

# ATLANTA METROPOLITAN STATE COLLEGE



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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.

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## ABOUT AMSC

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**HISTORY**

**MISSION**

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**LOCATION**

**FACILITIES**

**AFFILIATIONS AND MEMBERSHIPS**

## HISTORY

In June, 1965, the Board of Regents of the University System of Georgia authorized a junior College for the West Metropolitan Area of Atlanta at an unassigned location. After much discussion over the years between the Atlanta School Board and the Board of Regents, it was decided to build the College on land owned by the Atlanta Board of Education adjacent to then Atlanta Area Technical School, now Atlanta Technical College.

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. Established as Atlanta Junior College, the institution underwent a name change to Atlanta Metropolitan State College (AMSC) during the 1987-88 academic year.

During the 1976-77 Academic Year the construction of the Central Energy Plant was completed, and two multi-level academic buildings were added to the resources of the College in 1978-79: an Academic Classroom Unit and the College Library. A Health and Physical Education Complex was completed and occupied during the 1991-92 academic year. Atlanta Metropolitan State College was the Practice Site for the 1996 Olympics. A new Student Center opened in 2000 and a new entryway was completed in 2007.

Properties located near campus have been acquired over the years, increasing the total size of the campus to approximately 79 acres.

One particular piece of property, acquired by AMSC in 2001, that is very significant was originally called Funtown and later became Chocolate City. Funtown was a segregated amusement park that Rev. Martin Luther King Jr. mentioned in his great "Letter from the Birmingham Jail." 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, the Southern Association of Colleges and Schools approved a substantive change for AMSC to move from a Level I to Level II institution, which authorized Atlanta Metropolitan State

(Cont. History)

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, a unit of the University System of Georgia, focuses on excellence, where outstanding faculty members and committed staff teach and facilitate the successful academic matriculation and holistic development of students. The College offers an affordable liberal arts education and prepares students from a diverse urban community to function in a global society.

### **VISION STATEMENT**

“To build an educational community focusing on excellence, where outstanding faculty members and committed staff teach and facilitate the successful academic matriculation and holistic development of all students.



## 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 regionally accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), and designated as a Level two institution. The College confers bachelors and associates degrees, as well as certificates and non-credit courses for continuing education.

## LOCATION

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

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, the historic Harmon House, the Central Energy Plant, Tennis Courts and Parking Lots in close proximity to classroom buildings, and expansive green spaces.

## AFFILIATIONS AND MEMBERSHIPS

American Association of Collegiate Registrars and Admissions Officers  
American Association of Community Colleges  
American Association for University Administrators  
American Association of University Women  
American Council on Education  
American Institute of Architects  
American Library Association  
Association for Supervisor and Curriculum Development  
Association of Collegiate Business Schools and Programs  
Community College Survey of Student Engagement  
Cooperative Education Association, Incorporated  
College and University Personnel Association (CUPA)  
Council for Higher Education Accreditation  
Council for Opportunity in Education (COE)  
Fulton County Workforce Preparation and Employment System  
Georgia Association of Campus Law Enforcement Administrators  
Georgia Association of Chiefs of Police, Incorporated  
Georgia Association of Colleges  
Georgia Association of Collegiate Registrars and Admissions Officers  
Georgia Association for Developmental Educators  
Georgia Association of Student Financial Aid Administrators  
Georgia Association of Special Program Personnel (GASPP)  
Georgia Association of Physical Plant Administrators  
Georgia Association of Two-Year Colleges  
Georgia Collegiate Honors Council  
Georgia Junior College Athletic Association  
Georgia Library Association  
Georgia Micro-Enterprise Network  
Georgia Online Databases (GOLD)  
Georgia Speech Communication Association  
Kappa Beta Delta  
League Alliance for Innovation in the Community College  
Lyrcis  
Metro Atlanta Chamber of Commerce  
Metro Atlanta Educational Leaders Association  
National Academic Advising Association  
National Association for Equal Opportunity in Higher Education  
National Association of College and University Business Officers  
National Association of College Deans, Registrars, and Admissions Officers  
National Association of College Stores  
National Association for Developmental Educators  
National Association of Student Financial Aid Administrators  
(AFFILIATIONS AND MEMBERSHIPS Continued)

