.00 Student Center Fee each semester.

#### Technology Fee

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

### Transcript Fee

Ordered through Parchment for electronic delivery for \$9.35 and pickup or mailing for \$11.35.

### Vehicle Registration Fee

All students who plan to park personal cars on campus are required to pay a parking fee of \$25.00 per car per academic year. The vehicle registration fee is non-refundable.

## REFUNDS

Students who withdraw from all enrolled classes may be eligible for refund of a portion of tuition and fees paid to enroll. The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends but excludes scheduled breaks of five (5) or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals sixty percent (60%). Students who withdraw when the calculated percentage of completion is greater than 60% are not eligible for refund.

To be eligible for refund, a student must drop the classes he or she is enrolled in during the drop/add period of the academic term. After the drop/add deadline, the student must submit an approved withdrawal form to the Registrar's Office. The student can obtain a withdrawal form from the student's Academic School Office or from the Registrar's Office.

**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 tuition and fees paid.**

Other refund policies follow:

- Tuition and fees awarded by scholarship or grant from an agency of the Federal government or State of Georgia on behalf of a student receiving a refund shall be reimbursed to the specific Federal or state agency.
- Except for situations specifically spelled out by the Federal or state agency, all refunds for funds awarded to students by Federal and state agencies will be processed following this refund policy, including refunds for all U.S. Department of Education and State of Georgia Student Financial Aid programs; Department of Defense tuition assistance programs; Veteran Affairs tuition assistance programs; and other Federal and State scholarships and tuition assistance programs.
- All third-party awards to students will be refunded following this refund policy, except for third party awards that specifically outline refund requirements other than this refund policy.
- A refund of tuition and fees shall be made in the event of the death of a student at any time during the academic term.
- Military Service - Full refunds of tuition and fees are authorized for students who are:
  - A. Military reservists (including members of the National Guard) who, after having enrolled and paid tuition and fees, receive orders to active duty or are reassigned for temporary duty or mandatory training that prevents completion of the term;
  - B. Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) who receive deployment orders in response to a public health crisis or national emergency after having enrolled and paid tuition and fees;
  - C. Active duty military personnel who, after having enrolled and paid tuition and fees, receive reassignment or a temporary duty assignment or a training assignment that would prevent completion of the term;
  - D. Otherwise unusually and detrimentally affected by the activation of members of the reserve components or the deployment of active duty personnel of the Armed Forces of the United States who demonstrate a need for exceptional equitable relief.
- 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 [online](#) under Office of the Registrar and then Withdrawal Form. It is the student's responsibility to complete the form 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 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 to 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.
- 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.

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

## **TITLE IV REFUNDS**

According to Federal Student Aid guidelines, the Business Office has up to 14 days to process a student refund after disbursement is made by the Financial Aid Office. Tuition payments made by cash, check, or credit will follow the same time schedule. The College has a partnership with a third-party refund processor BankMobile. All refunds will be transferred electronically to the BankMobile Card. The Trailblazer card is for student identification and the BankMobile card is for student refund. Each student is required to activate their card and select a refund preference that allows them to either receive a refund on their BankMobile card or in a personal checking account.

---

# FINANCIAL AID

---

- OFFICE OF FINANCIAL AID
- FINANCIAL AID POLICIES AND PROCEDURES
- ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID
- COSTS OF ATTENDANCE AND BUDGETS
- CREDIT BALANCES
- ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID
- FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT
- FINANCIAL AID PROGRAMS AND GRANTS
- STUDENT LOANS
- STATE FINANCIAL AID PROGRAMS
- PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS AND AWARDS

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

## FINANCIAL AID POLICIES AND PROCEDURES

To apply for financial aid at Atlanta Metropolitan State 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 State 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 transmitting the application electronically at [www.studentaid.gov](http://www.studentaid.gov). Atlanta Metropolitan State 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 State College:

- The Federal Pell Grant
- The Supplemental Educational Opportunity Grant (SEOG)
- The Federal Work Study Program (FWS)
- The Subsidized Federal Direct Loan Program
- The Unsubsidized Federal Direct Loan Program
- The Federal Direct 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. Student loan borrowers must also complete a Master Promissory Note and an Entrance Counseling, both of which can be found at [www.studentaid.gov](http://www.studentaid.gov). 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 State College or currently enrolled as a regular student in compliance with Atlanta Metropolitan State College's Standards of Academic Progress Policy and seeking a degree or certificate
- If male, be registered with the Selective Service Administration
- Not be 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.

## 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 State 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 Family Contribution (EFC), such as the amount that a family can contribute toward the Cost of Attendance (COA) 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.



## CREDIT BALANCES

Credit balances exist when a student's financial aid, grants and loans exceed a student's tuition and fees. The issuance of refunds to students who have credit balances on their account will be determined by the semester start date, the official drop and add period, and the official "no show" (confirmation of student's enrollment) date. Financial aid, grants, and loans will be officially credited to the student's account the day after the "no show" (confirmation of student's enrollment) date. Refunds will be issued to students by the Business Office within fourteen days after financial aid is officially credited to the student's account.

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 FINANCIAL AID

### STANDARDS OF ACADEMIC PROGRESS:

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory academic progress (SAP)" for students receiving financial aid. All students receiving financial aid from federal, state or institutional sources must conform to the College definition of satisfactory progress. All students will be held responsible for this information.

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 least once per academic year (fall, spring, summer).

Students should be aware that financial aid is awarded based on the number of hours enrolled. If the student or an instructor fail to notify the Financial Aid Office that the student has not attended a class or classes, but received financial aid based on registration, the student's financial aid will be adjusted and he or she will be responsible for paying the balance. Below are the criteria to maintain SAP.

### STUDENT SATISFACTORY ACADEMIC PROGRESS (SAP)

U.S. Department of Education (federal) regulations requires all students to maintain satisfactory academic progress in their course of study to receive Federal Title IV financial aid. Federal Title IV financial aid at Atlanta Metropolitan State College (AMSC) includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). Any state administered financial aid programs (i.e. HOPE/ Scholarship, Zell Scholarship, Dual Enrollment Funds follow the same requirements as federal aid.

**Satisfactory academic progress (SAP)** includes three standards: (1) **qualitative**, (2) **quantitative** and (3) **maximum time frame**. Students must meet these standards to continue receiving any and all financial aid at AMSC. It is the responsibility of the student to be aware of SAP standards and his or her respective status.

#### 1. Qualitative (GPA):

All undergraduate students must maintain at least a 2.0 overall cumulative Grade Point Average (GPA) at the end of every semester. The cumulative grade point average will be used to determine academic standing for financial aid. The cumulative GPA includes grades of A, B, C, D, F, and WF.

#### 2. Quantitative (Pace):

Students must complete and pass (earn) 67% of all courses attempted. Courses earned include grades of A, A-, B+, B, B-, C+, C, C-, D. This percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. The calculation must not fall below 67% and will be checked at the end of each semester.

#### 3. Maximum Time Frame:

Regulations allow a student to maintain financial aid eligibility for attempting credit hours that are within 150% of the credit hours (maximum time frame) required to receive a degree. Students cannot receive financial aid once they have reached 150% of the number of hours required to complete their first undergraduate degree program unless the student is able to provide documentation of extenuating circumstances that prevented the completion of a degree.

For most undergraduate programs of study, this provides students up to 98 attempted semester hours to complete a 65 semester hour Associate degree program and up to 180 attempted semester hours to complete a 120 semester hour bachelor's degree program. All hours attempted at the College and any approved transfer hours taken at previous institutions are included and apply toward the Maximum Allowable Total Attempted Hours.

## UNSATISFACTORY ACADEMIC PROGRESS

### Monitoring Satisfactory Academic Progress

SAP is reviewed at the end of each semester of enrollment. If a student has not maintained a cumulative 2.0 GPA and/or has not completed at least 67% of the cumulative attempted hours at the time academic progress is checked, the student is considered not meeting SAP requirements. Maximum Time Frame is monitored at the end of each semester of enrollment. When students reach the maximum credit hours, they are no longer eligible for financial aid.

### Financial Aid Warning

Any student who does not meet SAP requirements will be placed on Financial Aid Warning. During the SAP warning period, the student may continue to receive financial aid for one term only. If, at the end of that term, the student has raised his/her cumulative GPA to at least a 2.0 and maintained a 67% cumulative completion rate, the student is considered to be back in good standing and again eligible for financial aid. If the student is still not meeting SAP requirements by the end of that term, the student's will be ineligible for all financial aid.

### Financial Aid Suspension

Any student who fails to meet SAP requirements after a term on Financial Aid Warning, is placed on Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

### Reestablish Financial Aid

A student can regain financial aid eligibility by meeting the SAP standards. Neither paying for classes a semester nor sitting out for period(s) of enrollment, is sufficient, alone, to regain financial aid eligibility. A student is considered in good standing when their GPA is 2.0 and above, they are passing at least 67% of attempted classes and they are within 150% of program completion.

### Appeals

Any student on SAP suspension may appeal to the Financial Aid Office. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include, but are not limited to, health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstance(s) must accompany any appeal. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate, obituary, or a signed statement from employer on letterhead, etc. The Financial Appeals Committee decision is final.

Note: Maximum Time Frame Appeals should include a Degree Works Form along with a Graduation Plan from your advisor.

### Approved Appeals

#### Financial Aid Probation:

If an appeal is granted and financial aid is reinstated, the student will receive aid on a Probation status with an Academic Plan. Students will create an Academic Plan with the Center for Academic Advising & Student Success (CAAS) Department. The Financial Aid Department will monitor the students' progress at the end of each semester to check their progress. Students must maintain a "C" grade or better and complete all attempted courses.

### Appeal Denial Policy & Procedure

SAP appeal denials are based on its determination that the student's circumstances were not sufficiently mitigating, or that although the circumstances were mitigating, the student has not sufficiently documented the circumstances are now resolved or stabilized. The decision of the Financial Appeals Committee is final and not subject to further consideration.

### Transfer Credit

Only approved transfer hours relevant to the student's course of study will be reviewed for transferability.

### Incomplete (I) Courses

Any course with 'I' is counted in hours attempted (quantitative). When a grade of 'I' is changed to an actual grade, the course(s) will be evaluated on a case by case basis.

### Withdrawals

Any course with a grade of 'W', 'WF' and FA is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

### Repeating Courses

Repeated courses are included in the qualitative and quantitative calculation.

## **FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT**

### **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 check their financial aid status online at [www.atlm.edu](http://www.atlm.edu). If a student has received an official award letter and has returned the signed acceptance page, his or her financial aid will memo (authorize) no earlier than 10 days prior to the first day of classes, so it is not necessary to come to the Financial Aid Office. Students should check their account to ensure their financial aid has authorized. If aid is not on the account as pending credit, the student must see the Financial Aid Office.

### **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 available on our website at [www.atlm.edu](http://www.atlm.edu).

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 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 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 he or she received by attending classes daily until 60 percent of the semester has passed. When a student completely withdraws from 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. 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.

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 State 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 State 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 two 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 owes 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. The amounts of the Pell Grant that a student may receive will vary from year to year, depending on enrollment status and 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.

## FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)

### New Pell Grant Regulation

In December 2011, President Obama signed into law the Consolidated Appropriations Act 2012 (Public Law 112-74). This law has significantly impacted the Federal Pell Grant Program. The new law reduces the duration of Federal Pell Grant eligibility to 12 semesters or 600% Lifetime Eligibility of Pell Grant. Beginning with the 2012-2013 school year, this change affects all students regardless of when or where they received their first Pell Grant. Students who are affected will be notified by the Central Processing System (CPS), the system that processes your FAFSA. If you have used at least 450% of your LEU, you will be notified via email. Check the email account you provided on your FAFSA.

### How is the Lifetime Eligibility Used (LEU) calculated?

The LEU is calculated for each academic year, beginning with 1977-1978 and is based on the annual award. Each full-time semester equates to 50% of your total LEU which yields a maximum percentage of 600% for 12 semesters. Once students have used 600% of your Federal Pell eligibility, they are ineligible for further Pell Grant awards.

Sample annual calculations:

- Students who received a full-time Pell award for both the fall and spring semesters, will have used 100% of your 600% lifetime eligibility.
- Students who received a half-time award in the fall semester and a full-time award in the spring semester, will have used 75% of your lifetime eligibility.
- Students who received a half-time award for both fall and spring semesters, will have used 50% of your lifetime eligibility.

### How to track Pell Lifetime Eligibility Used (LEU) percentage:

To track Pell Grant history and LEU percentage, visit NSLDS Student Access at [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/). This site is updated regularly with Pell Grant awards as they are reported.

### Can I appeal my Pell lifetime eligibility?

Pell LEU is not appealable. Federal Pell Grant limits are set by Federal law. Students who rely on Pell Grant funding, be conscientious about the lifetime limits when changing majors and/or determining their course load each semester.

### Supplemental Educational Opportunity 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. A student's eligibility for the SEOG is determined by AMSC'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.

## FEDERAL WORK STUDY PROGRAM

Atlanta Metropolitan State 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 in local elementary schools. Student wages are based on current minimum wage. 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

Eligible students 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.

### Title 38 United States Code Section 3679(e) School Compliance Form

A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, chapter 33, Post-9/11 VA Education benefits or chapter 35 Survivors' and Dependents' Educational Assistance (DEA) program.

Atlanta Metropolitan State College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to

educational assistance under chapter 31, 33 or 35 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Atlanta Metropolitan State College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31, 33 or 35.

The Covered Individual must:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Provide additional information necessary to the proper certification of enrollment by the educational institution.
3. Make and comply with payment arrangements for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

Students who need assistance with anything concerning their VA educational benefits should contact AMSC’s VA School Certifying Official, Linda Howard at 678-623-1216 or [lhoward@atlm.edu](mailto:lhoward@atlm.edu).

### **Veteran's Benefits**

Veterans desiring to use their VA Education Benefits for the first time need to submit VA Form 22-1990. Dependents under the Post 9-11 program desiring to use TEB (Transfer of Education Benefits) must submit VA Form 22-1999e once benefits have been transferred to begin receiving these benefits. Dependents desiring benefits under CH. 33 and 35 must submit VA Form 22-5490. Disabled Veterans desiring to enter into the VA Vocational Rehabilitation Program must submit VA Form 22-1990 directly to the VA and then follow up with the Atlanta, Georgia, VA office once accepted into the program. These forms will generate the Certificate of Eligibility that the college needs for the certification process. Veterans interested in the VA work-studies program must submit VA Form 22-8691 to the VA certifying official. In addition, a signed contract must be on file with the VA prior to beginning employment, and job duties must involve veteran-related functions.

Students in training using VA Educational Benefits are responsible for ensuring that all tuition and fees are paid on their accounts. CH. 30 and CH. 35 students who receive funds directly are responsible for bringing their funds to the Business Office to pay any unpaid balance once they receive payment. Failure to do so will result in being dropped from classes. Furthermore, CH. 31 students are responsible for ensuring that the College receives VA Form 28-1905, and the students who are using CH. 31 benefits must go through the Atlanta, Georgia, VA office. Atlanta Metropolitan State College uses VA Form 28-1905 to bill the VA to pay for tuition, fees, and books, so it must be completed for CH. 31 benefits to be paid.

For CH. 31 students, the VA designates payment specifically for tuition and fees and pays it directly to the school. As a result, students receiving CH. 31 benefits lose their HOPE eligibility while receiving CH. 31 benefits. This is due to the HOPE legislation stating that if a second payer is paying specifically to cover tuition and fees, then that amount must be applied first. Since VA covers the full tuition and fees, there are no funds for HOPE to pay out.

The Post 9-11 Educational Benefit pays tuition and fees based upon a percentage (10% to 100%) that the veteran is eligible for based upon time in service. For CH. 33 students, due to recent Post 9-11 legislation, HOPE is applied differently when used in conjunction with Post 9-11 benefits than those of CH. 31. Both pieces of legislation (HOPE/State of GA and POST 9-11/Federal) have similar second-payer rules regarding payments designated to tuition and fees. Under the Post 9-11, as a result, since the VA is federal and supersedes the State of Georgia, the Post 9-11 law dictates that any state benefit being used must be applied first, and then the Post 911 will cover the remaining balance. (NOTE: Veterans who are 90%-100% Post 9-11 should consider not using their HOPE at the same time since VA will pay the 90% to 100% of tuition and fees.)

### **Tuition Assistance**

Tuition Assistance (TA) payments are handled directly with the Business Office. Any time a student changes his/her program of study or training establishment, a VA Form 22-1995 should be submitted to the VA Certifying Official before the VACO is allowed to submit certification. (Dependents under CH. 33 or 35 should use VA Form 22-5495). Delays or failure to submit this form will impact certification of classes and delay payments both to the school and the veteran. It is the responsibility of the Veteran to ensure that adequate documentation is submitted to the VA Certifying Official to ensure timely payment. Failure to do so may result in being dropped from classes for non-payment of any unpaid balance of tuition and fees.

All forms can be submitted online through VONAPP at <https://www.ebenefits.va.gov> or mailed to the Southern Region VA Regional Office, P. O. Box 100022, Decatur, GA 30031-7022. For further information, contact the School Certifying Official in the Financial Aid Office or call 1-888-442-4551 to speak directly to the VA.

## STUDENT LOANS

Atlanta Metropolitan State College participates in the William D. Ford Federal Direct Loan Programs (Direct Loan). Funding for Direct Loan is provided by the U.S. Department of Education. Students applying for any of the Direct Loan Programs are required to complete a Free Application for Federal Student Aid (FAFSA) and a separate loan acceptance which is available on the financial aid website at [www.atlm.edu](http://www.atlm.edu). 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 U. S Department of Education's website at [www.studentaid.gov](http://www.studentaid.gov).

### Federal Direct Subsidized Stafford Loan

The Federal Direct Subsidized Stafford Loan is available to students who demonstrate need. The U.S. Department of Education pays the interest 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 or falls below 6 credit hours of enrollment. 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 Direct Unsubsidized Stafford Loan Program

The Federal Direct Unsubsidized Stafford Loan is different from the subsidized Stafford Loan in that the U.S. Department of Education does not pay the interest 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 Stafford Loan 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, 2008, freshmen and sophomores borrowing under the Unsubsidized Stafford Loan Program may borrow a maximum of \$6,000 per academic year, if eligible.

### Federal Direct Parent PLUS Loan for Undergraduate Students

The Parent Loan for Undergraduate Students (PLUS) is available to biological parents, stepparents 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 State 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 a student 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 State 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-points, 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.

## **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 to 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 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, 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 (<https://gsfc.georgia.gov/>).

## **DUAL ENROLLMENT PROGRAM**

The Dual Enrollment (formerly Move on When Ready or MOWR) Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements.

State revenues provide funding for this program. The total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year. The Dual Enrollment Program is created in accordance with the Dual Enrollment Act, Official Code of Georgia Annotated (O.C.G.A.) §20-2-161.

### **Dual Enrollment Program Regulations**

1. A student must be a 9th, 10th, 11th or 12th grade student at an Eligible High School, subject to the limitations set forth in 1605.2.

a. 9th Grade officially begins the Fall of the student's 9th grade year.

2. An Eligible High School is any private or public secondary educational institution within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690.

### **Enrollment Status**

1. A student must be admitted and classified as a Dual Credit Enrollment student by an Eligible Postsecondary Institution.

2. A student is eligible for the Dual Enrollment Program regardless of the number of credit hours for which he or she is enrolled during a school term. Full-Time Enrollment is not a requirement.

**Satisfactory Academic Progress.**

A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution.

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

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:

May 1 - Fall Semester

November 1 - Spring Semester

April 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.

**Note:** The verification process can take up to eight weeks during peak processing times.

**Financial Aid Status**

Students may check the status of their financial aid by accessing the Atlanta Metropolitan State College website at [www.atlm.edu](http://www.atlm.edu) under the financial aid section.

**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 State 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 if there are discrepancies that must be resolved for inconsistent 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) indicating 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.

**Unusual Enrollment History**

Beginning in 2013-14, some Free Applications for Federal Student Aid (FAFSAs) will be flagged for "unusual enrollment history" by the U. S. Department of Education as a result of the student having received federal Pell Grants at multiple institutions in recent years. Flags



"2" and "3" require that the current institution review the student's enrollment history and determine whether or not the student is enrolling only long enough to receive cash refunds of federal student aid.

NOTE: The Atlanta Metropolitan State College Financial Aid Office, in the process of reviewing a student's UEH flag, will check the National Student Loan Data System (NSLDS) for complete enrollment history

**How to resolve:** All students with UEH flag 3 and some students with UEH flag 2 will be required to provide to Atlanta Metropolitan State College's Financial Aid Office their academic transcripts or grade reports from all colleges and universities attended during the review period. If Pell Grants were received and credit hours (passing grades: A - D) were not earned at *each* institution attended during these award years, the student may be determined ineligible for further federal financial aid. The Financial Aid Office has the authority to require an official academic transcript from any/all colleges attended during the review period if the documents you submit are unclear.

- *If your Student Aid Report (SAR) includes UEH flag 3, please complete the Unusual Enrollment History Review form ([\ https://www.atlm.edu/students/financial-aid-Forms.aspx](https://www.atlm.edu/students/financial-aid-Forms.aspx)) and submit to the Financial Aid Office along with all required documentation.*
- *If your SAR includes UEH flag 2, Atlanta Metropolitan State College's Financial Aid Office will notify you if you will be required to complete the Unusual Enrollment History Review form.*

**Appealing the ineligibility determination:** if a student has been determined by Atlanta Metropolitan State College's Financial Aid Office to be ineligible for federal student aid on the basis of (or lack of) documentation, he/she may appeal the determination by contacting the Financial Aid Office.

**Regaining federal student aid eligibility:** Students whose aid eligibility is denied as a result of their UEH can be re-considered for federal student aid after meeting with an academic advisor, enrolling for two academic terms only in courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's standards of Satisfactory Academic Progress (SAP). To review the complete SAP policy, visit <http://www.atlm.edu/students/maintaining-sap.aspx>.

#### **Annual, Aggregate, and Lifetime Limits, and Satisfactory Academic Progress Requirements:**

- Federal Pell Grants may be received for up to twelve (12) full-time semesters. (Pell Grants received for part-time attendance are pro-rated against the 12 full-time semesters.)
- There are annual and aggregate borrowing limits on Federal Direct Loans, and these loans can be borrowed only up 150% of the published length of the student's academic program.
- All financial aid programs are subject to Satisfactory Academic Progress (SAP) requirements, which measure students' progress toward program completion. Components of SAP are a minimum GPA, minimum completion rate, and maximum time frame. For complete SAP details, please visit <http://www.atlm.edu/students/maintaining-sap.aspx>.

To help students achieve academic success before exhausting federal financial aid limits, students should seek academic advising when planning their course schedules and throughout their college experience. When facing academic difficulties, students are encouraged to seek tutoring and other support services through their advisor.

---

# STUDENT SERVICES

---

- GENERAL STUDENT SERVICES INFORMATION
- COUNSELING, CAREER, AND ACCESSIBILITY SERVICES
- STUDENT LIFE AND LEADERSHIP
- INTERNATIONAL STUDENT ADVISING
- STUDENT COMMUNITY STANDARDS (STUDENT CONDUCT)
- OTHER STUDENT SERVICES
- ALUMNI RELATIONS

## GENERAL STUDENT SERVICES INFORMATION

Atlanta Metropolitan State College believes that a college education occurs both inside and outside the classroom. Thus, the Admissions and Student Services unit serves as the primary link between students, faculty and administration. It provides individual services and programs that enable the development of students academically, socially, personally, and professionally by:

- Providing enrollment services and opportunities for students to receive the financial resources to support academic endeavors
- Providing individual and group counseling and testing services
- Providing a co-curricular campus life for leadership, engagement
- Providing veteran and disability services, career development, service-learning and service-learning opportunities
- Exposing students to multi-ethnic activities that represent diverse cultures, concepts, ideas, and philosophies regardless of race, religion, ethnic origin, or disability

The Executive Director of Admissions and Student Services has responsibility for the development, operation, supervision, and evaluation of programs, services, and activities that facilitate student development and enhance student life. Through the units housed in Admissions and Student Services, students and parents are provided guidance and support regarding nonacademic issues and students are encouraged to take advantage of opportunities for leadership development, civic engagement, and cultural awareness that contribute to the attainment of their educational and personal goals.

## COUNSELING, CAREER AND ACCESSIBILITY SERVICES

Counseling, Career, and Accessibility Services provide a comprehensive array of support services for individuals who are experiencing emotional, occupational 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.

### COUNSELING

Counseling is a discovery and learning process that mental health professionals use to assist individuals with changing, modifying, or eliminating unhealthy attitudes and behaviors by replacing them with desired and/or healthy ones. Generally, counseling services may range from one to eight weekly sessions consisting of 45 minutes each.

#### Benefits of Counseling

Counseling is beneficial in helping...

- Cultivate self-awareness and self-care
- Empower personal and professional choices
- Foster healthy relationships
- Process and resolve issues, conflicts, and/or past traumas
- Adjust to change and/or loss
- Manage school/work/life balance
- Assist with psychological/mental disorders (i.e., personality, anxiety, depression, substance abuse)

### CAREER SERVICES

Atlanta Metropolitan State College offers a variety of career planning services and resources. Our goal is to match our students' strengths & desires to real-world employment & educational opportunities. From career counseling, resumes and cover letter development, mock interviews, networking opportunities, and internship/job referral services, the career services team assists all students at every stage of building a satisfying and rewarding career.

Services Provided:

- Assistance with Career Portfolios, Curricula Vita, Resumes, & Cover Letters
- Job Search Resources
- Announcement Regarding Jobs, Internships, & Volunteer Opportunities
- Career Counseling
- Professional Social Media Consulting
- Computer & Resource Lab

## ACCESSIBILITY SERVICES

The Office of Counseling, Career, and Accessibility Services provides accommodations to students with disabilities in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1974. The Coordinator of Disability Services interacts with students, parents, health-care professionals, and others in an effort to determine accommodations for each student as a means of increasing access to the College's programs and services.

The Coordinator of Accessibility Services communicates with faculty to ensure that accommodations are provided through instruction, the use of technology, and other arrangements. The activities and services provided by the Office of Disability Services are intended to assist students toward achieving their academic goals.

## STUDENT COMPLAINT POLICY AND PROCESS

### Purpose

Atlanta Metropolitan State College (AMSC) values feedback from its students and believes students should be able to discuss problems and express concerns to the College and free from duress or retaliation. AMSC is committed to providing students with an avenue to express complaints and to work with College officials toward amicable resolutions. AMSC believes engaging in this process can also be an inherently valuable educational experience for students and can help prepare students to address issues in a professional productive manner after they leave the College.

### Scope

This policy applies to Atlanta Metropolitan State College students. This policy does not apply to complaints that are covered by other applicable AMSC policies, such as,

- Complaints about sexual assault, harassment and/or retaliation are handled in accordance with the AMSC Sexual Misconduct Policy and corresponding procedures.
- Complaints about student misconduct in violation of AMSC Student Code of Conduct are handled in accordance with the AMSC Student Conduct Policy and corresponding procedures.

This policy does not displace and is not intended to supplement other policies and procedures applicable to the handling of a student's complaint. For example, a complaint about a grade should still be handled via the academic grade appeal process, a financial aid related complaint should still be addressed to the Financial Aid Office.

### General Student Complaints

(1) Student complaints not falling under the categories or other policies identified above should be made to the supervisor or responsible staff member of the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of a majority of complaints can likely be resolved at this informal level.

(2) If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing via the AMSC complaint system at [atlm-advocate.symplcity.com/public\\_report/index.php/\\_pid967354?](https://atlm-advocate.symplcity.com/public_report/index.php/_pid967354?) to the College official responsible for the department from which the grievance originated or relates. The written grievance should include, at a minimum, the student's name, details, and a written account of the complaint, and a desired outcome.

(3) Upon receipt of a written grievance, the College official will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the College official to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the College official if they so desire.

(4) The College official will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The College official will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

(5) The College official will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the Office of Student Conduct. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The Office of Student Conduct will forward the appeal to the next level college Administrator. The Provost and Vice President for Student Success or his/her designee

will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days of receipt of the appeal. The Provost and Vice President for Student Success or his/her designee will inform the student in writing of the outcome of the appeal. The decision of the Provost and Vice President for Student Success or his/her designee is final and not subject to further appeal.

## **Sexual Misconduct**

### **Policy Statement**

Sexual Misconduct is a violation of federal, state, Atlanta Metropolitan State College, and USG Board of Regents policy and may also be subject to criminal prosecution. Sexual Misconduct, as defined by this policy is any form of sexual violence to include, but not limited to, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Rape, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Stalking each as more fully defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Atlanta Metropolitan State College will not tolerate sexual misconduct and will provide resources and recourse for individuals whose rights may have been violated by an act of sexual misconduct by any member of the college community. A full description of the College's sexual misconduct information is provided in the Student Handbook.

### **HOW TO FILE A STUDENT COMPLAINT**

All student complaints should be submitted on the AMSC website at the link:

<https://www.atlm.edu/complaints>. The student submitting the complaint will receive: (1) receipt confirmation of the complaint within 48-72 hours, (2) the name and contact information of the college official managing the complaint, in case the student has questions or needs assistance throughout the resolution process, (3) what to expect throughout the complaint/resolution process, and (4) a resolution to the complaint.

### **AMSC WEBSITE AND SOCIAL MEDIA PURPOSE**

The purpose of the Atlanta Metropolitan State College (AMSC) website and social media outlets is to provide accessible, accurate, and relevant information to support the College's mission.

### **COMPLIANCE/ACCESS POLICY**

The AMSC website employs protocol and standards from the World Wide Web Consortium (W3C) and is compliant with the W3C Priority Check-list. This practice ensures that AMSC is in compliance with Section 508 ([www.section508.gov](http://www.section508.gov)). In accordance with Section 508, Atlanta Metropolitan State College's hardware, software, and websites are accessible.

### **STUDENT LIFE AND LEADERSHIP**

The Office of Student Life and Leadership seeks to promote the growth and development of Atlanta Metropolitan State College students through its offering of co-curricular, recreational, cultural, and social programs and activities.

The Office of Student Life and Leadership is the focal point for student involvement at Atlanta Metropolitan State College (AMSC). The unit, in collaboration with students and other campus departments, provides programs, resources and opportunities that promote student engagement and positively impact the growth and development of each student. Campus involvement both inside and outside of the classroom is a necessity for a well-rounded college experience.

Student Life and Leadership is responsible for student governance, Registered Student Organizations (RSOs), programming, civic engagement, recreational facilities and activities, and housing resources. The unit's objective is to connect AMSC Trailblazers with individuals, groups, and activities that best fit their goals and foster their interests.

Participation in college programs, activities, and events provides opportunities to foster relationships on campus with other students, faculty, and staff. In addition, students active in campus life develop and strengthen skills in the areas of leadership, communication, and teambuilding while creating a community of scholars.

The Office of Student Life and Leadership urges all Trailblazers to be involved in campus life and connected to the many resources available at the institution.

## INTERNATIONAL STUDENT ADVISING

Information for international students is available in the Office of Student Conduct and Veterans Affairs for F-1 student visa holders. A staff member 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 the Registrar as soon as possible after advisement and registration with the International Students Advisor 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 prior to advisement and registration.

## STUDENT COMMUNITY STANDARDS (STUDENT CONDUCT)

The Office of Student Community Standards (Student Conduct) strives to resolve allegations of misconduct under the AMSC Student Code of Conduct and the Code of Academic Integrity in a manner that is consistent with core values of honesty, fairness, and integrity. We acknowledge the importance of balancing the interest of the individual student and the college community at large, as well as protecting the integrity of the institution and its values. As a component of our work, we seek to involve students in the student community standards hearing process, recognizing the significant responsibility that they also shoulder in the protection of the college community.

Student complaints/appeals procedures assist students who have grievances or complaints concerning College rules or who disagree with decisions made by college officials. Students who wish to file a written complaint or appeal should submit and complaint / appeal online using the following link: [atlm-advocate.symplicity.com/public\\_report/index.php/pid184936?](http://atlm-advocate.symplicity.com/public_report/index.php/pid184936?) Students should know their rights and responsibilities and understand this process. AMSC has both formal and informal complaint procedures as well as an appeals process. A detailed description of the [student complaint process](#) and [appeals process](#) can be found in the Student Handbook located on the college's official website.

## OTHER STUDENT SERVICES

### BOOKSTORE

The AMSC Bookstore is operated onsite by a third-party company, Textbook Brokers. New and used textbooks, supplies, reference materials, and study aids are available at the AMSC Bookstore. The exact costs of required books and peripheral items will vary depending on the number of courses in which a student enrolls. The bookstore is located on the first level of the Student Center Building. The bookstore is open for business from 9:00a.m. to 4:00 p.m. Monday through Thursday and 9-12:30 on Friday for in-store purchases; and open 24/7/365 for online purchases. During the first week of the semester, the bookstore hours are usually extended, applicable dates and hours will be posted at the bookstore and on the webpage located at <https://atlm.textbooktech.com/>. AMSC Bookstore pays cash for course materials at the end of each semester. The guidelines for students selling course materials is located on the bookstore web page at: <https://atlm.textbooktech.com/pages/selling-course-materials>.

### CAFETERIA SERVICES

AMSC outsources its in-house cafeteria food services operations to ABL Management, Inc. 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. These hours are subject to change at the discretion of the vendor operator.

### VENDING SERVICES

Vending machines which dispense non-alcoholic beverages, snack food items, and testing/study supplies 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 RELATIONS

The Atlanta Metropolitan State College Alumni Association (AMSCAA) was founded to serve the College alumni in a variety of ways. Membership in the AMSC Alumni Association is open to all graduates, students who attended the College, and former students of Atlanta Junior College. Members of the Atlanta Metropolitan State College Alumni Association enjoy the benefits of Atlanta Metropolitan State College and its programs. Under the direction and management of the Director of Development & External Affairs, the Alumni Relations interacts with alumni, maintains alumni records, and publishes alumni announcements and news. It is the goal of the AMSCAA to generate and maintain spirit and tradition, and also to serve AMSC students and alumni as a whole. The Alumni Association also coordinates its efforts with other offices of the College and the AMSC Foundation Board of Directors.

---

# ACADEMIC INFORMATION

---

- GENERAL ACADEMIC INFORMATION
- OFFICE OF THE REGISTRAR
- STUDENT PRIVACY AND FERPA
- UNITS OF CREDIT
- DEFINITION OF CREDIT HOUR
- DEFINITION OF INSTRUCTIONAL METHODS
- ACADEMIC REGULATIONS
- ACADEMIC HONORS/SCHOLARSHIP STANDARDS
- REGISTRATION POLICIES AND PROCEDURES
- NO SHOW REPORTING
- WITHDRAWAL POLICIES
- RE-ADMISSION OF FORMER STUDENTS
- ACADEMIC RENEWAL POLICY
- TRANSIENT STATUS REQUESTS
- TRANSFER CREDIT POLICY
- PRIOR LEARNING ASSESSMENT (PLA)
- TUITION CLASSIFICATION AND OUT-OF-STATE TUITION WAIVERS
- LEARNING (COREQUISITE) SUPPORT
- ACADEMIC SUPPORT SERVICES
- ACADEMIC RECORDS
- GRADUATION
- POSTHUMOUS DEGREE POLICY
- FALSIFICATION OF INFORMATION

## 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 pathways of study. These pathways lead to Associate of Arts and Associate of Science as well as certificates in selected programs.

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

## OFFICE OF THE REGISTRAR

The Registrar's Office of Atlanta Metropolitan State College is dedicated to providing consistent access to quality student-centered programs and services which support the academic mission, preserve academic integrity; ensure adherence to academic policy and safeguard the security of academic records while providing the best possible service which contribute to overall institutional effectiveness. The Office does this in a diverse environment utilizing technology and a legacy of commitment in order to create, apply and disseminate knowledge. The Office puts a premium on service and will continually strive to improve our services.

Other functions associated with the Registrar's Office include, but are not limited to:

- **Registration Services (Develop and Implement Registration Procedures)**
- **Course enrollment information**
- **End-of-term grading process**
- **Processing of grade changes**
- **Publication and dissemination of semester course offerings**
- **Complete academic calendar**
- **Enrollment and degree verification**
- **Transcript Request processing**
- **Create and distribute official university diplomas**
- **Academic Catalog**
- **Graduation Services (Graduation Ceremony, Graduation Check-Out)**
- **Readmits**
- **Transfer Course Articulation**
- **Classification of Residency for Tuition Purposes**

### Contact Information

Telephone: (404) 756-4001

Fax: (404) 756-5686

Email: [registrar@atlm.edu](mailto:registrar@atlm.edu)

Location: Student Services and Success Center (Building 650)

### Mailing Address:

Atlanta Metropolitan State College

1630 Metropolitan Parkway

Atlanta, GA 30310

### Office Hours:

Monday-Thursday: 8:30 a.m. - 6:00 p.m.

Friday: 8:30 a.m. - 12:30 p.m.

### Summer Office Hours:

Monday-Thursday: 8:30 a.m.-7:00 p.m.

Closed on Friday



## STUDENT PRIVACY AND FERPA

Family Educational Rights and Privacy Act (FERPA) is a federal statute, 20 U.S.C. § 1232g; 34 CFR Part 99, that protects the privacy of student academic records. Notification of students' rights regarding to FERPA and release of their student academic records is available as a link at the webpage of the Registrar's Office and in the Student Catalog. The Unit of Online and Specialized Program complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), for all aspects of students' records/interactions, and the College's mandate to complete training on support protocols such as student confidentiality, including FERPA and HIPAA regulations.

## 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.

## DEFINITION OF CREDIT HOUR

AMSC defines credit hours as the number of hours for which a student is given credit for completing a course. Credit hours are associated with the number of hours per week that the course is scheduled. One (1) unit is equivalent to 3 contact hours (1 hour lecture + 2 hours homework OR 3 hours of lab) of student work per week, for 16 weeks (15 weeks of instruction and 1 week of final exams). In certain circumstances, it is possible to have more hours, but not less. Atlanta Metropolitan State College offers classes with various credit hour assignments. Generally, the following credit hour definitions are utilized for lecture and laboratory courses.

### Lecture Classes

For a 3 credit hour, students will attend class 50 minutes per week (or 750 minutes per semester), and 100 minutes per week (or 1500 minutes per semester) completing homework. The total hours per semester are calculated by multiply the contact minutes per week by 15, thus a 3 credit hour class will require 750 (50 x 15) minutes. Each semester lasts for 15 weeks.

### Laboratory Classes

For laboratory classes, the contact hours are considered to be all in class, with no outside assignment. Thus, a 1 credit hour laboratory requires 150 contact minutes per week, or 2250 (150 x 15) minutes per semester.

### eCore Classes with the USG

Discussion Postings	700 minutes
Virtual meetings/chat or audio & video	400 minutes
Course Content Facilitation	700 minutes
Writing assignments/assessments/research/group work	300 minutes
Proctored Exam	150 minutes

---

2250 minutes/15 weeks= 150 minutes per week

## DEFINITION OF INSTRUCTIONAL METHODS

### CAMPUS

#### Main

Classes meet in person on the days and times listed in the Class Listing.

#### Online

Classes do not meet at a designated location or time. Students log in to the learning management platform D2L to complete coursework. Assignments and assessments have due dates as outlined in the course syllabus. Students must be motivated and great at time-management.

#### Pinewood Studios

Classes are offered through the Georgia Film Academy. Classes are taught face-to-face and hybrid.

## eCore/eMajor

Classes are offered through a partnership with the University System of Georgia with faculty from various institutions within the USG. Students do not meet at a designated location or time. Students log in to the learning management platform GoView to complete coursework.

## Instructional Methods

### Entirely at a Distance

All of the classes are delivered remotely without requiring students to travel to campus.

### Fully at a Distance

All or nearly all of the classes are delivered remotely without requiring students to travel to campus. Students may be required to travel to campus to attend an orientation or take exams.

### Hybrid

Technology is used to deliver 50 percent or less of class sessions, but at least one class session is replaced by technology.

### In-Class/Face-to-Face

Courses are taken on campus during designated class times as noted in the Class Listing.

## ACADEMIC REGULATIONS

### Abandoning a Course

Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures may result in a grade of "F" at the end of the course. **It is the student's responsibility to initiate, complete, and confirm the withdrawal. Official withdrawal forms should be completed for all withdrawals and can be obtained from the Registrar's Office.**

### 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 in the course, as well as expulsion from the College. Examples of academic misconduct include, but are not limited to, copying exam answers from others; using notes, calculators, dictionaries, computers, cell phones, 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 Provost/Vice President for Student Success or designee, not to exceed suspension for one semester from Atlanta Metropolitan State College.

## Academic Progress

**Academic Good Standing** - Maintaining good academic standing is critical to college success. There are two primary areas that academic standards apply: Financial Aid and Academic Performance. Students who are in *Good Standing* are required to meet with their Faculty Advisor for Academic Advising. To be in good academic standing, a student at Atlanta Metropolitan State College is required to maintain an acceptable cumulative grade point average (GPA). The minimum acceptable cumulative standard GPA is 2.0 for all students including certificate and special cohort students.

**Academic Warning** - The minimum acceptable cumulative standard GPA for a student at Atlanta Metropolitan State College is 2.0. The first semester that a student's cumulative GPA falls below 2.0, the student will be placed on academic warning for the next semester. As long as the student's semester GPA is at least 2.0, the student will remain on academic warning until the student's cumulative GPA is 2.0 or higher. The status of academic warning will be changed to good academic standing when students have achieved the minimum acceptable cumulative GPA.

**Academic Probation** - If a student who is currently on academic warning has a semester GPA which is less than 2.0, the student will 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.

**Academic Suspension** - If a student who is currently on academic probation has a semester GPA which is less than 2.0, the student will be placed on academic suspension for the following semester (exclusive of the summer term). Students on academic suspension are academically eligible to register after serving the suspension (exclusive of summer term).

**Academic Dismissal** - Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 each semester enrolled to be eligible to register for the next semester. Students who return from academic suspension, but 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 academically dismissed must petition the Office of the Provost/Vice President for Student Success (or his/her designee) to apply for readmission within twenty (20) business days from the official last day of the semester for which the student was dismissed. In the letter of petition, students should state justification they believe will show academic improvement if they are allowed to be readmitted.

The Provost/Vice President for Student Success may refer letters of petition to the Academic Progress Committee for its review and recommendation. Students who are on probation or who are returning from academic suspension or dismissal are required to meet with the Director of the Center for Academic Advising & Student Success for advisement, registration, and assistance with a plan for improving their academic performance. These students may be required to take a reduced course load. The decision of the Provost/Vice President for Student Success is final and not subject to further consideration.

Students that have been academically suspended or dismissed may be denied financial aid. Students who are permitted to register after serving a suspension or dismissal are responsible for re-establishing their eligibility for financial aid.

## The Academic Year

An academic year consists of fall, spring, and summer semesters. The academic year for fall and spring is divided into two 15-Week sessions and includes a 12-Week session and two 8-Week sessions. A shorter summer semester, including a 10-Week session, 8-Week session, and two 5-Week sessions. The academic calendar may be found in the front of this catalog. Students may enter Atlanta Metropolitan State College at the beginning of any semester, including the summer semester.

## 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. The attendance policy for each course is included on syllabi and 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 State 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:

- Officially change programs of study
- Re-enter the College after a period of one year in which they have earned no academic credit at Atlanta Metropolitan State College.
- 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 State College.

## Changing Schedules

Changes in class schedules are permitted only during the time specified each semester. It is recommended that students meet with an Academic Success Advisor in the Center for Academic Advising & Student Success (CAAS) before making changes to their schedule. The student’s class schedule becomes the official semester schedule after the Schedule Change (Drop/Add) period is over. The academic calendar provides the specific dates for Drop/Add for each semester. Course changes must be executed in the Office of the Registrar to be official.

## Classification of Students

Credit students are classified as freshmen, sophomores, juniors, and seniors, at the beginning of each semester. A student who has under thirty (30) semester hours are classified as a freshman. A student who has completed at least thirty (30) semester hours of credit coursework in their specific degree program is classified as a sophomore. A student who has completed at least sixty (60) semester hours credit of coursework in their specific degree program is classified as a junior, and subsequently those completing at least 90 semester hours credit of coursework in the specific degree program, are considered seniors.

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

Course loads for a full-time student can consist of twelve (12) to eighteen (18) credit hours of academic work per semester. Students are encouraged to register for a full load each semester (15 to 17 credit hours). Students who wish to enroll for more than the allowable load may be permitted to do so with approval.

