

ATLANTA METROPOLITAN STATE COLLEGE
Student Academic Advisement Worksheet

Bachelors of Science in Organizational Leadership (Concentration: Office Technology)
Academic Focus Area: Arts and Sciences

This information provided is based on the Academic Catalog. We recommend that current students review their DegreeWorks Audit in the Student Portal for personalized information and meet with their Advisor.

Area A: Essential Skills (9 Semester Hours)	Course Chosen	Term Taken	Grade	Credit Hours
ENGL 1101 (<i>Minimum Grade of "C"</i>) - English Composition 1	ENGL 1101			3
ENGL 1102 (<i>Minimum Grade of "C"</i>) - English Composition 2	ENGL 1102			3
MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra				3
Area B: Institutional Options (4 Semester Hours)				
AMIR 1001 - Thinking, Learning, and Communications	AMIR 1001			4
Area C: Humanities & Fine Arts (6 Semester Hours)				
COMM 1100 <u>or</u> COMM 1110 - Human Communications or Public Speaking				3
ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation				3
Area D: Science, Mathematics, & Technology (11 Semester Hours)				
<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>				
BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab				4
BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab				4
Science, Math, & Technology Elective: CSCI 1135 - Introduction to Computers				3
Area E: Social Sciences (12 Semester Hours)				
POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	POLS 1101			3
HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2				3
ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics				3
SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology				3
Area F: Courses Appropriate to Program of Study (18 Semester Hours)				
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

Courses may not be used to satisfy requirements in more than one Area.

Student's Name

AMSC ID:

Advisor Signature:

Date:

Students with Co-Req Req.	Co-Req Requirements		
	Co-Req Course	Term Taken	Grade
	ENGL 0999		
	MATH 0999		
	MATH 0998		
	MATH 0996		

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Area G & H: Junior & Senior Level (60 Semester Hours)	Course Chosen	Term Taken	Grade	Credit Hours
Area G: Junior Level eMajor Courses				
ORGL 2050 - Communication for the Workplace				3
ORGL 3400 - Technology for Organizations				3
POLS 4218 - Project Management in the Public Sector				3
ENGL 3405 - Professional and Technical Writing				3
POLS 4200 - Principles of Public Administration				3
POLS 4219 - Public Human Resource Management				3
POLS 4204 - Public Finance				3
ORGL 3200 - Introduction to Organizational Development				3
ORGL 3000 - Reflective Seminar 1: Self as Learner				1
ORGL 3050 - Reflective Seminar 2: Self in Context				1
ORGL 4000 - Reflective Seminar 3: Transforming Self, Self Transformation				1
ORGL 4690 - Organizational Leadership Capstone				3
Area H: Senior Level eMajor Courses				
Choose 4 of the following eMajor courses:				
OATC 3150 - Computer Operating Systems, OATC 3610 - Web Design & Multimedia, OATC 3700 - Desktop Publishing, OATC 4020 - Virtual Office Technology, OATC 4160 - Administrative Office Procedure, or OATC 4810 - Contemporary Skills				3
				3
				3
				3
Choose 6 of the following eMajor courses:				
POLS 3201, POLS 3601, POLS 4202, POLS 4210, POLS 4125, POLS 4217, POLS 4220, POLS 4221, COMM 3330, PHIL 4120, ORGL 4900, HADM 3301, HADM 3302, HADM 3303, HADM 3304, HADM 4301, HADM 4401, HADM 4402, or a course approved by an advisor				3
				3
				3
				3
				3
				3
TOTAL PROGRAM HOURS				120

Courses may not be used to satisfy requirements in more than one Area.

Student's Name	<input type="text"/>
AMSC ID:	<input type="text"/>
Advisor Signature:	<input type="text"/>
Date:	<input type="text"/>