To be approved for an overload, the student must have a semester and/or cumulative grade point average of at least 3.0, and the overload cannot exceed twenty-one (21) total semester hours. The student must submit a *Request for Overload* form which is located on the Registrar’s Office Forms page on the AMSC website.

An Atlanta Metropolitan State College student who enrolls as a dual enrollment or transient student at another college or university will not be allowed overload credit at AMSC unless the student has permission for an overload from the Provost/Vice President for Student Success or designee of Atlanta Metropolitan State College. A denial from the Provost/Vice President for Student Success or designee is final and not subject to further consideration.

## Declaration/Change of Major-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 Major/Program of study or changing from one Major/Program of study to another are available on the webpages of the Registrar’s Office or on the Center for Academic Advising & Student Success (CAAS).

## 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. After advisement and registration, students are encouraged to seek approval before changing their schedule by an Academic Success Advisor in the Center for Academic Advising & Student Success (CAAS). After the end of the Drop/Add time period a student cannot drop a course. Instead, he or she must withdraw from courses by completing an online Course Withdrawal Form available under Academic Forms on the CAAS website. Students withdrawing from courses before mid-term receive a “W” for the course; students withdrawing after mid-term receive a “WF”. Administrative withdrawals may be granted to students who find it necessary to withdraw from the college if approved by the Administrative Withdrawal Committee. See administrative withdrawal section in college catalog for administrative withdrawal procedures. After withdrawing from a class, a student may lose 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 State 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)
FA	Failure (Stop Attending)	(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.

- F: Failure. This symbol indicates that the student failed the course and must repeat it.
- FA: Failure. Due to Stop Attending.
- 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 an approved hardship withdrawal application. See hardship withdrawal section in college catalog for hardship withdrawal procedures.
- WF: Withdrew Failing. This symbol indicates that the student withdrew after mid-term and, therefore, received a non-passing grade.
- 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 State 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 Provost/Vice President for Student Success. It is removed from the transcript when the actual grade is reported.

#### Reporting of Grades

- Mid-term grades are reported before the mid-point of the semester to be viewed on the online Student portal.
- Final grades are reported by the instructor to the Office of the Registrar. Students may check the online Student portal for Final Grades.
- The academic calendar provides the specific dates for mid-terms and final exams for each semester.

#### Grade Appeal Process\*

A student must meet one of three requirements in order to qualify to file an academic appeal. The student must have some evidence that there exists at the time of the appeal: (1) a mathematical error in the grade's calculation, (2) a deviation—by the instructor—from the course syllabus or the College's policy manual (this document), or (3) disparate treatment of the student. Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor's professional judgment of the quality of the student's work or performance. The grade appeal process must be initiated in writing by completing and submitting the online Grade Appeal Form located on the College's website at the link: <https://www.atlm.edu/complaints/>, Grade appeals must be submitted within nine (9) weeks from the time the grade was assigned. All written communication by the student must be made through the student's ginger email account, assigned by the College. Extenuating and/or mitigating circumstances will be considered in reference to the 9-weeks time limit for submitting grade appeals. The grade appeal process involves the following steps:

Step 1. Within nine weeks of the semester immediately following the assignment of a final grade, a student who wishes to appeal a grade shall do so in writing at the link <https://www.atlm.edu/complaints/>. The instructor of the class will be notified of the grade appeal by the Dean and/or Coordinator of Student Conduct. An attempt will be made to resolve the grade appeal between the student and the class instructor. The student and instructor must make every effort to resolve the matter and arrive at a mutual consensus, which outcome the instructor will submit in writing.

Step 2. If, after Step 1, a student wishes to further pursue the change of grade, the student must make a written appeal to the appropriate Academic Dean within ten working days of the written outcome between the instructor and student. Documentation should be submitted by the student to support the appeal.

Step 3. The Dean 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 Dean 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 Academic Dean, he or she may seek redress in writing within ten (10) working days with all supporting documentation to the Provost and Vice President for Student Success. If the Provost determines that the appeal does not meet the criteria of the policy, he/she shall communicate this in writing to the student. If the Provost determines that the appeal does meet the criteria of the policy, he/she will convene the Academic and Grade Appeals Committee to consider the complaint. The Provost will notify the student regarding the Academic and Grade Appeals Committee meeting date, his/her rights, and next steps in the process.

Step 6. The committee will be convened in a timely manner. Witnesses and evidence pertinent to the hearing will be permitted. A majority vote of the full committee shall be required to change the grade. The decision of the Academic and Grade Appeals Committee is final. The decision of the committee will be submitted to the student in writing.

\*Grade appeals related to eCore classes should be made through the SEADS student portal at the following link: <https://ecore.usg.edu/current-students/student-forms-and-withdrawals>.

## **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 State College is calculated by dividing the total degree-credit hours in all courses attempted in which a grade of "A," "B," "C," "D," "F," "FA," 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 and all report courses count towards the calculation.

### **Independent Study**

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 academic dean of the academic school 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 State College are not eligible for independent study. Faculty agreeing to supervise an independent study must submit a course syllabus for approval of the appropriate Academic Dean. Course content, assignments and grading policies must be consistent with those taught in a traditional class setting.

## **REPEATING COURSES**

Students are permitted to repeat courses to improve their grades. The higher grade will be used to compute the cumulative GPA.

**A. If applicable, the student should consult with the Financial Aid Office for regulations governing payment for repeated courses and both grades may be used for that purpose.**

## **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 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).

### **Honors Courses in the Social Sciences**

Honors courses offered through the School of Social Sciences & Humanities (SSH) in history, political science, psychology and sociology are designed for high achievers desiring exceptional learning experiences from outstanding faculty. Each honors course emphasizes reading, research, and stimulating discussions, as well as writing papers and reports.

Students enrolling in honors courses must have a cumulative GPA of at least 3.30 and must have completed all Learning Support requirements. New students enrolling in honors courses must have a high-school grade point average of at least 3.30. Finally, enrollment is contingent upon approval of the student's advising Academic Dean and the instructor of the honors 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 State College, to provide an intellectual climate for the exchange of ideas and ideals, and to encourage fellowship and service to AMSC and the larger community.

The following are membership requirements: (1) the student must be currently enrolled at Atlanta Metropolitan State 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 AMSC; 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 AMSC 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.

### **KAPPA DELTA PI**

The Alpha Eta Tau Chapter of Kappa Delta Pi at Atlanta Metropolitan State College strives to develop and enhance these qualities in chapter members: to promote excellence in recognition of outstanding contributions to education; endeavor to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work.

To these ends, it shall invite to membership persons who exhibit commendable professional qualities, worthy educational ideals, and sound scholarship, without regard to race, age, ethnicity, religion, gender or sexual identity, or disability.

To qualify for membership, a student must be an education major and have the intent to continue academically and professionally in the field of education; demonstrate leadership attributes; have completed at least 30 credit hours of collegiate course work; have at least 12 credit hours in education course work and programmed, in progress, or completed; and demonstrate a cumulative grade-point average of 3.0 or greater.

### **ALPHA PHI SIGMA**

Alpha Phi Sigma Honor Society recognizes academic excellence of undergraduate and graduate students of Criminal Justice, and is affiliated with the Academy of Criminal Justice Sciences. The goals of Alpha Phi Sigma are to honor and promote academic excellence, community service, educational leadership, and unity.

Members shall be students enrolled in a baccalaureate or graduate programs of a regionally accredited institutions with an established Alpha Phi Sigma chapter at the time of initiation. Nominations of collegiate members shall be made by the chapter advisor. Election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the chapter advisor, submitted to and accepted by Headquarters. The candidate is an "accepted" member when the application has been approved by Headquarters.

Baccalaureate students shall be enrolled at the time of application in the institution represented by the chapter, have declared a major, minor or equivalent in the criminal justice or related field, have completed 45 semester hours, have a minimum GPA of 3.2 on a 4.0 scale, with a minimum GPA of 3.2 in courses in criminal justice related fields and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field. Students who completed an Associate degree in Criminal Justice and are currently enrolled in a bachelor's program, with a minimum cumulative GPA of 3.2 on a 4.0 scale are also eligible for membership.

Transfer Members. Any Alpha Phi Sigma member who transfers to another college or university shall be accepted into that local chapter and shall pay the local chapter fee, if any. After one term, the member shall be subject to all rules, regulations, and requirements of that local chapter. Headquarters will not issue a new certificate of membership unless specifically requested by the chapter advisor and paid for by the member.

Faculty and administration involvement is recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college primarily uses Adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at the college where they are inducted and be elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by Headquarters.

Honorary membership recognizes community people who have made distinctive scholarly and research contributions to the criminal justice field or who have provided outstanding support for the chapter. Honorary Members may not be students. The Chapter Advisor shall approve nominations. Honorary Members must be elected by a 2/3 vote of the chapter. They may elect Honorary Members during a regular meeting. Membership applications shall be approved and signed by the chapter advisor, submitted to and accepted by Headquarters.

Professional members include College/University graduates not previously initiated into Alpha Phi Sigma. Professional members shall have made a distinctive contribution to the profession; shall have earned one or more degrees in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2) years; shall have a minimum cumulative 3.2 GPA on a 4.0 scale as undergraduate student or minimum cumulative 3.4 GPA on a 4.0 scale as graduate student. Academic transcript and personal resume must accompany the application. Membership application packet must be submitted to Headquarters and approved by the Executive Director.

The dues, fees and assessments for each category of membership shall be determined annually by the Executive Advisory Board. The Executive Advisory Board may use any reasonable method for determining the amount of the dues. Nothing in this section shall prohibit the Executive Advisory Board from setting varying dues amounts based upon different categories of membership.

Each Active Member of the Society is entitled to one vote upon each matter submitted to a vote at a chapter meeting of its members. Chapter voting is in accordance with the Bylaws of the chapter, except as the Articles of Incorporation otherwise provide.

Each chapter shall have a chapter advisor, who is a faculty member or full-time administrative staff. Chapters may have assistant advisors, who are College/University faculty or Alpha Phi Sigma Alumni or full-time administrative staff. All advisors and assistant advisors should be chosen for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.

## REGISTRATION POLICIES AND PROCEDURES

### Student On-Line Registration Procedures

A visual guide is available on the website at <https://www.atlm.edu/downloads/Student-Guide-to-Self-Registration-and-How-to-View-Classes.pdf>.

**Step 1:** From the AMSC Web Page <https://www.atlm.edu>, select "Students" and then click on **STUDENT PORTAL**

**Step 2:** Enter your AMSC and PIN - *First Initial first name (CAPS)+ First Initial last name (lowercase) + MMDDYYYY Birthdate*. click **LOGIN**

If you are unable to log onto the Student Portal, your PIN may be disabled or you are not an active student for the semester.

If you key in the PIN incorrectly three consecutive times, your PIN will be disabled and you must contact the Registrar's Office.

**Step 3:** Click **STUDENT SERVICES AND FINANCIAL AID**

*Students who still have an unsatisfied Learning Support requirement must be advised and registered through Center for Academic Advising and Student Success (CAAS).*

**Step 4:** Click **REGISTRATION**

If you have a hold - click **View Holds**. Then contact the office that has placed the hold.

If you get an error message such as a Pre-Requisite and/or Co-Requisite error, you should contact the Office of the Registrar or you may email [registrar@atlm.edu](mailto:registrar@atlm.edu).

**Step 5:** Click **ADD/DROP CLASSES**

**Step 6:** **SELECT TERM** and click **SUBMIT CHANGES**

**Step 7:** **If you do not know the CRN (Five-digit Course Reference Number)**, you may search for an open class by clicking "CLASS SEARCH" and then search by subject. If you do have the Course Reference Number - enter the CRNs onto the ADD/DROP worksheet.

**Step 8:** Click **SUBMIT CHANGES**

**Step 9:** Select **\*\*REGISTERED\*\*** from the pull down menu for each course, then click **SUBMIT CHANGES**.

**Step 10:** **To drop a course during drop/add, click \*\*WEB DROPPED COURSE\*\*** from the pull down menu then click **SUBMIT CHANGES**.

**Step 11:** **Once you have completed the Course Selection Process, you should print your Student Detail Schedule. TO PRINT SCHEDULE:** Scroll to the bottom of the screen. Click **STUDENT DETAIL SCHEDULE**, then **PRINT**. (Use your web browser's print button)

**Step 12:** **VIEW FEE ASSESSMENT:** Scroll to the bottom of the screen. Click **VIEW FEE ASSESSMENT**, then **PRINT**.

**Step 13:** **VIEW STUDENT ACCOUNT SUMMARY:** Scroll to the bottom of the screen. Click **Account Summary by Term**.



If you receive Financial Aid, you may check the status by clicking on the "Financial Aid" tab located under "Student Services and Financial Aid."

**If your Financial Aid is not sufficient to cover fees assessed, you are responsible for paying the remaining balance.**

Cash payments can be made at the Cashier's Window.

You may pay for your classes online using a credit card by clicking on "Credit Card Payment" at the bottom of the FEE ASSESSMENT or ACCOUNT SUMMARY. Contact Student Accounts at 404-756-4359 about payments.

**REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID IN FULL. YOU ARE REQUIRED TO SATISFY YOUR FINANCIAL OBLIGATIONS OR YOUR SCHEDULE WILL BE PURGED.**

### **Student Registration Alternative to Self-Registration**

Registration is a process that includes:

1. **Academic advising with an Academic Advisor or Faculty Advisor**
2. **Registering for classes -Students Self-Register through Student Portal or**

Student initiates Registration Form located at link below:

Electronic Registration Form (initiated by Student) <https://www.atlm.edu/academics/registrars-forms.aspx>

3. **Paying tuition and fees and**
4. **Find Text Books and School Supplies**

Student self-registration is conducted in the Student Portal. Students should select [www.atlm.edu](http://www.atlm.edu) then select "Registration" listed to the right of the web page to self-register through the Student Portal.

A registration form can be used ONLY if students have difficulties registering through the student self-registration in the Student Portal.

### **Finishing Registration**

Tuition and fees are due and payable once registration is complete. **Students are not officially enrolled until tuition and fees have been paid for a given semester.** Students are responsible for knowing their enrollment status at the college.

## **NO SHOW REPORTING**

Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened.

The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as a non-attending in a course must follow the proper procedures to be reinstated. Students are required to complete the Reinstatement Request for Non-Attendance for each course they have been dropped from for the term. The Instructor must approve the request in order for the student to be reinstated back into the course. Students must adhere to the established deadlines for reinstatement. When the student is approved to be reinstated into the course, the instructor shall initiate the electronic form for reinstatement to the students. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period.

### **Faculty will consider Reinstatements based on criteria below:**

The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is strong probability that the student can catch up in the class.

OR

The instructor made an error and the student was in attendance prior to being dropped.

## **WITHDRAWAL POLICIES**

### **Withdrawal from the College**

**Effective Spring 2021** - Students should meet with instructors and Office of Financial Aid to discuss withdrawal plans. A student who withdraws from the Atlanta Metropolitan State College (AMSC) prior to the Midterm will receive a grade of **W** in all courses in which he/she is enrolled. A student who withdraws from AMSC after the Midterm will receive a grade of **WF**. Students may submit their request to withdraw from a course and retain at least one course or students may withdraw from ALL courses by completing the online Withdrawal Application. The (Withdrawal Form (Course)) link is found on the Registrar's Office page housed on the school's website. Once a completed request to withdraw is submitted, the student will have until 6:00 pm the following day to stop the process by submitting an email to [registrar@atlm.edu](mailto:registrar@atlm.edu). The timing of withdrawals in order to avoid academic penalty is the responsibility of the student. Deadlines are published in the Academic Calendar.

### **Administrative Withdrawal Policy**

This policy is meant to be invoked in cases where students experience needs that exceed the College's services and resources. In such circumstances, the student will be advised to consider a voluntary withdrawal. If the student declines to voluntarily withdraw from College, the College may administratively withdraw the student in situations when, in the judgment of the Provost or designee and professional member of Department of Counseling and Accessibility Services staff, it is determined that the student's physical, mental, emotional or psychological health: 1) poses a significant danger or threat of physical harm to the student or to the person or property of others; or 2) causes the student to interfere with the rights of other members of the College community or with the exercise of any proper activities or functions of the college or its personnel. Except in emergency situations, a student shall, upon request, be accorded a meeting with a College official or a hearing prior to a final decision concerning his or her continued enrollment at the College.

### **Military Withdrawal**

A student who is on active duty or is a military reservist (including members of the National Guard) may withdraw from the College if called for active duty or reassignment. The student must officially withdraw and submit Official Orders to Active Duty to the military liaison located on campus, within three (3) working weeks of actual receipt of said orders. Upon review of the orders, the liaison will submit documentation to the Registrar's Office for processing. The student is not eligible for a military withdrawal in any course in which the student has completed the course requirements (for example, taking the final exam or submitting the final paper) and/or a final grade has been assigned. Students who withdraw and receive a full tuition refund will receive a grade of "MW" (military withdrawal) for all courses from which the student has withdrawn. (Reference BoR 7.3.5.3 Policy Manual)

### **Hardship Withdrawal**

Hardship withdrawals may be granted to students who find it necessary to withdraw from the college because of an emergency, a crisis, or an unavoidable circumstance that impedes academic progress. Circumstances warranting a Hardship Withdrawal may include death of a family member, a personal illness, illness of immediate family members, a personal injury, a fire, or some other disaster. Before mid-semester, students may withdraw from classes without failing through the College's course withdrawal procedure.

After mid-semester, course withdrawal without failing will be granted only for hardships through the College's Hardship Withdrawal process. Students can obtain an application for a hardship withdrawal by downloading it from the webpage for the Center for Academic Advising & Student Success (CAAS). Hardship withdrawal applications are accepted within thirty (30) business days from the official last day of the semester for which the withdrawal is requested. Documentation verifying the hardship must be submitted in support of the request. All applications are reviewed by the Hardship Withdrawal Committee.

Students are not eligible for hardship withdrawals in any course(s) in which they have completed the course requirements (e.g. taken the final exam or submitted the final project). A hardship withdrawal is not applicable in cases in which a degree has been granted. Students are limited to only one hardship withdrawal during their matriculation at AMSC.

The credit hours attempted during the semester in which the student is applying for a hardship withdrawal are included in the Satisfactory Academic Progress (SAP) Calculation. A hardship withdrawal might result in an adjustment of the student's financial aid award. The student will be responsible for the repayment of the unearned portion of the financial aid funds.

Students wishing to appeal a hardship withdrawal decision should submit a letter of appeal and any additional documentation to the Provost/Vice President for Student Success (or his/her designee) within 20 business days of the date of the original decision letter. In the letter of petition, students should state any additional reasons as to why they believe the hardship withdrawal should be granted and provide any supporting documentation that has not been previously submitted. The Provost/Vice President for Student Success may refer letters of appeal to the Academic Progress Committee for its review and recommendation.

### **Unofficial Withdrawal**

Federal policy requires students who have been awarded any type of Federal Student Aid (FSA) to fulfill their academic requirements. Students, who cease attending all classes without officially withdrawing and students who earn no earned hours in a semester are considered unofficially withdrawn for the semester by the U.S. Department of Education. For example, if a student fails to earn a passing grade in at least one course he or she enrolled in for a semester, Atlanta Metropolitan State College must assume for Federal Student Aid (FSA) purposes that the student has unofficially withdrawn from the semester and will be reported as such, unless it can be documented that the student did complete the term.

Upon submission of final grades for a term, instructors are required to indicate the last day of attendance for students in which grades of F, FA, WF, are recorded. An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes. Depending on the date of the student's "unofficial withdrawal," it may be necessary for the College and/or the student to return some or all of the financial aid the student received during the term.

An R2T4 (Return of Title IV Funds) calculation must be completed by the Office of Financial Aid based on the student's last date of attendance provided by the Registrar's Office. Unofficially withdrawing from the College can result in the student being required to repay all or a portion of the Federal Student Aid received for the term. The student will be responsible for any and all funds due back to the U. S. Department of Education.

These withdrawals are for registration purposes and do not affect the recorded grade given. The original grade will be available for viewing on the student's official transcript at the designated time indicated on the Academic Calendar at the end of the term. (Reference: U. S. Department of Education Policy)

## **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 who have not registered for three consecutive semesters, must apply for re-admission. Former students who have attended another College or University since attending Atlanta Metropolitan State College must have an official transcript sent to Atlanta Metropolitan State College from each College or University attended. Verification of Lawful Presence must be validated.

## **ACADEMIC RENEWAL POLICY**

Undergraduate students who are returning to Atlanta Metropolitan State College (AMSC) may be eligible for Academic Renewal. The Academic Renewal Policy, sometimes called Academic Forgiveness, for the student signals the initiation of a new grade point average to be used for determining academic standing. The policy allows AMSC 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 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. Students must apply for Academic Renewal in the Center for Academic Advising & Student Success (CAAS).
2. Students are encouraged to apply for Academic Renewal status at the time of re-admission, re-enrollment or enrollment as a transfer student. 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.
3. All previously attempted course work continues to be recorded on the student's official transcript, designated by the # symbol.
4. 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.
5. A student can be granted Academic Renewal status only once in the University System, and any scholastic suspensions that occurred in the past shall remain on the student's permanent record. Scholastic suspensions or dismissals that occurred in the past shall remain recorded on the student's permanent record. If a suspension (either first or second) is on the record and the student encounters subsequent academic difficulty after having been granted Academic Renewal, the student may be subject to suspension or dismissal per the institution's academic standing policy.
6. 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.
7. Re-entry into any program is not automatic, and the granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress. All attempts will count in the calculation of your GPA for financial aid. In many cases the GPA will be different from your institutional GPA. In some cases, there may be financial aid implications with Academic Renewal and students are encouraged to speak with a financial aid officer to learn more about these implications.
8. In determining academic honors, the Regents' Cumulative GPA is used. The Academic Renewal GPA will be used for determining academic standing, honors, and eligibility for graduation.
9. To earn a degree from AMSC, a student must meet the residency requirements (the number of credit hours that must be earned at the degree awarding institution) after acquiring Academic Renewal status. Renewed courses do not count towards the institutional residency requirement.

10. If denied academic renewal, a student may submit a written request to appeal decision within 10 business days from the date of the notification letter to the Provost/Vice President for Student Success. If the Provost determines that the appeal does not meet the criteria of the policy, he/she shall communicate this in writing to the student. If the Provost determines that the appeal does meet the criteria of the policy, he/she will convene the Academic and Grade Appeals Committee to consider the complaint. The Provost will notify the student regarding the Academic and Grade Appeals Committee meeting date, his/her rights, and next steps in the process. The committee will be convened in a timely manner. Witnesses and evidence pertinent to the hearing will be permitted. A majority vote of the full committee shall be required to change the grade. The decision of the Academic and Grade Appeals Committee is final. The decision of the committee will be submitted to the student in writing.

## TRANSIENT STATUS REQUESTS

Atlanta Metropolitan State 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 AMSC.
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 AMSC 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 the Registrar.
6. If the student is within the last twenty (20) hours of graduation, the student must obtain written approval from the Provost/Vice President for Student Success.
7. Students with Learning Support requirements must obtain permission from the Dean of the School that offers the Learning Support course—either the School of Social Sciences and Humanities or the School of Sciences and Health Professions.
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 ensure that the course credit will be accepted by AMSC.
10. Students attending another institution are responsible for requesting that an official transcript of transient coursework be forwarded to Atlanta Metropolitan State College.
11. The student must make application to the school he or she wishes to attend as a transient.
12. Course work taken as a transient student will not be calculated in the grade point average.

## TRANSFER CREDIT POLICY

The following is a description of the general guidelines used to evaluate transfer credits. This list does not guarantee the student any certain result and is meant only as an explanation of the procedures. Atlanta Metropolitan State College has established these policies in compliance with the standards established by the University System of Georgia (USG). The database of transfer course equivalencies may be accessed through this page ([GATRACS College Credit Transfer Tool](#)). Any further inquiries may be made at the Atlanta Metropolitan State College Office of the Registrar at (404) 756-4001.

1. In order for credit to be evaluated, it must be sent on an official transcript (directly from the school) and contain final grades of all courses completed.
2. In general, credits coming from an appropriately accredited institution will be accepted (SACS, NASC, NEASC, NCAC, MSAC, etc.) and transferred in on the level in which they were taken. For example, if courses were applied toward a 4-year degree at another appropriately accredited school, they will be accepted as such. However, if A.A.S. courses were taken at a 4-year accredited institution, they will transfer-in on an equal level (not applying towards a 4-year degree).
3. The USG and the Technical College System of Georgia (TCSG) have an articulation agreement for a list of courses that will transfer from the TCSG to the USG. You can view the list by clicking on the link here [TCSG-USG Course Transfer Chart](#). For courses that are not on this list, there are no system-wide rules regarding transfer. However, GATRACS (Georgia TRACS) has a College Credit Transfer Tool that includes course transfer among USG institutions. You can enter the courses you have taken in the TCSG and see how they will transfer to colleges and universities in the USG at the link here [GATRACS College Credit Transfer Tool](#).
4. Grades of "D" will transfer except in courses that require a "C" or better for successful completion.
5. No credit will be given for work experience evaluations with grades below a "C". This includes credit by exam, D's, F's, W's, U's, I's, IP's, etc.
6. Freshman English Composition I and II (ENGL 1101 and ENGL 1102) require a minimum of a "C" or better in order to transfer.
7. The transfer GPA is a component of the student's overall GPA at Atlanta Metropolitan State College.
8. No credit will be given for the same class more than once. This includes repeat courses as well as classes taken at two separate institutions.

9. Courses will transfer in with the same number of hours as received at the previous institution. If this causes a deficiency in an area, it is the student's responsibility to ensure that it is satisfied through additional coursework. No course will be equated to a class on a higher level (ex: 2000 -> 3000) without the approval of the division chair unless an equivalency is obviously determined and is not more than one level higher.
10. In order to receive credit for remedial and developmental classes the student must have successfully passed the ACCUPLACER entrance exam or Freshman English Composition for English or College Algebra for math. However, if a student satisfied a deficiency in another University System of Georgia Institution, it will be honored.
11. All course work is transferred in under the Semester System.
12. If a student wishes to modify the results of the transfer evaluation, additional consideration will be given if the student provides a copy of the catalog course description as well as a written request stating which particular Atlanta Metropolitan State class they wish to equate it with. The evaluator will respond to the request in writing.
13. If a student takes U.S. History in the University System of Georgia, it will satisfy the Georgia and U.S. History requirements for graduation. However, if they take the course out-of-state, it will only satisfy the U.S. History requirement.
14. If a student takes Political Science 1101 - American Government in the University System of Georgia, both U.S. and GA Constitution requirements are met. If taken outside of the state, passing an exemption examination can satisfy the GA Constitution requirement.
15. Military credit and experience is accepted provisionally provided that the content, nature, and appropriateness apply to courses offered at Atlanta Metropolitan State College. Official documentation and course descriptions (when possible) must be provided.
16. Students who wish to receive credit from international schools abroad must submit their transcript to one of six approved international credentials evaluation services. This may take 2-6 weeks and cost between \$100 - \$150 US Dollars. Contact the Office of the Registrar for more information.

## PRIOR LEARNING ASSESSMENT (PLA)

PLA provides students the opportunity to demonstrate knowledge and skills learned from past experiences for the potential to earn academic credit. It is a process through which students:

1. identify areas of relevant learning from their past experiences
2. demonstrate that learning through testing, portfolio assessment, and credit recommendation from nationally recognized organizations, and
3. receive academic credit based on acceptable evaluation.

The College offers students a variety of opportunities to earn academic credit for various prior learning experiences they may have accrued in the past, including community service, professional certifications, workforce, and military training. Assessment of prior learning occurs through standardized exams (CLEP, DANTES/DSST, ACE, AP, IB etc.) and portfolio evaluation. The PLA Handbook with detailed information and required forms can be found at <https://www.atlm.edu/academics/plahandbook.aspx>.

The University System of Georgia's eMajor also provides a process for prior learning assessment. To seek academic credit through eMajor, please see <https://emajor.usg.edu/current-students/credit-for-prior-learning.php>.

## PRIOR LEARNING ASSESSMENT PORTFOLIO APPLICATION PROCESS

1. Contact the PLA Director, Dr. Kokila Ravi  
Office: Room 240 Building 650  
Phone: 678-623-1141  
Email: [kravi@atlm.edu](mailto:kravi@atlm.edu)
2. Complete the PLA Portfolio Training Course
3. Provide \_\_\_\_\_ the \_\_\_\_\_ completed \_\_\_\_\_ application \_\_\_\_\_ at  
[https://www.atlm.edu/downloads/PLA\\_Application\\_for\\_Credit.pdf](https://www.atlm.edu/downloads/PLA_Application_for_Credit.pdf)
4. Provide official documentation and/or portfolio.
5. Receive feedback on possible award of credit.

### PLA Committee

**Registrar's Office:** Ms. Kofi Clark (Email: [kclark@atlm.edu](mailto:kclark@atlm.edu) Phone: 404 756 4001)

**Financial Aid:** Ms. Dakeisha Pickett (Email: [dpickett@atlm.edu](mailto:dpickett@atlm.edu) Phone: 6786231129)

**CAAS:** Ms. Sharon Duhart (Email: [sduhart@atlm.edu](mailto:sduhart@atlm.edu) Phone: 404 756 4784)

**Library:** Ms. Carolyn Harmon (Email: [Charmon@atlm.edu](mailto:Charmon@atlm.edu) Phone: 678 623 1150)

**School of Business and Technology:** Prof. Muriel Hepburn (Email: [mhepburn@atlm.edu](mailto:mhepburn@atlm.edu) Phone: 4047564006)

**School of Math, Science, and Health Professions:** Prof. Gyuheui Choi (Email: [gchoi@atlm.edu](mailto:gchoi@atlm.edu) Phone: 4047564739)

**School of Social Science:** Ms. Jamie Butler (Email: [jbulter@atlm.edu](mailto:jbulter@atlm.edu) Phone: 678 623 1296)

## PLA Grade and Credit Hours

College credit obtained by students from PLA is recorded on the student's transcript with the notation "K," with no grade assigned, and no quality points 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.

An associate's pathway student may obtain a total of 20 credit hours through a combination of AP, CLEP, DANTES, Credit-By-Examination, or ACE credits. A bachelor's degree seeking student may obtain a total of 40 30 credit hours through a combination of AP, CLEP, DANTES, Credit-By-Examination, or ACE credits.

### Grade Appeal Process for Prior Learning Assessment (PLA)

For an appeal of the credits awarded through PLA, the student should pursue a general grade appeal outlined in the catalog above.

## PRIOR LEARNING ASSESSMENT METHODS

The following is a brief description of the available PLA assessment methods:

### EXAMINATION

#### CLEP

The College-Level Examination Program (CLEP) is administered by the College Board and provides students with the opportunity to demonstrate college level achievement through a program of examinations in undergraduate college courses. Students who receive qualifying scores on CLEP exams can earn college credits. Please refer to the PLA Student Handbook for a specific list of qualifying courses and specific CLEP courses available for credit at AMSC (<https://www.atlm.edu/academics/plahandbook.aspx>). For details regarding registration, fee, and other relevant information, go to the Testing Services website or the Testing Services section of the College Catalog.

#### Credit by College Administered Examinations

Students seeking a degree at Atlanta Metropolitan State College, who believe they have enough knowledge in the subject matter of the course, may apply to the appropriate Academic Dean requesting permission to take a departmental exam, if one such exists. Applications must be received in the office of the Academic Dean no later than the end of the registration period for the term the student wishes to take the exam. If the application is approved, the examination will be administered for a fee. A student who has taken the course and failed or has taken a more advanced course at Atlanta Metropolitan State College will not be permitted to take the examination for credit. Contact information for Academic Deans may be obtained at <http://www.atlm.edu/academics/>.

#### Advanced Placement (AP) and International Baccalaureate (IB) Scores

The College accepts Advanced Placement (AP) as well as International Baccalaureate (IB) scores. Credit may be awarded toward graduation for courses where students have earned at least three (3) points from the College Board.

See <https://www.atlm.edu/students/AP-scores.aspx> for more information on AP score equivalencies.

### WORKPLACE TRAINING

#### American Council on Education (ACE)

ACE is an organization that provides guidance to colleges and universities on the acceptance of college credit. AMSC is a member of the USG consortium and honors ACE credits as appropriate for the program of study for students. Students must contact their advisor and the AMSC Office of Admissions for information on documentation of ACE credits and verification of their application to programs of study. Please go to <http://www.acenet.edu> for further recommendations.

### MILITARY SERVICE

#### Credit for Military Service

Students who have prior military service may be given two activity credits and three hours of first aid credit for the Physical Education activity 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. Atlanta Metropolitan State College is a military friendly member of the Servicemembers Opportunities Colleges Consortium (SOC) and is committed to providing flexible policies that empower service members and their families to complete their degree rather than simply accumulate credits. For more information see the SOC website at <http://www.soc.aascu.org/>.

Contact our [Adult Learner](#) link for the College's SOC Representative who will provide further assistance.

#### Defense Activity for Non-Traditional Educational Support (DANTES)

AMSC will grant credit for DANTES/DSST examinations determined to be equivalent to CLEP. The same score minimums will apply to these tests as the CLEP. Please refer to the DANTES/DSST website at <https://www.dantes.doded.mil/> or more information.

## PORTFOLIO

### PLA Portfolio Assessment

Students whose prior learning experiences fall outside the scope of these above methods are advised to sign up for the Portfolio Workshop. Atlanta Metropolitan State College students may enroll in AMSC Portfolio Workshop by emailing the PLA Coordinator to document their prior learning. This online workshop teaches students how to prepare and submit a portfolio that records their prior learning experiences, competencies, training, and certifications in a way that aligns with specific course learning objectives. This course will teach students how to organize verifiable evidence and reflections of prior learning that may include but is not limited to skills, letters, recognitions, certifications, and experiences for which the student is seeking credit. Visit the adult learner website, <http://www.atlm.edu/adultlearner>, for more information on AMSC Portfolio Workshop, including the course syllabus and enrollment information, contact your division dean and PLA Director. Upon completing the course, students can submit portfolios and apply for academic credit for qualifying courses.

For awarding academic credit, the College follows the nationally accepted CAEL Standards and available in *Assessing Learning: Standards, Principles and Procedures*, 2<sup>nd</sup> ed. By Fiddler, Morry, et al. For the complete list of CAEL Standards, and for AMSC's policies, procedures, and process governing PLA, please refer to <http://www.atlm.edu/adultlearner>.

## TUITION CLASSIFICATION AND AWARDING OUT-OF-STATE WAIVERS

### Classification of Residency for Tuition Purposes Policy

Each University System school shall verify the lawful presence in the United States of every student applying for in-state tuition. Only those students verified to be lawfully present in the United States and meet Georgia domicile requirements per Policy 4.3.2, may be classified as in-state. Methods for verifying lawful presence are listed below. Student may provide copy of one of the following:

- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable. The original document must be presented and copy will be made in the Office of Enrollment Services.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS- 1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current military ID (service member only, not dependent) Documented using the Confirmation of Review of Military ID Worksheet. A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551)

The following rules are adopted by the University System of Georgia for determining residency for tuition purposes and are subject to periodic change by Board action.

The Office of Recruitment and Admissions is responsible for the initial determination of tuition classification for new applicants. The initial classification of a student as in-state or out-of-state for tuition purposes will be determined by the answers to the residency questions on the student application. In addition, applications submitted through the GAfutures.org website will use the tuition classification rules matrix as a guide to determine classification. This includes verifying lawful presence of newly admitted students.

The Office of Registrar is responsible for initial determination of tuition classification for Readmitted students. This includes but not limited to verifying lawful presence in the case of readmitted students.

### Petition for Reclassification

Students who have been classified as out-of-state for tuition purposes who believe that the submission of additional information could alter that decision, may submit a petition and supporting documentation to request to be considered for reclassification. The petition should **only** be submitted by students who have been notified that they have been classified as out-of-state for tuition purposes.

The Classification of Residency petition can be accessed at the link listed below, then click on "Classification of Residency" and complete the petition. It will be routed to the Office of the Registrar for review.

Link to access "Classification of Residency Petition Form" <https://www.atlm.edu/academics/registrars-forms.aspx>

This petition must be filed no later than thirty (30) days after the semester begins in order for the student to be considered for reclassification for that semester and receive a refund of out-of-state tuition paid. If the petition is approved, reclassification shall not be retroactive to prior semesters.

## RESIDENCY CLASSIFICATION STATUS FOR TUITION PURPOSES

### A. INDEPENDENT STUDENTS

1. 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.

No student shall gain or acquire in-state classification while attending any postsecondary educational institution in this state without clear and convincing evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.

2. If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.

### B. DEPENDENT STUDENTS

1. A dependent student shall be classified as in-state for tuition purposes if such 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 (a) the student has graduated from a Georgia high school; or (b) the parent claimed the student as a dependent on the parent's most recent federal and state income tax return.
2. A dependent student shall be classified as in-state for tuition purposes if such student's United States 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 such appointment was made prior to the eighteenth birthday and 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.
3. If the parent or United States court-appointed legal guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of the State of Georgia after having established and maintained domicile in the State of Georgia, such student may retain his or her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of such student's parent or United States court-appointed legal guardian.

### NON-CITIZEN STUDENTS

A non-citizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. 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 shall not be eligible for in-state classification.

### OUT-OF-STATE TUITION WAIVERS AND WAIVER OF MANDATORY FEES

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain nonresidents of Georgia for the following reasons (under the following conditions):

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. Presidential Waiver. Academic, athletic and international waivers are available for students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% 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. See page 23 for more information.
- 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 medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).



- E. Full-Time School Employees. Full-time employees in the public schools of Georgia or Technical College System of Georgia (BR Minutes, October 2008), their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
- 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, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
  - the military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty;
  - or the active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia. (BR Minutes, February 2009)
- H. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and, Georgia Regents University, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted shall not exceed the number assigned below at any one point in time:

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University	80
Georgia Regents University	20

- Border County Residents. Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents and for which the offering institution has been granted permission to award Border County waivers (BR Minutes, October 2008).
- Georgia National Guard and U.S. Military Reservists. Active members of the Georgia National Guard stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children.
- Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- 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.
- Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
- International and Domestic Exchange Programs. Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students.
- Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and 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 reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire 12 months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to an independent non-citizen possessing a valid employment-related visa status that 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 employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain

a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia.

A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or U.S. court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or U.S. court appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia.

8. 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 an intent to become a permanent resident of Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one year.
9. Nonresident Student. As of the first day of classes for the term, a nonresident student can be considered for this waiver under the following conditions:
  - a. Dependent Student. If the parent or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent 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. Under Georgia code legal guardianship must be established prior to the student's 18th birthday.
  - b. Independent Student. If the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled. 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 this 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, spouse or U.S. court-appointed legal guardian.
10. Vocational Rehabilitation Waiver. Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BR Minutes, October 2008)

## PRESIDENTIAL OUT-OF-STATE TUITION WAIVER

The Board of Regents policy 7.3.4.1 grants Atlanta Metropolitan State College the authority to award out-of-state tuition waivers (or Presidential Waivers) and assess in-state tuition for certain non-Georgia residents under the conditions described below. The following policy and procedures describe Presidential Waivers at Atlanta Metropolitan State College.

### Categories of Waiver

**The Presidential Out-of-State Tuition Waiver is classified into the following three categories:**

#### **1. Academic Waivers**

Students who have demonstrated the potential to excel within a particular program of study offered by Atlanta Metropolitan State College (AMSC) as evidenced by scoring within the top half of students matriculating or the top half of students matriculating within the particular program of study to which the student has applied. AMSC shall determine the top half using the academic criteria (e.g. Freshmen Index, standardized test scores, GPA, artistic ability) applicable either for general admission to the institution or for the particular program of study to which the student has applied.

#### **2. Athletic Waivers**

Students selected to participate in the institutions intercollegiate athletics program and who have demonstrated the potential to succeed within a particular program of study offered by the institution. The percentage of waivers offered within the Athletic Waivers category shall not exceed one-third (1/3) of the total number of Presidential Waivers which the institution is eligible to offer.

#### **3. International Waivers**

Non-citizen students who are not otherwise ineligible for a tuition differential waiver under this policy and who have demonstrated the potential to succeed within a particular program of study offered by the institution.

**Authority**

The College President, or his/her designee(s), shall award Presidential Waivers.

**Waiver Allocation**

The proportionate percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect such that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as a 0.5 waiver. Presidential waivers shall be awarded in 0.5 FTE equivalents, with only 50% and 100% waivers shall be allowed.

**Award Period**

Waiver may be awarded either for the entire academic year or on a semester-by-semester basis.

**Number of Waivers Awarded**

Presidential waivers for AMSC are not to exceed two percent (2%) of the equivalent full-time students enrolled in the fall term immediately preceding the term for which the out-of-state tuition is to be waived. The applicable fall term FTE will be determined from the USG Fall Semester Enrollment Report.

**Waiver Eligibility****Academic Waiver Eligibility**

Students admitted with less than 30 semester hours of transfer credits (freshman) will be eligible for a waiver providing that they meet or exceed one of the following requirements:

- SAT Verbal Score of 430 and SAT Math Score of 400
- Or ACT English Score of 19 and ACT Math Score of 17
- Or High School GPA of 3.0

Students with over 30 semester hours of transfer work are considered transfer students and must have a 2.5 GPA or higher in order to receive an Academic Waiver. Students who do not meet these academic requirements may still be considered for an academic waiver but will not be given the priority of the students who meet the conditions indicated above.

**International and Athletic Waiver Eligibility**

Waiver applications for athletes and international students will be evaluated by The Director of Recruitment and Admissions on a case by case basis to determine eligibility. Resources, such as recommendations, reference interviews, international evaluation resources, in addition to other information provided by the student, will be used to evaluate waiver eligibility.

**Monitoring Waivers**

Students who receive academic and international waivers shall maintain a minimum 2.5 overall GPA for each semester that the waiver is awarded. Students receiving a Presidential waiver for athletics must maintain SAP academic requirements as defined in the AMSC Catalog. Students who fail to maintain waiver requirements will be notified by letter that their waiver is in jeopardy, and that they will be placed on warning for one semester.

Eligibility for continuation of the Presidential waiver shall be determined on a semester-by-semester basis, and students will be notified by letter prior to their enrollment in the subsequent semester. If a student fails to bring his/her academic standing up to the waiver requirements within one semester, the waiver will be revoked and he/she will not be considered for a waiver for the following academic year. Students who are eligible for Academic Common Market Waivers shall not receive Presidential Waivers. The College reserves the right to revoke waivers if a student violates the Student Code of Conduct as defined in the AMSC Student Handbook, and other College documents.

**Waiver Application Process**

Students may obtain the AMSC Presidential Out-of-State Tuition waiver application from the website <https://www.atlm.edu/academics/registrars-forms.aspx>.

The Director of Recruitment and Admissions will review/evaluate the waiver applications and make recommendations to the College President who will make determinations of awards. The Director of Recruitment and Admissions will inform students by letter of their waiver application decision. The College's Registrar's Office will monitor waiver eligibility on a semester-by-semester basis. The Department of Institutional Effectiveness will provide waiver data and analysis to the President and the USG upon request.

## LEARNING (COREQUISITE) SUPPORT

**What is Corequisite Support?**

Corequisite Support is a form of Learning Support, which is a generic term for programs designed to assist students who may need assistance to be successful in entry-level collegiate courses in English (reading and writing) and mathematics. As used in the University

System of Georgia (USG), Learning Support is synonymous with what is sometimes called developmental education, developmental studies, remediation, or remedial studies in other states and systems.

As it is currently conceived in the USG, Learning Support courses are “corequisite” courses that are paired with ENGL 1101 College Composition I, MATH 1001 Quantitative Reasoning, MATH 1101 Introduction to Mathematical Modeling, MATH/STAT 1401 Elementary Statistics, or MATH 1111 College Algebra.

Corequisite Support offers the advantage that all students are immediately enrolled in credit-bearing collegiate courses. Therefore, all students are on a pathway to degree completion and are able to maintain their momentum as they progress toward graduation. (University System of Georgia)

Students who may be served within the Learning Support program are:

1. Students who do not meet USG criteria to exempt Learning Support (co-requisite) placement.
2. Students who are determined by the institution to need academic assistance even though they are eligible to be admitted without Learning Support requirements under USG policy.
3. Students who elect to enroll in Learning Support courses to gain additional support while they are enrolled in entry-level English and mathematics courses. (Georgia Board of Regents Academic Affairs Handbook Section 2.9.1)

### **ATLANTA METROPOLITAN STATE COLLEGE’S COREQUISITE-LEARNING-SUPPORT MISSION STATEMENT**

The Atlanta Metropolitan State College Learning Support Program offers students the opportunity to enhance those language and mathematical skills needed for college success. The program provides support services in the areas of English and Mathematics for students who either need or desire these services.

### **LEARNING SUPPORT COREQUISITE OFFERINGS**

Beginning in the fall 2018 term, all Learning Support courses are offered exclusively in a “corequisite” format. The corequisite format means that students requiring Learning Support will enroll in both a collegiate course (ENGL 1101, MATH 1101, or MATH 1111, and in a very few instances, with approval, students will utilize MATH 1401 in area ‘A2’) and a corequisite Learning Support laboratory: ENGL 0999, MATH 0998, MATH 0999, or MATH 0996 respective). An example of corequisite enrollment is English 1101 and English 0999 taking simultaneously during the same part of term. The Labs provide “just-in-time” instruction that supports mastery of the skills and concepts needed for success in the collegiate courses. The content of the collegiate courses and the corequisite labs are carefully coordinated and they are both offered during the same part of the same term. The collegiate courses are 3 credit hours; the Labs may be 1 or 2 credit hours. Credit earned in the Labs is institutional credit only and does not count towards certificate or degree completion. However, attempts in Learning Support labs do affect a student’s “Satisfactory Academic Progress” and Financial Aid decisions.

#### **Atlanta Metropolitan State College offers the following corequisite course combinations:**

College English (ENGL 1101) + Corequisite Lab Support for English 1101 (ENGL 0999)

Mathematical Modeling (MATH 1101) + Corequisite Lab Support for Math 1101 (MATH 0998)

College Algebra (MATH 1111) + Corequisite Lab Support for Math 1111 (MATH 0999)

Elementary Statistics (MATH 1401 – for Area ‘A2’ only) + Corequisite Lab Support for Math 1401 (MATH 0996)

### **WHEN APPLYING TO ATLANTA METROPOLITAN STATE COLLEGE**

When applying to the college, students are to present test scores that can be used to exempt Corequisite Learning Support placement. The following scores are used for Corequisite exemption and/or placement:

ACT, SAT, Accuplacer, Write Placer, High School Grade Point Average (HSGPA), English Placement Index (EPI), and Math Placement Index (MPI).

The college provides **free** Accuplacer testing in mathematics and English for students who do not have entry test scores that exempt them from taking Learning Support corequisite labs. **Incoming students are strongly encouraged to take the Accuplacer placement exam(s).**

### **ENGLISH PLACEMENT/REGISTRATION**

If a student enrolls in a program that does not require ENGL 1101, but the student chooses to take English 1101, standard assessment and placement rules will apply.

The default English placement is ENGL 1101 (English Composition I) and the corequisite Learning Support lab, ENGL 0999, unless a student meets or exceeds at least one of the exemption criteria listed here:

- have transferred or transferable credit for an Area 'A' English course (must meet the minimum grade requirement of 'C
- have an English Placement Index (EPI) of 4230 or higher
- have a High School Grade Point Average (HSGPA) of 2.5 or higher AND have completed the Required High School Curriculum (RHSC) in English
- score 430 or higher on the (old) SAT Critical Reading
- score 24 or higher on the (new) SAT Reading test
- score 17 ACT English or higher
- score 61 or higher on the Classic Accuplacer Reading Comprehension test **AND ALSO** score 4 or higher on the Accuplacer WritePlacer test
- score 237 or higher on the Next-Generation Accuplacer Reading Comprehension test AND ALSO score 4 or higher on the Accuplacer WritePlacer test

## MATHEMATICS & STATISTICS PLACEMENT/REGISTRATION

If a student enrolls in a program that does not require a college-level mathematics course, but the student chooses to take a college-level mathematics course, standard assessment and placement rules will apply.

Many non-science programs allow students to enroll in Mathematical Modeling (Math 1101) to satisfy the area 'A2' mathematics requirement. Some pathways/degree programs may also allow students to enroll in Elementary Statistics (MATH 1401) to satisfy their area 'A2' mathematics requirement.

The correct Mathematics course needed for your pathway/or degree is listed on the campus website.

1. Go to the school website ([www.atlm.edu](http://www.atlm.edu)).
2. Click on the Academics tab.
3. Locate your Program of Study or Pathway under Academic Programs by Degree and (and Guided Pathways).
4. Click on the degree worksheet for your degree program and pathway.
5. Verify the math or statistics course you need for area 'A2' with an academic advisor.

The default Mathematics placement is MATH 1101 (Mathematical Modeling) and the corequisite Learning Support lab, MATH 0998, unless a student meets at least one of the exemption criteria for the selected Mathematics class.

**Students may Register for MATH 1111 (College Algebra) without a corequisite Lab, or MATH 1101 (Mathematical Modeling) without a corequisite lab, or MATH 1401 (Elementary Statistics \* If used for area 'A2') without a corequisite lab if they meet at least one of the following:**

- have transferred or transferable credit for an Area 'A' mathematics course with a grade of C or higher
- have a High School Grade Point Average (HSGPA) of 2.8 or higher AND have completed the Required High School Curriculum (RHSC) in Mathematics
- have a Mathematics Placement Index (MPI) of 1265 or higher
- score 470 or higher on the (old) SAT Mathematics
- score 25.5 or higher on the (new) SAT Mathematics test
- score 20 or higher on the ACT Mathematics
- score 79 or higher on the Classic Accuplacer Elementary Algebra test
- score 266 or higher on the Next-Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics test

**Students place into MATH 1111 with a corequisite Lab (Math 0999), or MATH 1101 without a corequisite Lab, or (MATH 1401 if used for area 'A2' ) without a corequisite lab if they meet at least one of the following criteria:**

- have transferred or Transferable credit for an Area 'A' mathematics course with a grade of D
- have a High School Grade Point Average (HSGPA) of 2.5, 2.6, or 2.7 AND have completed the Required High School Curriculum (RHSC) in Mathematics

- have a Mathematics Placement Index (MPI) from 1165 to 1264
- score from 400 to 469 on the (old) SAT Mathematics
- score from 22 to 25.4 on the (new) SAT Mathematics test
- score from 17 to 19 on the ACT Mathematics
- score from 67 to 78 on the Classic Accuplacer Elementary Algebra test
- score from 258 to 265 on the Next-Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics test

**Students who do not meet any of the above criteria for Math placement must register for both MATH 1101 and the corresponding corequisite, MATH 0998. Or, in a few rare cases students who are using Math 1401 in area 'A2' must register for both Math 1401 and the corresponding corequisite, Math 0996.**

## **SATISFYING LEARNING SUPPORT REQUIREMENTS**

Students satisfy their English Corequisite Learning Support requirement by passing English 1101 with a grade of C or better. Students satisfy their Mathematics Corequisite Learning Support requirement by passing MATH 1401 (if it is used in area 'A2'), MATH 1111, or 1001 with a grade of 'D' or better.

CAUTION: For some students, a grade of 'D' in mathematics 1401 (if it is used in area 'A2'), MATH 1111, or 1101, will not satisfy their degree or program requirement. Some degrees or pathways require a grade of 'C' or better in these courses.

## **COURSE ENROLLMENT DETAILS**

Students with a Learning Support corequisite requirement(s) must register for both the collegiate course and the corresponding Lab during each semester of enrollment, and they must be for the same part of term.

If a student withdraws, or is withdrawn, from a corequisite Learning Support Lab, the student must also withdraw from the corresponding 1000-level Math or English class. Similarly, if a student withdraws from, or is withdrawn from, the 1000-level Math or English class, the student must also withdraw from the corresponding corequisite Learning Support Lab.

In the event that a required Learning Support course/courses is not available, the student may register for any class where the student has met the pre-requisites up until the student has earned a maximum of 30 transfer hours.

Students who have earned a maximum of 30 transfer hours and still have an unsatisfied Learning Support requirement must be advised by a member of CAAS the (Center for Academic Advising and Success).

## **ACADEMIC SUPPORT SERVICES**

### **ACADEMIC ADVISEMENT**

Undergraduate academic advisement plays a vital role in a student's academic achievement at Atlanta Metropolitan State College (AMSC). Students who have earned sixty (60) credit hours or less are assigned to a professional Academic Success Advisor (ASA). Students who have sixty-one or more (61+) earned credit hours are assigned to a Faculty Advisor. ASAs and Faculty Advisors assist students with selecting courses for registration and making academic decisions related to selecting and planning a program of study/major that will lead to graduation from AMSC. ASAs and Faculty Advisors remain with their assigned students until graduation. All students are strongly urged to meet with their ASAs or Faculty Advisors for all required meetings each semester to promote student success.

Students can find the name of their advisors in the student portal, Degree Works, or by contacting the Center for Academic Advising & Student Success. Students may seek advisement from their advisor anytime during the semester. Students should check their AMSC email addresses frequently for pertinent information from their designated ASA or Faculty Advisor. Students who have learning support requirement(s) or have not maintained an acceptable cumulative grade point average (GPA) may be required to take a reduced course load.

### **THE CENTER FOR ACADEMIC ADVISING & STUDENT SUCCESS**

The Center for Academic Advising & Student Success (CAAS) provides centralized advisement, registration, and academic support services that promote student success. Students meet with Professional Academic Success Advisors (ASAs) for advisement and registration of the core curriculum (Areas A-F) from 0 to 60 earned credit hours based on the student's program of study. Students may

schedule an appointment with their assigned ASA anytime during the semester. CAAS offers academic success workshops every fall and spring semester to promote strategies for student success.

## **SECOND DEGREE**

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

## **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 School of Business and Technology.

## **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 should provide an adequate representation of the student's current functional abilities. In most situations, documentation should be within three years of the student's application for services. Professional judgment, however, must be used in accepting older documentation of conditions that are permanent or non-varying, or in requiring more recent documentation for conditions for which the functional impact may change over time.

## **DISTANCE EDUCATION**

### **Policy Statement**

In keeping with AMSC's mission and strategic plan, distance education (DE) is intended to expand student access to higher education by providing affordable, accessible, and relevant education for a diverse population of traditional and non-traditional students. Distance education at AMSC is intended to increase the affordability of education by reducing commuting costs and providing greater flexibility in scheduling to accommodate the changing needs of the student body. AMSC will ensure that all distance education courses have adequate oversight, resources, faculty and student support, security measures, and comply with copyright laws. AMSC will also ensure that distance education courses are consistent with its mission, values, visions, and institutional strategic goals as well as adhere to the Principles of Accreditation as defined by the Commission of Colleges (COC) of the Southern Association of Colleges and Schools (SACS) and the "Principles of Good Practice" as defined by the Southern Regional Educational Board. Institutional planning for the development of distance education courses and programs will reflect input from ongoing course and programmatic assessments and evaluations.

### **Curriculum and Instruction**

Academic standards for all distance education courses and programs are the same as those for face-to-face on-campus courses and programs and result in learning outcomes appropriate to the rigor and breadth of the certificate or degree awarded. Each DE course will provide for appropriate interaction between faculty and students. The college will ensure that instructional materials are evaluated and integrated into the instructional process in a manner that is consistent with DE best practices and standards.

Distance education courses are identified with the same course title, course number, and credits as equivalent on-campus courses. Distance education course syllabi must subscribe to the established format which require a course description, learning outcomes, course outline, office hours (or "virtual office hours"), and other course content as described in the AMSC Faculty Handbook.

Academic Standards: Course Design

All courses offered through distance education shall adhere to the following course design, practices, and standards.

1. **Administration and implementation using the AMSC supported learning management system, Brightspace (D2L) via GeorgiaVIEW.**
2. **Content that includes, but not limited to, a syllabus, learning modules, discussion board, calendar, assignments, assessments, learning resources, student-teacher interaction tools and e-mail communication tools.**

3. **Course objectives clearly stated and consistent with learning outcomes, teaching methodologies, and course assessment.**
4. **Learning outcomes clearly stated within the syllabus, written at the appropriate level of Bloom's taxonomy, observable, measurable, and achievable.**
5. **Presentation of course content that fosters active learning opportunities by being easily navigable, made available to students in manageable segments (chunking), and presented in a logical progression.**
6. **Clear instructions, definitions, and appropriate ancillary resources available as part of the course content in Brightspace (D2L).**
7. **Opportunities for students to participate in formative and summative evaluations through Brightspace (D2L) assessment tools.**
8. **Presentation of course material that complies with general web accessibility standards as maintained by Brightspace (D2L) learning management system.**
9. **Technology appropriate to the nature and objectives of the DE courses and/or programs and expectations regarding the use of such technology clearly, communicated to students.**

#### Academic Standards: Interaction & Collaboration

AMSC requires that all courses, including distance education courses, have a structured communication arrangement between faculty and students that is clearly described in the course syllabus. Each DE course will provide for appropriate interaction between faculty and students as well as interaction among students. The institutionally defined minimum standard for syllabi content is provided in the Faculty Handbook. Faculty may communicate course information to students via various media formats, including AMSC student e-mail accounts and Brightspace (D2L) interaction tools.

All AMSC students have access to information through institution-assigned e-mail accounts. These e-mail accounts are available shortly after registration to AMSC students through the Student link on the AMSC website. The Username for Brightspace(D2L) is the first part of the student's ATLM Ginger email address and the password is the same as their Ginger email password.

All distance education courses should adhere to the following interaction and collaboration guidelines:

1. **Course interaction and collaboration requirements clearly stated in the syllabus and posted within Brightspace (D2L).**
2. **Learning activities developed to foster faculty-student interaction, and, where appropriate, student-student interaction.**
3. **Clear standards set for faculty-student and student-faculty response times. It is expected that the response time for faculty and students shall be no longer than 48, preferably 24, hours excluding weekends, non-working days, and holidays.**
4. **Faculty-student interaction facilitated by frequently posting and moderating discussions, providing timely feedback, and participating in other interactive learning activities.**
5. **Timely, appropriate, and responsive assessment of student learning that are responsive to the needs of the individual learner.**
6. **Assignments, expectations, and performance criteria clearly communicated to students through the syllabus and posted within Brightspace (D2L).**

### **Institutional Context and Commitment**

#### **Congruence Between Institutional Role, Mission and Distance Education**

Courses, programs and degrees offered via distance education will be consistent with the institution's mission.

#### **Commitment to Institutional Support of Distance Education**

Institutional planning for the development of distance education programs will reflect input from ongoing course and programmatic assessments. When a distance education program is initiated, the institution will commit to the program for a period of time sufficient for students to complete requirements.

Administrative policies and procedures will allow for an effective and efficient distance education support infrastructure with sufficient resource allocation to maintain the quality of offerings.

There will be an administrative structure for distance education charged with planning and coordinating all distance education activities across multiple departments that will serve as a point of contact for distance education constituents and students. Faculty developing and teaching distance education courses will be evaluated in a manner similar to faculty developing and teaching traditional courses.

#### **Commitment to Distance Education Students**

Courses and degree programs offered electronically will provide students with clear, accurate, complete, and timely information on the curriculum, course, and degree requirements. Courses will specify the nature of faculty/student interaction, prerequisite technology competencies and skills and equipment requirements. Course information will clearly indicate the availability of academic resources, student and auxiliary services, costs, and payment policies. Advising, recruiting and admissions materials will clearly and accurately represent the program and services available. The course or program will ensure that appropriate learning resources and student services are available for students to participate fully in the learning experience.



### **Commitment to Faculty Engaged in Distance Education**

The institution will ensure appropriate training for faculty who teach distance education or technology-infused courses. Faculty will be provided adequate equipment, software, and electronic communications access to support appropriate interactions with students, other faculty, and the institution's administration. The institution will provide faculty support services specifically related to teaching via an electronic system.

### **Technology Infrastructure and Services**

#### **Technology Infrastructure and Personnel Support**

There will be coordination of planning between academic and technology services to ensure that the needs for electronic course delivery and support can be accommodated within the framework of the institutional technology infrastructure. Qualified technical personnel will be available to maintain, operate and support necessary hardware and software resources. Instructional development resources will be available to assist faculty with course development and delivery requiring the use of electronic media. Appropriate technical support will be available on the campus to ensure remote student access to information and resources necessary to support the teaching and learning process.

#### **Course Learning Management System**

Brightspace Desire 2 Learn (D2L) is used as the course learning management system for all online and face to face classes at AMSC, and is hosted on a secure (https) server by the USG Information Technology Services.

D2L allows for the secure transmission of course material and content between instructor and student. Students directly login to D2L with a unique username and password, and all account credentials and access are protected in accordance with USG IT security guidelines and using the industry-standard SSL encryption protocol.

### **ECORE**

eCore, the University System of Georgia's electronic core curriculum, offers students the opportunity to complete undergraduate, general educational requirements online through accredited colleges and universities. Developed and maintained by dedicated instructional and web design professionals and committed faculty, each course is consistent in both design and accessibility standards and taught by professors hand selected from University System of Georgia institutions.

eCore is not a formal degree program but is a convenient and adaptable option for either getting started in college or for resuming college after a break or pause. The core curriculum primarily consists of courses required during the first two years of college for a given degree. Not all core curriculum classes are available via eCore; however, all core classes are offered at AMSC. Students are required to take an eCore introduction quiz prior to registering for an eCore class. An eCore academic calendar may differ each semester from the Atlanta Metropolitan State College academic calendar. Students are encouraged to visit the Center for Academic Advising & Student Success (CAAS) for more information. For further information on USGs eCore program, please visit <http://www.atlm.edu/ecore/>.

### **EMAJOR**

eMajor - short for electronic Major - provides undergraduate online degrees through traditional, public institutions in the University System of Georgia. Our innovative approach allows students to earn credits for prior learning and reduce the time to graduation. Students can enroll through Atlanta Metropolitan State College. The program is ideal not only for traditional students who wish to take advantage of online course delivery but also for working professionals, military members, transfer students and others seeking alternative routes to degree completion.

eMajor focuses on increasing access to higher education and workforce development for students at Atlanta Metropolitan State College. Student support services, including enrollment counseling, bookstore, library services, tutoring, test proctoring and disability services are coordinated through the eMajor Administration. Developed and maintained by dedicated instructional and web design professionals and committed faculty, each course is consistent in both design and accessibility standards and taught by University System of Georgia instructors. A cornerstone of eMajor is the inclusion of prior learning assessments, shortening time to degree.

Students are required to take an eMajor introduction quiz prior to registering for an eMajor class. An eMajor academic calendar may differ each semester from the Atlanta Metropolitan State College academic calendar. Students are encouraged to visit the School of Social Sciences and Humanities for further information on USGs eMajor program, please visit <http://www.atlm.edu/emajor/>.

### **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 seven 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, photocopiers, 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 AMSC Library.

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

## STUDY ABROAD

Atlanta Metropolitan State 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 AMSC-sponsored Study Abroad, consult the School of Social Sciences & Humanities of Atlanta Metropolitan State College.

## 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's name, address, email address, telephone number, and student enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards.

This information is considered public information and may 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 wellbeing 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

Atlanta Metropolitan State College has appointed Parchment as the designated agent for processing and sending official electronic transcripts on behalf of Atlanta Metropolitan State College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Parchment has been granted the authority to deliver all such electronic transcript requests on behalf of Atlanta Metropolitan State College and respond to any inquiries regarding the transactions. **Additionally, all transcript requests must be completed online.** Each individual has an option to pick-up an official transcript in the Office of the Registrar or have an official electronic transcript sent to the requested party.

There is a \$9.35 charge per electronic transcript request. Paper transcript request are \$11.35. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student academic records and allows the student to determine what information should be

confidential, and who should have access to that information. FERPA policy enforcement is handled by the Office of the Registrar. Please use the links below for more information.

## POINT OF CONTACT:

Information regarding the College's FERPA compliance procedures should be directed to the Registrar's Office at 404-756-4001. Additionally, a request for FERPA information may also be submitted via facsimile at 404-756-5686, or through the mail by sending all relevant information to:

College Registrar  
Atlanta Metropolitan State College  
1630 Metropolitan Parkway  
Atlanta, Georgia 30310-4498

## COMPLIANCE INFORMATION

**The Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access.** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Metropolitan State College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
Family Policy Compliance  
Office of U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The College has designated the following information as directory information: student's name; electronic mail address; degrees, honors, and awards received; major field of study; dates of attendance; and grade level. If a student does not want the College to disclose directory information without his or her prior written consent, he or she must notify the College in writing by going to the Registrar's Office website click on the FERPA link and complete the Authorization to Withhold Directory Information form. For more information students should contact the Registrar's Office at 404-756-4001.

## GRADUATION

### GRADUATION REQUIREMENTS

Atlanta Metropolitan State College offers educational programs of the following types:

- **Transfer degree programs**

- **Career degree programs**
- **Certificate programs**
- **Baccalaureate degrees**

## **Transfer Degree Programs**

Transfer degree programs are programs of study that provide the first two years of course work toward completing a baccalaureate degree at a four-year institution or AMCS' baccalaureate degree programs. Transfer degree programs lead to the Associate of Arts or Associate of Science degree.

### **Career Degree Programs**

Career degree programs are programs of study designed to prepare students for entrance into the workplace upon completing the associate degree. These degree programs are composed of both general education and career preparation courses.

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 associate degree course work and forty (40) semester hours for required bachelor's degree course work at Atlanta Metropolitan State College.
- The student must complete the prescribed course requirements for the particular degree with a minimum cumulative GPA of 2.0. The student must complete the prescribed program listed under the degree heading for career programs. For transfer programs, the student must complete the Core Curriculum Areas A through E requirements, the Areas F field of study requirements, and FYEX 1630.
- All students who receive a degree from Atlanta Metropolitan State College must complete at least twenty (20) semester hours of their required associate's degree course work in residency at AMSC and forty (40) semester hours for required bachelor's degree course work in residency at AMSC.
- Students graduating from programs of study that have designated Area F requirements must complete Area F with a minimum cumulative GPA of 2.0. Students graduating from the Business program of study must complete Area F with a grade of "C" or better in all Area F courses.
- Students who have been in regular attendance and lack three (3) to six (6) semester hours of fulfilling a graduation requirement may gain permission from the Provost/Vice President for Student Success 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 \$35.00. (Fee subject to change.)
- Students graduating in transfer programs of study must meet the state of Georgia requirement for proficiency in the United States and Georgia History and the 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 designed to measure these subjects' proficiency. Students must contact the School of Humanities and Social Sciences for exam availability and modality.
- 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 the United States and Georgia Constitution requirement by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.
- Students in transfer programs must receive satisfactory grades of a C or better in ENGL 1101 and ENGL 1102. The student must receive formal approval from 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. The form is also available on the website at <https://www.atlm.edu/academics/graduation-candidates.aspx> under 'Graduation' and 'Registrar's Forms'. Students seeking to graduate must submit the application for degree before the end of the prior semester listed on the application. Students who are awarded degrees the Summer or Fall terms are eligible to participate in the Spring 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. Students in programs leading to the bachelor's degrees are eligible for graduation with honor distinction. Such students maintaining a cumulative 3.2-3.49 GPA are graduated with the designation of Cum Laude. Students maintaining a cumulative 3.50-3.79 GPA are designated with Magna Cum Laude and students maintaining a cumulative 3.80-4.00 GPA are designated with Summa Cum Laude.

## GRADUATION CEREMONY

Atlanta Metropolitan State 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 will have their diplomas mailed to the address listed on file.

## COMMENCEMENT PARTICIPATION POLICY

AMSC Associates or Bachelor's degree-seeking students with 1-6 credits remaining to take during the summer semester will be allowed to petition to participate in the May Commencement ceremony. The following criteria must be met to participate:

- Students must submit a graduation application to the Registrar's Office and have received notice that they have met all outstanding degree requirements except 1-6 credits to take during the summer semester. The graduation application must be submitted no later than one semester before the May commencement ceremony.
- Students must be registered for summer classes at AMSC.
- Students must have a GPA of 2.0 or higher.
- Students must be in good academic and financial standing.
- Students must not violate any academic integrity policy or code of conduct.

*Disclaimer: Participation in the commencement ceremony does not certify completion of the degree. All students must meet all academic and financial requirements before the degree is awarded.*

## SECOND DEGREE

Students who wish to obtain more than one degree from Atlanta Metropolitan State 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 Academic Dean.

## AWARDING POSTHUMOUS DEGREE OR CERTIFICATE OF ATTENDANCE

### Student Death Policy and Protocol

The Provost will notify the Registrar's Office, which will investigate the student's academic level to determine the awarding of a degree or certificate of attendance. The Registrar should work with the appropriate department chair and college dean by providing the following guidelines for consideration:

**Bachelor Degree:** For the recognition of a certificate of attendance for the bachelor's program, the student should have:

- Completed a minimum of 60 credits hours of the requirements for a bachelor's degree
- Be in good academic standing
- Receive the approval of the appropriate Department Chair, Dean, and Registrar

The bachelor's program student's record will be reviewed for eligibility for awarding an associate's degree. Students in their final semester of attendance will be considered for awarding a bachelor's degree if more than 60% of the last semester's course work is completed and all final grades are passing. The student's AMSC financial balance will be cleared.

**Associates Degree:** For the recognition of a certificate of attendance for the associate's program, the student should have:

- Completed a minimum of 20 credits hours of the requirements for an associate's degree
- Be in good academic standing
- Receive the approval of the appropriate Department Chair, Dean, and Registrar

Students in their final semester of attendance will be considered for awarding the associate's degree if more than 60% of the last semester's course work is completed and all final grades are passing. The student's AMSC financial balance will be cleared.

## FALSIFICATION OF INFORMATION

Students who are found to have provided incomplete or inaccurate information for the purpose of receiving classification as an in-state student or to receive an out-of-state waiver, must be immediately reclassified or have their waiver revoked. Also, "cancellation of registration, judicial review, and/or conviction under O.C.G.A. 16-10-71 and resulting penalties may occur."

---

## ACADEMIC SCHOOLS

---

- **SCHOOL OF BUSINESS AND TECHNOLOGY**
- **SCHOOL OF SCIENCE AND HEALTH PROFESSIONS**
- **SCHOOL OF SOCIAL SCIENCES AND HUMANITIES**

## SCHOOL OF BUSINESS AND TECHNOLOGY

The School of Business and Technology (SBT) at Atlanta Metropolitan State College is committed to high standards of academic excellence and relevance while providing business and technology academic programs, services, and extra-curricular activities, which meet the dynamically challenging needs of the diverse population that the College serves.

In accordance with the overall mission of the College, the School offers several types of degree-granting business and technology programs:

- The Baccalaureate Degree in Business Administration and
  - The Baccalaureate Degree in Business Administration – FinTech Concentration
- Business and technology related transfer programs for students intending to pursue the baccalaureate degree in business or computer related fields.
  - ASCC Pathway in Business Administration
  - ASCC Pathway in Computer Information Systems
  - AS Program in Financial Technology
- Business and technology related certificate and career programs for students seeking academic preparation for employment.
  - Certificate in Business Management
  - Certificate in Customer Relationship Management
  - Certificate in Cyber Security
  - Certificate in Financial Technology
  - Certificate in Information Technology

The Center for Entrepreneurship (CFE) is a special program of the School of Business and Technology that provides professional services and programs to students, businesses and residents in the metro Atlanta area. The CFE provides a wide range of courses, workshops, and services to meet the educational needs of the business sector, including: (1) writing business plans, (2) establishing sound fiscal practices, (3) obtaining business licensing and completing IRS documents, (4) business financing and bank loan processes, (5) understanding business accounting, (6) launching effective business marketing and public relations, and (6) starting for-profit and non-profit businesses.

The instructional and learning activities, extra-curricular activities, and support services of the School of Business and Technology are especially designed to develop student general business knowledge that is both globally and technologically relevant. The activities and services also place emphasis on the development of the entrepreneurial spirit, critical thinking, communications, and computer and information technology literacy skills.

In addition to the academic degree programs and services offered, the School of Business and Technology also works in conjunction with other units of the College to provide services and programs in the college community, especially for local residents, businesses and industry.

## SCHOOL OF SCIENCE AND HEALTH PROFESSIONS

The School of Science and Health Professions (SSHHP) is committed to increasing the number of students in science, technology, engineering, and mathematics. The School promotes the development of the critical thinking through practical learning. To this end, the SSHHP 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 graphics, computer-based instruction, online courses, multimedia, and audio-visual technology, are used to enhance teaching and learning. Hands-on activities and interactive learning/computing are an integral part of laboratory instruction. The School of Science and Health Professions supports pre-college initiatives and promotes bridge programs for the purpose of attracting and preparing young scholars for Science, Technology, Engineering, and Mathematics (STEM) and allied health careers.

The SSHHP offers pre-requisites for allied health programs, pre-engineering, and laboratory sequences in biology, chemistry, physics and mathematics. Transfer programs are designed to prepare students for matriculation at a senior college or university. Students may also complete a Baccalaureate program in Biological Sciences. The Core Curriculum, each of the units of the University System of Georgia, including Atlanta Metropolitan State College, facilitates the transfer of credits among member institutions. The School of Science and Health Professions is the instructional unit for STEM transfer and career programs, providing course work appropriate to those programs of study.

There is one baccalaureate program:

- The baccalaureate degree in biological science

- Science and health professions related transfer programs for students intending to pursue the baccalaureate degree in science and health professions.
  - Biological Sciences (ASCC Pathway)
  - Engineering Transfer (ASCC Pathway)
  - Health Sciences Transfer (ASCC Pathway)
- Science and health professions related certificate and career programs for students seeking academic preparation for employment.
  - Certificate in Forensic Chemistry

## SCHOOL OF SOCIAL SCIENCES AND HUMANITIES

Welcome to the School of Social Sciences & Humanities at Atlanta Metropolitan State College. We are excited to have you join us at “the miracle on Metropolitan,” where we provide “student-centered instruction, civic/community engagement, and quality services.” The School of Social Sciences & Humanities engages all students whether you are a freshman, returning or transient student with a diversity of programs, pathways and majors that will help you become a qualified graduate ready to face the challenges of the twenty-first century. As part of the University System of Georgia, AMSC students get the same quality of education or access to scholarships like any of the other state institutions, but unlike them, at AMSC, you get the benefit of smaller class sizes, better access to your faculty and a high level of personal touch tailored to help every student succeed.

Attending college any time after 2020 is particularly challenging because of the changes wrought by Covid19. While many traditional face-to-face classes were disrupted, at the School of Social Sciences & Humanities, our courses cover a striking blend. With versatility of the faculty and the accessibility of smart technology, many professors regularly hold virtual class meetings where students can still enjoy some of the benefits of interaction. You will find a committed and dedicated team of faculty working to meet the students where they are. In the School of Social Sciences & Humanities, we take pride in leading these cutting-edge developments. Whether you have already made up your mind about a major or you are still concerned about the common core, it is important that you know the main fields that are offered within the School of Social Sciences & Humanities.

- There are three baccalaureate degree programs:
  - Bachelor of Science in Criminal Justice (Criminal Justice & Police Sciences Institute)
  - Bachelor of Science in Organizational Leadership (eMajor)
  - Bachelor of Arts in Film & Entertainment Studies (formerly Digital Media & Entertainment)
- Social science and humanities related transfer programs as well as a general pathway for students intending to pursue the baccalaureate degree:
  - General Pathway (ASCC/AACC)
  - Teacher Education Pathway (and a Transfer Articulation Agreement with Clayton State University and Kennesaw State University).
  - Social Work Pathway
  - Psychology Pathway
  - Criminal Justice Pathway
  - Mass Communication Pathway
- Social science and humanities related certificate and career programs for students seeking academic preparation for employment.
  - Certificate in Film & Television Production
  - Film & television Post-Production Certification
  - Digital Entertainment, Esports & Game Development Certification (partnership with Georgia Film Academy)

Students who aspire for leadership or a career in public service, healthcare administration or office administration are invited to give Organizational Leadership a second look. If you are among those who have always dreamed of working on movie sets or to produce your own online content for YouTube, Instagram, Snapchat or Facebook – the Digital Media Program (Film & Entertainment Studies) is the place for you. This program is taught in association with the Georgia Film Academy. There are many other students who are thinking of a career in law enforcement, the correction or judicial system – Criminal Justice opens the door to a brighter future. Social Work and Psychology have always attracted the very gifted and talented students who have a drive to make their communities better. Whether as a social worker or a counselor, our students get to learn from teachers who are also practitioners in their respective disciplines. This is a great opportunity for you to learn directly from the experts.

Our students get the opportunity to benefit from a research-based approach designed to help all learners who enroll in college to successfully matriculate within the expected time. Some of the main pillars of the Momentum Approach confirm that students are likely to succeed in college:

- A. When they make a purposeful choice about what they would like to study (academic focus areas or program).
- B. When they develop a productive mindset. (Yes, you can do it).
- C. Especially if you register for core English and Math within the first year.



- D. Take 30 credit hours in the first year and this includes:
- E. Nine credit hours in the academic focus areas.

The above principles are evidence-based and it has been demonstrated that when students follow them, they are more likely to “find their path, get on that path, and build velocity in the direction of their goals.”

Vital to our commitment to excellence, creativity and innovation at the School of Social Sciences & Humanities, is our promise to diversity and inclusiveness. We promote classrooms and a campus climate of respect, tolerance and respect for diversity and all cultures. We hold these values dear to us because we believe that a climate in which we celebrate each other and bask in the diversity of our cultures is the best place to nurture dreams and pursue our fullest potential.

---

# ACADEMIC PROGRAMS

---

- GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS
- DEGREE DESIGNATIONS
- CERTIFICATES
- CORE CURRICULUM REQUIREMENTS

## GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS

### Types of Programs

Atlanta Metropolitan State College offers three types of programs: Baccalaureate, Associates, and Certificate programs.

## COLLEGE TRANSFER PATHWAYS

Transfer Pathways are designed for students who plan to enroll in an AMSC bachelors program, or one at other four-year colleges or universities upon the completion of two years of course work at the College. Transfer Pathways of study provide the freshman and sophomore years of academic course work leading to the bachelor's degree. Upon completion of a transfer pathways, a student will receive the Associate of Arts (A.A.) or Associate of Science (A.S.) degree.

## CORE CURRICULUM

Common to transfer degree pathways 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 Pathway 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 pathway at Atlanta Metropolitan State College will be accepted by a senior university as having met the requirements of the first two years of College.

## CAREER AND CERTIFICATE PATHWAYS

Career and certificate Pathways are designed for students who wish to complete a focus pathway 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.

## BACHELOR'S DEGREE PROGRAMS

The bachelor's degrees offered at Atlanta Metropolitan State College include:

- Bachelors of Arts with a major in Digital Media and Entertainment Design
- Bachelors of Business Administration with a major in Business Administration  
with FinTech concentration option
- Bachelors of Science with a major in Organizational Leadership (eMajor)
- Bachelors of Science with a major in Biological Sciences
- Bachelors of Science with a major in Criminal Justice

It typically takes successful completion of a four-year program to earn a bachelor's degree. The degree ranks as a higher level of education than a technical or associate degree and precedes advanced degrees, such as a master's or doctoral degree. A bachelor's degree holds a number of purposes for personal and career development.

## DEGREE DESIGNATIONS

### ASSOCIATE OF ARTS DEGREE

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

- Associates of Arts, Core Curriculum (Program)
- Mass Communications (Pathway)
- Digital Media and Entertainment (Pathway)

## **ASSOCIATE OF SCIENCE DEGREE**

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

- Associate of Science - General Pathway (Program)
- Biological Sciences (Pathway)
- Business Administration (Pathway)
- Computer Information Systems (Pathway)
- Criminal Justice (Pathway)
- Engineering Transfer (Pathway)
- Financial Technology (Program)
- Health Sciences (Pathway)
- Psychology (Pathway)
- Social Work (Pathway)
- Teacher Education - Early Childhood (Pathway)

For pathways, the Area F requirements completed are not inscribed on the diploma. The diploma will indicate either the AACC or ASCC program and associate's degree. To receive an AACC in General Studies or an ASCC in General Studies, 60% of Area F must be in the area of interest. For example, to receive an ASCC, 60% of the coursework must be in Natural Science, Business, Technology, and Social Science.

## **BACHELOR OF ARTS DEGREE**

The Bachelor of Arts Degree is awarded to students completing requirements in the following program:

- Digital Media and Entertainment Design

## **BACHELOR OF BUSINESS ADMINISTRATION**

The Bachelor of Business Administration Degree is awarded to students completing requirements in the following program:

- Business Administration
  - With FinTech concentration

## **BACHELOR OF SCIENCE DEGREE**

The Bachelor of Science Degree is awarded to students completing program requirements in the following program:

- Biological Sciences
- Criminal Justice
- Organizational Leadership (eMajor with Valdosta State University)

## **CERTIFICATES**

- Business Management
- Customer Relationship Management
- Cyber Security
- A.S. Financial Technology
- B.B.A. Financial Technology
- Forensic Science
- Information Technology
- Law Enforcement Leadership
- Religious Studies

## 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 pathway of study.

### REQUIRED AND ELECTIVE COURSES FOR AREAS A-F

#### TRANSFER PATHWAY

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
<b>Mathematic Requirement (choose one below)</b>			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	3
MATH	1113	Precalculus	3
MATH	2201	Calculus	4

Pathways of study requiring Precalculus as a first course in Area A: Biology, Chemistry, Computer Science, Mathematics, Physics, Engineering Studies 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:</b>	<b>Thinking, Learning, and Communicating in Contemporary Society</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
ARTS	1100	Art Appreciation	3
ARTS	2211	The Creative Process	3
ENGL	2205	Introduction to Creative Writing	3
MUSC	1100	Music Appreciation	3
MUSC	1101	Fundamentals of Music	3
THEA	1100	Theatre Appreciation	3
<b>Humanities Elective: Choice of 3 hours from the following:</b>			<b>3</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	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
HUMA	2000	Exploring Global Cultures	3
MCOM	1100	Film Appreciation	3
MCOM	1101	Introduction to Mass Communications	3
PHIL	2201	Survey of Philosophy	3
PHIL	2210	Logic and Critical Thinking	3
RELI	2201	Introduction to Religious Studies	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3

<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Science:</b> <i>Choice of two 4-hour laboratory science courses (Course = 3 hours, Lab = 1 hour). Courses do not have to be a sequence.</i>			<b>8</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Mathematics or Technology</b> <i>Choice of one 3-hour course from science, mathematics, or technology.</i>			<b>3</b>
<b>Science:</b> <i>Choice of one 3-hour course from mathematics or technology. Choose from the list below.</i>			
<b>Mathematics:</b>			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)	3
MATH	2202	Calculus II	3
<b>Technology:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1136	Fundamentals of Elec. Spreadsheets	3
CSCI	1137	Fundamentals of Database Mgmt.	3
CSCI	1138	Introduction to Cyberspace Tech.	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	3
<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>			
<b>Science:</b> <i>Choice of two 4-hour laboratory science courses (Course = 3 hours, Lab = 1 hour). Students are required to take courses, which are a sequence appropriate to the program of study.</i>			<b>8</b>
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
PHYS	2211K	Principles of Physics I with Lab	4
PHYS	2212K	Principles of Physics II with Lab	4
<b>Science, Mathematics or Technology</b> <i>Choice of one 3-hour course from science, mathematics, or technology.</i>			<b>3</b>
<b>Science:</b> <i>Choice of one 3-hour course from mathematics or technology. Choose from the list below.</i>			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)	3
MATH	2202	Calculus II	3
<b>Technology:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
<b>OPTION IIB: FOR ALLIED HEALTH PROGRAMS OF STUDY AT FOUR-YEAR LEVEL</b>			

<b>Science: Choice of a laboratory sequence in chemistry, biology or physics</b> (Course = 3 hours, Lab = 1 hour).			<b>8</b>
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Mathematics or Technology</b> <i>Choice of one 3-hour course from science, mathematics, or technology.</i> <b>Science:</b> <i>Choice of one 3-hour course from mathematics or technology. Choose from the list below.</i>			<b>3</b>
<b>Mathematics:</b>			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)	3
MATH	2202	Calculus II	3
<b>Technology:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			3
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			3
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Social Science Elective (1)</b>			3
<b>Social Science Electives (2):</b> Choice of an additional Social Science course: Courses used in Area F cannot be used in Area E.			3
ANTH	1102	Introduction to Anthropology	3
ECON	1105	Introduction to Economics	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1105	Intro. to World Regional Geography	3
HIST	2111	United States History I	3
HIST	2211	Honors United States History I	3
HIST	2112	United States History II	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2113	Minorities in American History	3
HIST	2232	African American History	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors 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 the Social Sciences	3

SOSC	2101	Introduction to African American Studies	3
<b>Subtotal</b>			<b>42</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Total</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>



---

# BACHELOR'S DEGREE PROGRAMS

---

The Bachelor's Degrees offered at Atlanta Metropolitan State College include:  
Bachelors of Arts with a major in Film and Entertainment Studies  
Bachelors of Business Administration with a major in Business Administration  
Bachelors of Science with a major in Organizational Leadership  
Bachelors of Science with a major in Biological Sciences  
Bachelors of Science with a major in Criminal Justice

To earn a bachelor's degree typically takes successful completion of a four-year program. The degree ranks as a higher level of education than a technical or associate degree and precedes advanced degrees, such as a master's or doctoral degree. A bachelor's degree holds a number of purposes for personal and career development. Taking courses out of sequence may delay the semester in which you graduate.

## Admissions Policy and Requirements

1. Be a graduate of and have a college preparatory diploma from a high school accredited by a regional accrediting association, or a public high school regulated by a school system and state Department of Education.

2. Have completed the University System of Georgia Board of Regents' Required High School Curriculum. Seventeen curriculum course units required as follows:

- English (4 units): emphasis in grammar and usage; literature (American, English, and World); and advanced composition skills.
- Mathematics (4 units): Georgia High School graduates should complete Math I, II, III- and fourth-year advanced math. Non-Georgia High School graduates should complete algebra I, algebra II, geometry, and one additional mathematics course with these units as prerequisites.
- Science (4 units): The four science units should include two laboratory courses. Students should complete one unit of Life Science/Lab, one unit of Physical Science/Lab, and two units of science elective courses.
- Social Science (3 units): at least one course focusing on United States studies, one course focusing on world studies, and one social science elective course.
- Foreign language (2 units in the same language): Both units must be the same language.

3. Have a minimum 2.0 cumulative high school grade point average.

## Transfer Admissions Requirements

All of the following minimum requirements must be met in order for an applicant to receive consideration as a transfer but meeting them does not guarantee admission.

A transfer applicant must:

1. Have a minimum cumulative 2.0 grade point average in college-level courses (excluding developmental/remedial courses) from all accredited institutions attended.

2. Be eligible to re-enroll at the last institution attended.

3. Have completed all Required High School Curriculum and learning support coursework required by any unit of the University System of Georgia (USG).

4. Arrange for **all** transcripts to be received directly by the Office of Admissions. Student copies of transcripts, official transcripts opened by the student, and fax copies are **not** acceptable.

5. In addition, those transfer applicants who have completed **fewer than 30 semester hours or 45 quarter hours** of college-level academic coursework attempted at one or more regionally accredited institutions must meet all freshman admission requirements.

## BIOLOGICAL SCIENCE

The School of Science and Health Professions advises students in this program.

### BACHELOR'S DEGREE PROGRAM OF STUDY

The Bachelor of Science in Biological Science (B.S.) is a 4-year, research-based program that will prepare students to enter either the workforce or graduate school. It also prepares students for professional programs such as medical, dental, and pharmacy school.

### Declaration/Change of Major Eligibility:

To be admitted to full major status, students must fulfill the prerequisite courses for the Biological Sciences and grade-point average requirements as described in the Request for Change/Declaration of Undergraduate Program form. At minimum, they must complete twelve hours in the designated courses in the pre-requisite science courses with a minimum 2.0 cumulative grade point average and at least a "C" or better.

### Course Substitutions:

In the major, requirements permissible only by petition to the Dean of the School of Science and Health Professions.

### Residency Requirements:

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 39 semester hours at Atlanta Metropolitan State College, in courses numbered, at 3000 or above, with an average GPA of at least 2.0; and at least half of the courses in the major should be taken at AMSC.

### 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 (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits) *See Humanities and Fine Arts Core</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology (Select from Area D Electives)</b>		<b>12</b>
<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>			
MATH	2201	Analytic Geometry and Calculus I	4
<i>Select one science lecture and lab sequence equal to 8 hours.</i>			
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
POLS	1101	American Government	3
PSYC	1101	Introduction to General Psychology I	3
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>6</b>
HIST	2111 or	United States History I or	3
HIST	2112	United States History II	3
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>17</b>
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
BIOL	2001	Biology Seminar I	1
<b>Areas G and H:</b>			<b>10</b>

<b>Biology Electives – Choose 10 hours from the following courses:</b>			
BIOL	2203	Plant Science	3
BIOL	2225K	Invertebrate Zoology with Lab	4
BIOL	3003	Marine Biology	3
BIOL	3111K	Field Ecology with Lab	4
BIOL	3113	Nutrition	3
BIOL	3114	Principles of Immunology	3
BIOL	3117	Virology	3
BIOL	4203	Neurobiology	3
<b>Restricted Biology Electives – Choose 4 hours from the following courses:</b>			<b>4</b>
BIOL	3007K	Embryology with Lab	4
BIOL	4207K	Medical Microbiology with Lab	4
BIOL	4209K	Biotechnology with Lab	4
<b>Required:</b>			<b>46</b>
BIOL	3009K	Comparative Anatomy with Lab	4
BIOL	3011K	Principles of Microbiology with Lab	4
BIOL	4201K	Cell Biology with Lab	4
BIOL	4011K	Vertebrate Physiology with Lab	4
BIOL	4000K	Molecular Biology with Lab	4
BIOL	4211K	Genetics with Lab	4
CHEM	2241K	Organic Chemistry I with Lab	4
CHEM	2242K	Organic Chemistry II with Lab	4
BIOL	3245	Research Design and Instrumentation	3
BIOL	3205	Biostatistics	3
BIOL	2000 or	Undergraduate Research I	1
BIOL	2001	Biology Seminar I	1
BIOL	3000 or	Undergraduate Research II	1
BIOL	3001	Biology Seminar II	1
BIOL	4000 or	Undergraduate Research III	1
BIOL	4001	Biology Seminar III	1
BIOL	4010	Evolution (4000)	3
BIOL	4205	Biochemistry	3
<b>Subtotal (Areas G &amp; H)</b>			<b>60</b>
<b>Total Required Program Hours</b>			<b>120</b>

## BACHELOR in BUSINESS ADMINISTRATION

The School of Business and Technology advises students in this program.

### BACHELOR'S DEGREE PROGRAM OF STUDY

The **Bachelors in Business Administration (BBA)** is a four-year research-based program that will prepare students to either enter the workforce with a bachelor's degree, or transfer to professional or graduate programs. It will prepare students for employment and become first-line managers or supervisors in various industries requiring knowledge and skills in Business, Management and Entrepreneurship as well as Graduate School in Business related disciplines.

Students who are admitted to Atlanta Metropolitan State College as first-time, first-year students, and enroll in a minimum 12 credit hours, (Bachelor of Business Administration, Guided Pathway specific courses), absent a foundations requirement, may be admitted directly into the Bachelor of Business Administration Degree Program.

#### Program Curriculum:

A total of 120 hours are required for the Bachelor of Business Administration. To fulfill graduation requirements students must attain a grade of C or better in each major course to include MATH 1111 or MATH 1401. The Degree Program Map includes course titles, acronyms, and credit hours for the program. Business Administration courses at the freshman/sophomore--1000/2000 level already exist. New Business Administration courses that will be offered are noted with the "+" sign and are all junior/senior (3000/4000) level Business Administration courses.

The BBA program focuses on the foundations of general business management, common areas of finance, management, marketing, and entrepreneurship both in the public and private sectors. The program will permit students the flexibility to examine specific issues and applications in the global business environment.

Students in the BBA program who desire to pursue management positions in diverse industry may add electives from non-business areas upon guidance from their advisor such as in Digital and Entertainment industries. The student will have the opportunity to take at least three courses currently being offered in the School of Social Sciences and Humanities. Students interested in entrepreneurial skills and careers will have the opportunity to take three courses in entrepreneurship. They will also have access to resources within the AMSC Center for Entrepreneurship. The Center for Entrepreneurship supports writing business plans and opportunities for other experiential experiences.

#### 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 <b>OR</b>	3
MATH	1401	Introduction to Statistics	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b> (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits) *See Humanities and Fine Arts Core		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
Lab Science Courses (Select 2 courses with labs from Area D electives)			8
MATH	1401	Introduction to Statistics	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			3
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following:</b>			3
HIST	2111	United States History I <b>or</b>	<b>3</b>
HIST	2112	United States History II	<b>3</b>
<b>Social Science Elective (1): ECON 1105 Introduction to Economics</b>			3

<b>Social Science Elective (2): Choice of an additional course: ECON 2106 Principles of Microeconomics</b>			3
Courses used in Area F cannot be used in Area E.			
<b>Area F, G &amp; H for BBA (general)</b>			
<b>Area F:</b>	<b>Courses Related to Program of Study (general)</b>		<b>18</b>
<b>Required:</b>			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
ECON	2105	Principles of Macroeconomics	3
CISM	2101	Computer Applications	3
BUSA	2106	Legal Environment of Business	3
BUSA	1105	Introduction to Business	3
<b>Areas G &amp; H:</b>	<b>Courses Related to Program of Study (general)</b>		<b>60</b>
Choice of 60 hours/20 courses from below.			
BUSA	3213	Strategies for Entrepreneurs	3
BUSA	3301	Business Ethics	3
BUSA	3205	Principles of Marketing	3
BUSA	3105	Business Communications	3
CISM	3101	Management Information Systems	3
BUSA	3114	Business Statistics	3
BUSA	3201	Principles of Management	3
BUSA	3203	Human Resource Management	3
BUSA	3206	Production/Operations Management	3
BUSA	3209	Fundamentals of Business Finance	3
BUSA	3175	Cooperative/Internship	3
BUSA	4010	Contemporary Business Issues	3
BUSA	4016	Culture and Diversity	3
BUSA	4102	Financing New Business Ventures	3
BUSA	4111	Management of Small Business	3
BUSA	4115	Organizational Behavior	3
BUSA	4210	Entrepreneurship and Diversity	3
BUSA	4117	MNGT. Of International Business	3
BUSA	4118	International Marketing	3
BUSA	4414	Analytics	3
BUSA	4490	Strategic Business Management	3
<b>Area F, G &amp; H for BBA with a Concentration in FinTech</b>			
<b>Area F:</b>	<b>Courses Related to Program of Study (FinTech Concentration)</b>		<b>18</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
ECON	2105	Principles of Macroeconomics	3
FTA	2400	Intro to FinTech	3
CISM	2101	Computer Applications	3
FTA	2410	Coding for FinTech	3
<b>Area G:</b>	<b>Courses Related to Program of Study (FinTech Concentration)</b>		<b>30</b>
BUSA	3201	Principles of Management	3
FTA	2420	Data Analytics for FinTech	3
BUSA	3105	Business Communications	3
CISM	3101	Management Information Systems	3
BUSA	3114	Business Statistics	3
FTA	2430	Cyber Security for FinTech	3
FTA	2440	FinTech Services	3
BUSA	3209	Fundamentals of Business Finance	3
BUSA	3175	Cooperative/Internship	3
BUSA/Guided Elective	3213	Strategies for Entrepreneurs	3

<b>Area H:</b>	<b>Courses Related to Program of Study (FinTech Concentration)</b>		<b>30</b>
FTA	4001	Foundations of FinTech	3
FTA	4002	Financial Technologies	3
BUSA	4111	Management of Small Business	3
BUSA	4414	Analytics	3
BUSA	4102	Financing New Business Ventures	3
FTA	4003	Commercial Bank & FinTech	3
BUSA	4117	MNGT. Of International Business	3
BUSA	4490	Strategic Business Management	3
FTA	4005	Financial Data Analysis	3
FTA	4100	Info Security for FinTech	3
<b>Total Required Program Hours</b>			<b>120</b>

## CRIMINAL JUSTICE

The School of Social Sciences and Humanities advises students in this program.

### BACHELOR'S DEGREE PROGRAM

#### Declaration/Change of Major Eligibility:

[1] Students admitted directly into the B.S. in Criminal Justice program as freshmen must possess a minimum 2.5 high school GPA from an accredited pre-collegiate institution.

[2] Current Atlanta Metropolitan State College students, including those in the criminal justice Associate's program, with a minimum 2.0 GPA may be admitted into the B.S. in Criminal Justice degree program.

#### Course Substitutions:

A student is required by the University System of Georgia to meet the essential requirements of his or her respective program. Any request for course accommodations and substitutions will be decided on a case-by-case basis; however, the policies of the Board of Regents of the University System of Georgia preclude waiving any core course and allows for substitutions only in approved areas. A course may be substituted when:

- Disability documentation supports the need for a substitution
- The course is determined not to be essential to the student's program of study
- The course in question is not part of the core curriculum

Each student is responsible for following the requirements of his or her selected program as specified in the catalog and in accordance with the regulations of the catalog. Variations in course requirements are permitted only upon petition and the written approval of the department responsible for the required course and the appropriate dean. Exceptions are specific to the declared program of study/major and do not transfer to a new program if a change is made. Variations from course requirements are approved only under exceptional circumstances and only in cases where courses of the same academic value and type can be substituted.

Students must provide support for the request. Under normal circumstances, students should receive a decision on the petition within two weeks. Please contact your academic/faculty advisor to discuss the particulars of your request prior to submitting a petition/course substitution form.

#### Residency Requirements:

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 39 semester hours at Atlanta Metropolitan State College, in courses numbered, at 3000 or above, with an average GPA of at least 2.0 (C); and at least half of the courses in the major should be taken at AMSC.

**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
<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	1401	Introduction to Statistics	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
AMIR	1001	Thinking, Learning, and Communicating in Contemporary Society	
<b>Area C:</b>	<b>Humanities and Fine Arts</b>		<b>6</b>
<b>Fine Arts Elective: Choice of 3 hours from the following:</b>			
ARTS	1100	Art Appreciation	3
MUSC	1100	Music Appreciation	3
<b>Humanities Elective: Choice of 3 hours from the following:</b>			
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>

### OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY

<b>Science: Choice of two 4-hour laboratory science courses</b> (Course=3 hours; Lab=1hour). Course must be a sequence.			8
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	3
<b>United States History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
<b>Social Science Elective: Choice of 6 hours from the following:</b> Courses used in Area F cannot be used in Area E.			<b>6</b>
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors 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 the Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
<b>Subtotal</b>			<b>42</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 /CRJU	1101/2500	Introduction to Social Sciences or Social Science Course *(B.S. in Criminal Justice majors are advised to take CRJU 2500-Introuction to Homeland Security)	3
<b>Subtotal Areas A - F: 60 semester hours</b>			
<b>Area G:</b>	<b>Junior Year Course Requirement</b>		<b>30</b>
<b>Required:</b>			
CRJU	3110	Diversity Issues in Criminal Justice	3
CRJU	3117	Research Methods in Criminal Justice	3
CRJU	3201	Criminal Justice Ethics	3
CRJU	3230	Criminal Justice Administration and Supervision	3
CRJU	3301	The Judicial System	3
CRJU	3302	Organized Crime	3
CRJU	3320	Criminal Investigation	3
CRJU	3340	Legal Analysis	3
CRJU	3420	Criminal Profiling and Victimology	3
CRJU	3520	Economic Crime Law and Investigation	3
<b>Area H:</b>	<b>Senior Year Course Requirements</b>		<b>30</b>



<b>Required:</b>			<b>9</b>
CRJU	4126	Institutional Treatment of Criminal Offenders	3
CRJU	4801	Restorative Justice	3
CRJU	4999	Criminal Justice Senior Capstone	3
<b>Electives - Choice of 21 hours from the following courses:</b>			<b>21</b>
CRJU	4101	Technical Writing in Criminal Justice	3
CRJU	4125	Community Based Corrections	3
CRJU	4305	Cybercrime	3
CRJU	4401	Police Systems in the United States	3
CRJU	4426	Civil Liberties	3
CRJU	4600	Ideological Violence and Law Enforcement	3
CRJU	4701	Comparative Criminal Justice Systems	3
CRJU	4900	Law Enforcement Initiatives	3
CRJU	4901	Criminal Justice Internship 1	3
CRJU	4902	Criminal Justice Internship 2	3
<b>Subtotal Areas G - H: 60 semester hours</b>			
<b>Total Required Program Hours</b>			<b>120</b>

## FILM AND ENTERTAINMENT STUDIES

The School of Social Sciences and Humanities advises students in this program.

### BACHELOR'S DEGREE PROGRAM

#### Declaration/Change of Major Eligibility:

[1] Students admitted directly into the B.A. in Film and Entertainment Studies program as freshmen must possess a minimum 2.5 high school GPA from an accredited pre-collegiate institution.

[2] Current Atlanta Metropolitan State College students, including those in the Mass Communication Associate's program, with a minimum 2.0 GPA and who meet all **prerequisite** requirements may be admitted into the B.A. in Film and Entertainment Studies degree program.

#### Course Substitutions:

Course substitutions for major requirements are permissible only by petition to the Dean of the School of Social Sciences & Humanities.

#### Residency Requirements:

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 39 semester hours at Atlanta Metropolitan State College in courses numbered at 3000 or above, with an average GPA of at least 2.5 (C); and at least half of the courses in the major should be taken at AMSC.

**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
<b>Mathematic Requirement</b>			
MATH	1111	College Algebra or	3
MATH	1101	Mathematical Modeling	3
MATH	1401	Introduction to Statistics	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
AMIR	1001	Thinking, Learning, and Communicating in Contemporary Society	4
<b>Area C:</b>	<b>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	3
ARTS	2211	The Creative Process	3
ENGL	2205	Introduction to Creative Writing	3
MCOM	1100	Film Appreciation	3
MUSC	1100	Music Appreciation	3
MUSC	1101	Fundamentals of Music	3
THEA	1100	Theatre Appreciation	3
<b>Humanities Elective: Choice of 3 hours from the following:</b>			<b>3</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	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate 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

RELI	2201	Introduction to Religious Studies	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>			
<b>Science: Choice of two 4-hour laboratory science courses</b> <i>(Course=3 hours; Lab=1hour). Course must be a sequence.</i>			<b>8</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Mathematics or Technology</b> <i>Choice of one 3-hour course from science, mathematics, or technology.</i> Science: Choose from the list above (not including labs).			<b>3</b>
<b>Mathematics:</b>			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I	3
<b>Technology:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1136	Fundamentals of Elec. Spreadsheets	3
CSCI	1137	Fundamentals of Database Mgmt.	3
CSCI	1138	Introduction to Cyberspace Tech.	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	3
<b>United States History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Elective (1)</b>			<b>3</b>
<b>Social Science Elective: Choice of an additional 3 hours from the following:</b> Courses used in Area F cannot be used in Area E.			<b>3</b>
ANTH	1102	Introduction to Anthropology	3
GEOG	1105	Intro. to World Regional Geography	3
HIST	2111	United States History I	3
HIST	2211	Honors United States History I	3
HIST	2112	United States History II	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2113	Minorities in American History	3
HIST	2232	African American History	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors 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 the Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
<b>Subtotal</b>			<b>42</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>18</b>
FILM	1101	Introduction to Film and Entertainment Studies	3
FILM	1100	Introduction to Film Appreciation	3
FILM	1105	Performance Studies	3
FILM	2113	Introduction to Recording and Production	3
FILM	2114	Introduction to Music Management	3
ENGL	2205	Introduction to Creative Writing	3
<b>Area G:</b>	<b>Junior Year Course Requirements</b>		
<b>Required:</b>			<b>30</b>
FILM	3340	Introduction to Digital Filmmaking	3
FILM	4435	Narrative Filmmaking, I	3
FILM	3010	Screenwriting I	3
FILM	3120	History of American Cinema to 1954	3
FILM	3121	History of American Cinema Since 1954	3
FILM	3350	Intro to Motion Graphics	3
FILM	4730	Selected Topics	3
GFA Specialty Craft Course or BUSA		ELECTIVE	6 or
BUSA	3105	Business Communication	3
MCOM	3782	Entrepreneurship and Media	3
ARTS	3020	History & Principles of Design	3
<b>Area H:</b>	<b>Senior Year Course Requirements</b>		
<b>Required:</b>			<b>30</b>
FILM	4550	Screenwriting II	3
FILM	4445	Narrative Filmmaking II	3
FILM	4500	Documentary Filmmaking	3
FILM	4367	Semiotics of Popular Culture	3
FILM	4470	Communications Law	3
FILM	4800	Internship	3
FILM	4830	Senior Portfolio	3
FILM	4560	Post Production	3
GFA Specialty Craft Courses or BUSA		ELECTIVE	6 or
BUSA	4490	Strategic Business Management	3
GFA Specialty Craft Course or Film Elective		Elective	3
<b>Additional Requirement: FYEX</b>			<b>1</b>
<b>Total Required Program Hours</b>			<b>121</b>

## ORGANIZATIONAL LEADERSHIP

The School of Social Sciences and Humanities advises students in this program.

### BACHELOR OF SCIENCE

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

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

Students in the program will be able to select concentration in one of the following areas:

- Health Care Administration
- Office Administration and Technology
- Public Service Administration
- Social Justice

**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 or	1101	Intro to Mathematical Modeling	3
MATH	1111	College Algebra	
MATH	1401	Introduction to Statistics	
<b>Area B:</b>	<b>Institutional Options*</b>		<b>4</b>
AMIR	1001	Thinking and Communicating	4
<b>Area C:</b>	<b>Humanities and Fine Arts</b>		<b>6</b>
COMM	1100	Human Communication	3
ARTS	1100	Art Appreciation OR	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology*</b>		
<b>Choose two, one MUST be a Lab Science Elective (noted with "K"):</b>			<b>7-8</b>
BIOL	1101	Introduction to General Biology I	3
BLAB	1101	Introduction to General Biology Lab	1
BIOL	1102	Introduction to General Biology II	3
BLAB	1102	Introduction to General Biology Lab II	1
<b>Choose one elective:</b>			<b>3</b>
CSCI	1135	Intro to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>3</b>
HIST	2111	United States History to 1877 or	3
HIST	2112	United States History since 1877	3
POLS	1101	American Government	3
<b>Choose two electives:</b>			<b>6</b>
AHTH	1103	Intro to Cultural Anthropology	3
PSYC	1101	Introduction to Psychology	3
PSYC	2101	Psychology of Adjustment	3
PSYC	2103	Human Development	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Social Problems	3
<b>Area F:</b>	<b>Major Related</b>		
<b>Courses to be chosen in consultation with advisor based on chosen Concentration.</b>			<b>18</b>

ORGL	2800	Ethics and Leadership	3
ORGL	2900	Program and Policy Evaluation for Leaders	3
ORGL	2601	Introduction to Public Administration	3
<b>Major Related Common Core</b>			
ORGL	2050	Communication for the Workplace	3
ORGL	3400	Technology for Organizations	3
POLS	4218	Project Management in Public Sector	3
ENGL	3405	Professional/Technical Writing	3
POLS	4200	Principles of Public Admin	3
POLS	4219	Public Human Resource Management	3
POLS	4204	Public Finance	3
ORGL	3200	Organizational Development	3
ORGL	3000	Reflective Seminar I	3
ORGL	3050	Reflective Seminar II	3
ORGL	4000	Reflective Seminar III	3
ORGL	4690	Capstone Seminar	3
<b>Concentrations/Upper Division Guided Electives:</b>			<b>30</b>
<b>Choose one 12-hour Concentration plus 18 hours of Guided Electives</b>			
<b>Office Administration &amp; Technology</b>			
OATC	3150	Computer Operating Systems ***	
OATC	3610	Web Design & Multimedia ***	
OATC	3700	Desktop Publishing ***	
OATC	4020	Virtual Office Technology ***	
OATC	4810	Contemporary Office Skills	
OATC	4160	Admin Office Procedures	
<b>Health Care Administration</b>			
HADM	3301	Health Care Organizations	
HADM	3302	Health Care Economics	
HADM	3303	US Health Care Systems	
HADM	3304	Health Care Communication	
HADM	4301	Designing Health Comm Msgs	
HADM	4401	Health Care Compliance	
HADM	4402	Health Information Management	
HADM	4403	Healthcare Ethics and Law	
<b>Social Justice Concentration</b>			
SJUS	3000	Introduction to Social Justice	3
SJUS	3050	Politics of Social Justice	3
SJUS	4000	Social Justice Culture	3
SJUS	4050	Law and Social Justice	3
<b>Public Service Administration</b>			
POLS	3201	Public Policy	
POLS	3601	Political Science Methods II	
POLS	4202	Interorganizational Behavior	
POLS	4210	Modern Public Management	
POLS	4215	Management Non-Profit Organizations	
POLS	4217	Grant Writing Non-Profit Organ	
POLS	4220	Administrative Law & Govt	
POLS	4221	Govt Organization & Adm Theory	
COMM	3330	Advanced Communication Skills	
PHIL	4120	Professional Ethics	
ORGL	4900	Internship	
			<b>Total Hours 120-122</b>

\* If 11 credit hours are taken in Area D, 4 credit hours are required in Area B. If 10 credit hours are taken in Area D, 5 credit hours are required in Area B.

\*\* BUSA 2201 (formerly MGIS 2201), CAPS 1101, and the formerly offered ACED 2400 are equivalent courses. No more than one may be counted toward degree completion.

\*\*\* Digital Technologies Certification courses

Website: <https://emajor.usg.edu/degrees/organizationalleadership/curriculum.php>

---

# TRANSFER PATHWAYS

---

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.

In addition to completing the core curriculum in Areas A-E, students enrolled in transfer Pathways are required to take eighteen (18) semester hours of courses in Area F related to the discipline of the pathway 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. Taking courses out of sequence may delay the semester in which you graduate.

No A.A. or A.S. degree program exceeds 60 semester credit hours (exclusive of physical education activity/basic health or orientation course hours).



## Associates of Arts, Core Curriculum General Studies

The School of Social Sciences and Humanities advises students in this Pathway.

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.

### TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following</b>			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra <b>or</b>	3
MATH	1401	Introduction to Statistics	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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology <b>or</b>	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Arts, Core Curriculum**  
**Pathway: Digital Media & Entertainment**  
**Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

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.

**TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following</b>			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra <b>or</b>	3
MATH	1401	Introduction to Statistics	
<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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement</b>			3
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology <b>or</b>	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	Writing and Reporting	3
MCOM	2202	Mass Communication Workshop	3
FREN/SPAN	1002	Elementary French II/ Elementary Spanish II	3
MCOM		ELECTIVES	6
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
General Studies**

The School of Social Sciences and Humanities advises students in this Pathway.

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.

**TRANSFER PATHWAY - 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 Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra <b>or</b>	3
MATH	1401	Introduction to Statistics	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>
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement</b>			3
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology <b>or</b>	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Biological Sciences  
Academic Focus Area: STEM/Health Professions**

The School of Science and Health Professions advises students in this Pathway.

**TRANSFER PATHWAY - 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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
MATH	2201	Analytic Geometry & Calculus I	*3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Elective: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology <b>or</b>	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>19</b>
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
MATH	2201	Analytic Geometry & Calculus I (Excess from Area D)	*1
BIOL	2001	Biology Seminar I	1
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

\*MATH 2201 is a 4 credit course; Three of those credits are indicated in Area D and 1 credit is added to Area F.

**Associates of Science, Core Curriculum  
Pathway: Business Administration  
Academic Focus Area: Business**

The School of Business and Technology advises students in this Pathway.

This pathway 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

**TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following:</b>			
MATH	1111	College Algebra <b>or</b>	3
MATH	1401	Introduction to Statistics	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>
COMM	1110	Public Speaking	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Math, &amp; Technology Requirement: Choice of 3 hours from the following</b>			
MATH	1401	Introduction to Statistics	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement:</b>			
ECON	1105	Introduction to Economics	3
ECON	2106	Microeconomics	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
BUSA	1105	Introduction to Business	3
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CISM	2101	Fundamentals of Computer Applications	3
ECON	2105	Principles of Macroeconomics	3
BUSA	2106	The Legal Environ. Of Business	3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Computer Information Systems  
Academic Focus Area: Business**

The School of Business and Technology advises students in this Pathway.

**TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES**

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.

**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>
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Math, &amp; Technology Requirement: Choice of 3 hours from the following</b>			
CSCI	1135	Introduction to Computers <b>or</b>	3
MATH	1401	Introduction to Statistics	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			3
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			3
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	1105	Introduction to Economics <b>or</b>	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</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
CSCI	1142	Introduction to C++ Programming	3
CSCI	1146	Introduction to JAVA Programming	3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Criminal Justice  
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

**TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following</b>			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra <b>or</b>	3
MATH	1401	Introduction to Statistics	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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
PSYC	1101	Introduction to Psychology	3
<b>Social Science Requirement:</b>			
SOCI	1101	Introduction to Sociology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
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
CRJU	2500	Introduction to Homeland Security	3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Engineering Transfer  
Academic Focus Area: STEM**

The School of Science and Health Professions advises students in this Pathway.

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.

**TRANSFER PATHWAY - 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	2201	Analytical Geometry and Calculus I	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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>10</b>
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
MATH	2202	Calculus II	2
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following:</b>			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate 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)	2
MATH	2203	Calculus III	4
MATH	2204	Calculus IV	3
PHYS	2211K	Principles of Physics I with Lab	4
PHYS	2212K	Principles of Physics II with Lab	4
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>60</b>



**Associates of Science in  
Program: Financial Technology  
Academic Focus Area: Business**

The School of Business and Technology advises students in this Program that is a collaboration with Middle Georgia State University. This pathway is intended for students who plan to transfer to a four-year program in a field such as:

- Banking
- Finance
- Information Tech.
- Business Administration
- Financial Technology

**TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following:</b>			
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	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>
COMM	1110	Public Speaking	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Math, &amp; Technology Requirement: Choice of 3 hours from the following</b>			
MATH	1401	Introduction to Statistics	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
<b>Social Science Requirement:</b>			
ECON	1105	Introduction to Economics	3
ECON	2105	Macroeconomics	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
ACCT	2101	Principles of Accounting I	3
FTA	2400	Introduction to Financial Technology	3
FTA	2410	Coding for FinTech	3
FTA	2420	Data Analytics for FinTech	3
FTA	2430	Cyber Security for FinTech	3
FTA	2440	Financial Technologies and Services	3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Health Sciences Transfer  
Academic Focus Area: STEM/Health Professions**

The School of Science and Health Professions advises students in this Pathway.

**TRANSFER PATHWAY - 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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
MATH	1401	Introduction to Statistics	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			3
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirements:</b>			
PSYC	1101	Introduction to General Psychology	3
PSYC	2103	Human Growth and Development	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>20</b>
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
BIOL	2241K	Human Anatomy and Physiology I with Lab	4
BIOL	2242K	Human Anatomy and Physiology II with Lab	4
BIOL	2215K	Fundamentals of Microbiology with Lab	4
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>63</b>

**Associates of Science, Core Curriculum  
Pathway: Mass Communication  
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

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 PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following</b>			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra <b>or</b>	3
MATH	1401	Introduction to Statistics	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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology <b>or</b>	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	News Writing and Reporting	3
MCOM	2202	Mass Communication Workshop	3
FREN/SPAN	1002	Elementary French II/Elementary Spanish II	3
COMM	1110	Public Speaking	3
HUMA	1102	African American Culture	3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Psychology  
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

**TRANSFER PATHWAY - 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 Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	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>
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics <b>or</b>	3
ECON	2106	Principles of Microeconomics	3
<b>Choice of 3 hours from social science electives</b>			
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
PSYC	1101	Introduction to General Psychology	3
PSYC	2211	Introduction to Abnormal Psychology	3
PSYC	2103	Human Growth and Development	3
SOCI	1101	Introduction to Sociology	3
MATH	1401	Introduction to Statistics	3
<b>Choice of 3 hours from the following</b>			
ANTH	1102	Introduction to Anthropology	3
SOCI	2293	Introduction to Marriage and the Family	3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Social Work  
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

**TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following</b>			
MATH	1101	Mathematical Modeling <b>or</b>	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			
POLS	1101	American Government	3
<b>History Requirement: Choice of 3 hours from the following</b>			
HIST	2111	United States History I <b>or</b>	3
HIST	2112	United States History II	3
<b>Social Science Requirement:</b>			
ECON	2105	Principles of Macroeconomics	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</b>
SOWK	2000	Introduction to Social Work	3
SOWK	2100	Introduction to Social Welfare	3
SOCI	1101	Introduction to Sociology	3
ANTH	1102	Introduction to Anthropology	3
MATH	1401	Introduction to Statistics	3
One social science course preapproved by advisor			3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

**Associates of Science, Core Curriculum  
Pathway: Teacher Education  
Academic Focus Area: Social Science & Humanities**

**TEACHER EDUCATION**

The School of Social Sciences and Humanities advises students in this pathway.

**Notes:**

In each Education course, students must complete a twenty-hour field experience as part of the requirements. Prior to beginning the field experience the student must purchase liability insurance and the course instructor and Coordinator of Teacher Education Field Experience will provide details. In addition, a criminal background check is required, with a fee paid by the student, as arranged by the course Instructor and Coordinator of Teacher Education Field Experience. Negative information on background checks may prevent students from completing Education course field experience requirements as school districts have the right to deny placement of students who fail the background check in their schools. Negative information on criminal background checks may ultimately prevent students from being certified as teachers. Students who fail to purchase the required liability insurance and/or fail the background check will not be able to complete the mandatory field experience requirements and must withdraw from Education courses and change their major.

In order to be considered for admission to teacher education programs, candidates must have achieved a minimum, adjusted or cumulative GPA of 2.75 for all coursework. No grade lower than "C" in Lower Division Major and Teaching Field courses as required by the programs in teacher education. Have taken and earned a passing score on the Georgia Assessment for the Certification of Educators (GACE) Program Admissions Test. Some degree programs in teacher education have additional admissions requirements. It is the student's responsibility to consult those departments and program advisors.

Students are advised to consult transfer institution of specific requirements.

**TRANSFER PATHWAY - 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
<b>Math Requirement: Choice of 3 hours from the following</b>			
MATH	1101	Mathematical Modeling <b>or</b>	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>
COMM	1100	Human Communication	3
<b>Fine Arts Requirement: Choice of 3 hours from the following</b>			
ARTS	1100	Art Appreciation <b>or</b>	3
MUSC	1100	Music Appreciation	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
<b>Area E:</b>	<b>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>			3
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
<b>Social Science Requirement: Choice of 3 hours from the following</b>			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
<b>Area F:</b>	<b>Courses Appropriate to Program of Study</b>		<b>18</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>Follow the appropriate concentration outline below:</b>			
<b>1. Birth to 5 Concentration</b>			
ECE	2250	Child Development and Early Learning	3
ECE	2590	Families, Communities, and Schools: Partners in Education	3
ECE	2540	Health, Wellness, and the Young Child	3
<b>2. Elementary Education Concentration</b>			
ISCI	2001	Integrated Science I	3
ISCI	2002	Integrated Science II	3
MATH	2008	Foundations of Numbers and Operations	3
<b>3. Middle Grades Education</b>			
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
<b>4. Secondary Education</b>			
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
<b>Additional Requirement:</b>			
FYEX	1630	First Year Experience	1
<b>Total Required Program Hours</b>			<b>61</b>

---

## CERTIFICATE PROGRAMS

---

Certificate programs are designed to prepare students for immediate employment. Selected courses included in these programs may be used for transfer credit.

Required and elective courses appropriate to the student's program of study in certificate programs are listed in Area F of each program outline. Taking courses out of sequence may delay the semester in which you graduate.



## Business Management

The School of Business and Technology advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the Business Management certificate, which prepares employees for career advancement, as well as individuals for entry-level positions in various Business industries. This program is a 18 credit hours program. Coursework will provide students with high quality, cost effective training in Business Management techniques.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
<b>Required:</b>			
BUSA	1105	Introduction to Business	3
FINC	1101	Introduction to Personal Finance or Elective (ITEC 1101)	3
BUSA	2105	Communicating in the Bus. Environment	3
BUSA	2210	Fundamentals of Entrepreneurship or Elective (ITEC 1201)	3
CISM	2101	Fundamentals of Computer Applications or Elective (ITEC 1401)	3
BUSA	2201	Principles of Management	3
Total			18

## Customer Relationship Management

The School of Business and Technology advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers a certificate that prepares individuals to supervise and monitor customer service performance and manage frontline customer support services, call centers/help desks, and customer relations. Includes instruction in customer behavior, specialized information technology and systems management, developing and using customer service databases, user surveys and other feedback mechanisms, strategic and performance planning and analysis, operations management, personnel supervision, and communications and marketing skills.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
<b>Required:</b>			
BUSA	1105	Introduction to Business (Minimum grade of C)	3
BUSA	1110	Introduction to Customer Relationship Management (Minimum grade of C)	3
ITEC	1101	Fundamentals of IT I or CISM 2101 or Elective (CRM or Programming course)	3
BUSA	1150	Customer Service and Negotiation (Minimum grade of C)	3
BUSA/ITEC	1401	Introduction to Project Management (Minimum grade of C)	3
BUSA	2313	Selling and Sales Management (Minimum grade of C)	3
Total			18

## Cyber Security

The School of Business and Technology advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

A certificate that prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Includes instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
<b>Required:</b>			
CSCI/ITEC	1248	Introduction to Cyber Security	3
ITEC	2204	Computing Operating Systems & Hardware	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	2216	Survey of Programming	3
ITEC	2205	Data Communication & Networking	3
CSCI	2290	Cyber Security Analysis and Practice (certification course)	3
Total			18

## Information Technology

The School of Business and Technology advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the IT certificate that examines information technology in the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
<b>Required:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Introduction to Computer Science I	3
ITEC	1101	Fundamentals of IT I	3
ITEC	1201	Fundamentals of IT II or Elective	3
BUSA/ITEC	1401	Intro to Project Management	3
CSCI	2216	Survey of Programming	3
Total			18

## FORENSIC SCIENCE

The School of Science and Health Professions advises students in this program.

### PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the Forensic Science certificate, which prepares employees for career advancement, as well as individuals (including AMSC Biology, Chemistry, Criminal Justice, Biological Science and Allied Health majors) for entry-level positions in Forensic Science laboratories. This program is a 19 credit hours program. Coursework will provide students with high quality, cost effective training in forensic science laboratory techniques, and an intensive hands-on laboratory experience.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		19
<b>Required:</b>			
BIOL	1107	Principles of Biology I	3
FORS	1101	Introduction to Forensic Science I	4
FORS	1102	Introduction to Forensic Science II	4
FORS	1201	Analytical Methods in Forensic Science I	4
FORS	1202	Analytical Methods in Forensic Science II	4
Total			19

## LAW ENFORCEMENT LEADERSHIP

The School of Social Sciences and Humanities advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

The Law Enforcement Leadership Certificate Program at Atlanta Metropolitan State College is a one-year intensive cohort learning experience that is available only to law enforcement officers and investigators; it requires the successful completion of twenty-one (21) credit hours of academic course work. It is a career development program that prepares individuals for promotions, reassignments, and added leadership responsibilities in a criminal justice organization. Courses completed in the program may apply toward transfer academic credit into the College's 2-year Associate in Science Degree Pathway for Criminal Justice studies, followed by its 4-year Bachelor's in Science Degree in Criminal Justice Degree. The Law Enforcement Leadership Certificate Program is an extension of the training and professional development focus of Atlanta Metropolitan State College's Criminal Justice and Police Sciences Institute.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
<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>21</b>
<b>Required:</b>			
CRJU	1102	Introduction to Criminal Justice	3
CRJU	2801	Law Enforcement Leadership and Administration 1	3
CRJU	2500	Introduction to Homeland Security	3
CRJU	2240	Introduction to Juvenile Delinquency	3
CRJU	2901	Law Enforcement Leadership and Administration 2	3
CRJU	2803	Law Enforcement Liability	3
CRJU	2804	Professional Standards in Law Enforcement	3
<b>Total</b>			<b>21</b>

## RELIGIOUS STUDIES

The School of Social Sciences and Humanities advises students in this program.

The Certificate in Religious Studies is designed to provide a broad-based, foundational education to persons involved in ministry or interested in pursuing further studies in Religion or other areas. The program is a one-year cohort program requiring a total of eighteen (18) hours of coursework.

**Standards of Performance:** To receive the certificate, a grade of "C" or higher is required in all courses.

### PROGRAM REQUIREMENTS AND ELECTIVES

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
<b>Required:</b>			<b>18</b>
RELI	2210	Survey of Christian History	3
RELI	2211	Old Testament Survey/Hebrew Bible Literature	3
RELI	2212	New Testament Survey and Literature	3
RELI	2201	Introduction to Religious Studies	3
<b>Choice of 6 Elective Hours from the following courses:</b>			
RELI	2221	Introduction to Pastoral Ministry	3
RELI	2222	Introduction to Preaching	3
RELI	2223	Introduction to Christian Worship	3
RELI	2300	Introduction to Theological Studies	3
RELI	2301	Eastern Religions and Spirituality	3
<b>Total</b>			<b>18</b>

**FILM & TELEVISION PRODUCTION**

The School of Social Sciences and Humanities advises students in this program.

**CERTIFICATE PROGRAM REQUIREMENTS**

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
<b>Required:</b>			<b>18</b>
GFA	1000	Introduction to On-Set Film Production	6
GFA	2010	Set Construction & Scenic Painting or GFA 2020, 2030, 2040, 2050, 2060	6
GFA	2000	Film & Television Production Internship or GFA Specialty Craft Course OR 1 Additional GFA Specialty Craft Course	6
<b>Total</b>			<b>18</b>

**FILM & TELEVISION POST-PRODUCTION CERTIFICATION**

The School of Social Sciences and Humanities advises students in this program.

**CERTIFICATE PROGRAM REQUIREMENTS**

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
<b>Required:</b>			<b>18</b>
GFA	1040	Introduction to Film & Television Post-Production	6
GFA	2040 or 3040 or 2140 or 3140	Fundamentals of Editing with Avid Media Composer 100 OR Introduction to Editing with Avid Media Composer 100 Fundamentals of Sound Design with Avid Pro Tools 100 OR Introduction to Sound Design with Pro Tools 100	6
GFA	2000 or 4000 4040 or 4140	Film, Television & Digital Entertainment Internship OR Film, Television & Digital Entertainment Apprenticeship OR Advanced Editing with Avid Media Composer 200 (Preq 2040 or 3040) Advanced Sound Design with Avid Pro Tools 200 (Preq: 2140 or 3140).	6
<b>Total</b>			<b>18</b>



**DIGITAL ENTERTAINMENT, ESPORTS & GAME DEVELOPMENT CERTIFICATION**

The School of Social Sciences and Humanities advises students in this program.

**CERTIFICATE PROGRAM REQUIREMENTS**

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
<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>0</b>
<b>Required:</b>			<b>18</b>
GFA	1500	Introduction to Digital Entertainment, Esports, & Game Development	6
GFA	2510	Event Management for Digital Entertainment & Esports OR	6
	3510	Digital Entertainment & Esports Event Design OR	
	2520	Hosting & Casting for Digital Entertainment & Esports OR	
	3520	Digital Entertainment & Esports Creative Development	
GFA	2000 or	Film, Television & Digital Entertainment Internship OR	6
	4000	Film, Television & Digital Entertainment Apprenticeship	
<b>Total</b>			<b>18</b>

## Financial Technology (A.S.)

The School of Business and Technology advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the FinTech certificate to meet a critical need and address a strong industry demand for workers who seek (1) to learn and apply financial technologies utilizing computer hardware and software to business practices; (2) promotions to obtain managerial positions and (3) desire to attain a postsecondary education that will provide personal growth and career opportunities in both private and public sectors.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
<b>Required:</b>			<b>18</b>
BUSA	1105	Introduction to Business	3
FTA	2400	Introduction to Financial Technology	3
FTA	2410	Coding for FinTech	3
FTA	2420	Data Analytics for FinTech	3
FTA	2430	Cyber Security for FinTech	3
FTA	2440	Financial Technologies and Services	3
<b>Total</b>			<b>18</b>

## Financial Technology (B.B.A.)

The School of Business and Technology advises students in this program.

### CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the upper-level baccalaureate FinTech certificate to meet a critical need and address a strong industry demand for workers who seek (1) to learn and apply financial technologies utilizing computer hardware and software to business practices; (2) promotions to obtain managerial positions and (3) desire to attain a postsecondary education that will provide personal growth and career opportunities in both private and public sectors.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
<b>Required:</b>			<b>15</b>
FTA	4001	Foundation of Financial Technology	3
FTA	4002	Financial Technologies	3
FTA	4003	Commercial Banking and Financial Technology	3
FTA	4005	Introduction to Financial Data Analytics	3
FTA	4100	Introduction to Information Security for FinTech	3
<b>Total</b>			<b>15</b>

---

# COURSE DESCRIPTIONS

---

## Understanding Course Descriptions

Each course is assigned a number according to the following system. Courses numbered below 1000, such as ENGL 0989, ENGL 0999 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 and at the discretion of the President or his designee.

---

## ACCOUNTING (SCHOOL OF BUSINESS AND TECHNOLOGY)

### ACCT 2101 Principles of Accounting I

3-0-3

This course is a study of the underlying theory and application of financial accounting concepts. The approach focuses from external financial reporting perspective. The course incorporates real world applications, including on an actual financial statements. Specifically, the course concentrates on the planning, performing, and evaluating aspects of the accounting operating processes and includes translating business activities into accounting information and solving operating problems using information from the accounting system. Prerequisite: Exit or exemption from Learning Support, MATH 1111, MATH 1112, MATH 1113 or MATH 1114 with a grade of 'C' or better.

### ACCT 2102 Principles of Accounting II

3-0-3

This course is a continuation of financial accounting concepts and basic managerial accounting concepts. The course focuses on business processes and examines business activities from both an external, financial reporting perspective and an internal, managerial accounting decision making perspective. It incorporates real world applications to reinforce the relevance of topics to real business situations and to promote student interest. Specifically, the course concentrates on debt and equity financing, financial statement analysis, cost allocation and control, performance evolution, and budgeting; and how they relate to business organization and its strategy. Prerequisite: ACCT 2101 with a grade of "C" or above.

### ACCT 2210 Computerized Acct. 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: MATH 1111, MATH 1112, MATH 1113 or MATH 1114, with a grade of "C" or above.

### 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 2101, with a grade of "C" or above.

### 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, with a grade of "C" or above.

### 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, with a grade of "C" or above.

### 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, with a grade of "C" or above.

**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, with a grade of "C" or above.

**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 2102, with a grade of "C" or above.

---

**AMSC INSTITUTIONAL REQUIREMENT (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)****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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

---

**ANTHROPOLOGY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)****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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

---

**ART (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)****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 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. An 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 a variety of 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 I** 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.

**ARTS 2240 Introduction to Photography** 3-0-3

This course covers basic concepts and practice of digital photography, including understanding and use of the camera, lenses, and other basic photographic equipment. The course will address aesthetic principles as they relate to composition, space, exposure, light and color. Technological requirements of digital formats will be addressed, such as formats and resolution. Basic digital manipulations of images will be taught in preparation for creating a digital portfolio of work. **This course** requires access to a camera with manual exposure control. DSLR (digital single-lens-reflex) cameras are preferred. It is recommended that students have a working knowledge of PC or Mac computers. Adobe Photoshop Creative Suite and Macintosh Computers will be used for photographic production. Prerequisite: CSCI 1135 or CSCI 1301 with a grade of "C" or higher.

**ARTS 3020 History of Visual Styles** 3-0-3

This course introduces students to the history of visual styles and design practices in art, aesthetics, and the built environment across different cultures. The course teaches students how to identify and analyze distinct visual characteristics from a range of historical periods while also understanding their conceptual foundations. Prerequisite: ENGL 1102.

---

**BIOLOGY (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

**BIOL 1101 General Biology I** 3-0-3

This is a lecture 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 English or permission of instructor. This course does not fulfill the requirements for a major in biology.

**BLAB 1101 General Biology I Lab** 0-2-1

This is the required 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. This course does not fulfill the requirements for a major in biology.

**BIOL 1101K****3-2-4**

This is 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. The laboratory topics covered are 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: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

**BIOL 1102 General Biology II****3-0-3**

This lecture 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 English or permission of instructor. This course does not fulfill the requirements for a major in biology.

**BLAB 1102 General Biology II Lab****0-2-1**

The is the required laboratory component of BIOL 1102 and a continuation of BLAB 1101. This laboratory component emphasizes a hands-on approach to the study of the organ systems of the human body and plant structure and function. Prerequisite or corequisite: BIOL 1102 or permission of instructor. This course does not fulfill the requirements for a major in biology.

**BIOL 1102K****3-2-4**

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. The laboratory component laboratory component emphasizes a hands-on approach to the study of the organ systems of the human body and plant structure and function. Prerequisite: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

**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 or corequisite: MATH 1101 or MATH 1111, ENGL 1101.

**BIOL 1107 Principles of Biology I****3-0-3**

This lecture course 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 required course is primarily intended for science, computer science, and mathematics majors. Prerequisite or corequisite: MATH 1101 or MATH 1111, ENGL 1101. This course fulfills the requirements for a major in Biology.

**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. This course fulfills the requirements for a major in Biology.

**BIOL 1107K Principles of Biology I****3-3-4**

This course 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. Laboratory topics include Topics include microscopy, biochemistry, cytology and genetics. This required course is primarily intended for science, computer science, and mathematics majors. Prerequisite or corequisite: MATH 1101 or MATH 1111, ENGL 1101. This course fulfills the requirements for a major in Biology.

**BIOL 1108 Principles of Biology II****3-0-3**

This lecture course, is 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. This course fulfills the requirements for a major in Biology.

**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/BIOL 1107K.

**BIOL 1108K Principles of Biology II****3-3-4**

This course is a continuation of BIOL 1107, includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Laboratory topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite: BIOL 1107. This course fulfills the requirements for a major in Biology.

- BIOL 1109 Principles of Biology III** 3-0-3  
This lecture course is a course, a continuation of BIOL 1107, provides an introduction to environmental studies. Topics include classification, biodiversity, evolution, animal behavior and ecology. Prerequisite: BIOL 1108/BLAB 1108/BIOL 1108K.
- 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 1108/BLAB 1108/BIOL 1108K. Co-requisite: BIOL 1109.
- BIOL 2000 Undergraduate Research I** 0-3-1  
This course is primarily an independent, faculty-supervised laboratory investigation/research on topics of special interest. This course focuses on student-active learning through research investigations, hands-on research, writing, discussions and presentations. A large percentage of the course will allow students to take the primary role in leading the class and the instructor will guide students as they take leadership roles in discussing their individual research projects or journal articles. Students may conduct full time research over the summer and to help in completing course requirements. This is a variable credit hour course (1-3 credit hours). Prerequisite: BIOL 3245, or approval of instructor.
- BIOL 2001 – Biology Seminar I** 2-0-1  
A capstone course for students majoring in Biological Science. Students will participate in presentation of scientific reports, discussions lectures on selected topic(s) in the field of Biological Sciences, biotechnological, medical and related topics are examined. Students present seminar topic orally and actively engage in group discussion of scientific journal topics. This course is designed for junior and senior level students. Prerequisite(s): A grade of “C” or better in BIOL 1107 and CHEM 1211, or permission of the instructor.
- BIOL 2203 Plant Science** 3-0-3  
This lecture course is a study of plant life with emphasis on structure, functions, identification, economic importance, plant care, gardening and ecology. Prerequisites: BIOL 1108/BLAB 1108/BIOL 1108K.
- BIOL 2215 Fundamentals of Microbiology** 3-0-3  
This lecture course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. Prerequisite(s): MATH 1111 and ENGL 1101. (Students who have not had Biology are urged to take BIOL 1107/BLAB 1107/BIOL 1107K 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 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 2215K Fundamentals of Microbiology** 3-3-4  
This course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. The laboratory component covers 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(s): MATH 1111 and ENGL 1101. (Students who have not had Biology are urged to take BIOL 1107/BLAB 1107/BIOL 1107K before registering for this course.)
- BIOL 2225K Invertebrate Zoology** 3-3-4  
This course is an introduction to anatomy, physiology, and evolution of major invertebrate groups. The laboratory component includes surveys of the invertebrate species, macroscopic, and microscopic identification of structural elements and correlation with function. Prerequisite(s): BIOL1107/BLAB 1107/BIOL 1107K and BIOL 1108/BLAB 1108/BIOL 1108K or permission of the instructor.
- BIOL 2241 Human Anatomy and Physiology I** 3-0-3  
This lecture course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. Prerequisite or corequisite: MATH 1101, ENGL 1101, and BIOL 2241. (Students are urged to complete BIOL 1107).
- BLAB 2241 Human Anatomy and Physiology Lab II** 0-3-1  
This course is the laboratory component of BIOL 2241 it is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include, histology, cell structure, skeletal, muscular, and nervous systems. Prerequisite or corequisite: BIOL 2241.
- BIOL 2241K Human Anatomy and Physiology I** 3-3-4  
This course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. The laboratory component is designed to provide interactive laboratory

exercises that support the systematic presentation of the lecture. Topics include, histology, cell structure, skeletal, muscular, and nervous systems. Prerequisite or corequisite: MATH 1101 and ENGL 1101. (Students are urged to complete BIOL 1107K).

### **BIOL 2242 Human Anatomy and Physiology II**

**3-0-3**

This lecture 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 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 2242K Human Anatomy and Physiology II**

**3-3-4**

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. The laboratory component 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: BIOL 2241K.

### **BIOL 2245 Introduction 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 detailed examination of current topics in biology. This course is comparative and interdisciplinary in that the socioeconomic, cultural, ethical, and political aspects of such topics are discussed. Prerequisite: A grade of "C" or better in Biol 1107 and Chem 1211 course or permission of the instructor.

### **BIOL 3000 Undergraduate Research II**

**0-3-1**

This course is a continuation of BIOL 2000. Students will conduct experiments and analyze the data from these experiments, which will include the development of graphs and statistical analysis. This course is required and intended for those junior or senior students pursuing laboratory field, or clinical research. Prerequisite: BIOL 3245. This is a 1 credit hour course

### **BIOL 3001 - Biology Seminar II**

**2-0-1**

This course is a continuation of seminar capstone course BIOL 2001. Students will be introduced to concepts associated with the Design, implementation, and presentation of a research project. Students present seminar topic orally and actively engage in group discussion of scientific journal topics. This course is designed for junior and senior level students. **Prerequisite(s): BIOL 3245, and BIOL 2001. This is a 1 credit hour course**

### **BIOL 3003 Marine Biology**

**3-0-3**

This course examines the diversity of marine organisms from the smallest worms to predatory sharks to the largest whales, from the deepest trench to the shore. Students will explore the special adaptations that allow organisms to thrive and create the complex web of ocean life. This course involves a field experience and a final project that incorporates a student's interests, majors, and cultural background with course material. Prerequisite(s): BIOL 1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB 1108/BIOL 1108K.

### **BIOL 3007 Embryology**

**4-0-4**

This course provides a contemporary approach to the study of Embryology. Classical descriptions of early embryonic development are supplemented with modern findings in genetics, biochemistry and molecular biology to give the student a solid basis for understanding the mechanisms of human development, growth and differentiation. This course will also focus on the anatomy of vertebrate embryogenesis with specific emphasis on humans. Topics include fertilization, implantation, gastrulation, neurulation and organogenesis of a variety of structures. Labs will demonstrate normal development using whole mount specimen and microscope slides, as well as abnormal development through a selection of mutants. Students participate by identifying abnormal development and researching possible causes. Additional lab assignments will be based on readings that are designed to expand student's appreciation of the larger field of embryology through examination of its history, ethical implications, and the contributions of model organisms. Prerequisite(s): BIOL 1108/BLAB 1108/BIOL 1108K, BIOL 4201K; BIOL 4000K.



- BIOL 3009K Comparative Anatomy** 3-3-4  
 This lecture course examines the similarities of anatomy and phylogenetic relationships of major vertebrate groups. It compares phylogeny, ontogeny (development), and morphology in groups ranging from protochordates to highly derived vertebrates. Structure of anatomical features, emphasizing how anatomy relates to function, including comparisons of specialized features in organisms adapted to different conditions. The laboratory component involves detailed dissection of the lamprey eel (*Petromyzon*), the dogfish shark (*Squalus*), the mud puppy (*Necturus*), and the cat (*Felis cattus*). Prerequisite(s): BIOL 1107/BLAB 1107/BIOL 1107K; BIOL 1108/ BLAB 1108/ BIOL 1108K.
- BIOL 3011K Principles of Microbiology** 3-3-4  
 This course serves as an examination of microorganisms including their growth patterns, morphology, and pathogenicity. The laboratory component examines areas such as structure, nutrition, biochemistry, genetics, and growth of microorganisms. Prerequisite(s): Exit or exemption from Learning Support, English and Mathematics. Co-requisite: CHEM 2241K.
- BIOL 3111K Field Ecology** 3-3-4  
 This course is a travel experience course to study the effects of glaciation, soils and climate on plant and animal communities. Indicator species, stability, and succession of communities are compared. Identification of communities, vegetation, and animals is required, with an emphasis on field study. The laboratory component provides the student with the laboratory skills to identify and examine a range of species within varied environments. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108.
- BIOL 3113 Nutrition** 3-0-3  
 This is a lecture course designed to focus on the practical application of scientific concepts. It incorporates the science of the production, processing, evaluation, and utilization of foods and relates scientific concepts and processes to practical applications in nutrition. Prerequisite(s): MATH 1111 and ENGL 1101; BIOL1107/BLAB1107; BIOL1108/BLAB1108.
- BIOL 3114 Principles of Immunology** 3-0-3  
 This lecture course helps students build a solid foundation in basic concepts of immunology including organization, function, and regulation of the immune system. Students will be trained to build up background for future assimilation and processing of ever-growing mass of new information, to read and understand current literature, to write a scientific report and to attend seminars on topics related to immunology wherever available. Prerequisite(s): BIOL 3011, BIOL 1107/BLAB 1107, BIOL 1108/BLAB 1108.
- BIOL 3117 Virology** 3-0-3  
 This lecture course covers the advanced study of viruses with regard to the basic, biochemical, molecular, epidemiological, clinical, and biotechnological aspects of animal viruses primarily and bacteriophage, plant viruses, viroids, prions, and unconventional agents secondarily. Specific areas of virology, including viral structure and assembly, viral replication and evolution, virus-host interactions, viral transformation, gene therapy, antiviral drugs, and vaccines, are presented. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108; BIOL 3011
- BIOL 3205 Biostatistics** 3-0-3  
 This lecture course introduces statistical concepts and analytical methods as applied to data encountered in biological and biomedical sciences. It emphasizes the basic concepts of experimental design, quantitative analysis of data, and statistical inferences. The course provides students a foundation to evaluate information critically to support research objectives and product claims and a better understanding of statistical design of experimental trials for biological products/devices. Prerequisite(s): BIOL 1107/BLAB1107; BIOL 1108; BLAB 1108, MATH 1113.
- BIOL 3245 Research Design and Instrumentation** 3-0-3  
 This is an introductory course which examines research processes and design. Also included is a survey of the instruments and techniques commonly used in applied science laboratories. Prerequisite(s): BIOL 1107/BLAB1107; BIOL 1108; BLAB 1108; CHEM 1212K.
- BIOL 4000K Molecular Biology** 3-3-4  
 This course defines the molecules in cells, and describes the major molecular processes that lie behind most biological events (replication of DNA, transcription and processing of RNA, translation of genetic information into proteins). The laboratory component emphasizes techniques and experiments that lead to this information. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108, CHEM/CLAB 2242; and BIOL 4201.
- BIOL 4000 Undergraduate Research III** 0-3-1  
 This course is a continuation of BIOL 3000. Students will complete their projects and prepare and oral and poster presentation of their project. Students will complete the major field paper. This course is required and intended for those junior or senior students pursuing laboratory field, or clinical research. Prerequisite: BIOL 3245. This is a 1 credit hour course

**BIOL 4001 – Biology Seminar III****2-0-1**

This course is the final seminar capstone course. Students will conduct a major review of scientific literature, prepare and present and original research report orally and in written format. An acceptable Senior Major Field Paper must be completed at least one month prior to the end of semester enrolled in course. **Prerequisite(s): BIOL 3001 Biology Seminar II. This is a 1 Credit hour course.**

**BIOL 4010 Evolution****3-0-3**

This lecture course examines the major issues in the history and current status of evolutionary biology and explores the implications of evolution for culture. Issues range from controversies over mechanisms of evolution in natural populations to the conflict between creationists and evolutionists. Prerequisite(s): BIOL1107/BLAB1107;BIOL1108/BLAB1108;BIOL 4201

**BIOL 4011 Vertebrate Physiology****3-0-3**

An introduction to the functions and relationships of vertebrate organs and organ systems. The course emphasizes physiological adaptations and mechanisms by which vertebrates compensate for environmental variations. Pre-requisites: Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108 and BIOL 3009.

**BIOL 4201K Cellular Biology****3-3-4**

This course examines the essential features that constitute life in terms of the coordinative interactions of small and large molecules. Phenomena explored by students include the cell as common denominator, proteins as agents of specificity, metabolic pathways, cell transport, and the central dogma of molecular genetics and regulation of the flow of information. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108/BIOL 1108K.

**BIOL 4203 Neurobiology****3-0-3**

This lecture course introduces students to the rapidly growing field of neuroscience. The course covers topics ranging from neuronal structure and function, communication at the synapse, membrane receptors and intra- and intercellular signaling systems, to the gross organization of the brain and spinal cord, the processing of sensory information, the programming of motor responses, and higher functions such as learning, memory, cognition, and speech. Prerequisite(s): BIOL1107/BLAB 1107/BIOL 1107K and BIOL 1108/BLAB 1108/BIOL 1108K.

**BIOL 4205 Biochemistry****3-0-3**

The lecture course surveys the basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. This course is suitable for pre-majors, for students interested in careers in medicine, dentistry, pharmacy, medical technology. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; CHEM2242/CLAB 2242/CHEM 2242K.

**BIOL 4207K Medical Microbiology****3-3-4**

The fundamentals of microbial physiology, genetics, and immunology are presented with important bacterial, viral, parasitic, and mycolic infections discussed from the standpoint of etiology, epidemiology, and pathogenesis. The laboratory component involves diagnosis of microorganisms and the pathology. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; BIOL 3011K.

**BIOL 4209K Biotechnology****3-3-4**

This course surveys the methods and applications of biotechnology and examines the consequences of developments in this area. The course is organized by topic and covers many aspects of biotechnology, including those that relate to animals, microbes, human health, agriculture and the environment. The laboratory component introduces the students to the various techniques in Biology. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; BIOL 3011K; BIOL 4000K.

**BIOL 4211K Principles of Genetics****3-3-4**

This course examines the basic principles of classical and molecular genetics. Model systems for genetic analysis such as *Drosophila melanogaster*, *Neurospora crassa*, and peas will be covered. The course covers a detailed description of the structure and function of nucleic acids. This includes, replication and regulation with emphasis on genetic diseases, mutations, and genetic engineering and its applications will be emphasized. The laboratory component covers Mendelian principles, isolation and characterization of the DNA, polygene chromosomes, karyotyping, Barr bodies, mutagenesis and tests used for detecting mutagens. Prerequisite(s): BIOL 1107/ BLAB 1107/BIOL 1107K; BIOL 1108; BLAB 1108/BIOL 1108K; and MATH 1113 or MATH 2201.

---

**BUSINESS ADMINISTRATION (SCHOOL OF BUSINESS AND TECHNOLOGY)****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.). Prerequisite: None

- BUSA 1110 Intro. to Customer Relationship Management** 3-0-3  
Introduction to customer relationship management. Topics include customer behavior, customer assessment, effective communication, serving the customer in a diverse environment, and developing and maintaining a relationship with customers. This course studies the use of the following promotional tools and their applications: advertising, sales promotions, events, and loyalty and frequency shopper programs. Co-requisite: BUSA 1105 (C or better).
- BUSA 1150 Customer Service and Negotiation** 3-0-3  
This course covers the process of negotiation and conflict resolution as it is practiced in various organizational settings from the customer perspective. Students will gain an understanding of the fundamentals of negotiation through a format that includes lecture, role-play, focused exercises, and case study. Concepts covered will include customer relations, an introduction to game theory, bargaining and psychological barriers to settlement. Co-requisite: BUSA 1110 (C or better).
- BUSA/ITEC 1401 Introduction to Project Management** 3-0-3  
This course introduces students to the function of project leadership in for-profit organizations. The student will explore the project life cycle and gain experience in budget and timeline management. The instructor will provide tools and processes, and practical insights to help them understand how to successfully manage projects. Project management software is used to design project schedules, using tools such as bar charts, program evaluation and review technique (PERT), and critical path method (CPM) to produce project plans to apply to case study solutions. Prerequisite: None
- 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: None
- 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: None
- 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: None
- 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: 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: 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.
- 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: BUSA 1105.
- 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: BUSA 2201.
- 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 2102.
- 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: BUSA 1105.

<b>BUSA 2211 Small Business and Venture Management</b>	<b>3-0-3</b>
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 and BUSA 2201.	
<b>BUSA 2212 Financing New Business Ventures</b>	<b>3-0-3</b>
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: BUSA 2209.	
<b>BUSA 2213 Strategies for Entrepreneurship</b>	<b>3-0-3</b>
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.	
<b>BUSA 2214 Property Management</b>	<b>3-0-3</b>
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: BUSA 2201.	
<b>BUSA 2215 Principles of Real Estate I</b>	<b>3-0-3</b>
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: None	
<b>BUSA 2216 Principles of Real Estate II</b>	<b>3-0-3</b>
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: BUSA 2215.	
<b>BUSA 2217 Housing Management I</b>	<b>3-0-3</b>
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: BUSA 2201.	
<b>BUSA 2218 Housing Management II</b>	<b>3-0-3</b>
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.	
<b>BUSA 2240 Directed Practicum I</b>	<b>1-5-3</b>
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 advisor/instructor.	
<b>BUSA 2241 Directed Practicum II</b>	<b>1-5-3</b>
This course is a continuation of BUSA 2240. Prerequisite: BUSA 2240.	
<b>BUSA 2299 Contemporary Business Issues</b>	<b>3-0-3</b>
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.	
<b>BUSA 2313 Selling and Sales Management</b>	<b>3-0-3</b>
A significant strategy in business today is developing relationships with potential and existing customers and vendors. This course will give you an understanding of what salespeople do and help you develop skills necessary to "sell" everything from yourself in a job interview to the latest products and services from your employer. It will enhance communication and selling skills. Focus will be on the account management principles and the processes used to develop accounts and maintain long-term relationships. Case studies and students should be prepared for regular videotaped role playing, shadow selling, business attire, and regular presentations. <b>Co-requisite: BUSA 1150 (C or better).</b>	
<b>BUSA 3105 Business Communication</b>	<b>3-0-3</b>
This course emphasizes both interpersonal and organizational communications, including written and oral exercises appropriate to business practices. Prerequisite: ENGL 1102.	
<b>BUSA 3114 Business Statistics</b>	<b>3-0-3</b>

An introduction to statistical concepts used to assist in making decisions under conditions of uncertainty. Topics include the collection and analysis of data, probability and probability distributions, hypothesis testing, linear regression, and correlation. Prerequisite: Math 1401.

**BUSA 3175 Cooperative/Internship** 3-0-3  
Prerequisite: Junior standing or permission of the advisor.

**BUSA 3201 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: ACCT 2102 and ECON 2105.

**BUSA 3203 Human Resource Management** 3-0-3  
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. Prerequisite: BUSA 3201.

**BUSA 3205 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: ACCT 2102 and ECON 2105.

**BUSA 3206 Production/Operations Management** 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: BUSA 3201.

**BUSA 3209 Fundamentals of Business Finance** 3-0-3  
An introduction to the principles of corporate finance and their application in business today, focusing on the measurement and creation of value in a corporation. Topics include financial markets, present value analysis, the theory of risk and return, portfolio theory, asset pricing models, cost of capital, capital budgeting, capital structure, and value based management. Prerequisite: ACCT 2102.

**BUSA 3213 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 3201.

**BUSA 3301 Business Ethics** 3-0-3  
This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma. Prerequisite: BUSA 2106.

**BUSA 4010 Contemporary Business Issues and Practices** 3-0-3  
This course is 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: Senior Standing.

**BUSA 4016 Culture and Diversity Management** 3-0-3  
Inclusive workplaces build on equal opportunity principles to create a culture of respect, involvement and success for all employees. This course involves an examination of individual differences and group affiliations that create a diverse workforce. It also considers paradigms that limit and promote inclusion and what each individual student, employers and society as a whole can do to promote inclusive workplaces. Prerequisites: BUSA 3105 and BUSA 3205.

**BUSA 4102 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: BUSA 3209.

**BUSA 4111 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: BUSA 3209.

**BUSA 4115 Organization Behavior****3-0-3**

This course examines management principles and practices in the context of human behavior within organizations. The major focus will be the translation of management and organization behavior theories to such practices which result in organizational efficiency, effectiveness and human resource development. Prerequisites: BUSA 3201.

**BUSA 4117 Management of International Business****3-0-3**

The distinctive circumstances of management arising from the conduct of business in more than one country; international monetary system, trade framework, European economic community and regional groups, home and host country policies in international investments, and international agencies; relevant for the conduct of international business and for the management of the international corporation. Prerequisites: BUSA 3201.

**BUSA 4118 International Marketing****3-0-3**

This course examines the impact of economic, cultural, political, legal and other environmental influences on international marketing. The emphasis will be on developing and executing effective marketing strategies, adapting to rapidly changing technologies, building customer satisfaction and retention, and facilitating communications successfully (from the international organization to the customer as well as from the international customer to the organization). Prerequisites: BUSA 3205.

**BUSA 4210 Entrepreneurship and Diversity****3-0-3**

This course will focus on exploring and creating new venture ideas. This will cover characteristics of successful entrepreneurs and how to identify and evaluate entrepreneurial opportunities. The emphasis will be on creativity and innovation in new venture creation. This course will also provide an introduction to the basic business skills needed to start up and establish new entrepreneurial ventures. Prerequisites: BUSA 3201 and BUSA 3205.

**BUSA 4414 Analytics****3-0-3**

This course prepares individuals to manage projects, programs and organizations involving basic and applied research, or specialized technology applications, in the public or private sectors. Includes instruction in all aspects of business management, public health and health information management applied to the leadership and control of scientific, clinical, engineering and social scientific enterprises; the management of related operational, security and logistical issues; and technical competence in one or more industries. Includes instruction in the principles and basic content of the biomedical and clinical sciences, information technology and applications, data and database management, clinical research methodologies, health information resources and systems. Prerequisites: Senior Standing and approval of advisor

**BUSA 4490 Strategic Business Management****3-0-3**

This is course integrates the major functional operating areas of business firms viewed within the broader context of strategic management, i.e., the process of managerial decision making and actions that determine the long-run performance of business organizations. Prerequisites: Senior Standing.

---

**CHEMISTRY (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)****CHEM 1151 Survey of Chemistry I****3-0-3**

This lecture 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.

**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.

**CHEM 1151K Survey of Chemistry I with Lab****3-3-4**

This lecture/lab course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. Experimental topics include: basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. 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.

**CHEM 1152 Survey of Chemistry II****3-0-3**

This lecture 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 1152K Survey of Chemistry II with Lab****3-3-4**

This lecture 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. 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: CLAB 1152.

**CHEM 1211 Principles of Chemistry I****3-0-3**

This lecture 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. Prerequisite: MATH 1111 or higher level mathematics course and ENGL 1101. Corequisite: CLAB 1211.

**CLAB 1211 Principles of 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. Prerequisite: MATH 1111 or higher level mathematics course and ENGL 1101.

**CHEM 1211K Principles of Chemistry I with Lab****3-3-4**

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. Experimental topics include: basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Prerequisite: MATH 1111 or higher-level mathematics course and ENGL 1101.

**CHEM 1212 Principles of Chemistry II****3-0-3**

This lecture course is a continuation of CHEM 1212. Topics include: solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Prerequisite: CHEM 1211. Corequisite: CLAB 1212. This course fulfills the requirements for students majoring in Chemistry.

**CLAB 1212 Principles of 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. Corequisite: CHEM 1212.

**CHEM 1212K Principles of Chemistry II with Lab****3-3-4**

This lecture course is a continuation of CHEM 1212. Topics include: solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Experimental 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. Corequisite: CLAB 1212.

**CHEM 1213 Analytical Chemistry****3-0-3**

This lecture 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. 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/Iodometric titrations, coulometric titrations, spectrophotometry, quantitative analysis by gas chromatography or high pressure liquid chromatography. Prerequisites: CHEM 1212, CLAB 1212. Corequisite: CHEM 1213.

**CHEM 2241 Organic Chemistry I****3-0-3**

This lecture 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 2241K Organic Chemistry I with Lab****3-4-4**

This lecture 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. The laboratory component 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. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

**CHEM 2242 Organic Chemistry II****3-0-3**

This lecture 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 2242K Organic Chemistry II with Lab****3-4-4**

This lecture 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. 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. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

**CHEM 2245 Intro. to Undergr. Research: Instrumentation****1-2-2**

This 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, 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.

---

**COMMUNICATIONS (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)****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. **No prerequisite.**

**COMM 2110 Advanced Public Speaking****3-0-3**

This course focuses on the study of principles and methods of selected forms of public speaking and oral presentation for various purposes and audiences. Speaking coverage ranges from speeches for special occasions, argumentation and debate, persuasive speaking, extemporaneous speaking and oral interpretation of literature. Prerequisites: ENGL 1102, COMM 1110.

**COMM 3035 Organizational Communication****3-0-3**

This course provides an introduction to the fundamental approaches, concepts and theories associated with the study of organizational communication. Students will identify career paths associated organizational communication and investigate the flow of communication through organizational structures. Emphasis will be placed on content application, team work and the study of real life organizations. Prerequisite: COMM 1100 or COMM 1110 and Junior or Senior standing.

---

**COMPUTER APPLICATIONS (SCHOOL OF BUSINESS AND TECHNOLOGY)****CISM 2101 Fundamentals of Computer Applications****3-0-3**

This course introduces students to the broad concepts of computer-based information systems and their applications in the business environment. The course provides hands-on experience in the use of current application software packages (Word processor, Spreadsheet, Database, Presentation software, etc.) in processing data. It is intended study for Business Programs and will not satisfy Area D requirements. Prerequisites: None

**CISM 3101 Management Information Systems****3-0-3**

This course introduces students to computer information systems and their applications in the business environment. Covers the information system development life cycle. Use of data flow diagrams and structure charts; database design, and program development. Utilizes a relational database management system to illustrate system development techniques. Prerequisites: CISM 2101.

---

**COMPUTER SCIENCE (SCHOOL OF BUSINESS AND TECHNOLOGY)****CSCI 1135 Introduction to Computers****3-0-3**

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: None

**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: None

**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: None

**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: None

**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: None

- 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: None
- 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: CSCI 1135.
- 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: CSCI 1135
- CSCI 1248 Introduction to Cyber Security** 3-0-3  
This course provides introduction to concepts of cybersecurity principles, functions, applications, and technologies. Fundamental topics include cyber threats and vulnerabilities, information security frameworks, network security, cryptography, system defense, information security policy, legal and political issues, and security management. The course maps to the CompTIA Security+ exam. Corequisite: CSCI 1135
- 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. Corequisite: CSCI 1135.
- 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.
- 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.
- 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 or CSCI 1143 or CSCI 1145 or CSCI 1301.
- 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 1301.
- 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 1301.
- 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 1301.
- 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.

### **CSCI 2290 Cyber Security Analysis and Practice**

**3-0-3**

This course is designed to provide the basic technology, practices, and processes for securing computer systems, networks, and information from damage, corruption, or theft. The course examines basic tools, techniques, and technologies used in the protection of information assets. It covers practical applications of concepts taught in previous Cyber Security course(s) that covered computer hardware and software, online-environment security, communication security, infrastructure security, cryptography and organizational operations security in preparation for the CompTIA Security+ exam. Mapped CompTIA: Security+ certification. Corequisite: ITEC 2205 or approval of the advisor or instructor.

---

## **COOPERATIVE EDUCATION (SCHOOL OF BUSINESS AND TECHNOLOGY)**

### **COED 2281 Cooperative Education I**

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 II**

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 III**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 30-40 hours per week for three semester hours of credit.

---

## **CRIMINAL JUSTICE (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**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.

**CRJU 2500 Introduction to Homeland Security** **3-0-3**

This course is designed to serve as a primary course for those interested in Homeland (or Domestic) Security and will also serve as an ancillary course in introductory criminal justice or terrorism related courses. It covers the 9/11 attacks, the roles of national and state agencies and the private sector in the quest.

**CRJU 2801 Law Enforcement Leadership and Administration I** **3-0-3**

This course is an introduction to the principles and roles of leadership in the area of law enforcement management. Primary focus will be placed on theories of leadership and management, motivation, organization and application. A review of leadership typologies will also be included. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

**CRJU 2803 Law Enforcement Liability** **3-0-3**

This course is designed to introduce to the student to legal liability issues involved in supervision and management within a Law enforcement agency, including the various levels of liability from officer misconduct to agency negligence. The student will become familiar with the importance of agency policies and the concept and definitions of Torts, Negligence, 42-U.S.C. sec. 1983, and 18 U.S.C. sec. 242 violations. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

**CRJU 2804 Professional Standards in Law Enforcement** **3-0-3**

This course will develop the skills required to understand professional standards set forth by professional law enforcement agencies. An overview of professional standards will be facilitated to include development of model policies and their purpose, general orders and procedures, as well as their application. Students will be also introduced to internal affairs investigations, and their role in maintaining professional standards within a law enforcement agency. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

**CRJU 2901 Law Enforcement Leadership and Administration II** **3-0-3**

This course focuses on issues associated with law enforcement leadership roles. Topics include effective time management, stress management, and characteristics of a healthy workplace. Other topics include dealing with diverse personalities as well as a strong emphasis on understanding and developing communication skills within a law enforcement environment. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

**CRJU 3110 Diversity Issues in Criminal Justice** **3-0-3**

This course examines how the issues of crime and justice are played out in the context of a diverse society. The course will consider: 1) how the law affects and has affected different groups in United States society; 2) the differential involvement in crime and the criminal justice system across groups; and 3) the differential responses of the justice system to various groups. Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3117 Research Methods in Criminal Justice** **3-0-3**

This course provides an overview of research methods employed in criminal justice. Theoretical principles on which scientific research is based are studied and applied to criminological research methods. Students will learn the historical development of social research as well as techniques and problems encountered in criminal justice research methods. Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3201 Criminal Justice Ethics** **3-0-3**

This course examines the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, and ethical factors in criminal justice system policy and management issues.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3230 Criminal Justice Administration and Supervision** 3-0-3

This course examines the theories of motivation, leadership, and organization in the context of criminal justice governmental and social agencies. Administrative and management functions are studied emphasizing personnel management and organizational change. Topics include discipline, motivation, training, job classification, salary standards, promotion, and labor relations.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3301 The Judicial System** 3-0-3

This course looks at the role of the judiciary in the criminal justice system including the structure of the courts and criminal procedure from charging through sentencing and appeal.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3302 Organized Crime** 3-0-3

This course examines the origins, histories, and activities of various major organized crime groups in the United States and throughout the world. Special emphasis is placed on emerging organized criminal enterprises in developing countries and regions. In addition, this course explores the methods used by law enforcement to combat organized crime.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3320 Criminal Investigation** 3-0-3

This course examines the historical, theoretical, and technological aspects of the investigation of crime. The topics include crime scene examinations, the collection and preservation of evidence, forensic and behavioral sciences, interviews, interrogations, and the use of technology by law enforcement agencies.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3333 - Criminalistics** 3-0-3

Criminalistics focuses on the recognition, collection, preservation and analysis of physical evidence. Students will be presented with the theories and principles relating to the primary techniques utilized in the analysis of physical evidence with the presumption that most of the students do not have extensive scientific backgrounds (i.e. chemistry, biology, and/or physics). This course will provide students with a basic understanding of what criminalistics entails and prepare them for additional, more in-depth classes in criminalistics/ forensic science. In this course still be expected to take part in gathering evidence, data collection, perform in the gun simulator range, and various other activities that may require standing.

**CRJU 3340 Legal Analysis** 3-0-3

This course involves students in the process of reasoning objectively and arguing persuasively within a socio-legal framework. Set against a background of formal and informal logic that guides reasoning in general, the course is primarily concerned with the reasoning underlying the construction of legal arguments from judicial, legislative, and scholarly points of view. Theoretical analysis is illustrated by investigating and writing about the law, with an emphasis on topics related to crime.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 3420 Criminal Profiling and Victimology** 3-0-3

This course centers on the “deductive profiling” method, the analysis process of forensic evidence, and the development of offender characteristics. It approaches each crime as its own universe of social relationships and behaviors and requires the examination and analysis of a real homicide. An overview of the socio-legal aspects involving profiling and analysis of specific profiling issues in different types of serial crimes are addressed. Basic concepts of criminal victimization, including society’s response to victims and their problems, will also be studied.

Prerequisites: CRJU 1102, CRJU 2105 and Junior or Senior standing.

**CRJU 3520 Economic Crime Law and Investigation** 3-0-3

This course is designed to prepare students with the skills necessary to detect, investigate, and prevent white collar crime. Included is an analysis of the legal issues related to fraud and other economic crimes, and the organization of evidence in preparation of presenting a case for prosecution.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4101 Technical Writing in Criminal Justice** 3-0-3

This course will focus on technical writing skills required in all criminal justice fields will be taught. Special emphasis will be placed on essential, objective, and factual report writing; note taking; extensive agency and court narratives; and related social histories and reports.

Prerequisites: Exit or exemption from LS English at the Co-requisite level.

**CRJU 4125 Community Based Corrections** 3-0-3

A comprehensive overview which covers the historical and contemporary development, organization, operation, and effectiveness of community based correctional programs. Prerequisites: CRJU 1102, CRJU 1106 and Junior or Senior standing.

**CRJU 4126 Institutional Treatment of Criminal Offenders****3-0-3**

This course examines institutional and individual theories of correctional treatment of criminal offenders.

Prerequisites: CRJU 1102, CRJU 1106 and Junior or Senior standing.

**CRJU 4305 Cybercrime****3-0-3**

This course focuses on cybercrime and computer-related crime issues facing the criminal justice system in the United States. Topics include: 1) the ability of law enforcement to respond to cybercrimes, 2) law enforcement problems in dealing with computer crime, 3) governmental response to cybercrime problems, and 4) future trends in cybercrime and computer-related crime.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4401 Police Systems in the United States****3-0-3**

An overview of the social and historical settings of the police and of the police role and function is provided in this course. Topics include an examination of the structure of policing in the United States, the use of police discretionary powers, police values, police culture, and the organization and control of police.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4426 Civil Liberties****3-0-3**

This course examines the rights of Americans as guaranteed by the Constitution of the United States. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4600 Ideological Violence and Law Enforcement****3-0-3**

The course will examine law enforcement response to domestic and international terrorism. Topics will include threat analysis, intelligence processing, proactive measures, reactive measures, development of modern terrorism and specific terrorist groups.

Prerequisites: CRJU 1102, CRJU 2500 and Junior or Senior standing.

**CRJU 4701 Comparative Criminal Justice Systems****3-0-3**

This course analyzes issues in criminal justice and their characteristics as they relate to the operation of larger social structures viewed in global perspective.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4801 Restorative Justice****3-0-3**

This course will examine the definitions, historical and theoretical origins and development, principles and practices, benefits and limitations of restorative justice as an alternative approach to traditional retributive government responses to crime in the United States. Topics include victim-offender mediation programs and the role of offender, victim, church, state, and community in the restorative justice model. Students will also examine a program evaluation of restorative justice programs to discern outcome effectiveness.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4803 - Media, Crime, and Justice****3-0-3**

This course analyzes the social construction crime by news and entertainment media; introduces students to the manner in which the media influences and shapes crime in society and the criminal justice system; analyzes images of crime and the criminal justice system that are presented through the major mass media within the United States—including a detailed examination of media institutions. American popular culture, and the construction of crime and justice; and exposes students to new ways of looking at crime problems to provide them a deeper understanding of how crime and the criminal justice system are both socially constructed by the news and entertaining media.

**CRJU 4900 Law Enforcement Initiatives****3-0-3**

This course allows the student to participate in a seminar that includes up to date information from readings and through discussions with agents from state and federal agencies. Students will develop knowledge about state and federal agencies and their missions; the types of investigations under-taken by agencies; the use of technology by agencies and by offenders; predictions of future issues and crimes the agencies will likely face; the application and hiring process and essential/desired skills needed to work for various agencies.

Prerequisites: CRJU 1102 and Junior or Senior standing.

**CRJU 4901 Internship 1****1-4-3**

This course provides senior status students with an opportunity to perform as participants in established criminal justice agencies at the local and state levels. Students must attend class on campus one hour a week and work in an approved local or state criminal justice agency 4 hours a week.

Prerequisites: CRJU 1102, Senior standing, clear criminal background check, and consent of the instructor.

**CRJU 4902 Internship 2****1-4-3**

Senior level students will perform as participants in established criminal justice federal agencies. Students must attend class on campus one hour a week and work in an approved federal level criminal justice agency 4 hours a week.

Prerequisites: CRJU 1102, Senior standing, clear criminal background check, and consent of the instructor.

**CRJU 4999 Criminal Justice Senior Capstone****3-0-3**

This required capstone course is designed for senior level students who will apply learning from previous criminal justice courses. This course addresses current issues and trends in criminal justice to integrate knowledge concerning criminal justice policy. Each student is required to prepare, submit, and present a research paper on an instructor-approved criminal justice topic. Prerequisites: CRJU 1102, CRJU 3117, Senior standing, and consent of the instructor for Homeland Security. This course also covers future plans in Homeland Security, the legal issues involved and weapons of mass destruction.

Prerequisites: POLS 1101 – American Government or Permission of Instructor; ENGL 1101.

---

**CUSTOMER RELATIONSHIP MANAGEMENT (SCHOOL OF BUSINESS AND TECHNOLOGY)****BUSA 1110 Introduction to Customer Relationship Management****3-0-3**

Introduction to customer relationship management. Topics include customer behavior, customer assessment, effective communication, serving the customer in a diverse environment, and developing and maintaining a relationship with customers. This course studies the use of the following promotional tools and their applications: advertising, sales promotions, events, and loyalty and frequency shopper programs. Co-requisite: BUSA 1105 (C or better).

**BUSA 1150 Customer Service and Negotiation****3-0-3**

This course covers the process of negotiation and conflict resolution as it is practiced in various organizational settings from the customer perspective. Students will gain an understanding of the fundamentals of negotiation through a format that includes lecture, role-play, focused exercises, and case study. Concepts covered will include customer relations, an introduction to game theory, bargaining and psychological barriers to settlement. Co-requisite: BUSA 1110 (C or better).

**BUSA 2213 Selling and Sales Management****3-0-3**

A significant strategy in business today is developing relationships with potential and existing customers and vendors. This course will give you an understanding of what salespeople do and help you develop skills necessary to “sell” everything from yourself in a job interview to the latest products and services from your employer. It will enhance communication and selling skills. Focus will be on the account management principles and the processes used to develop accounts and maintain long-term relationships. Case studies and students should be prepared for regular videotaped role playing, shadow selling, business attire, and regular presentations. Co-requisite: BUSA 1150 (C or better).

---

**FILM & ENTERTAINMENT STUDIES (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)****DIGM 3010 Digital Narrative and Storytelling****3-0-3**

This course focuses on the use of narrative forms in digital and interactive media and other new technologies. The goal of this course is to offer students an overview of issues on writing for digital media; its objective is to create successful media-savvy writers, who work across digital platforms. Students will explore and create non-linear and interactive story structures. Prerequisites: A grade of at least a C in each of the following courses: ENGL 1102, MCOM 1101, MCOM 2201, and MCOM 2202.

**DIGM 3113 Fundamentals of Digital Media Production****3-0-3**

This course is intended to assist students in developing an understanding of and the ability to use tools and design principles in the creation of animation for the Web. A hands-on approach to learning the requisite skills is employed. Students will learn to use powerful interactive tools to design interfaces and site navigation. Visual control, download speed, combining raster and vector graphics, and scalability are incorporated into the development process. Emphasis is on 2D animation. Creation of basic 3D animation elements will be introduced. Prerequisites: A grade of at least C in each of the following courses: MCOM 1101, MCOM 2201, and MCOM 2202.

**DIGM 3224 Writing for Digital Media****3-0-3**

Writing for Digital Media teaches the skills necessary for Web writing in the digital age. This course takes for its foundational premise that digital media differs from that of print in several key ways, and because of these differences, to use digital media successfully, writers must develop specific skills for its mastery. Course content will cover web site design and implementation, HTML, CSS, blogging, wiki

collaboration, Podcasting, video production, and rudimentary server administration skills. This is a hybrid online course. Prerequisites: A grade of at least a C in each of the following courses: ENGL 1102, MCOM 2201, and MCOM 2202.

### **DIGM 3230 Introduction to Digital Media and Design**

**3-0-3**

This course is an introduction to the field of digital media, including the profession, career options, industry trends, technology, and production requirements. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and authoring of interactive digital media by creating and editing digital images, sounds, video, text, and motion graphics. Production and management of a comprehensive term project for publishing on the web, Mobile, CD ROM, DVD, or Blue Ray Disc will be required. Prerequisites: A grade of at least C in each of the following courses: ENGL 1102, MCOM 1101, MCOM 2201, and MCOM 2202.

### **DIGM 3242 Digital Journalism**

**3-0-3**

This is a hands-on digital journalism course in which students will learn to use multimedia authoring software for online publishing and digital storytelling. We will also read criticism involving new media journalism. Prerequisites: A grade of at least a C in each of the following courses: ENGL 1102 and MCOM 2201, MCOM 2202, and DIGM 3230.

### **DIGM 3330 Sound for Media**

**3-0-3**

This class is an introduction to the principles of sound recording with an emphasis on media applications. Students will work on practical projects that will familiarize them with the basic hardware and software used in professional settings. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202 and DIGM 3230.

### **DIGM 3340 Digital Media Production**

**3-0-3**

This course provides the design, theory and development of production skills and techniques for a variety of audio-visual materials and digital media. Students are required to participate in labs dealing with the operation and utilization of production equipment and the actual production of materials. After successful completion of the course students will be able to prepare and carry out a small-scale media production and use computer applications such as Microsoft PowerPoint, Adobe Photoshop, Apple Garage Band, and Apple iMovie on a basic level. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202, and DIGM 3230.

### **DIGM 3350 Introduction to Motion Graphics**

**3-0-3**

This course is an introduction to the technologies, theories, practices and techniques used to create motion graphics as used in animations, gaming environments and special effect videos. Students learn to turn static artwork into fluid motion graphics. Projects focus on narrative storytelling through storyboarding, sequencing, while employing kinetic image and type. Students will apply basic moving image design theory to create and manage moving images, graphics, illustrations and effects. Prerequisites: A grade of at least a C in each of the following courses: ARTS 1020 or CSCI 2212 and DIGM 3230.

### **DIGM 3360 Digital News Photography**

**3-0-3**

Digital News Photography is a course in visual communication. Included are discussions of and practical experience in digital and video photography for print, broadcast, electronic and online media. Students will use digital photography as a tool to tell stories through images. Thus, the goal in this class is not to become "photographers" but "photojournalists." Students will work with video, still images, the Web, blogs and other "converged" media. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202 and DIGM 3230.

### **DIGM 4367 Semiotics of Popular Culture**

**3-0-3**

This writing-intensive course explores the study and use of semiotics (or symbolic meaning) in the development of advertising and other creative works that contribute to the content of popular culture. Interdisciplinary in scope, the course explores how advertising uses symbolic language from diverse disciplines such as literature, cinema, television, performing arts, architecture, fashion, and other fields that shape the overall popular culture. Prerequisites: A grade of at least a C in MCOM 1101 and DIGM 3230.

### **DIGM 4424 Digital Media and Society**

**3-0-3**

This course is organized around the broad question of what journalists should know about the way digital media are reshaping society. To answer this question, it provides a series of foundational readings on the effects of digital media on a number of domains of social life, including culture, the economy, privacy, law, politics, social movements and journalism. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, and DIGM 3230.

### **DIGM 4435 Fundamentals of Digital Video Production**

**3-0-3**

This course introduces students to the technical, conceptual, and aesthetic skills involved in video production through the single camera mode of production. Still the most dominant mode of film and video production, the single camera mode places an emphasis on using the camera to the fullest capacity of artistic expression. In addition to the multiple skills and concepts involved with the camera, the course also introduces students to the principles and technologies of lighting, audio recording and mixing, and non-linear digital video



editing. Special focus is given to producing content for successful web distribution. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202, and DIGM 3230.

### **DIGM 4445 Advanced Digital Video Production**

**3-0-3**

This is designed to teach students electronic field production, including single and multiple camera operations; advanced field camera operations; tape-to-tape editing; editing techniques; single/multiple camera continuity, and scripting in a journalistic context. Students must have a fundamental understanding of production operations before enrollment. Students must also enter with an understanding of the theory and practice of digital video preproduction, production and post-production using single-camera production techniques. Prerequisites: A grade of at least a C in DIGM 3230 and DIGM 4435.

### **DIGM 4470 Communications Law**

**3-0-3**

This course focuses on a study of the laws governing print and electronic journalism; legal codes dealing with slander, libel, and rights to privacy; current FCC rulings as well as the examination of historical cases that have set a precedence in media law. Prerequisite: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202 and DIGM 3230.

### **DIGM 4550 Cinematic and Digital Narrative Production**

**3-0-3**

This course is designed to introduce the student to cinematic storytelling through the creation of digital video productions. A second focus will be narrative development and script preparation of a short screenplay. Prerequisites: A grade of at least a C in DIGM 4435, DIGM 4445, and DIGM 3230.

### **DIGM 4560 Post Production for Digital Media**

**3-0-3**

This course provides instruction in basic practices and workflows for post-production, including video capture, basic editing, color correction, monitoring, standards compliance, rendering, basic compression schemes, and exporting high-quality video for broadcast, film, game consoles, web and mobile devices. This course teaches concepts in capturing, editing, assembling and outputting video elements. Students can also apply skills learned in this class in other areas, including 2D animation and 3D animation. Prerequisites: A grade of at least a C in each of the following courses: DIGM 3230, DIGM 4435 and DIGM 4445.

### **DIGM 4600 Directed Study**

**3-0-3**

Directed Study provides students with an opportunity to pursue advanced study in a specialized area of media arts beyond what is covered by the program's curriculum. Directed study may also be used by an undergraduate student who needs to complete a requirement in the major that is not offered before the student's graduation date. Prerequisites: The following coursework with a grade of at least a C in each course: MCOM 1101, MCOM 2201, MCOM 2202, DIGM 3230 and Consent of Instructor.

### **DIGM 4630 Media Business Practices and Entrepreneurship**

**3-0-3**

This course introduces students to the basics of entrepreneurship and evolving business models for media. It blends instruction in general entrepreneurship concepts with how the Internet and digital technologies are transforming media economics, using recent news and communication startups as case studies for applying entrepreneurial principles. Students will identify, develop and pitch ideas for media businesses; research and write a business case study; and perform skill-building exercises in business analysis and digital technologies. The course includes an emphasis on financial and personnel management, client relationships, and the structures and practices of digital media industries. Prerequisites: A grade of at least a C in each course; MCOM 1101, MCOM 2201, MCOM 2202, and DIGM 3230.

### **DIGM 4730 Selected Topics in Digital Media**

**3-0-3**

This course is designed to meet the needs of students for specialized instruction in current digital media and design topics. It provides students with an opportunity to explore cutting-edge knowledge, concepts and techniques in digital media and design and to keep up with new developments in the industry. Prerequisites: A grade of at least a C in DIGM 3230, Junior – Senior standing and consent of instructor.

### **DIGM 4800 Internship in Digital Media**

**3-0-3**

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course, and regular contact with the assigned faculty advisor is required. Students may earn cooperative education or internship credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. Prerequisites: The following coursework with a grade of at least a C in each course: DIGM 3230; DIGM 4435, DIGM 4445, DIGM 4560 and Criminal Background Check.

### **DIGM 4830 Senior Portfolio**

**3-0-3**

A capstone course, this class prepares students for working as professionals in Digital Media. The course includes portfolio review and writing theory along with a collaborative workshop environment. Students develop a professional portfolio of sample works based on course projects, internship experiences, and/or work history. In addition, students write a reflective paper examining their growth and maturity as media artists and new media practitioners. Interviewing techniques, resume writing, and the job search process are included. Prerequisites: DIGM 4800 or concurrent and a minimum of twenty-one hours of courses in the major

---

## ECONOMICS (SCHOOL OF BUSINESS AND TECHNOLOGY)

### **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: None

### **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: None

### **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: None

---

## EDUCATION (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

In each Education course, students must complete a twenty-hour field experience as part of the requirements. Prior to beginning the field experience the student must purchase liability insurance and the course instructor and Coordinator of Teacher Education Field Experience will provide details. In addition, a criminal background check is required, with a fee paid by the student, as arranged by the course Instructor and Coordinator of Teacher Education Field Experience. Negative information on background checks may prevent students from completing Education course field experience requirements as school districts have the right to deny placement of students who fail the background check in their schools. Negative information on criminal background checks may ultimately prevent students from being certified as teachers. Students who fail to purchase the required liability insurance and/or fail the background check will not be able to complete the mandatory field experience requirements and must withdraw from Education courses and change their major.

### **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: ENGL 1101 and MATH 1101 and/or MATH 1111.

### **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: ENGL 1101 and MATH 1101 and/or MATH 1111; 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: ENGL 1101 and MATH 1101 and/or MATH 1111.

### **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: ENGL 1101 and MATH 1101 and/or MATH 1111; 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. Twenty (20) hours of field experience are required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

### **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. Twenty (20) hours of field experience is required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

**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. Twenty (20) hours of field experience is required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

**ECE 2250 Child Development and Early Learning** **3-0-3**

This course addresses theories of human development from conception to middle childhood (age eleven years) with attention to the social, emotional, physical and cognitive domains. Issues relating to family, diversity, and culture will be addressed as they relate to development and supporting children's learning. Students will also explore effective learning environments, health, safety & nutrition for children. Fifteen (15) hours of field experience in natural settings is required. **Prerequisite(s):** ENGL 1101 with a grade of C or better. **Co-requisite(s):** NA

**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: ENGL 1101 and MATH 1101 and/or MATH 1111; EDUC 1105 and EDUC 2101.

**ECE 2540 Health, Wellness, and the Young Child** **3-0-3**

This course is designed to provide students with opportunities to understand the importance of a healthy and safe environment for young children. Issues include infectious disease control, injury and accident prevention, chronic health care conditions and illnesses, child abuse and neglect, and proper meal planning and nutrition. Upon successful completion of this course, students will be awarded certification in Basic First Aid and CPR for infants and young children. **Prerequisite(s):** ENGL 1102 with a grade of C or better. **Co-requisite(s):** NA

**ECE 2590 Families, Communities, and Schools: Partners in Education** **3-0-3**

This course analyzes family, school and community resources as related to the family life cycle; explores environmental approaches; and explores careers related to children and families. Strategies to improve communication and collaboration are emphasized with a focus on family types, cultures, languages, economic conditions, school systems, community services, political forces, advocacy groups and other factors that impact young children and their families. Fifteen hours of service learning at an approved site is required.

**Prerequisite(s):** Exit or exemption from Learning Support Reading, English, and Math, and completion of ENGL 1102 with a grade of C or better.

**Co-requisite(s):** NA

---

## **ENGINEERING DRAWING (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

**CADD 1111 Engineering Drawing I** **0-2-2**

This course provides an introduction to a broad range of engineering graphics topics, including the use of instruments, orthographic projections, sectional views, and computer-aided design. Prerequisites: MATH 1113 and ENGL 1101.

**CADD 1112 Engineering Drawing II** **0-2-2**

This course involves the graphic development of the spatial relationships of points, lines, and the intersections of surfaces. 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.

---

## **ENGLISH (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

**ENGL 0999 (Support for English Composition I)** **0-2-1**

English 0999 is the one hour co-requisite course for English Composition I (English 1101). This course provides laboratory and individualized assistance and support for students who have an ENGL 0999 Learning Support requirement, but are also jointly enrolled in English Composition I. English 0999 is designed to help students learn the reading and writing skills necessary for English Composition 1101. In English 0999, students are provided with "just-in-time" support for their collegiate English course. Topics may

include the process of reading, and writing a college essay; comprehension of the focus of a writing assignment; the writing of effective, relevant thesis statements; adequate logical development of ideas with specific concrete support, the use of topic sentences, effective transitions, repetition, and parallel structure to achieve coherence; the reduction of sentence structure problems like fragments, run-on sentences, and awkward sentences, as well as grammatical mistakes like subject-verb agreement and dropped word endings; and the formatting of word-processed essays.

(Institutional credit only).

**Corequisite Requirement:** Enrollment in English Composition I (ENGL 1101).

### **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

**Corequisite:** ENGL 0999 unless exempt from Learning Support English

### **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: A grade of C or better in ENGL 1101.

### **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: A grade of C or better in ENGL 1101 or permission of the instructor.

### **ENGL 2105 Business and Technical Writing**

**3-0-3**

Technical writing combines technical knowledge with writing skills to communicate technology to the world. This course introduces the fundamental principles of technical communication, and the tools commonly used in the technical writing profession. Topics include user and task analysis, information design, instructional writing and usability testing. Students learn to use the technical writing process to create user-centered documents that combine text, graphics, and visual formatting to meet specific information needs. Students create a portfolio of both hardcopy and online documentation, using professional tools such as Adobe Frame Maker, Adobe Acrobat, and Adobe. Prerequisite: A grade of at least C in ENGL 1101 and ENGL 1102.

### **ENGL 2111 World Literature I**

**3-0-3**

This course surveys important works of world literature from ancient times through the mid-seventeenth century. Prerequisite: ENGL 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. Prerequisite: A grade of C or better in ENGL 1101 or permission of the instructor.

### **ENGL 2130 American Literature**

**3-0-3**

This course surveys important works of American Literature. Prerequisite: A grade of C or better in 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. Prerequisite: A grade of C or better in ENGL 1101 or permission of the instructor.

### **ENGL 3255 Visual and Digital Rhetoric**

**3-0-3**

Although much of the rhetorical tradition focuses on how speech and writing persuade audiences, visual elements continue to be important. In this course students will develop a strong understanding of visual rhetorical theories and the ways these theories guide critical interpretation of visual texts. Through an analysis of a diverse set of communication media—including photographs, television programs, advertisements, political campaigns, museums, and monuments— students will consider the ways that visual texts move individuals, communities, and publics to rhetorical action. Prerequisites: Junior – Senior Standing with a grade of at least a “C” in ARTS 3010 and DIGM 3230.

---

## **ENGINEERING (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

**ENGR 1371 Computing for Engineers** 2-2-3

This lecture course provides foundations of computing through an introduction to the design and analysis of algorithms and the design and construction of programs used in engineering problem-solving. Prerequisites: MATH 1113.

**ENGR 2201 Engineering Statics** 3-0-3

This lecture course provides a study of the principles of statics in two and three dimensions. Topics include force vectors, free-body diagrams, and equilibrium of rigid bodies, distributed loads, trusses, beams, frames, centroids, moments of inertia, and friction. Prerequisites: PHYS 2211. Co-requisite: MATH 2202.

**ENGR 2202 Dynamics** 3-0-3

This lecture course provides a study of the principles of dynamics in one, two, and three dimensions. Topics include kinematics and kinetics of particles and rigid bodies, work-energy concepts, and impulse-momentum concepts. Prerequisites: ENGR 2201.

---

**FILM & ENTERTAINMENT STUDIES (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

**FILM 1100 Film Appreciation** 3-0-3

This course introduces the student to the principles of film theory and criticism. Also included is a discussion on cinematography, film history, the language of film, film technology, and film language. The student will learn to analyze the film to determine relationships between form and idea and function. Prerequisite: None

**FILM 1101 Intro to Film and Entertainment Studies** 3-0-3

This course introduces students to the modern entertainment industry across various entertainment segments. Students learn how different entertainment platforms have worked together and have led to the invention of new platforms. Students also explore how entertainment platforms are evolving and what it means for the future of entertainment. Prerequisite: None

**FILM 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. Prerequisite: None

**FILM 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: None

**FILM 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. Students will learn introductory techniques in contract negotiations, booking, promotions, securing employment in the music business, and other music-related business skills. Prerequisite: None

**FILM 3010 Screenwriting I** 3-0-3

Using the three-act story structure, students will learn to create a cohesive and adequately formatted screenplay for film and television production and compelling craft characters. Prerequisite: ENGL 1102

**FILM 3120 History of American Cinema to 1954** 3-0-3

Course Description: American cinema originated from nineteenth-century technological experimentation through the aftermath of war in Europe. Weekly screenings are required. Prerequisites: None

**FILM 3121 History of American Cinema since 1954** 3-0-3

American cinema from mid-century to the present. Weekly screenings are required. Prerequisites: FILM 3120.

**FILM 3340 Intro to Digital Film Production** 3-0-3

An introduction to the field of digital film production by studying the origins and principles of visual storytelling, the art of screenwriting, and basic editing techniques. Students will also learn film production terminology and about various crew positions. Students will produce a comprehensive project at the end of the semester. Prerequisite: None

**FILM 3350 Intro to Motion Graphics** 3-0-3

An introduction to the technologies, theories, practices, and techniques used to create motion graphics in animations, gaming environments, and unique effect videos. Students learn to turn static artwork into fluid motion graphics. Projects focus on narrative storytelling through storyboarding sequencing while employing kinetic images and type. Students will apply basic moving image design theory to create and manage moving images, graphics, illustrations, and effects. Prerequisites: FILM 3340.

**FILM 4367 Semiotics of Popular Culture** 3-0-3

This writing-intensive course explores the study and use of semiotics (or symbolic meaning) in the development of advertising and other creative works that contribute to the content of popular culture. Interdisciplinary in scope, the course explores how advertising uses symbolic language from diverse disciplines such as literature, cinema, television, performing arts, architecture, fashion, and other fields shaping popular culture. Prerequisites: FILM 1101 and FILM 3340

**FILM 4435 Narrative Filmmaking I** 3-0-3

Having successfully completed Intro to Digital Film Production, students will practice the art of visual storytelling by writing, directing, and editing several short films over the semester. Prerequisite: Intro to Digital Film Production FILM 3340

**FILM 4445 Narrative Filmmaking II** 3-0-3

Upon successfully completing Narrative Filmmaking I, students learn to create more complex short films using more advanced editing techniques, motion graphics, and writing and directing a comprehensive project over the semester. Prerequisite: FILM 4435

**FILM 4470 Communications Law** 3-0-3

A study of the laws governing print and electronic journalism; legal codes dealing with slander, libel, and privacy rights; current FCC rulings as well as the examination of historical cases that have set a precedence in media law. Prerequisites: FILM 1101 and FILM 3340

**FILM 4500 Documentary Filmmaking** 3-0-3

Students will explore the origins of non-fiction, reality-based films, and the six types of documentary films by viewing documentaries and writing, directing, and producing their short documentaries. Prerequisite: FILM 4435

**FILM 4550 Screenwriting II** 3-0-3

Following the successful completion of Screenwriting I, with a C or better, students will develop more complex screenplays, emphasizing world-building for science and speculative fiction and character development for film and television. Prerequisite: FILM 3010

**FILM 4560 Post Production** 3-0-3

Instruction in best practices and workflows for post-production, including video capture, basic editing, color correction, monitoring, standards compliance, rendering, basic compression schemes, and exporting high-quality video for broadcast, film, game consoles, web, and mobile devices. This course teaches concepts in capturing, editing, assembling, and outputting video and audio elements. Prerequisites: FILM 4435 and FILM 3350

**FILM 4730 Selected Topics** 3-0-3

Students will examine selected topics related to film and entertainment as identified by the instructor to gain a deeper understanding of the entertainment industry. Prerequisites: None

**FILM 4800 Internship** 3-0-3

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course, and regular contact with the assigned faculty advisor is required. Students may earn cooperative education or internship credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. Prerequisites: The following coursework with a grade of at least a C in each course: FILM 4435, FILM 4445, FILM 4560 and Criminal Background Check.

**FILM 4830 Senior Portfolio** 3-0-3

A capstone course, this class prepares students for working as professionals in Digital Media. The course includes portfolio review and writing theory along with a collaborative workshop environment. Students develop a professional portfolio of sample works based on course projects, internship experiences, and/or work history. In addition, students write a reflective paper examining their growth and maturity as media artists and new media practitioners. Interviewing techniques, resume writing, and the job search process are included. Prerequisites: FILM 4800 or concurrent and a minimum of twenty-one hours of courses in the major. FILM (School of Social Sciences AND HUMANITIES)

**GEORGIA FILM ACADEMY COURSE**

The Georgia Film Academy is a collaborative effort of the University System of Georgia and Technical College System of Georgia supporting workforce needs of the film and digital entertainment industries. In partnership with the Georgia Film Academy (GFA),

Atlanta Metropolitan State College is excited to offer the first Bachelor of Arts in Digital Media that includes an 18-credit GFA Certification in Film Production. This four-year, 120-credit program is for those interested in pursuing a career in the digital media, new media and film industry, and for those already working in the industry that are seeking an opportunity to earn both a college degree and GFA Certification. The academy certifies workforce ready employees in needed areas, connects students and prospective employees with employers, and offers a unique capstone experience for top students that will provide them a path to employment in Georgia. Special partnerships include Pinewood Studios located in Fayetteville, Georgia.

### **FILM 1520 Introduction to On-Set Film Production**

**6-0-6**

The course is the first of an 18 credit hour certification program which provides an introduction to the skills used in on-set film production, including all forms of narrative media which utilize film-industry standard organizational structure, professional equipment and on-set procedures.

### **FILM 2530 Set Construction and Scenic Painting**

**6-0-6**

This course is designed to equip students with entry-level skills and knowledge of set construction for the film and television industry. Students will participate in goal oriented class projects including reading blueprints, set safety, use of power tools, carpentry, scenic paint and sculpting. A large emphasis will be placed on set etiquette including, but not limited to, attitude, professionalism and technique on and off set. Students are encouraged to attend open labs if and when available to further practice what they learned in class. Prerequisites: FILM 1520 with a minimum grade of C.

### **FILM 2540 Electric and Lighting**

**6-0-6**

This course is designed to equip students with the skills and knowledge of electrical distribution and set lighting on a motion picture or episodic television set in order to facilitate their entry and advancement in the film business. Students will participate in goal oriented class projects including power distribution, set protocol and etiquette, properly setting lamps, department lingo, how to light a set to feature film standards, motion picture photography, etc. A large emphasis will be placed on set etiquette, including, but not limited to attitude, professionalism and technique on and off set. Students are expected to attend open labs such as guest speakers or OSHA safety classes to complete course assignments. Prerequisites: FILM 1520 with a minimum grade of C.

### **FILM 2550 Grip and Rigging**

**6-0-6**

Grip and Riggins is an introduction and orientation to the practice of riggings and supporting grip equipment, cameras, vehicles and other physical/mechanical devices. In addition to gaining a thorough knowledge of the equipment used in grip and rigging, students will engage in on-set exercises in inventory, maintenance, set-up, troubleshooting, teamwork, set protocol and safety. The purpose of this course is to prepare students to work on a motion picture production set. As such, student responsibilities are matched to potential responsibilities as a team member on a production set as closely as possible. Prerequisites: FILM 1520 with a minimum grade of C.

### **FILM 2800 GFA Film Academy Internship**

**6-0-6**

Upon successful completion of GFA Course 1, students are eligible to apply for this 6-hour, competitive Film & Television Production Internship course. The course is designed to provide students with a basic level of on-set film production skills, knowledge and experience with film-industry standards, organizational structure, professional equipment and on-set procedures by giving students hands-on experience on the sets and offices of working film productions and businesses. Students will also have an opportunity to network and to build resumes in order to help market themselves with the intention of integrating into the film industry as entry-level workers.

All productions will be conducted under the auspices of a professional production entity, production company studio or film business. All aspects of on-set and production office activities will be conducted at a level of professional standards common to the film industry. Particular emphasis will be placed on safety and the recognition and application of industry-standard safety practices.

While some of the GFA Internship will feature a more in-depth analysis of the various production crafts, the bulk of the Course will focus on professional-level projects, on which students will have active roles in on-set and production office crafts.

Prerequisites: Film 1520 with a minimum grade of B. (6-0-6) and FILM 2540 or 2550 with a minimum grade of C. Students must take GFA 1 AND one craft course before being eligible for the internship.

---

## **FINANCE (SCHOOL OF BUSINESS AND TECHNOLOGY)**

### **FINC 1101 Introduction to Personal Finance 3-0-3**

This is an introductory finance course that exposes students to the core concepts in business finance, including consumer finance, business application, and decision-making strategies. It will also cover the time value of money, risk and return, and household and project budgeting. Prerequisite: None

---

## FINANCIAL TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)

### **FTA 2400 Introduction to Financial Technology**

**3-0-3**

This course introduces the fundamentals of Financial Technology. It explores what new financial technologies are emerging and how the technological advances in data analytics are enabling the innovation in the financial industry. It also examines new services and business models in various areas of banking, insurance and financial asset management. Prerequisite: None

### **FTA 2410 Coding for FinTech**

**3-0-3**

This course covers the design and development of dynamic, data-driven financial applications using client and server-side architecture. It focuses on various application development techniques for user and mobile friendly design. It also introduces how to develop financial applications conforming to the industry standards. Prerequisite: None

### **FTA 2420 Data Analytics for FinTech**

**3-0-3**

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze financial datasets. Students will learn how to interpret outcome from data analysis for efficient and effective decision-making, consumer/business intelligence, problem identification and forecasting. Prerequisite: None

### **FTA 2430 Cybersecurity for FinTech**

**3-0-3**

This course covers cybersecurity principles of financial technologies. Students will learn about threats, vulnerabilities, risks, and the controls to handle them. The course will introduce legal, ethical, and compliance issues that arise when working with financial infrastructure in a global economy. Prerequisite: None

### **FTA 2440 Financial Technologies and Services**

**3-0-3**

This course covers the foundations of financial technologies and services. It focuses on the usage of technology that powers financial ecosystems, digital finance platforms, mobile payments, and digital asset management. Students will explore the characteristics and functions of electronic and mobile payment systems. Prerequisite: None

### **FTA 3055 Innovative Solutions for FinTech**

**3-0-3**

This course examines cases of new and emerging services and business models in the financial industry. It also focuses on how to identify business opportunities in FinTech and analyze business feasibility and sustainability. Students examine business models in FinTech. Prerequisite: None

### **FTA 4001 Foundations of FinTech**

**3-0-3**

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem-solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, robo-advising, and InsurTech. Prerequisite: None

### **FTA 4002 Financial Technologies**

**3-0-3**

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data. Prerequisite: None

### **FTA 4003 Commercial Banking and FinTech**

**3-0-3**

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech evolution, including traditional and emergent competitors as well as demographic, social, and technology forces driving change in the industry, will be integrated throughout the entire course. Prerequisite: None

### **FTA 4005 Introduction to Financial Data Analytics**

**3-0-3**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, tree regression, and model assessment and selection using cross validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems. Prerequisite: None

### **FTA 4100 Introduction to Information Security for FinTech**

**3-0-3**

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within



FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations. Prerequisite: None

---

## **FORENSIC SCIENCE (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

### **FORS 1101 Introduction to Forensic Science I** **0-4-4**

This course introduces the basic principles and relationships between the applications of chemistry, biology, and physics to forensic science as they relate to the criminal investigative process. The course is designed to give students insight into the many areas of forensic science and to study the newest techniques used by forensic laboratories. Pre-requisite(s): BIOL 1107K

### **FORS 1102 Introduction to Forensic Science II** **0-4-4**

This course introduces concepts in chemistry relevant to forensic chemistry. The theory and practice of instrumentation used in forensic chemistry including quantitative chemical analysis, chemical spectroscopy and instrumental methods of analysis: UV-Visible spectrophotometry, Fourier transform IR, flame atomic absorption and emission for structures and molecular stereochemistry; chromatographic methods of separation-TLC, HPLC, LCMS and GC-MS. Pre-requisite(s): BIOL 1107K

### **FORS 1201 Analytical Methods in Forensic Science I** **0-4-4**

Introduction to laboratory examinations of physical properties for the identification and individualization of human biological materials as blood, fibers, hair, saliva, and semen. Pre-requisite(s): FORS 1101

### **FORS 1202 Analytical Methods in Forensic Science II** **0-4-4**

This course will introduce the concepts, theories and principles used in biological evidence and their forensic identification. The course will cover the characterization of body fluids including the determination and its human origin. The laboratory hands-on techniques will be used to identify biological fluids for DNA, extraction, quantitation, amplification, DNA profiling, and interpretation. Pre-requisite(s): FORS 1201

---

## **FRENCH (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

### **FREN 1001 Elementary French I** **3-0-3**

This course provides an introduction to French, using all four skills: listening, speaking, 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.

### **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.

---

## FINANCIAL TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)

### **FTA 2400 Introduction to Financial Technology**

**3-0-3**

This course introduces the fundamentals of Financial Technology. It explores what new financial technologies are emerging and how the technological advances in data analytics are enabling the innovation in the financial industry. It also examines new services and business models in various area of banking, insurance and financial asset management. Prerequisite: None

### **FTA 2410 Coding for FinTech**

**3-0-3**

This course covers the design and development of dynamic, data-driven financial applications using client and server-side architecture. It focuses on various application development techniques for user and mobile friendly design. It also introduces how to develop financial applications conforming to the industry standards. Prerequisite: None

### **FTA 2420 Data Analytics for FinTech**

**3-0-3**

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze financial datasets. Students will learn how to interpret outcome from data analysis for efficient and effective decision-making, consumer/business intelligence, problem identification and forecasting. Prerequisite: None

### **FTA 2430 Cybersecurity for FinTech**

**3-0-3**

This course covers cybersecurity principles of financial technologies. Students will learn about threats, vulnerabilities, risks, and the controls to handle them. The course will introduce legal, ethical, and compliance issues that arise when working with financial infrastructure in a global economy. Prerequisite: None

### **FTA 2440 Financial Technologies and Services**

**3-0-3**

This course covers the foundations of financial technologies and services. It focuses on the usage of technology that powers financial ecosystems, digital finance platforms, mobile payments, and digital asset management. Students will explore the characteristics and functions of electronic and mobile payment systems. Prerequisite: None

### **FTA 3055 Innovative Solutions for FinTech**

**3-0-3**

This course examines cases of new and emerging services and business models in the financial industry. It also focuses on how to identify business opportunities in FinTech and analyze business feasibility and sustainability. Students examine business models in FinTech. Prerequisite: None

### **FTA 4001 Foundations of FinTech**

**3-0-3**

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem-solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, robo-advising, and InsurTech. Prerequisite: None

### **FTA 4002 Financial Technologies**

**3-0-3**

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data. Prerequisite: None

### **FTA 4003 Commercial Banking and FinTech**

**3-0-3**

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech evolution, including traditional and emergent competitors as well as demographic, social, and technology forces driving change in the industry, will be integrated throughout the entire course. Prerequisite: None

**FTA 4005 Introduction to Financial Data Analytics****3-0-3**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, tree regression, and model assessment and selection using cross validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems. Prerequisite: None

**FTA 4100 Introduction to Information Security for FinTech****3-0-3**

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations. Prerequisite: None

---

**GENERAL SCIENCE (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)****GSCI 1101 General Science I****3-0-3**

This lecture course 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 English or permission of the instructor. \*Satisfies Required High School Curriculum (RHSC) requirement in Natural Science when cross-referenced as GSCI 1630 and taken with GSCL 1630, the lab portion of this course; GSCI 1101 cannot be repeated for credit if taken to satisfy an RHSC 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 Required High School Curriculum (RHSC) requirements in Natural Science when cross-referenced as GSCL 1630 and taken with GSCI 1630, the lecture portion of this course; GSCL 1101 cannot be repeated for credit.

**GSCI 1102 General Science II****3-0-3**

This lecture course is a continuation of GSCI 1101. This course is designed to communicate to non-science majors a broad and basic understanding of natural sciences. It attempts to demonstrate the connectivity of the sciences and to relate science to everyday life. Topics include but are not limited to Genetics, Ecology, Environment, Biochemical molecules, Measurements, and the metric system. Prerequisite: Exit or exemption from Learning Support English or permission of the instructor. \*Satisfies Required High School Curriculum (RHSC)

**GSCL 1102 General Science Lab II****0-2-1**

This is the laboratory component of GSCI 1102. Topics include the microscope, mitosis, prokaryotic and eukaryotic cells, lipids, proteins, carbohydrates and nucleic acids. Prerequisite or corequisite: GSCI 1102 or permission of the instructor

**GEOGRAPHY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)****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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

---

## GEOLOGY (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

### **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: MATH 1101 or MATH 1111 and ENGL 1101.

### **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.

---

## HISTORY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

### **HIST 1111 World Civilization I**

**3-0-3**

This course is a survey of world history to early modern times. The factors influencing the development of world societies from the earliest humans to 1500 will be studied, emphasizing the inter-dependence of social, philosophical, political, economic, and environmental factors as determinants and effects in the evolutionary process toward distinctive cultures. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

\*Satisfies Required High School Curriculum [RHSC] requirements in history when cross-referenced as HIST 0111; cannot be repeated for credit if taken to satisfy an RHSC requirement.

### **HIST 1112 World Civilization II**

**3-0-3**

This course is a survey of world history from early modern times to the present. World societies and cultures since 1500 will be studied. The integration of events and values, as well as political, economic, social, philosophical and environmental factors influencing the present will be emphasized.

\*Satisfies Required High School Curriculum [RHSC] requirements in history when cross-referenced as HIST 0112; cannot be repeated for credit if taken to satisfy an RHSC requirement.

### **HIST 2111 United States History I**

**3-0-3**

This course is a survey of United States history to the post-Civil War period. Topics include Native American cultures, English colonization, the American Revolution and Early Nationalism; international relations; Antebellum society, industrialization, and inter-group relations; sectionalism, the American Civil War, and the abolition of slavery; and the place of Georgia in United States history to the Civil War. This course satisfies the State of Georgia law requiring the study of United States and Georgia history.

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Division Dean, take and pass Hist 2114-Georgia History.)

### **HIST 2211 Honors United States History I**

**3-0-3**

This course is a survey of United States history to the post-Civil War period. Topics include Native American cultures, English colonization, the American Revolution and Early Nationalism; international relations; Antebellum society, industrialization, and inter-group relations; sectionalism, the American Civil War, and the abolition of slavery; and the place of Georgia in United States history to the Civil War. Emphasis is placed upon critical reading, advanced research papers and reports, and student-led discussions and debates.

This course satisfies the State of Georgia law requiring the study of United States and Georgia history. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Academic Dean, take and pass Hist 2114-Georgia History.)

### **HIST 2112 United States History II** **3-0-3**

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Division Dean, take and pass Hist 2114-Georgia History.)

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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 State College.) Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

### **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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

---

## **HUMANITIES (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

### **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.

### **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.

### **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 State College's Study Abroad trip.

---

## **INTEGRATED SCIENCE (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

### **ISCI 2001 Integrated Science I** **3-2-3**

This lecture course is designed 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 or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

### **ISCI 2002 Integrated Science II** **3-2-3**

This lecture course is a continuation of ISCI 2001. It is designed 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 or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

---

## **INFORMATION TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)**

### **ITEC 1101 Fundamentals of Information Technology I**

**3-0-3**

This course is a survey of the critical topics in Information Technology and is the first of a series that aims to prepare you for a role as an entry-level IT Support Specialist. The course content will include technical theory, networking, computer programming, operating systems, and computer hardware. Students will learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. Depending on the specific major, students may also learn about database management, cyber security, website development, and IT management through hands-on approach. Prerequisite: None

### **ITEC 1201 Fundamentals of Information Technology II**

**3-0-3**

This course will be a continuation and build on the topics covered in survey I. The course content will include advanced concepts in technical theory, networking, computer programming, operating and computer hardware. We'll cover everything from the fundamentals of modern networking technologies and protocols to an overview of the cloud to practical applications and network troubleshooting. through a combination of video lectures, demonstrations, and hands-on practice -- you'll learn about the main components of an operating system and how to perform critical tasks like managing software and users, and configuring hardware. Depending on the specific major, students may also learn about advanced concepts in database management, cyber security, website development, and IT management through hands-on approach. Prerequisite: ITEC 1101

### **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. Corequisite: CISM 2101 or CSCI 1135.

### **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

### **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 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: None

**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: None

**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: None

**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 or CSCI 1135.

**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.

**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: ITEC 2228.

---

## MASS COMMUNICATIONS (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

**MCOM 1100 Film Appreciation** 3-0-3

This course introduces the student to principles of film theory and criticism. Also included are discussion on cinematography, film history, the language of film, film technology, and film language. The student will learn to analyze film to determine relationships between form and idea and function. Prerequisites: No prerequisite.

**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. Prerequisite: A grade of C or better in ENGL 1101.

**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: A grade of C or better in ENGL 1101 and in 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: ENGL 1102.

### **MCOM 3120 History of American Cinema to 1954**

**3-0-3**

American and European cinema from its origins in nineteenth-century technological experimentation through the early years of sound and the outbreak of war in Europe. Weekly screenings required. Prerequisites: MCOM 1630 and DIGM 3230.

### **MCOM 3121 History of American Cinema since 1954**

**3-0-3**

World cinema, including Asians and Eastern European, from World War II and the advent of the modern sound film to the present. Weekly screenings required. Prerequisites: MCOM 3120.

### **MCOM 3259 Feature Writing**

**3-0-3**

Advanced expository course in developing the skills necessary to write informative, accurate, and interesting feature articles suitable for publication in newspapers, magazines and other media. Students learn interviewing and reporting skills, as well as feature genres, style, and structure. Prerequisites: ENGL 1102, and MCOM 2201.

### **MCOM 3720 Public Affairs and Community Journalism**

**3-0-3**

The course will introduce the student journalist to specialized reporting and writing in the areas of community, public affairs, health, nutrition, environment, education and local government. Instruction and practice in basic public affairs reporting, with emphasis on responsible coverage of courts, schools, and city and county government. Particular emphasis will be focused on proper and professional methods of gathering information; interviewing experts, community and local government leaders and representatives; and writing informative and interesting stories for the public. This course is important in that it gives students specialized journalistic skills in covering issues of public interest, relevance and concern. Prerequisite: ENGL 1102 and MCOM 2201.

### **MCOM 3740 Investigative Journalism and the Web**

**3-0-3**

In this class, students will be introduced to basic investigative techniques. Students will learn first-hand how to scan police records, court records, land records and such. This is a hands-on class where students learn the basics of computer-assisted reporting, database reporting and mapping the results of their investigations. This will be a project-oriented class with students in the class reporting and investigating a topic for the majority of the semester. Prerequisite: ENGL 1102 and MCOM 220.

### **MCOM 3782 Entrepreneurship and the Media**

**3-0-3**

Study of the literature and theory of entrepreneurship. Students will focus on innovation of products and processes and management issues. Each student devises a research project based on relevant subject matter during the course. Prerequisites: No prerequisite.

---

## **MATHEMATICS (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

### **MATH or STAT 0996 Support for Elementary Statistics**

**0-2-1**

This Learning Support course provides corequisite support for students enrolled in MATH or STAT 1401 – Elementary Statistics. Topics will parallel topics being studied in MATH/STAT 1401 and the course will provide support for the essential skills needed to be successful in MATH/STAT 1401. Taken with MATH/STAT 1401, topics to be covered will include descriptive statistics, probability theory, confidence intervals, hypothesis testing, and other selected statistics topics.

**Pre-requisite:** None

**Co-requisite:** MATH or STAT 1401 Elementary Statistics

### **MATH 0998 Support for Mathematical Modeling**

**0-2-1**

*(1 Institutional Credit Hour)*

This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1101 – Introduction to Mathematical Modeling. Topics will parallel topics being studied in MATH 1101 and the course will provide support for essential quantitative skills needed to be successful in MATH 1101. Taken with MATH 1101, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.



**Pre-requisite:** None

**Co-requisite:** MATH 1101 Introduction to Mathematical Modeling

### **MATH 0999 Support for College Algebra**

**0-2-1**

This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1111 – College Algebra. Topics will parallel topics being studied in MATH 1111 and the course will provide support for the essential quantitative skills needed to be successful in MATH 1111. Taken with MATH 1111, this course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise, defined, rational, polynomial, exponential and logarithmic functions.

**Prerequisites:** Credit for MATH 1001, MATH 1101 or MATH/STAT 1401 with an earned grade of “D”, OR high school GPA 2.5 or higher OR ACT Mathematics score of 17 or higher OR “old” SAT Mathematics score of 400 or higher OR “new” SAT Math section score of 440 or higher OR Accuplacer Elementary Algebra score of 67 or higher OR Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of 258 or higher.

**Corequisite:** MATH 1111 College Algebra

### **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. (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 Pre-Calculus or the calculus sequences for mathematics and science majors)

**Pre-requisite:** None

**Corequisite:** MATH 0998, unless exempt from Placement into a corequisite Mathematics course.

### **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.

**Pre-requisite:** None

**Corequisite:** MATH 0999, unless exempt from Placement into a corequisite. Mathematics course.

**Note:** students who have successfully completed MATH 1101 or MATH 1001, may enroll in this course.

### **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. A grade of “C” or better in College Algebra (MATH 1111) or Introduction to Mathematical Modeling (MATH 1101) or satisfactory performance on a mathematics exemption examination 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 1401 Introduction to Statistics**

**3-0-3**

This course is non-calculus introductory statistics. Topics include methods for describing sets of data, including descriptive statistics and histograms. Simple linear regression. Probability of discrete and continuous random variables, including the binomial and normal random variables. Sampling distributions, including the Central Limit Theorem, Hypothesis testing and Confidence intervals.

### **MATH 1711 Finite Mathematics**

**3-0-4**

This course is designed to introduce the fundamental concepts of probability and matrix algebra. Prerequisites: Students must have a grade of “C” or better in MATH 1113 Precalculus or SAT score 550 or above or permission of the instructor.

### **MATH 1712 Survey of Calculus**

**3-0-3**

This course covers functions, the derivative, applications of the derivative, techniques of differentiation, integration, and applications of

integration to probability and statistics, multidimensional calculus. Prerequisites: Students must have a grade of "C" or better in MATH 1113 Precalculus or SAT score 550 or above 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 2201H Calculus I Honors**

**3-2-4**

An introduction to single variable calculus including functions, limits, continuity, derivatives with applications, anti-derivatives, integration with applications, transcendental functions. Prerequisite: A grade of "C" or better in MATH 1113 or permission of instructor. All test will be proctored. This course is designed for students transferring to Georgia Tech for MATH 1501.

### **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 designed to introduce mathematical methods of studying physical processes by means of differential equations. Topics include first-order, second-order and higher-order ordinary linear differential equations, and power series solutions. 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.

## **MUSIC (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

### **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 AMSC Choir**

**0-4-1**

The Atlanta Metropolitan State 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.

---

**APPLIED MUSIC COURSES (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

Applied Music courses, listed below, are designed for music majors but are open to any student enrolled in Atlanta Metropolitan State 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.

---

**HEALTH SCIENCE (NURSING) (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

**NURS 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. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

**ORGL/POLS 1100 Leadership in a Global Society**

Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.

**ORGL/POLS 1500 Profiles for Leaders**

The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.

**ORGL/ENGL 2100 Writing for Leadership**

Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include: How to Inspire, How to Navigate Change, and How to Change Minds.

**ORGL/POLS 2601 Introduction to Public Administration**

This course introduces students to Public Administration, which is a sub-field of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning.

### **ORGL/PHIL 2800 Ethics and Leadership**

The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. Teaches students to develop ethical decision making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.

### **ORGL 2900 Program and Policy Evaluation for Leaders**

Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policymakers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.

---

## **ORIENTATION (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

### **FYEX 1630 First Year Experience**

**1-0-1**

FYEX 1630 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.

---

## **PHILOSOPHY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

### **PHIL 2010 Introduction to Philosophy**

**3-0-3**

An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external world, the relation of language to the world, meaning, and truth. Critical thinking and communication skills are emphasized. Prerequisite(s): A grade or C or better in ENGL 1101 required; ENGL 1102 recommended.

### **PHIL 2020 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 English.

---

## **PHYSICS (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**

### **PHYS 1111 Introductory Physics I**

**3-0-3**

This lecture course is the first in a two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: MATH 1113. Corequisites: PLAB 1111.

### **PLAB 1111 Introductory Physics Lab I**

**0-3-1**

This is a laboratory to accompany PHYS 1111. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics, and thermodynamics. Corequisites: PHYS 1111.

### **PHYS 1111K Introductory Physics I with Lab**

**3-3-4**

This course is the first in a two-course sequence which introduces basic physics concepts. Topics include classical mechanics and thermodynamics. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics, and thermodynamics. Prerequisites: MATH 1113. Corequisites: PLAB 1111.

### **PHYS 1112 Introductory Physics II**

**3-0-3**

This lecture course is the second in a two-course sequence which provides an introduction to basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Prerequisites: PHYS 1111 and PLAB 1111. Corequisites: PLAB 1112.

### **PLAB 1112 Introductory Physics Lab II**

**0-3-1**

This is a laboratory to accompany PHYS 1112. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 1111 and PLAB 1111 or permission of the instructor. Corequisites: PHYS 1112.

### **PHYS 1112K Introductory Physics II with Lab**

**3-3-4**

This lecture course is the second in a two-course sequence which introduces basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 1111 and PLAB 1111. Corequisites: PLAB 1112.

### **PHYS 2211 Principles of Physics I**

**3-0-3**

This lecture course is the first in a calculus-based two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: MATH 2201. Corequisites: PLAB 2211.

### **PLAB 2211 Principles of Physics I Lab**

**0-3-1**

This is a laboratory to accompany PHYS 2211. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics and thermodynamics. Corequisites: PHYS 2211

### **PHYS 2211K**

**3-3-4**

This course is the first in a calculus-based two-course sequence which introduces basic physics concepts. Topics include classical mechanics and thermodynamics. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics and thermodynamics. Prerequisites: MATH 2201. Corequisites: PLAB 2211.

### **PHYS 2212 Principles of Physics II**

**3-0-3**

This lecture course is the second in a calculus-based two-course sequence which provides an introduction to basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Prerequisites: PHYS 2211 and PLAB 2211. Corequisites: PLAB 2212.

### **PLAB 2212 Principles of Physics II Lab**

**0-3-1**

This is a laboratory to accompany PHYS 1112. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 2211 and PLAB 2211 or. Corequisites: PHYS 2212.

### **PHYS 2212K Principles of Physics II with Lab**

**3-3-4**

This lecture course is the second in a calculus-based two-course sequence which introduces basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 2211 and PLAB 2211. Corequisites: PLAB 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 or Corequisite: MATH 2201, CHEM 1211 and PHYS 1111.

### **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 or Corequisite: MATH 2201, CHEM 1211, and PHYS 1111.

---

## **PRIOR LEARNING ASSESSMENT DOCUMENTATION**

### **PLA 2000 Prior Learning Documentation**

**2-0-2**

Atlanta Metropolitan State College students may also enroll in PLA 2000 course to document their prior learning. This course teaches students how to prepare and submit a portfolio that documents their prior learning experiences, competencies, training, and certifications in a way that aligns with specific course learning objectives. Institutional credit only.

---

## POLITICAL SCIENCE (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

### **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 State College.) Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 1201H 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 State College.) Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2101 Introduction to Political Science**

**3-0-3**

This course introduces students to political science and its sub-fields, focusing on theories, ideologies, methodologies, foundations, institutions, and organizations. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: E ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **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, including the major actors that impact decision-making. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2301 Introduction to Comparative Politics**

**3-0-3**

This course introduces students to comparative politics, which is a sub-field of political science. Theories, methodologies, foundations, structures, institutions, functions, implementation, and processes of political systems of the world will be compared and contrasted. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2401 Global Issues**

**3-0-3**

This course introduces students to global issues and world politics. World issues such as war, hunger, poverty, globalization, trade, global warming, genocide, immigration, human rights, population control, terrorism, natural resources, development, and world politics will be compared and contrasted. Post-industrial, industrializing, and developing countries, as well as multi-national corporations, world organizations, trade organizations, and trading blocs will also be analyzed. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2601 Introduction to Public Administration**

**3-0-3**

This course introduces students to public administration, which is a sub-field of political science. Administrative aspects of political science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning. Research will focus on public policy issues that impact the rapid growth that has been experienced in Georgia, especially the Atlanta metropolitan area, over the past two decades. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

---

## PSYCHOLOGY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

### **EDPY 2040 Educational Psychology**

**3-0-3**

This course consists of the application of psychological research related to learner characteristics, the educational environment, teaching practices and learning efficiency and effectiveness. It also 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 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: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

**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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101

**PSYC 2211 Introduction to Abnormal Psychology**

**3-0-3**

This course emphasizes behavioral and mental disorders, their distribution, sources, symptoms, life history, and treatment. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

---

**RELIGION (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

**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. Prerequisite: A grade of C or better in ENGL 1101.

**RELI 2210 Survey of Christian History**

**3-0-3**

This course will provide a historical overview of the development of doctrine and practice in the historic Christian churches from the post-apostolic ear of the 1<sup>st</sup> century C.E. through the 20<sup>th</sup> century. Emphasis will be placed on the development of Christian Theology, Church practices, and the formation of various denominations.

**RELI 2211 Old Testament/Hebrew Bible Literature**

**3-0-3**

This course studies the nature, context, and problems of the Old Testament/Hebrew Bible, with attention given to historical data, literary forms, and ancient New Eastern cultural backgrounds.

**RELI 2212 New Testament Literature**

**3-0-3**

This course studies the nature, content, and problems of New Testament literature with particular attention given to the historical and social setting of the writings, canonization and textual transmission, and method of interpretation.

**RELI 2221 Introduction to Pastoral Ministry**

**3-0-3**

This course surveys various issues that are encountered in pastoral ministry in ecclesial and non-ecclesial contexts.



<b>RELI 2222 Introduction to Preaching</b>	<b>3-0-3</b>
This course surveys the art of preaching in historical and contemporary contexts. Various homiletical techniques and approaches are studied as well as some of the most significant sermons in Christian history. Emphasis is placed on the composition and delivery of sermons.	
<b>RELI 2223 Introduction to Christian Worship</b>	<b>3-0-3</b>
This course surveys approaches to Christian worship in historical and contemporary contexts. Traditional liturgical forms are studied as well as contemporary approaches to worship.	
<b>RELI 2300 Introduction to Theological Studies</b>	<b>3-0-3</b>
This course introduces students to theological thinking, with an emphasis on constructive, systematic theology. The writings of major theologians from various traditions are surveyed with an eye on understanding various approaches and interpretive strategies.	
<b>RELI 2301 Eastern Religions and Spirituality</b>	<b>3-0-3</b>
This course surveys the foundational teachings and practices of traditional Asian religions, with particular emphasis on Hinduism and Buddhism.	
<b>RELI 2302 Islam</b>	<b>3-0-3</b>
This course surveys the history, theology, and spirituality of Islam with special attention paid to Islam as it is practiced in the contemporary world.	
<b>RELI 2310 Religion in the United States</b>	<b>3-0-3</b>
This course surveys the history of religion in the United States, focusing on the historical development of various religious denominations and the contributions of religious people to American society and culture.	

---

## **SOCIOLOGY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

<b>SOCI 1101 Introduction to Sociology</b>	<b>3-0-3</b>
This course surveys the discipline of sociology and its means of explaining patterns found in social behavior incorporating a global perspective. Topics covered include: marriage and family relationships, class and race relations, deviant social behaviors, world population issues, and other modern global social problems. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.	
<b>SOCI 1160 Introduction to Social Problems</b>	<b>3-0-3</b>
This course presents data and theories to analyze selected major social problems confronting American society. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.	
<b>SOCI 1201 Honors Introduction to Sociology</b>	<b>3-0-3</b>
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: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.	
<b>SOCI 1206 Introduction to Gerontology</b>	<b>3-0-3</b>
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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.	
<b>SOCI 1260 Global Problems</b>	<b>3-0-3</b>
This course examines the various dimensions of globalization, and the social problems of inequality, war and violence, and environmental sustainability that are occurring on a global scale. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.	
<b>SOSC 2101 Introduction to African American Studies</b>	<b>3-0-3</b>
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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.	

**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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101, 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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). Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

---

**SOCIAL SCIENCE (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**

**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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

**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: ENGL 1101 and MATH 1001, 1101 and/or 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

---

## SOCIAL WORK (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

### 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology, and SOWK 2000 Introduction to Social Work.

---

## SPANISH (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

### 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. Corequisite: Enrollment in ENGL 1101. Not open to native speakers of Spanish. Note: This course will not meet degree requirements at some University System of Georgia institutions.

### 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: 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.

---

## THEATER (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

### 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.

### 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.

## ECORE COURSE DESCRIPTIONS

- ENVS 2202 Environmental Science** 3  
Environmental Science, the study of interactions between humans and the environment, is an interdisciplinary science course that integrates principles from biology, chemistry, ecology, geology, and non-science disciplines. Issues of local, regional, and global concern will be used to help students explain scientific concepts and analyze practical solutions to complex environmental problems. Emphasis is placed on the study of ecosystems, human population growth, energy, pollution, and other environmental issues as well as important environmental regulations.  
Prerequisites: See your home institution's prerequisite requirement.
- CHEM 1211K Principles of Chemistry I and Lab** 4  
The first course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.  
Prerequisites: See your home institution's prerequisite requirement.
- CHEM 1212K Principles of Chemistry II and Lab** 4  
The first course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.  
Prerequisites: See your home institution's prerequisite requirement.
- BIOL 1011K Introductory Biology and Lab** 4  
An introduction to fundamental unifying principles in biology. Topics covered in the course include: chemistry of life, cell structure and membranes, cellular functions (metabolism, respiration, photosynthesis, communication, and reproduction), genetics (inheritance patterns, DNA structure and function, gene expression, and biotechnology), and evolution. This course involves both lecture and lab components.  
Prerequisites: See your home institution's prerequisite requirement.
- BIOL 1012K Introductory Biology II and Lab** 4  
This course covers the evolution and diversity of organisms, including microbes, protists, fungi, plants, and animals. Additional topics include body systems, the immune system, reproduction and development, and ecology. For non-biology majors only.  
Prerequisites: See your home institution's prerequisite requirement.
- GEOL 1121K Introductory Geosciences I and Lab** 4  
This is a 4 semester-credit-hour course, equivalent to an on-campus geology lecture course combined with a geology laboratory course. This course covers Earth materials and processes.  
Prerequisites: See your home institution's prerequisite requirement.
- PHYS 2211K Principles of Physics I and Lab** 4  
Principles of Physics I and Laboratory is a 4 semester credit hour introductory course which will include material such as mechanics, thermodynamics and waves. Elementary differential calculus will be used. An introductory course that will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. This course has a laboratory component that requires a lab kit. Students enrolling in eCore lab science courses are advised to consult with transferring institution to determine transferability of course credits.  
Prerequisites: See your home institution's prerequisite requirement.
- PHYS 2212K Principles of Physics II and Lab** 4  
An introductory course that will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. This course has a laboratory component that requires a lab kit. Students enrolling in eCore lab science courses are advised to consult with transferring institution to determine transferability of course credits.  
Prerequisites: See your home institution's prerequisite requirement.
- CSCI 1301 Computer Science I** 4  
CSCI 1301 is an introduction to computer science with coverage of algorithmic foundations, hardware concepts, and introductory programming in Java. Specific topics include data storage, data manipulation, and data abstractions. Programming concepts covered are algorithm design, primitive data types, and expressions, loops, modular programming, conditional execution, program logic, and arrays.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 1101 English Composition I** 3  
A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. The course includes an introductory use of a variety of research skills.  
Prerequisites: See your home institution's prerequisite requirement.

- ENGL 1102 English Composition II** 3  
A composition course that develops writing skills beyond the level of proficiency required by English Composition I. English Composition II emphasizes interpretation and evaluation, and incorporates a variety of more advanced research methods.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2111 World Literature I** 3  
A survey of important works of world literature from ancient times through the mid-seventeenth century.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2112 World Literature II** 3  
A survey of important works of world literature from the mid-seventeenth century to the present.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2131 American Literature I** 3  
This course surveys American Literature from the Pre-Colonial Period through the mid-nineteenth century. It begins with the Age of European Exploration and interaction with Native American cultures and continues through the 18th century Enlightenment, the American Renaissance, and the Romantic movement, ending with the beginning of American Realism.  
The literature is studied within the context of history and culture and with an emphasis on literary periods. Students will utilize various critical approaches and reading strategies as they examine important authors and themes of these periods.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2132 American Literature II** 3  
A chronological study of American literature from the Civil War to the present, this course presents a broad overview of American literature from the mid-nineteenth century to the present. Students will utilize various critical approaches and reading strategies as they examine important authors and themes of this period. The course will pay attention to literary movements, regional writing, native and immigrant cultures, and multiple perspectives.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1101 Introduction to Mathematical Modeling** 3  
This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1111 College Algebra** 3  
This course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1113 Precalculus** 3  
This course is an intensive study of the basic functions needed for the study of calculus. Topics include algebraic, functional, and graphical techniques for solving problems with algebraic, exponential, logarithmic, and trigonometric functions and their inverses.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1001 Quantitative Reasoning** 3  
This course emphasizes quantitative reasoning skills needed for informed citizens to understand the world around them. Topics include logic, basic probability, data analysis and modeling from data.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1401 Elementary Statistics** 3  
A course in basic statistics. Topics include descriptive statistics, probability, distributions, hypothesis testing, inferences, correlation, and regression.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1501 Calculus I** 4  
This course includes material on functions, limits, continuity, the derivative, anti-differentiation, the definite integral, and techniques of integration.  
Prerequisites: See your home institution's prerequisite requirement.

<b>COMM 1100 Human Communications</b>	<b>3</b>
A broad approach to oral communication skills including intrapersonal, interpersonal, small group, and public speaking. Prerequisites: See your home institution's prerequisite requirement.	
<b>ETEC 1101 Electronic Technology in the Educational Environment</b>	<b>2</b>
This course is an introduction to using personal computers to communicate with individuals and groups and to locate, analyze, organize, and present information. Emphasis is on exploring the role of technology in present, and future learning experiences. Topics include the digital divide, hardware, software, the internet and networks, privacy and security, and intellectual property in cyberspace. Students will use their practical technology skills to create formatted word-processed documents and an electronic presentation. Prerequisites: See your home institution's prerequisite requirement.	
<b>PHIL 2010 Introduction to Philosophy</b>	<b>3</b>
Introduction to the central issues, questions, and theories of Western Philosophy. Topics covered include logic & critical thinking; religion; knowledge & skepticism; philosophy of mind; freedom and determinism; and ethics. Prerequisites: See your home institution's prerequisite requirement.	
<b>HIST 1111 Survey of World History I</b>	<b>3</b>
A survey of world history to early modern times. Prerequisites: See your home institution's prerequisite requirement.	
<b>HIST 1112 Survey of World History II</b>	<b>3</b>
A survey of world history from 1500 to modern times. Prerequisites: See your home institution's prerequisite requirement.	
<b>HIST 2111 U.S. History I</b>	<b>3</b>
History 2111 is the history of the United States from the Age of Discovery through the Civil War. The course focuses on the geographical, intellectual, political, economic and cultural development of the American people and places U.S. events in the context of world politics. Prerequisites: See your home institution's prerequisite requirement.	
<b>HIST 2112 United States History II</b>	<b>3</b>
History 2112 explores the major themes and issues in American history from the end of the Civil War to the present. Emphasizes the political, social, economic, and cultural dimensions of United States history; causal relationships and patterns of change and continuity over time; and the significance of ethnicity, gender, race, and class in historical events. Prerequisites: See your home institution's prerequisite requirement.	
<b>POLS 1101 American Government</b>	<b>3</b>
A study of government and politics, including the philosophical and constitutional foundations, governing institutions, political behavior and major public policy issues. This course satisfies the State legislative requirement concerning the United States Constitution and the Georgia Constitution. Prerequisites: See your home institution's prerequisite requirement.	
<b>PSYC 1101 Introduction to General Psychology</b>	<b>3</b>
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, and personality. Prerequisites: See your home institution's prerequisite requirement.	
<b>SPAN 2001 Intermediate Spanish I</b>	<b>3</b>
A rapid review of grammar with continued use of listening, speaking, and reading and writing skills in Spanish, all with a cultural emphasis. Prerequisites: See your home institution's prerequisite requirement.	
<b>SPAN 2002 Intermediate Spanish II</b>	<b>3</b>
This course focuses on listening, speaking, and reading and writing skills in Spanish in an introduction to literature and within a cultural context. Prerequisites: See your home institution's prerequisite requirement.	
<b>SOCI 1101 Introduction to Sociology</b>	<b>3</b>
A survey of the discipline of sociology. Topics will include sociological theory, methods and selected substantive area. Prerequisites: See your home institution's prerequisite requirement.	

**MUSC 1100 Music Appreciation****3**

An introduction to music history, music literature, and critical listening skills.

Prerequisites: See your home institution's prerequisite requirement.

**ARTS 1100 Art Appreciation****3**

ARTS 1100 is a 3 semester-credit-hour course focused on fostering an awareness, understanding, and appreciation for the visual arts. Through exposure to cross-cultural art images throughout history, students will build a global artistic vocabulary that allows for the constructive analysis of art objects. Students will also gain an understanding of the influence of art on other important aspects of culture including politics, history, religion, and science

Prerequisites: See your home institution's prerequisite requirement.

**ECON 2105 Principles of Macroeconomics****3**

ECON 2105 is the study of how the economy, as a whole, functions. The course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies.

Prerequisites: See your home institution's prerequisite requirement.

## EMAJOR COURSE DESCRIPTIONS

- ACCT 2101 Accounting Principles I** **3**  
A study of the underlying theory and application of financial accounting concepts.  
Prerequisites: (MATH 1111 Minimum Grade: C or MATH 1111H Minimum Grade: C or MTH 110 Minimum Grade: C) or (MTH 108 Minimum Grade: C and MTH 109 Minimum Grade: C) or (MATH 1113 Minimum Grade: C or MTH 113 Minimum Grade: C or MATH 1113H Minimum Grade: C) or (MATH 1101 Minimum Grade: C) or (MATH 1120 Minimum Grade: C) or (MATH 1401 Minimum Grade: C)
- ACCT 2102 Accounting Principles II** **3**  
A study of the underlying theory and application of managerial accounting concepts.  
Prerequisites: ACCT 2101 Minimum Grade: C or ACCT 205 Minimum Grade: C
- ACCT 3250 Intermediate Accounting I** **3**  
Accounting theory and practice related to preparation and presentation of corporate financial statements in accordance with GAAP. Emphasis on acquisition of assets and services.  
Prerequisites: ACCT 2101 Minimum Grade: C (or ACT 205 Minimum Grade: C) and ACCT 2102 Minimum Grade: C (or ACT 206 or ACT 327 Minimum Grade: C)
- ACCT 3260 Intermediate Accounting II** **3**  
Accounting theory and practice related to preparation and presentation of corporate financial statements in accordance with GAAP. Continuation of ACCT 3250 with emphasis on fixed assets, liabilities, stockholders, equity, and investments.  
Prerequisites: ACCT 3250 or ACT 310 minimum grade of C
- ACCT 3270 Intermediate Accounting III** **3**  
Continuation of ACCT 3260 with emphasis on special issues related to income measurement, asset and liability valuation and recent developments in the accounting profession.  
Prerequisites: ACCT 3250 or ACT 310 Minimum Grade of C
- ACCT 3280 Cost Accounting** **3**  
The basic theory and practice related to determination of cost of products and services provided by a business and providing accounting information to management.  
Prerequisites: ACCT 2102 or ACT 327 or ACT 206 (minimum grade of C)
- ACCT 4210 Accounting Systems** **3**  
Covers the theory and design of automated procedures of accumulation and reporting information with special emphasis on internal control.  
Prerequisites: ACCT 2102 Minimum Grade: C (or ACT 206 or ACT 327 Minimum Grade: C)
- ACCT 4230 Income Tax Accounting** **3**  
An introduction to the income tax laws with emphasis on taxation of individuals.  
Prerequisites: ACCT 2102 Minimum Grade: C or ACT 327 Minimum Grade: C or ACT 206 Minimum Grade: C
- ACCT 4235 Advanced Income Tax Accounting** **3**  
A continuation of ACCT 4230 with emphasis on taxation of property transactions and business organizations, particularly corporations partnerships and S-corporations.  
Prerequisites: ACCT 4230 Minimum Grade: C
- ACCT 4240 Not-for-Profit Accounting** **3**  
A continuation of ACCT 4230 with emphasis on taxation of property transactions and business organizations, particularly corporations partnerships and S-corporations.  
Prerequisites: ACCT 3250 Minimum Grade: C
- ACCT 4250 Advanced Cost Accounting** **3**  
Advanced Cost Accounting topics include: Budgeting (both Static and Flexible), Strategic Pricing and Cost Measurement, Strategic Performance Measurement, Service and Split-off cost allocation, Responsibility Accounting, and Measuring and Assigning Costs for Income Statements.  
Prerequisites: ACCT 3280 Minimum Grade: C or ACT 315 Minimum Grade: C
- ACCT 4280 Contemporary Issues in Accounting** **3**  
Study of accounting history, accounting theory, accounting institutions and contemporary issues in accounting.



Prerequisites: ACCT 3260 Minimum Grade: C or ACT 311 Minimum Grade: C or ACCT 3270 Minimum Grade: C or ACT 312 Minimum Grade: C. Other students: Enrolled with permission of instructor.

**ACCT 4290 Internal Controls and Auditing** 3

A study of systems of internal accounting control in organizations, their design and evaluation, and an introduction to the basic principles and techniques of auditing.

Prerequisites: Minimum grade of C in one of the following courses: ACCT 3260, ACT 311, ACCT 3270, ACT 312

**ACCT 4390 Accounting Internship** 3

Professional accounting experience obtained by employment with a public accounting firm, a business, or other organization while under the supervision of a partner, manager, or other office of the sponsoring organization. Permission of the Dean required.

Prerequisites: ACCT 3250 Minimum Grade: C or ACCT 5250 Minimum Grade: C

**BUSA 2010 Microcomputer Applications in Business** 3

This course is designed to provide an introduction to the use of microcomputer applications in business. The course will emphasize the use of the spreadsheet and the integration of these in analysis for business decisions.

**BUSA 2106 The Environment of Business** 3

This course provides the business student with a study of the interrelationship of law, ethics and regulation in business. The course also covers government regulation of business activities and the legal environment within which business must operate. One of the main objectives of this course is to provide the student with enough knowledge to spot legal business issues and to know when it is prudent to seek legal advice. This course is not designed to provide adequate knowledge to understand how to solve legal dilemmas, but the information contained in this course should be helpful to assist a student in recognizing that a decision to seek competent legal advice is needed.

**BUSA 3050 Business Statistics** 3

Emphasizes applications of statistics in business. Designed to provide the student with the ability to understand the basic tasks of statistics and to develop a working knowledge of the concepts and principles of the basic practice of statistics. Topics include methods of presenting data, numerical measures and correlation, probability theory and probability distributions, sampling distributions, estimation, and hypothesis testing.

**BUSA 3060 Quantitative Management** 3

The second course of statistics, including analysis of variance, regression analysis, A second course in business statistics, focusing on applications of inferential statistical tools in a business environment. Topics covered include inferences of difference of two population means or proportions, influences of variances of one or two populations; goodness of fit and independent tests; ANOVA analysis; and regression models.

Prerequisites: BUSA 3050, Minimum Grade: C

**BUSA 3090 Business Law** 3

This course provides an examination of the civil and business organization systems as it pertains to business and business formation. The course will help those with a business background, or seeking a business degree, to have a better understanding of business and corporate structure, business liability, contract issues, sales, personal and real estate property issues encountered by business owners and business managers.

**BUSA 3105 Communications in the Business Environment** 3

Theory and practice in the use of correct, forceful English in business letters, reports, and other written and oral communication formats found in the business world, as well as an examination of non-verbal means of communication.

Prerequisites: A minimum grade of "C" in ENGL 1102.

**BUSA 3150 Business Finance** 3

BUSA 3150 is an introduction to financial management for the business students. The course will create a solid foundation for the fundamental concepts of finance for all students in business major. The goal of the course is to introduce the core concepts of finance in a way that connects the student to his or her personal financial experience and then uses such experiences as a springboard into the world of corporate finance. Students are expected to develop the skills to make the types of comparisons among loan options, investments, projects, and so on that turn them into knowledgeable, confident financial consumers and managers. By learning to apply the core concepts of financial management, students are expected to make connections with the real world, with careers, and with different kinds of businesses.

Prerequisites: ACCT 2101: Principles of Accounting I, Minimum Grade: C

<b>BUSA 3400 e-Commerce</b>	<b>3</b>
This course examines the foundation, operation, and implications of state-of-the-art Internet economy. By experiencing Internet shopping and analyzing e-commerce companies, students will learn the components needed to engage in electronic commerce. Students will have hands on exercises in creating e-commerce based on these technologies. Prerequisites: BUSA 2010 Minimum Grade: C	
<b>BUSA 3500 Agricultural Economics</b>	<b>3</b>
This course provides the basic principles of agricultural economics. Production and consumer economics, agricultural policy, food marketing, futures markets, marketing of agricultural products, the farm services sector, and the world food situation are topics to be covered. Prerequisites: ECON 2105 Minimum Grade: C or ECON 2106 Minimum Grade: C	
<b>BUSA 4970 Business Practicum</b>	<b>3</b>
Practical experience gained by "employment" in the workplace and in the accomplishment of one or more special projects pertinent to the activities of the sponsoring agency or organization.	
<b>CIS 2000 Desktop Publishing/Multimedia Presentation</b>	<b>3</b>
This course is developed as an introductory hands on course on Web design, Web development, related multimedia and document processing. This course will cover: 1) authoring languages and presentation software for multimedia processing, for media types such as text, sound, still images, animation, and video; 2) fundamental tools for Web design and development, including HTML, CSS and optional JavaScript client-side programming. A hands-on and lab based approach will be emphasized. (3-0-3)	
<b>COMM 3330 Advanced Communication Skills</b>	<b>3</b>
Analysis and application of interpersonal, small group, and mediated communication skills as effective speaking, listening, negotiation, conflict management, presentation, and media interviewing. Prerequisites: COMM 1110: C or better or COMM 1100: C or better	
<b>CRJU 1100 Introduction to Criminal Justice</b>	<b>3</b>
Introduces the structure, functions, and operations of criminal justice agencies, including the police, the courts, and corrections.	
<b>CRJU 2100 Introduction to Law Enforcement</b>	<b>3</b>
Provides an overview of law enforcement in a free society and the relationship of police to the criminal justice system as a whole. History, organization, operations, and selected issues are examined.	
<b>CRJU 2200 The Judicial Process</b>	<b>3</b>
Provides an overview of the judicial component of the criminal justice system which focuses on the structure, role, jurisdiction, and operation of the courts and the courtroom workgroup in the adjudicatory and appellate process at the local, state, and federal levels.	
<b>CRJU 3100 Criminal Law</b>	<b>3</b>
Offers an overview of both substantive and procedural law related to the definitions, investigations, processing, and punishment of crimes. The course will introduce students to the legal idea of criminal responsibility, the concept and elements of criminal responsibility, required state of mind (mens rea), and prohibited conduct (actus reus). The course discusses the substantive content, structure, and sources of major crimes against persons and property and provides a comprehensive evaluation of various legal defenses to criminal liability under both common law (case law) and statutory law (legislative law) approaches. Prerequisites: CRJU 1100	
<b>CRJU 3110 Criminal Procedure</b>	<b>3</b>
A study of the nature and function of the law regulating the criminal processes, policies, and procedures in the administration of criminal justice. Special attention will be given to United States Supreme decisions. Prerequisites: CRJU 1100	
<b>CRJU 3200 Criminology</b>	<b>3</b>
A study of the nature and scope of crime in society with an emphasis on criminological theories. Prerequisites: CRJU 1100	
<b>CRJU 3250 Crime and the Media</b>	<b>3</b>
Analyzes the role the mass media has on human behavior, subsequently affecting human judgment, attitudes, perceptions of crime, and societal reactions to crime in general. This course analyzes how the general public processes the "criminal event" and other pertinent information regarding crime and how this process is fundamentally derived from the media and is an instrumental element in the creation of fear of crime. Prerequisites: CRJU 1100	

- CRJU 3300 Corrections** **3**  
A study of the history, structure, and functions of corrections as well as the legal and philosophical basis for the punishment of criminal offenders.  
Prerequisites: CRJU 1100
- CRJU 3350 Drugs in America** **3**  
Explores and analyzes the complex experience of illicit drug use in America from multiple angles with specific attention to the ways that our culture understands drugs, drug use, and drug policy as a social/criminal justice problem. Topics include punishment, interdiction, prevention, and or rehabilitation.  
Prerequisites: CRJU 1100
- CRJU 3400 Juvenile Delinquency and Justice** **3**  
Reviews the juvenile justice system, including the impact of Supreme Court decisions, and examines the theories of juvenile delinquency and the implication of those theories for preventing and controlling juvenile deviance.  
Prerequisites: CRJU 1100
- CRJU 3500 Criminal Investigation** **3**  
An overview of principles, techniques, law and procedure involved in the criminal investigative process from its inception to culmination.  
Prerequisites: CRJU 1100
- CRJU 3501 Criminal Investigation I** **3**  
Continues information introduced in CRJU 3500, with special focus on the investigation of the crimes of burglary, robbery, forgery, homicide, assault, and bombings. Providing testimony in court, assessing modus operandi, and developing personality profiles will also be examined, as well as obtaining fingerprints and other types of latent evidence.  
Prerequisites: CRJU 3500 or Instructor Approval
- CRJU 3600 Criminal Justice Administration** **3**  
Introduction to criminal justice management theory, practice, and policy. This course includes a review of traditional schools or organizational theory, including bureaucracy, scientific management, human relations, and the behavioral approach, with particular emphasis on how each applies to criminal justice agencies.  
Prerequisites: CRJU 1100
- CRJU 3700 Criminal Justice Research Methodology** **3**  
An introduction to criminal justice research methodologies, with a focus on research design, ethical concerns, conceptualization, sampling, data analysis, interpretation of research results, report writing, and application of research findings.  
Prerequisites: CRJU 3200
- CRJU 3710 Special Topics in Criminal Justice** **3**  
An intensive study of a specific topic relevant to criminal justice, including sex crimes, terrorism, drug law, or capital punishment. This course may be taken three times for a total of nine credit hours when topics vary.  
\*Course syllabi and learning outcomes will vary based on the topic.  
Prerequisites: CRJU 1100
- CRJU 3800 Race, Ethnicity, and Criminal Justice** **3**  
Addresses the racial impact of criminal laws enacted by the peoples elected representatives, the actions and policies of law enforcement agencies, the courts, correctional institutions, the juvenile justice system, and the death penalty. Raises awareness and promotes critical thinking about the problems that exist in our system, how those problems originated and evolved, and possible solutions for these problems.  
Prerequisites: CRJU 1100
- CRJU 3810 Victimology** **3**  
Addresses the physical, emotional, and financial impact of crime victimization; the relationship between victims and offenders; how the criminal justice systems interacts with crime victims; and the policies designed by the government to offer assistance to individuals who are victimized by crime. Raises awareness and promotes critical thinking and problem solving about the most effective strategies for interaction with crime victims, the measurement of crime victimization, and victim trends.  
Prerequisites: CRJU 1100
- CRJU 4000 Internship in Criminal Justice** **3**  
Supervised, practical experience in an appropriate criminal justice agency. This course allows students the opportunity to discover the integration between theory and practice. This course may be taken three times for a total of nine hours of credit.  
Prerequisites: CRJU 1100 Permission of Instructor & 12 credit hours of upper-level CRJU courses

- CRJU 4110 The Law of Criminal Evidence** **3**  
 An examination of the rules of evidence used in criminal prosecutions, including burden of proof, presumptions, inferences and stipulations, relevancy of evidence and competency of witnesses, expert testimony, hearsay, and constitutional limitations.  
 Prerequisites: CRJU 1100
- CRJU 4200 Profiling the Serial Offender****3**  
 An examination of the type and patterns of crimes committed by serial offenders and the process by which profiles are developed to solve these crimes.  
 Prerequisites: CRJU 1100
- CRJU 4210 Terrorism and Criminal Justice System** **3**  
 An examination of the motives and actions of terrorists, the governmental response to terrorism, especially in the wake of 9/11, and the legal and constitutional restraints on the government. Included will be issues such as surveillance of American citizens, detention of suspected terrorists, enemy combatants, limits on the methods of interrogation, and use of military tribunals.  
 Prerequisites: CRJU 1100
- CRJU 4300 Community Corrections** **3**  
 An examination of alternatives to incarceration. Special emphasis will be given to the issues of probation and parole, as well as diversion, community service, electronic monitoring, and various treatment programs.  
 Prerequisites: CRJU 1100 & CRJU 3300
- CRJU 4350 Family Violence** **3**  
 Explores a range of crimes that occur in the family setting, including violence between intimate partners, child abuse, and neglect. Theoretical factors, as well as how the criminal justice system responds to both victims and perpetrators of family violence, will be examined.  
 Prerequisites: CRJU 1100 & CRJU 3300
- CRJU 4500 Management of Forensics** **3**  
 The scientific investigation of crime with emphasis on the collection, analysis, comparison, and identification of physical evidence.  
 Prerequisites: CRJU 1100 & CRJU 3500
- CRJU 4600 Police Practices and Issues** **3**  
 An advanced examination of policing, exploring topics including the police subculture, the police use of discretion, the broken-windows approach, community policing, and problem-solving approaches.  
 Prerequisites: CRJU 1100
- CRJU 4700 Ethical Issues in Criminal Justice** **3**  
 An examination of the philosophical theories underlying ethics and how they relate to issues involving the police, courts, corrections, law, and principles of justice.  
 Prerequisites: CRJU 1100
- CRJU 4800 Senior Capstone** **3**  
 Serves as the comprehensive experience in criminal justice utilizing the students knowledge and academic skills, including pursuing archival research, journal keeping, note taking and report writing to address a topic or issue of contemporary interest in criminal justice or one of its subfields. The course will be taught at the senior level and will focus on criminal justice issues at the national and international levels. In addition to the course requirements, students will complete a major research paper that results in an end-of-semester presentation to the class. This course serves as a capstone course for criminal justice majors.  
 Prerequisites: CRJU 3700
- ECON 2105 Principles of Macroeconomics** **3**  
 This principles of macroeconomics course is intended to introduce students to the basic concepts that govern economic activity as well as methods used to measure important economic indicators. The basic concepts of supply and demand as well as elasticity are introduced. Monetary policy as handled by the Federal Reserve System; the measurement of economic activity using Gross Domestic Product; the Consumer Price Index measure of price level change; government intervention in markets and its implications for efficiency; international trade and its rationale and benefits are some of the topics covered in this course.
- ECON 2106 Principles of Microeconomics** **3**  
 This principles of microeconomics course is intended to introduce students to concepts that will enable them to understand and analyze alternative market structures, market failure, and appropriate market interventions by government.  
 Prerequisites: ECON 2105 Minimum Grade: C or ECO 205 Minimum Grade: C or ECON 2105H Minimum Grade: C

- ECON 3510 Money and Banking** 3  
Monetary theories and role of banking institutions in capital formation, price determination, interest rates, and discount policies.  
Prerequisites: ECON 2105 Minimum Grade: C
- ENGL 3405 Professional and Technical Writing** 3  
This course will introduce students to basic ethical and rhetorical concepts that govern a multitude of professional and technical situations. Highlighting the importance of the writing process, this course will concentrate on the fundamentals within professional writing communities in order to train students in effective and persuasive communication. Students will gain intensive practice in composing powerful audience-driven documents such as letters, memos, and job application materials, as well as instructions and formal reports. Covering a wide range of business principles- from gathering data through primary and secondary research to the planning and organizing of workplace genre sets- this provides practical advice regarding the professional standards that students will encounter in their future careers. Moreover, students will learn to craft effective presentations supported with appropriate documentary and visual aids as they collaborate on technical research and reporting projects with peers.  
Prerequisites: ENGL 1102
- ENTR 3510 Accounting for Entrepreneurs** 3  
Accounting for Entrepreneurs covers the knowledge and skills that entrepreneurs need to operate a profitable business. The course will address the preparation and analysis of financial statements and operational budgets and the preparation of tax forms associated with entrepreneurial activities.  
Prerequisites: MATH 1101, 1111, 1113, or 1120
- ENTR 3520 Financing the Business Venture** 3  
Financing the Business Venture covers the financial aspects of startups and small businesses for entrepreneurs. Its objective is to give students an understanding of how new ventures are financed, and the major financial problems faced by entrepreneurs. We focus on business ownership, capital management, time value of money and their applications.  
Prerequisites: ENTR 3510
- FTA 2400 Introduction to Financial Technology** 3  
This course introduces the fundamentals of Financial Technology. It explores what new financial technologies are emerging and how the technological advances in data analytics are enabling the innovation in the financial industry. It also examines new services and business models in various area of banking, insurance and financial asset management.
- FTA 2410 Coding for FinTech** 3  
This course covers the design and development of dynamic, data-driven financial applications using client and server-side architecture. It focuses on various application development techniques for user and mobile friendly design. It also introduces how to develop financial applications conforming to the industry standards.
- FTA 2420 Data Analytics for FinTech** 3  
This course introduces core statistical skills and data analytics techniques used to manipulate and analyze financial datasets. Students will learn how to interpret outcome from data analysis for efficient and effective decision-making, consumer/business intelligence, problem identification and forecasting.
- FTA 2430 Cybersecurity for FinTech** 3  
This course covers cybersecurity principles of financial technologies. Students will learn about threats, vulnerabilities, risks, and the controls to handle them. The course will introduce legal, ethical, and compliance issues that arise when working with financial infrastructure in a global economy.
- FTA 2440 Financial Technologies and Services** 3  
This course covers the foundations of financial technologies and services. It focuses on the usage of technology that powers financial ecosystems, digital finance platforms, mobile payments, and digital asset management. Students will explore the characteristics and functions of electronic and mobile payment systems.
- FTA 3810 Payment Processing** 3  
This course focuses on the payment process ecosystem, lifecycle, regulation, security, fraud protection, and payment networks. The student will learn the products and services of the payments, fraud and risk reduction strategies, and roles & responsibilities of card issuers, acquirers, merchants, and strategies for maximizing card usage while minimizing loss associated with card use. The student will also learn about payments negotiations, risk management, customer relationships, principles of authorization, settlement, chargeback, and procedures, strategies, and best practices for acquiring merchants.

### **FTA 3850 Payments Security**

**3**

This course examines security issues in the Payments vertical. Students explore application security addressing the challenges and weak points of applications, learn the tools and techniques of machine learning as a defensive security strategy overcoming the continuous automatic attack generated by machines, and engage in hands-on practice in penetration testing. Payments framework and standards including NIST cybersecurity framework, ISO 27001 information security management, and Payment Card Industry Data Security Standards (PCI DSS) will be discussed. Administration of the information security function including strategic planning process, policies, procedures, and staffing functions necessary to organize and administer ongoing security functions will be discussed. In addition, fraud, regulation, security practices, security architecture, competitive intelligence, and operating environments are emphasized throughout the course.

### **FTA 3860 Emerging Payments Technology**

**3**

Electronic payments are the life blood of e-Commerce. They are expanding rapidly and changing because of the pervasive use of electronic devices, whose use is not confined to consumer transactions. The course covers a wide variety of electronic payment mechanisms used to make payments worldwide. The course is designed to stimulate creative thinking about the use of new technologies in the movement of money, from small peer-to-peer transactions through the largest interbank payments. Even though everyone is familiar with money on a day-to-day basis, very few people understand how money actually moves. Payments are complex because they usually involve at least five parties -- in addition to the buyer and seller there are also the buyer's bank, the seller's bank and the country's central bank, and this does not even include service providers who transmit payment data and aggregate transactions. The buyer and seller must communicate with each other concerning the transaction, then instructions must be transmitted to the buyer's bank, which then takes action at the central bank to cause money to appear in the seller's account in the seller's bank. When different currencies are involved, the central banks of two countries are involved. Every payment system must provide for secure communication of payment orders. The course covers banking systems, e-payment security, foreign exchange, Internet banking, wireless payments, stored-value cards, micropayments, peer-to-peer payments, large-scale B2B payments and the future of money.

### **FTA 3890 Experiential Learning in Payments**

**3**

Students engage in a team-based interactive virtual experiential learning with a collaborating industry partner to gain on-the-job experience. A virtual collaboration platform is used to enroll, onboard, empathize, reboot, experiment, and deliver business solutions for client problems. Students get mentored, trained, and practice on tools and techniques used in industry. Student progress is tracked using a feedback loop to improve their learning. Prototyping and experimentation are encouraged to understand "real world" issues. Partner companies share their anonymized dataset, tools and techniques. Coaching activities including design thinking, backlog management, and business modeling are used in this course.

### **FTA 4001 Foundations of FinTech**

**3**

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem-solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, robo-advising, and InsurTech.

### **FTA 4002 Financial Technologies**

**3**

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data.

### **FTA 4003 Commercial Banking and FinTech**

**3**

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech evolution, including traditional and emergent competitors as well as demographic, social, and technology forces driving change in the industry, will be integrated throughout the entire course.

### **FTA 4005 Commercial Banking and FinTech**

**3**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment, and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, tree regression, and model assessment and selection using cross

validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems.

### **FTA 4100 Introduction to Information Security for FinTech** 3

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations.

### **HADM 3301 Health Care Organizations** 3

This project based course is intended for those interested in a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. While based on state-of-the-art organizational theory and research, the emphasis is on application. Students will go beyond the traditional focus of health care in hospitals and other provider organizations to include suppliers, buyers, regulators, public health and financing organizations, and examine a more comparative global perspective of how the United States and other countries address issues of health and health care. Case studies, practical scenarios, and controversial issues are highlighted in each chapter to challenge the student to provide solutions and philosophical positions on a variety of issues.

### **HADM 3302 Health Care Economics** 3

This course is intended for those interested in an analytical approach to the study of medical services, and, through the use of numerous applications and figures, to illustrate the usefulness of economics as is applicable to the understanding of public policy issues affecting this sector.

### **HADM 3303 US Health Care Systems** 3

Fundamental concerns such as cost, access, quality, financing, health workforce, and public health represent key topics. We will apply these topics or problems to real-life situations. The approach will be purposeful to allow the successful student to recognize how these topics interact with each other within the whole health care system.

### **HADM 3304 Health Care Communication** 3

There is a growing awareness that communication not only affects but is inextricably linked with issues of health and medicine. This is true on a personal level in the way patients and caregivers interact in the examination and hospital room. It is also true on an organizational level in that policies and community relations affect the way health care is provided and the way people feel about providers. It is also evident in media campaigns that seek to educate people about health. Consequently, this course is intended for those interested in the Health Industry and those with a research interest in Health Communication including caregivers, public relations professionals, media planners and producers, public health promoters, marketing professionals, educators, human resources personnel, health care administrators, researchers, educators and others. The course explores the diverse perspectives of people involved in health communication by presenting cultural ideas about health, stimulating discussions of ethical issues and examining the role that race, age, ability, language, sexual orientation, to mention a few, play in health communication.

### **HADM 4301 Designing Health Communication Messages** 3

Health communication messages inform, convince, and motivate their audience for a change in behavior. This course illustrates the importance of effective communication in disease prevention and health promotion. It highlights the importance of building theory-based messages while being responsive to diverse audience needs. It also illustrates core health communication principles and processes for designing effective messages for health communication interventions and campaigns. Perspectives from multiple areas including psychology, public health, and social marketing are integrated.

Prerequisites: HADM 3304.

### **HADM 4401 Health Care Compliance** 3

This course provides a comprehensive overview of health law, which is relevant to students seeking the basic management skills required to work in health care organizations, and students currently working in health care organizations. We will focus on an overview of specific health laws and affordable health care to producers of medical products and the future of health care in the U.S. The course concludes with a summary of improved medical technologies and the future of personalized health care.

### **HADM 4402 Health Information Mgmt** 3

A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filling, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and register, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

### **HRMT 3390 Employment Law** 3

The current status of legal statutes and issues in human resource management is analyzed. Emerging issues and trends are explored.

Prerequisites: MGNT 3600, may be taken as a corequisite.

### **HRMT 3670 Introduction to Human Resources**

**3**

This course is intended as an overview of the field of human resource management for the non-major. Emphasis will be placed on management responsibilities regarding the organizations human resources.

### **HRMT 4650 Performance Management**

**3**

This course covers the continuous cyclical process of developing employees and positioning them for success, with emphasis on orientation programs, training and development, performance appraisals and feedback, talent management, employee relations, discipline, retention, and termination.

Prerequisites: HRMT 3670 Minimum Grade: C

### **HRMT 4670 HR Staffing**

**3**

An overview of the personnel management function in organizations. It serves as an introductory course for the prospective personnel officer and as a survey of personnel responsibilities and activities for any manager with supervisory responsibilities.

Prerequisites: HRMT 3670 or MGNT 3670 (minimum grade C)

### **HRMT 4680 Compensation Management**

**3**

This course comes under the broad area of financial management and deals with rewards for the supply of labor. It addresses the ways in which both tangible and intangible forms of compensation may be used to motivate and reward employee performance. The course also deals with job analysis, job description and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. Additionally, compensation management analyzes the influence of unions and government in determining the compensation of the labor force. It deals with the compensation of both hourly workers and managerial employees.

Prerequisites: MGNT 3670 with a grade of C or higher or HRMT 3670 with a grade of C or higher.

### **HRMT 4690 Labor Management Relations**

**3**

An analysis of the industrial relations problems between organized labor and management, and the interrelationships of the union, its members, and the nonunion workers.

Prerequisites: MGNT 3600 or MGT 312 minimum grade of C

### **HRMT 4790 Current Issues in Human Resources**

**3**

This course is designed as a capstone course for students majoring in Human Resource Management and will be conducted as a seminar. Current issues in the HR arena will serve as the springboard for research and discussion. Students will have the opportunity to engage others in the field and the instructor in a collegial atmosphere designed to stimulate an appreciation and thorough understanding of the issues in the field. In addition, students will have an opportunity to engage in a project that allows them to apply learning from prior classes.

Prerequisites: MGNT 4670 Minimum Grade: C

### **ITEC 2400 Industry Trends and Disruptive Technology**

**3**

This course is a survey of new and emerging IT trends and disruptive technologies in industry. Emphasis will be given to the way technologies create a competitive edge and generate business value.

### **ITEC 2410 Web Application Programming**

**3**

This course covers the design and development of dynamic, data-driven web-based applications using client and server-side technologies. Other topics include security, legal, and ethical issues associated with web applications.

### **ITEC 2420 Big Data Analytics**

**3**

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze big datasets and interpret outcome from data analysis for efficient decision-making, business intelligence, and scientific discovery.

### **ITEC 2430 Cybersecurity**

**3**

This course provides a fundamental overview of the objectives in cybersecurity systems and lays a foundation for subsequent topical courses in the area of cybersecurity systems. Topics covered include: security risk assessment and management; policies, procedures and guidelines for information security programs; IT security controls and technologies, security standards, compliance, and cyber laws; IT auditing; cyber insurance strategies; and emerging topics.

### **ITEC 2440 IT Entrepreneurship and Innovation**

**3**

This course covers the foundations of entrepreneurship and innovation, the creation of a new business model, the planning for an effective, scalable startup organization, and the planning for growth change, and sustainability of a new organization.



**ITW 1130 Introduction to Information Technology** 3

An introduction to IT as an academic discipline and the structure of the Bachelor of Science in Information Technology degree. It also provides students with an introduction to the range of applications of Information Technology. Finally, it introduces students to some of the techniques that they will need for later courses.

**ITW 1330 Programming for Information Technology** 3

Introduction to basic concepts and techniques of a contemporary programming language. Topics include language syntax, variables, decision structures, loop structures, functions, and IDE. Development of modular programs for event-driven applications.

**ITW 2140 Discrete Mathematics for Information Technology** 3

Covers important discrete mathematical objects such as sets, relations and functions, graphs and trees as it relates to the field of Information Technology. An introduction to mathematical logic and reasoning, and the concept of an algorithm and its complexity will be covered.

Prerequisites: A minimum grade of "C" in MATH 1111.

**ITW 2333 IT Infrastructure** 3

This course allows students to develop a thorough understanding of the IT infrastructure which includes computer hardware and networks that support various IT applications, and network security. This course allows students to develop this knowledge as well as some fundamental skills in server, network system administration and management, and to become aware of the importance of information assurance and security in the design, implementation and administration of an IT Infrastructure.

Prerequisites: A minimum grade of "C" in all of the following: ITW 1130 and prior or concurrent enrollment in STAT 1401.

**ITW 2430 Data Programming I** 3

The course provides students with an introduction to the main concepts in programming including variables, expressions, statements, conditional execution, functions, iteration, strings, and files.

Prerequisites: A minimum grade of "C" in all of the following: ITW 1130, ITW 1430, MATH 2130 and STAT 1401.

**ITW 2431 Data Programming II** 3

The course provides students with an introduction to the main concepts in programming related to data. The course focuses on data storage and the use of regular expressions to search data. The course also includes an overview of object oriented concepts.

Prerequisites: A minimum grade of "C" in ITW 2430 and prior or concurrent enrollment in MATH 1232 or MATH 1441.

**ITW 2530 Operating Systems** 3

Principles of the management of memory, processors, processes and deadlocks, synchronization of computing tasks, files, devices, and systems. Principles of network organization and network operating systems. Analysis and evaluation of comparative operating systems.

Prerequisites: A minimum grade of "C" in ITW 1130 or ITW 2333.

**ITW 2531 Introduction to Cyber Security** 3

This course teaches the fundamental concepts and principles of cyber security techniques. Topics include computer and network security, cyber stalking, social networks, fraud and abuse, web security, malware, computer viruses, encryption, techniques used by hackers and how to combat them, simulation and identification of different threat models, software vulnerabilities analysis, risk assessment and mitigation, prediction of potential attack vectors through data analysis and evaluation. Hands on activities will be performed with emphasis on personal cyber and information security.

**ITW 3133 E-Commerce** 3

This course examines the foundation, operation, and implications of state-of-the-art Internet economy. By experiencing Internet shopping and analyzing e-commerce companies, students will learn the components needed to engage in electronic commerce. Students will have hands on exercises in creating e-commerce based on these technologies.

Prerequisites: BUSA 2010 Minimum Grade: C

**ITW 3230 Data Visualization** 3

This course introduces students to the field of data visualization. The course covers basic design and evaluation principles to prepare and analyze large datasets, and standard visualization techniques for different types of data. The course prepares students to communicate clearly, efficiently, and in a visually compelling manner to a variety of audiences.

Prerequisites: A minimum grade of "C" in ITW 3233 and STAT 1401.

**ITW 3231 Data Communications** 3

Fundamentals of practical aspects of computer networks and data communications; standards, protocols, topologies, architectures, routing devices, wireless technologies, and monitoring and management.

Prerequisites: A minimum grade of "C" in ITW 2530.

**ITW 3233 Database Design and Implementation** 3

The course provides students with the opportunity to develop in-depth knowledge of database design, implementation, and systems development. The course covers data modeling concepts, approaches and techniques, and stages in database development processes (conceptual and logical design, implementation and maintenance). The course also covers methods and approaches used in system analysis and design, including the system development life cycle. To reinforce the course concepts, students will carry out projects based on real world situations.

Prerequisites: A minimum grade of "C" in all of the following: CSCI 1236 or ITW 2430, MATH 2130.

**ITW 3234 Systems Acquisition, Design, and Implementation** 3

This course provides a study of the acquisition, design, and implementation of information technology systems, including methods for investigating solutions, project planning and control, documentation, and specifications.

Prerequisites: A minimum grade of "C" in ITW 3233.

**ITW 3432 Analytics Programming** 3

The course provides students with the necessary tools and techniques to manipulate, process, clean and analyze data at an advanced level using Python. Specifically, students will use IPython, NumPy, and pandas to load, clean, transform, visualize and analyze data.

Prerequisites: A minimum grade of "C" in ITW 2431 and ITW 3233.

**ITW 3530 Fundamentals of Information Systems Security** 3

Current standards and best practice in information assurance and security. Topics include the evaluation of security models, threat analysis, security risk assessment and risk mitigation, disaster recovery planning, cryptography and encryption algorithms, and security policy formation and implementation.

Prerequisites: A minimum grade of "D" in CSCI 2120.

**ITW 3531 Digital and Computer Forensics** 3

This course introduces the processes and methodologies of Digital and Computer Forensics. Topics include the proper acquisition, preservation, analysis, and presentation of digital evidence. The course also covers the fundamental knowledge and lab-based skills of digital forensics across various platforms, operating systems, networks and in the cloud. This includes file systems such as NTFS and EXT3/4, partitions, inodes, data sectors and clusters, slack space, Linux and Windows scripting and commands, as well as open source and proprietary digital forensic tools.

Prerequisites: A minimum grade of "C" in ITW 2531.

**ITW 4130 IT Issues and Management** 3

Covers case studies of IT development projects to assist the student in the recognition of the need of an IT development project. The student will study and critique the development, implementation and management of both successful and unsuccessful projects.

Prerequisites: A minimum grade of "C" in ITW 3234.

**ITW 4135 Data Analytics** 3

This course covers the basic issues involved in building and populating a data mart to support the planning, designing and building of business intelligence applications and data analytics. Core concepts related to business intelligence and analytics are covered.

Prerequisites: A minimum grade of "C" in all of the following: ITW 3233, STAT 1401 or BUSA 3131.

**ITW 4136 Knowledge Discovery and Data Mining** 3

The course covers the process of automatically extracting valid, useful, and previously unknown information from data sources and using the information to make decisions. This course is designed to provide students with a solid understanding of the knowledge discovery process and the use of data mining concepts and tools as part of that process.

Prerequisites: A minimum grade of "C" in all of the following: ITW 3233, STAT 1401 or BUSA 3131.

**ITW 4336 Network Security** 3

Concepts of network security, including: countermeasures and safeguards to networks such as remote access controls, firewalls, intrusion detection systems, data encryption, and virtual private networks.

Prerequisites: A minimum grade of "D" in ITW 3530.

**ITW 4337 Ethical Hacking** 3

Concepts of hacker techniques and tools, including: cryptographic concepts, a technical overview of hacking, including port scanning, enumeration of computer systems, wireless vulnerabilities, web and database attacks, malware, and penetration testing. Social aspects of hacking, including social engineering. Incident response.

Prerequisites: A minimum grade of "D" in ITW 3530.

- ITW 4530 Senior Capstone Project** 3  
This course provides students with the opportunity to develop in-depth knowledge of IT project design and implementation. The course covers the main topics of IT project management including requirements specification, project integration, scope, time, cost, quality, human resources, communications, and risk management. In addition, techniques and methods used in IT project management will be covered. To reinforce the course concepts, students will complete projects related to their specialization.  
Prerequisites: A minimum grade of "C" and prior or concurrent enrollment in ITW 3234 and Senior standing.
- ITW 4790 Internship in Information Technology** 3  
A campus-approved and coordinated IT-experience-based internship will be required of each student. The internship will include at least 280 hours of work. A written report by the student, along with an employer evaluation of the student's work will be required.  
Prerequisites: Permission of the Instructor.
- LEAS 3220 Business Entities** 3  
The study of corporate, partnership, and agency law. This course will examine the applicable law as well as the formation and dissolution of various types of business entities.  
Prerequisites: LEAS 1100
- LEAS 4210 Consumer Law** 3  
The study of the laws that govern consumer practices. The law surrounding commercial paper, contracts, sales, and secured transactions will be emphasized.  
Prerequisites: LEAS 1100
- LEAS 4220 Administrative Law** 3  
The study of laws governing administrative agencies of government. Special emphasis will be placed on the role of the paralegal in dealing with various administrative agencies.  
Prerequisites: LEAS 1100
- LEAS 4802 Special Topics: Human Resource Law** 3  
This course presents important legal issues defining employer-employee relationships from hiring through termination and explores the sources of human resource law created by statute, common law, and administrative regulations as applied to both the public and private sectors. Students who are pursuing careers in legal assistant studies or human resource management will benefit from this course. Any student can profit from the course because an understanding of human resource law is vital in understanding employer-employee rights and obligations and in identifying potential legal implications for situations that might arise in any work environment.  
Prerequisites: LEAS 1100
- MGNT 3600 Principles of Management** 3  
This course covers management principles applicable to all types of cooperative enterprises. The vital functions of the managers are studied in detail.
- MGNT 3610 Operations Management** 3  
The application of management science principles to the actual management of an industrial plant. Through the application of these techniques, improved decisions are made as to hiring, firing, training, output planning and controlling, raw material acquisition, quality control budgeting, and maintenance expenditures as concerns the manufacturer of products.  
Prerequisites: BUSA 3050 Minimum Grade: C and MGNT 3600 Minimum Grade: C
- MGNT 3650 Introduction to International Business** 3  
An introduction to the nature and environment of international business, multinational and multi-cultural business operations, and the future of international business.
- MGNT 3680 Organizational Theory-Behavior** 3  
This course is designed to explore the theory and application of behavioral interaction within organizations. Extensive use is made of practice exercises that require organizational effort in the classroom.  
Prerequisites: MGNT 3600 or MGT 312
- MGNT 3700 Information System for Management** 3  
This course covers the fundamental principles of information technology and illustrates the effective use of information technology in managerial decision making. The focus will be on the role of IT in formulating and implementing strategies for competitive advantage.  
Prerequisites: BUSA 2010 Minimum Grade: C or CIS 1000 Minimum Grade: C

- MGNT 4190 Strategic Management** 3  
 A study of business strategy and strategic planning in relation to company resources, the environment, and changes which may bring opportunities or threats. An opportunity to apply ones skills through strategic case analysis and through the management of a manufacturing firm in a computer-simulated business situation.  
 Prerequisites: MGNT 3600 Minimum Grade: C or MGT 312 Minimum Grade: C ) and ( MKTG 3800 Minimum Grade: C or MKT 320 Minimum Grade: C ) and ( BUSA 3150 Minimum Grade: C or BUS 313 Minimum Grade: C ) and ( BUSA 3050 Minimum Grade: C or BUS 350 Minimum Grade: C
- MGNT 4260 Small Business Entrepreneurship** 3  
 An introduction to the world of small business including the principles of successful small business management.  
 Prerequisites: MGNT 3600 OR MGT 312 minimum grade: C
- MGNT 4660 Business Forecasting** 3  
 This course is an introduction to the analysis of business fluctuations as a major factor in forecasting business activity on a general level as well as for the individual firm. The importance of forecasting is included along with consideration of macro-economic forces which affect forecasts and various methods of analysis for determination of cyclical factors and other methods of preparing and documenting forecasts.  
 Prerequisites: BUSA 3050 Minimum Grade: C
- MKTG 3800 Principles of Marketing** 3  
 This course focuses on principles and methods involved in the movement of goods and services from producer to consumer.
- MKTG 4800 Personal Selling** 3  
 This course is designed to provide the basic concepts and theories involved with developing and maintaining personal exchange relationships. Students participate in experiential exercises and selling role-playing to develop an understanding and appreciation of the skills required in being a successful salesperson.  
 Prerequisites: Marketing 3800: Principles of Marketing
- MKTG 4820 Consumer Behavior** 3  
 This course is a natural blending of psychology, social psychology, cultural anthropology, sociology, and marketing. Based on empirical research on what the consumer does and why, the course focuses on practical guidelines for the marketing manager. Decision-making models are analyzed, and implications for influencing decisions are highlighted. Although heavily laden with the conceptual frameworks of behavioral science, Consumer Behavior is taught as a marketing course.
- MKTG 4830 Marketing Communications** 3  
 An overview of methods, procedures, strategies, and applications in communicating with consumer and business markets as an integral part of the promotion function with respect to mass communications (advertising and public relations), personal selling, direct marketing, and sales promotion. The various media which may be employed in these forms of the promotion function and the effects upon resulting buyer behavior will be evaluated and considered in their specific applications.  
 Prerequisites: MKTG 3800
- MKTG 4840 Social Media Marketing** 3  
 Provides students with knowledge and understanding of the history, importance, and real world application of social media as a part of marketing strategy. Students will learn current social media platforms and their application in social media marketing strategies of current industry leaders.
- MKTG 4850 Marketing Channels** 3  
 An overview of methods, procedures, strategies, and applications in the management of channels of distribution of products and services from producer to final consumer sale. This includes retailing for consumer goods, personnel selling and sales management for business goods, as well as transportation and logistic services. Consumer behavior for household purchasing in the retail market and business buying behavior in the business market are also included.  
 Prerequisites: MKTG 3800
- MKTG 4870 Sports Marketing** 3  
 Sports Marketing will build upon the marketing knowledge base and provide an overview of all the issues faced by marketing managers within the sports industry and outside the industry who market through sports. Students will be introduced to the unique qualities of the sports product and also examine the promotion mix, pricing and distribution issues as they related to the sports industry.  
 Prerequisites: MKTG 3800 Minimum Grade: C

- MKTG 4875 Service Marketing** 3  
An analysis of the marketing aspects of the largest and most rapidly growing sector of the global economy. The principles and concepts of marketing are applied within the context of both consumer and business services, in both domestic and international settings. Emphasis is placed upon the unique problems and opportunities associated with the marketing services and the design and implementation of marketing strategies for service organizations.  
Prerequisites: MKTG 3800 Minimum Grade: C
- MKTG 4890 Marketing Management** 3  
An extension of the descriptive aspects of marketing principles into the arena of application. Emphasis is placed on the marketing planning process, environmental analysis, strategic marketing, and the effective implementation of marketing plans.  
Prerequisites: MKTG 3800 Minimum Grade: C and MGNT 3600 Minimum Grade: C
- MKTG 4895 Marketing Analytics** 3  
Provide students with a theoretical and practical understanding of marketing analytics and techniques to improved marketing decisions. Students will actively engage in applying tools and techniques in order to make data-driven marketing decisions then communicate those conclusions. (3-0-3) May not be enrolled in one of the following class(es): Freshman
- MKTG 4910 Marketing Research** 3  
A course to provide the student with a working knowledge of the principles and theory of business research applied specifically to the marketing environment. The course stresses both concepts and application.  
Prerequisites: BUSA 3050 Minimum Grade: CMKTG 3800 Minimum Grade: CBUSA 2010 Minimum Grade: C
- NURS 3194 Applied Pathophysiology** 3  
This course provides an overview of the pathophysiology of selected conditions focusing on the etiology, pathogenesis, physiological changes, and clinical manifestations of common health problems. Genetic and cultural influences on health will also be addressed. Emphasis is upon both the physiological changes that contribute to disease production, physiological changes that occur as a result of disease and the body's compensation for these changes, as well as the application of this knowledge to the assessment of patients with commonly occurring disease and injury processes.  
Prerequisites: Admission to the RN-BSN Program
- NURS 3197 Professional Nursing Practice** 3  
This course is designed to enhance and facilitate the development of the RN student to the role of a BSN prepared professional nurse. The focus is on developing personal and professional growth to promote better advocacy, critical thinking, educator skills, effective communication, and leadership abilities in a complex healthcare environment. Course content includes concepts from historical contributions and theories that have guided the profession, to promoting professional philosophies, visions, and practices to help prepare for future trends in healthcare. Topics relate to culture and diversity, professional ethics, political and legal issues in nursing, and technology. Students will apply knowledge of standards of practice, evidence-based practice, and caring science to course topics.
- NURS 3297 Nursing Research Application** 3  
This course is designed to provide the registered nurse with an overview of the major research concepts as applied to the profession of nursing, to scholarship, and to clinical practice. Analysis, critique, and interpretation of qualitative and quantitative research approaches, including ethical implications, for evidence-based nursing practice will be examined. Emphasis is placed on how to critique, analyze, and apply published and empirical research findings to evidence-based nursing practice.
- NURS 3397 Health Assessment** 3  
This course is a study of the advanced knowledge and skills beyond the Associates' degree in Nursing, designed to enhance health assessment for nursing practice in the care of individuals across the lifespan. Theory and skills essential to completing a comprehensive and holistic health history and physical examination are emphasized. In addition, the holistic delivery of care will include cultural, spiritual, nutritional, alternative, complementary therapies, and health promotion for the delivery of safe and person-centered care. The importance of comprehensive and accurate documentation as a tool for effective communication amongst the interdisciplinary team is reviewed.
- NURS 3497 Health Assessment Lab** 2  
This course is a lab course designed to enhance health assessment for nursing practice in the care of individuals across the lifespan. Assessment skills essential to completing a comprehensive and holistic health history and physical examination are practiced.  
Prerequisites: Enrollment limited to students majoring in RN to BSN.
- NURS 3555 Selected Topics in Professional Nursing** 3  
Specialized topics from nursing taught by means of lecture, discussion, special seminar, guided independent study, directed experience in the field of nursing, online learning activities, clinical investigation and/or other methods as appropriate. May be repeated once with different topic for credit. An independent study allows the undergraduate nursing student to explore, extend and enrich content

introduced in courses in the BSN program. Students may elect to use these hours on a topic related to their area of focus or on a topic or method related to their proposed BSN project.

Prerequisites: Admission to the RN-BSN Program

**NURS 4497 Community Health Nursing** 3

This course is designed to examine the concepts and principles of community and population health nursing. The course will provide an overview of health issues that transcend borders, class, race, ethnicity, and culture. Emphasis is placed on roles, levels of prevention, principles of epidemiology, public health policy, and disaster preparedness.

**NURS 4498 Community Health Clinical Nursing** 3

This course will introduce students to community and population health nursing. Special emphasis will be placed on health promotion and disease prevention across the lifespan in ethnically diverse and vulnerable populations. Students will enhance critical thinking skills by planning and implementing a service-learning project within their community.

**NURS 4597 Leadership & Management** 3

This course introduces the leadership roles and management functions of professional registered nurses within the structure of an organization. The management process provides the foundational structure for the course, while the theoretical framework for this course is established through exploration of leadership styles, organizational theory, and management theory. Quality assurance and the provision of evidence-based, patient-centered care and collaborative relationships are emphasized. The impact of political and legislative processes, the integration of informatics, and the legal and ethical issues in management are also discussed.

**NURS 4698 Senior Project** 3

This course is designed for registered nurses seeking a BSN degree. A senior project will focus on evidence-based principles and theoretical frameworks to guide the discovery, synthesis, and dissemination of information related to a selected clinical topic.

Prerequisites: NURS 3195, NURS 4192, NURS 3279 or NURS 3194, NURS 3276 or NURS 3293, and NURS 4292 with grades of C or better

**OATC 3150 Computer Operating Systems** 3

A general overview of computer hardware, networks, and operating systems. Developing basic technological expertise and leadership in administering computer technology in the workplace is emphasized. This course helps prepare students to take a certification exam for a current operating system.

**OATC 3610 Web Design & Multimedia** 3

Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.

Prerequisites: [ACED 2400](#), [BUSA 2201](#) formerly MGIS 2201, or [CAPS 1101](#).

**OATC 3700 Desktop Publishing** 3

Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of a variety of application programs for page design will be used to create various business-related documents.

**OATC 4020 Virtual Office Technology** 3

Overview of skills needed to perform as a virtual office assistant. Emphasis placed on the use of time and information management applications and increased knowledge of the role of online meeting, Internet telephone communication software, Internet research, social networking tools, e-commerce, and mobile devices in the modern office.

**OATC 4160 Administrative Office Procedures** 3

Development of increased awareness of the role and scope of the administrative assistant position. This course will focus on basic and expanded job responsibilities, professionalism, and performance of simulated office activities.

Prerequisites: ORGL 2050 and OATC 3400

**OATC 4810 Contemporary Skills** 3

Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.

**ORGL 1100 Leadership in a Global Society** 3

Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.

- ORGL 1500 Profiles of Leaders** 3  
The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.
- ORGL 2050 Communications for the Workplace** 3  
Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation, and writing techniques. Emphasis on the job-getting process.  
Prerequisites: ENGL 1102
- ORGL 2100 Writing for Leadership** 3  
Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include: How to Inspire, How to Navigate Change, and How to Change Minds.
- ORGL 2601 Introduction to Public Administration** 3  
This course introduces students to Public Administration, which is a subfield of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning.
- ORGL 2800 Ethics and Leadership** 3  
The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. Teaches students to develop ethical decision-making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.
- ORGL 2900 Program and Policy Evaluation for Leaders** 3  
Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policy makers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.
- ORGL 3000 Reflective Seminar I: Self as Learner** 1  
Graded "Satisfactory" or "Unsatisfactory". An introduction to the major conceptual frameworks for reflective learning that require students to reflect on and document their own assumptions, beliefs, and biases and how they affected their prior learning experiences.
- ORGL 3050 Reflective Seminar II: Self in Context** 1  
Graded "Satisfactory" or "Unsatisfactory". A seminar that develops students understanding of the conceptual frameworks for reflective learning and asks students to reflect on and document the social networks, environmental context, and political context that has affected their prior learning experiences.  
Prerequisites: ORGL 3000
- ORGL 3200 Introduction to Organizational Development** 3  
A broad survey of major topics in Organizational Development including but not limited to Introduction to organizational process; creation of organizational growth climates/cultures; examination and selection of effective leadership styles and effective modes of communication; coping with the future in periods of accelerating change.  
Prerequisites: PSYC 1101
- ORGL 3400 Technology for Organizations** 3  
Development of intermediate and advanced skills in the use of spreadsheet, database, communication, and presentation software. Emphasis is placed on creation of computer projects appropriate to the students major.
- ORGL 4000 Reflective Seminar III: Transforming Self, Self Transformation** 1  
Graded "Satisfactory" or "Unsatisfactory". A seminar including critical self-evaluation of prior learning experiences using frameworks for reflection and analysis and development of students own capacity to adapt and transform their own learning practices.  
Prerequisites: ORGL 3000 and ORGL 3050

- ORGL 4690 Capstone Seminar** 3  
A capstone course in which students will demonstrate a comprehensive understanding of reflective learning, conceptual frameworks, goals of their own degree program and/or specialization within Organizational Leadership.  
Prerequisites: ORGL 3000, ORGL 3050, and ORGL 4000
- ORGL 4900 Organizational Internship** 3  
Students may receive academic credit for personal experience in non-profit organizations, the political process, or public employment. Credit hours only apply toward electives.  
Prerequisites: POLS 1101
- PHIL 4120 Professional Ethics** 3  
This course introduces students to ethical issues common to the professions. The term "profession" is a label for a class of occupations, exemplified by the traditional model of the lawyer or physician. We will think about characteristics of these occupations that distinguish them as a class and how these characteristics are related to a variety of ethical problems.
- POLS 3100 Constitutional Law** 3  
Offers a comprehensive study of American constitutional law focusing on civil rights, civil liberties, and equal protection. Constitutional claims examined include the denial of freedoms under the Bill of Rights, the equal protection of laws under the 14th Amendment, and civil rights legislation enacted by Congress since the Civil War. The course will also focus on the application and interpretation of the constitutional protections by the American courts.  
Prerequisites: POLS 1101
- POLS 3201 Public Policy** 3  
An analysis of diverse public policy issues, as well as the decision process leading to the formulation of government policy. An analysis of societal factors that influence policy, and the effect of government policy on society.  
Prerequisites: POLS 1101
- POLS 3601 Political Science Methods II** 3  
This course helps students understand the process and components of research methods in social sciences, especially in political science. It covers topics such as empirical research, research question, hypotheses, research design, data collection, data analysis, and ethical issues in conducting research. It focuses on practical examples and skills by which students can develop, design, and conduct empirical research.  
Prerequisites: POLS 1101
- POLS 4200 Principles of Public Administration** 3  
An introductory examination of the characteristics of the public organization and its impact on society. Analysis of the theories of public administration, personnel issues, budgetary activities, legal dynamics, as well as historical development of the field are included.  
Prerequisites: POLS 1101
- POLS 4202 Interorganizational Behavior** 3  
This course is designed to provide an understanding of the dynamics of and the interrelationships among and between the federal, state, and local levels of government.  
Prerequisites: POLS 1101
- POLS 4204 Public Finance** 3  
This course involves an in-depth study of the equity and economic effects of government spending programs, taxes, and debt.  
Prerequisites: POLS 1101
- POLS 4210 Public Management** 3  
Various changes in the management of public organizations are identified and analyzed. Includes the role of technology, modification of the relationship between public and private spheres, and current trends in the management of change and supervision of a diverse workforce.  
Prerequisites: POLS 1101
- POLS 4215 Management of Nonprofit Organizations** 3  
This course is designed to explore the theoretical principles and practical applications of management for charities and/or nonprofit organizations. The underlying thesis of this course is that by understanding fundamental principles such as developing effective mission and objective statements, marketing and accounting strategies, nonprofits can become more effective and responsive to their constituencies needs. Thus, students will be provided an opportunity to examine critical issues of management faced by leaders in nonprofit organizations.  
Prerequisites: POLS 1101



- POLS 4217 Grant Writing for Nonprofit** 3  
 This course introduces students to the world of grant-writing and management, and provides an opportunity to experience writing actual grants. Students will learn the process of identifying prospective funders, developing relationship with funders, understanding the basics of writing grants, submitting proposals, working as a collaborative, and preparing for the follow up. Students will apply course learning to write and prepare actual grant proposals.  
 Prerequisites: POLS 1101
- POLS 4218 Project Management in the Public Sector** 3  
 This course will discuss the theory, principles, tools, and techniques necessary to build a solid project management foundation. The Project Management Institutes (PMI) standards for project management will be emphasized throughout the course.  
 Prerequisites: POLS 1101
- POLS 4219 Public Human Resources Management** 3  
 This course will examine the processes, policies, procedures and laws concerning public personnel. It will also cover the issues of employee protection, motivation, efficiency and responsibility.  
 Prerequisites: POLS 1101
- POLS 4220 Administrative Law and Government** 3  
 This course introduces the student to the relationship between Administrative Law and American Government as well as the ethics and challenges inherent in Administrative Law decision making. It is designed for undergraduates who are interested in public administration and public policy. While the course reviews and discusses the cases that form the basis of administrative law, the focus is on the understanding and application of principles rather than case law.  
 Prerequisites: POLS 1101
- POLS 4221 Government Organization and Administrative Theory** 3  
 A systematic analysis of theories or organization, management, and administration. Special consideration will be given to institutional, behavioral, and psychological factors.  
 Prerequisites: POLS 1101
- POLS 4860 Special Topics** 3  
 Selected Topics of political and current interest in public administration. The course may be repeated for credit if topics are different.  
 Prerequisites: POLS 1101
- PSYC 3850 Forensic Psychology** 3  
 Examines the relationship between psychology and law, focusing on the roles of psychologists in legal settings. Focuses on the applicability of various psychological theories to criminal justice processes. Topics include competence evaluations, rehabilitation potential, accuracy of eyewitness testimony, the psychology of jury selection, bystander apathy, the insanity defense, and the effectiveness of the polygraph, among others.  
 Prerequisites: PSYC 1101: C or better & ENGL 1102: C or better
- SJUS 3000 Introduction to Social Justice** 3  
 This course will introduce the student to the concept of social justice and social change. Examines various social justice theories such as restorative and distributive justice, postmodernism, feminism, and others. Theorists include Rawls, Mills, Kant, and others. A review of institutional systems and how social change occurs within the institutional framework.  
 Prerequisites: SOCI 1101 or POLS 1101 or CRJU 1100
- SJUS 3050 Politics of Social Justice** 3  
 This course examines selected contemporary issues of social justice at the national, state, and local level of politics in the United States. This course analyzes various social justice issues through an economic, demographic, institutional, and political lens. Course topics include a critical analysis of governance, criminal law, economic development, immigration, poverty and race, drugs, and social equity.  
 Prerequisites: SOCI 1101 or POLS 1101 or CRJU 1100
- SJUS 4000 Social Justice Culture** 3  
 This course examines the relationship between music, art, movies & television, and social justice in the United States. These mediums bring people together, challenge the status quo, and shine a light on what is happening in various communities. This course will explore a range of music, art, movies, and television that reflect and influence social justice issues.  
 Prerequisites: SJUS 3000

**SJUS 4050 Law and Social Justice****3**

This course analyzes the relationship between legal institutions, inequality, and the ability of social groups to produce fundamental social change.

Prerequisites: SJUS 3000

**SJUS 4800 Social Justice Policy Analysis****3**

This course provides students with the tools to analyze policy implementation and effectiveness in the criminal justice system. Policies are evaluated in the areas of policing, corrections, courts, and criminal justice. Research methods and case study analysis will be used to evaluate and inform the creation of crime-related policies.

Prerequisites: SJUS 3000

**SOCI 3800 Development of Criminal Behavior****3**

Focuses on understanding the development of criminal behavior. The course will cover topics such as the causes of violent crime and the development of criminality.

Prerequisites: ENGL 1102: C or better

---

# THE UNIVERSITY SYSTEM OF GEORGIA

---

## THE BOARD OF REGENTS

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members of the Board to a seven year term and regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the state's 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library Service.

## THE UNIVERSITY SYSTEM

The University System of Georgia (USG) is a part of the community in each of Georgia's 159 counties and provides services across the state. The USG is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities and nine state colleges. It also includes the Georgia Public Library Service, which encompasses approximately 389 facilities within the 61 library systems throughout the State of Georgia. Additionally, the USG includes the Georgia Archives which identifies, collects, manages, preserves and provides access to records and information about Georgia.

## DEGREES, MAJORS AND RANKINGS

The University System of Georgia's institutions conferred a total of 72,929 degrees in fiscal year 2021, including 44,040 bachelor's, 14,785 master's and 1,822 doctorate degrees.

The majority of baccalaureate-level degrees awarded within the University System of Georgia are in the fields of business, psychology, education and nursing.

Georgia is one of only three states with two or more institutions in the U.S. News 2021 Top 20 Public National Universities. Georgia Tech is ranked No. 10 on the list and the University of Georgia is No. 16.

## ENROLLMENT

The University System of Georgia enrolled 340,638 students for Fall 2021.

## ECONOMIC IMPACT, EMPLOYMENT AND BUDGET

The University System of Georgia's economic impact on the state was \$18.6 billion in Fiscal Year 2020 according to the most recent study conducted by the Selig Center for Economic Growth. Of the 155,010 jobs noted in the report, 34 percent are on the campuses while 66 percent, are off campus. For every person employed at the USG or a member institution, two people have jobs that support the presence of the institution in the local community.

The University System has an annual budget of more than \$9.8 billion for fiscal year 2022.

---

**UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS**

---

**Research Universities**

---

Augusta University  
Augusta, Georgia 30912  
Brooks A. Keel, President

Georgia Institute of Technology  
Atlanta, Georgia 30332  
Ángel Cabrera, President

Georgia State University  
Atlanta, Georgia 30303  
M. Brian Blake, President

University of Georgia  
Athens, Georgia 30602  
Jere W. Morehead, President

**Comprehensive Universities**

---

Georgia Southern University  
Statesboro, Georgia 30460  
Kyle Marrero, President

Kennesaw State University  
Kennesaw, Georgia 30144  
Kathy Schwaig, President

University of West Georgia  
Carrollton, Georgia 30118  
Brendan B. Kelly, President

Valdosta State University  
Valdosta, Georgia 31698  
Richard A. Carvajal, President

**State Universities**

---

Albany State University  
Albany, Georgia 31705  
Marion Ross Fedrick, President

Clayton State University  
Morrow, Georgia 30260  
Kerry L. Heyward, Interim President

Columbus State University  
Columbus, Georgia 31907  
John Fuchko, Interim President

Fort Valley State University  
Fort Valley, Georgia 31030  
Paul Jones, President

Georgia College & State University  
Milledgeville, Georgia 31061  
Cathy Cox, President

Georgia Southwestern State University  
Americus, Georgia 31709  
Neal Weaver, President

Middle Georgia State University  
Macon, Georgia 31206  
Christopher Blake, President

Savannah State University  
Savannah, Georgia 31404  
Kimberly Ballard-Washington, President

University of North Georgia  
Dahlonega, Georgia 30597  
Bonita Jacobs, President

**State Colleges**

---

Abraham Baldwin Agricultural College  
Tifton, Georgia 31793  
David C. Bridges, President

Atlanta Metropolitan State College  
Atlanta, Georgia 30310  
Georj L. Lewis, President

College of Coastal Georgia  
Brunswick, Georgia 31520  
Michelle Johnston, President

Dalton State College  
Dalton, Georgia 30720  
Margaret Venable, President

East Georgia State College  
Swainsboro, Georgia 30401  
David Schecter, President

Georgia Gwinnett College  
Lawrenceville, GA 30043  
Jann Joseph, President

Georgia Highlands College  
Rome, Georgia 30161  
Mike Hobbs, President

Gordon State College  
Barnesville, Georgia 30204  
Kirk Nooks, President

South Georgia State College  
Douglas, Georgia 31533  
Ingrid Thompson-Sellers, President

**THE BOARD OF REGENTS**  
**THE UNIVERSITY SYSTEM OF GEORGIA**  
 Sonny Perdue  
 Chancellor

Tom Bradbury Eleventh District Term: 1/27/22 - 1/1/24	C. Everett Kennedy, III Twelfth District Term: 1/3/20 - 1/1/27
Richard "Tim" Evans Sixth District Term: 1/9/22 - 1/1/29	Lowery Houston May Fourteenth District Term: 1/3/20 - 1/1/27
W. Allen Gudenrath Eighth District Term: 1/1/18 - 1/1/25	Jose R. Perez Seventh District Term: 7/16/19 - 1/1/26
Erin Hames (Vice Chair) At-Large Term: 1/1/18 - 1/1/23	Neil L. Pruitt, Jr. At-Large Term: 1/27/22 - 1/1/27
Samuel D. Holmes At-Large Term: 7/16/19 - 1/1/26	Sarah-Elizabeth Langford Reed Fifth District Term: 2/10/17 - 1/1/24
Bárbara Rivera-Holmes Second District Term: 1/1/18 - 1/1/25	Harold Reynolds (Chair) Tenth District Term: 1/3/20 - 1/1/27
C. Thomas Hopkins, Jr., MD Third District Term: 1/1/18 - 1/1/24	T. Dallas Smith At-Large Term: 1/3/20 - 1/1/27
James M. Hull At-Large Term: 1/8/16 - 1/1/23	Jim Syfan Ninth District Term: 1/9/22 - 1/1/29
Cade Joiner Fourth Term: 1/27/22 - 1/1/26	Don L. Waters First District Term: 1/1/18 - 1/1/25

---

## FACULTY AND STAFF

---

- ADMINISTRATIVE OFFICES
- CORPS OF INSTRUCTION

## ADMINISTRATIVE OFFICES

### ATLANTA METROPOLITAN STATE COLLEGE OFFICE OF THE PRESIDENT

Georj L. Lewis, Ed.D.  
President

Regent Elridge McMillan  
AMSC Scholar in Residence

DeLise Hopson, B.S., M.P.A.  
Executive Assistant

### OFFICE OF THE PROVOST AND STUDENT SUCCESS

James McGee III, B.S., M.A.M., Ph.D.  
Provost and Vice President for Student Success

Linda Howard  
Senior Administrative Assistant, Student Success, Veteran Affairs  
School Certifying Official (SCO)

Mark A. Cunningham, B.S., M.S., Ph.D.  
Associate Provost, SACSCOC Liaison  
Interim Dean, School of Science & Health Professions

Meda J. Rollings, B.A., M.A., Ph.D.  
Executive Director of Administration, Faculty Teaching and Learning

Vincent Mangum, B.S., MPP., Ph.D.  
Dean, Business and Technology

Harry Akoh, Ph.D.  
Dean, Social Sciences and Humanities

Edward L. Rosser, B.A., M.Ed.  
Registrar

Dorothy Williams, B.A., M.A.  
Director of Counseling and Disability Services

Sharon R. Duhart, B.S., M.S.  
Director, Center for Academic Advising & Student Success

Kokila Ravi, B.Ed., M.A., Ph.D.  
Director of Online and Specialized Learning Programs

Robert Quarles, B.A., M. Div., M.L.S.  
Director of the Library

Larry Stewart, D.P.A., Ph.D., J.D.  
Chair, Criminal Justice and Police Science Institute

Eze Nwaogu, B.S., M.S., Ph.D.  
Primary Institutional Administrator Brightspace (D2L)

Sabrina King, B.S., M.P.A.  
Director, Upward Bound Thomaston

Morgan Thomason, B.A., M.A., M.S.  
Director, Student Support Services

Cassandra Smith, B.S., M.A.  
Director, Student Support Services STEM

Bria Carr, M.Ed.  
Director, West Clayton Upward Bound Program

Vacant  
Director, Upward Bound Clayton

Erica M. Taylor, B.S., M.S.  
Director, Upward Bound Math/Science

Jakeia Glynn, Ed.D.  
Director, Upward Bound Fulton

Ruth Jean  
Director, Educational Talent Search

### OFFICE OF FISCAL AFFAIRS

Nick Henry, B.S., M.S., Accounting  
Interim Vice President for Fiscal Affairs

Mike Cole, B.S.  
Interim Director of Budget and Payroll

David Lesicko, B.S., M.S., Accounting  
Interim Assist. VP Fiscal Affairs

Mitzi Williams, BS, MBA, MHRM  
Chief Human Resources Officer

Dakiesha Lanier-Pickett, B.S., M.B.A.  
Director of Business Services

Robert Reeves  
Interim, Director of Plant Operations and Facilities Planning

Vincent Strickland, B.S.  
Accounts Payable Specialist

Chief Wiley Gammon, M.P.A.  
Director of AMSC Police Department

Christopher Oyegunle  
Assistant Purchasing Specialist

Antonio Travis, B.S.  
Chief Information Officer

James Beach  
Interim, Payroll Specialist

Cynthia Parker, B.S., BA.S.  
Interim, Director of Procurement

Kristie Winston, B.B.A.  
Interim, Bursar

Pam Lane  
Interim Accounting Coordinator

Tamya Morris, B.S., B.A.S.  
Interim, Director of Accounting

Ashley Dendy, B.B.A  
Interim Asst. Director of Accounting

Wendy Sosebee, B.B.A., M.B.A.  
Interim, Chief Accounting Officer

**DIVISION OF DEVELOPMENT AND EXTERNAL AFFAIRS**

Vacant  
Director of Development and External Affairs

Keel Rickenbacker  
Administrative Secretary



## CORPS OF INSTRUCTION

**HARRY A. AKOH, Dean, School of Social Sciences & Humanities, Associate Professor of History**

B.A., University of Buea (Cameroon); M.A., University of Cape Town (South Africa); Ph.D., Georgia State University

**CURTIS BAILEY, Professor**

B.A., Chicago State University; M.S., University of Illinois – Chicago Circle; Ph.D., Emory University

**LEROY BALDWIN, Associate Professor of Criminal Justice**

B.S., Florida A&M University; J.D., John Marshall Law School (Atlanta, Georgia)

**SILVEREE BENSON, Instructor in Speech Communication**

B.A., Davenport University; M.A., Wayne State University; M.S., Full Sail University

**MICHAEL BRASWELL, Instructor of Physics and Engineering,**

B.S., United States Naval Academy; M.S. Georgia Institute of Technology

**JAMIE BUTLER, Instructor of English**

B.A., Saint Paul's College; MA, Clayton State University

**JOYCE J. CHO, Instructor of Education**

B.S., and M.Ed., Georgia State University

**GYUHEUI CHOI, Associate Professor of Mathematics**

B.S., Yonsei University; M.S., University of Illinois; Ed.S., University of Alabama

**BRIAN CRAWFORD, Associate Professor of Molecular Biology**

B.S., M.S., and Ph.D., Clark Atlanta University

**MARK CUNNINGHAM, Interim Dean, School of Science and Health Professions & Associate Provost, Professor of Organic Chemistry**

B.S., Claflin University; M.S., Clark Atlanta University; Ph.D., Georgia State University

**SHREYAS DESAI, Assistant Professor of Mathematics**

B.S., South Carolina State University; M.S., Clark Atlanta University

**CHARLENE GAYLE, Associate Professor of Business Administration and Accounting**

B.S., Hampton University; M.S. Babson College; D.B.A. Argosy University, C.P.A.

**MICHELLE A. GEISERT, Assistant Professor of Sociology**

B.A., University of Minnesota; M.A., University of North Dakota

**MURIEL HEPBURN, Assistant Professor of Business Administration and Accounting**

B.S., M.B.A., Florida State University, C.P.A.

**LISA MALLORY, Professor of English**

B.A., William Woods College; M.A., University of Missouri

**CAROL MANGET-JOHNSON, Instructor of English**

A.A.S., East Tennessee State University; B.A., Georgia State University; M.A., Georgia State University

**VINCENT MANGUM, Dean, School of Business and Technology and Assistant Professor of Business Administration and Economics**

B.S., M.P.P.A., Ph.D., Jackson State University

**KENJA R. McCRAY, Associate Professor of History**

B.A., Spelman College; M.A., Clark Atlanta University; Ph.D., Georgia State University

**JAMES McGEE III, Provost and Vice President for Student Success, Professor of Mathematics**

B.S., Jackson State University; M.A.M., Ph.D., Auburn University

**FAISAL K. MIRZA, Instructor of Economics and Finance**

B.A., Government College, Lahore, Pakistan; M.A., M.S., Indiana University Bloomington

**BRYAN O. MITCHELL, Professor of Science, Mathematics and Health Professions**

B.S., Fort Valley State University; M.S., Clark Atlanta University; Ed.D., Argosy University Atlanta

**QUINTERO MOORE, Instructor in Biology**

B.S., Alabama State University; M.B.A., Davenport University

**BARBARA S. MORGAN, Professor Emerita of Biology**

B.S., Clark College; M.B., Atlanta University; Ph.D., Georgia State University

**EZE NWAOGU, Professor of Information Technology**

B.S., M.S., Texas A & M University; Ph.D., Georgia State University

**DEON O'BRYANT, Assistant Professor of Biology**

B.S., Atlanta Metropolitan State College; Ph.D., Clark Atlanta University

**BABATUNDE O. ONABANJO, Associate Professor of Computer Science**

B.S., M.S., Alabama State University; M.B.A., Auburn University; Ph.D., Atlanta University

**VAL PARKER, Lecturer in Music**

B.A., East Carolina University; M.M., East Carolina University

**ROBERT QUARLES, Director of Library**

B.A., Friends University; M.Div., The Interdenominational Theological Center; M.L.S., Clark Atlanta University

**KOKILA RAVI, Director of Online and Specialized Learning Programs and Professor of English**

B.Ed., Stella Matutina College of Education; M.A., University of Madras, India; Ph.D., Indian Institute of Technology, Madras, India

**MEDA J. ROLLINGS, Assistant Professor of Communications**

B.A., Albany State; M.A., Austin Peay State University; Ph.D. Mercer University

**PITSO SENATLE, INSTRUCTOR IN MATHEMATICS**

B.S., Morris Brown College; M.S., Atlanta University

**KENNETH STARKS, Instructor in Chemistry**

B.S., Hampton University; M.S., Georgia Institute of Technology

**LARRY STEWART, Associate Professor of Criminal Justice**

D.P.A., University of Southern California; Ph.D., California State University; J.D., Concord University.

**CURTIS L. TODD, Professor of Social Work**

A.S., Atlanta Metropolitan State College; B.S.W., Georgia State University; M.S.W., University of Georgia, Ph.D., Clark Atlanta University

**LASHELLE TURNER-GASTON, Instructor of English**

B.S., M.A., Kennesaw State University

**ABIGAIL BRYAN VENTURA, Instructor of Business Administration and Marketing**

B.B.A., Atlanta Metropolitan State College; M.B.A., University of West Georgia

**TIMOTHY VIRNIG, Instructor of Art and Digital Media**

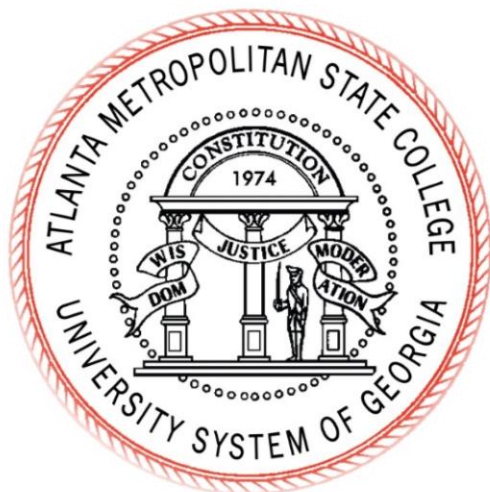
B.A., M.B.A., University of Dallas; M.A. University of St. Thomas; J.D., Ave Maria School of Law

**NOEL H. WHELCHER, Instructor of Mathematics**

B.S., Morehouse College; M.S., Georgia Institute of Technology; M.S., Clark Atlanta University; Ph.D., Clark Atlanta University

**ROBERT WILKES, JR., Associate Professor of Political Science**

B.A., Morehouse College; M.A., Ph.D., Clark Atlanta University



**UNIVERSITY SYSTEM OF GEORGIA**

1630 Metropolitan Parkway, SW

Atlanta, GA 30310

Telephone: (404) 756-4000

[www.atlm.edu](http://www.atlm.edu)

2022-2023



Atlanta Metropolitan State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), [www.sacscoc.org](http://www.sacscoc.org), to award the associate and baccalaureate degrees. Questions about the accreditation of Atlanta Metropolitan State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404)679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Business and Technology School's transfer programs are nationally accredited by the Association of Collegiate Business Schools and Programs.