National Association of Student Personnel Administrators  
National Council for Marketing and Public Relations  
National Council of Educational Opportunity Associations  
National Council of Instructional Administrators  
National Council on Black American Affairs  
National Institute for Staff and Organizational Development  
National Junior College Athletic Association  
Phi Theta Kappa International Honor Society  
Society of College and University Planning  
Society for Human Resource Management (SHRM)  
Society of Refrigeration Engineers  
South Atlantic Association of Departments of English  
Southeastern Association of Educational Opportunity Program Personnel  
(SAEOPP)  
Southern Association of College and University Business Officers  
Southern Association of Colleges and Schools  
Southeastern Library Network (SOLINET)  
Southern Association of Collegiate Registrars and Admissions Officers  
Southern Association of Community, Junior and Technical Colleges  
Southern Association of Student Financial Aid Administrators  
Southern Center for International Studies  
Southtowne Partnership for Economic and Environmental Development  
Students in Free Enterprise  
The College Board

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# **ADMISSIONS INFORMATION**

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**GENERAL ADMISSIONS REQUIREMENTS**

**ADMISSIONS TESTING**

**ADMISSIONS CLASSIFICATIONS**

**COLLEGE PREPARATORY CURRICULUM**

**ADMISSIONS APPEAL**

**RESIDENCY**

## GENERAL ADMISSIONS REQUIREMENTS

The Office of Admissions and Enrollment Services at Atlanta Metropolitan State College is the beginning point for all applicants seeking to enroll. Admissions personnel review and evaluate all required documents submitted by applicants to determine eligibility for admission. To be considered for admission to Atlanta Metropolitan State College, applicants must submit:

1. A completed application
2. A \$20.00 non-refundable application fee
3. An official final high school transcript and/or General Equivalency Diploma (GED)
4. Transcripts from all regionally accredited colleges and postsecondary institutions previously attended
5. Verification of Lawful Presence
6. COMPASS Testing

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

Fall	July 15
Spring	November 15
Summer	April 15

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

### APPLICATION

Students may complete their application online at [www.atlm.edu](http://www.atlm.edu). Applications can also be submitted by mail or in person. Please refer to the website to print a paper application.

Students who were previously enrolled in Atlanta Metropolitan State College, but who have not been enrolled for one or more semesters, must submit an Application for Readmission to the Office of the Registrar prior to the semester they intend to re-enroll.

Students who previously applied to Atlanta Metropolitan State College, but did not attend must submit an Update Application and any missing documents prior to the semester they intend to enroll. Applications are valid for one academic year, after which all documents are destroyed. After documents have been

destroyed, an applicant seeking admission must complete and submit a new application and submit all required documents to the Office of Admissions and enrollment Services.

Applications should be received in the Office of Admissions no later than the published priority due date. Any student that knowingly and willingly makes a false statement on the application, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject to prosecution in a court of law. Any such false statement may subject a student to non-admission or immediate dismissal from the institution.

## **APPLICATION FEE**

A \$20.00 non-refundable application fee is required of all applicants. Applicants who previously submitted an application and paid the fee for admission within the last three (3) semesters, but did not enroll, do not have to pay the fee again. Applicants who applied more than three (3) semesters ago must submit the fee with their new application. If the application fee was waived for any reason and you do not attend that semester, a fee will be required to update your application to a future semester.

## **CERTIFICATE OF IMMUNIZATIONS**

In compliance with the policies of the University System of Georgia, applicants are required to submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria, varicella, and hepatitis B, for admission. You are advised to check with your health care provider to make sure your immunizations are up to date and to have the form completed.

Applicants who have not been immunized for religious objections or for certified medical reasons you may 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. The Certificate of Immunization can be found on the website at [www.atlm.edu](http://www.atlm.edu).

Applicants who are taking only on-line courses may exempt the requirement by completing the Certificate of Immunization form and indicating they are on-line only students.

## TRANSCRIPTS

### High School/GED

Official transcripts are required from the last high school attended showing date of graduation. Students who are currently attending high school should submit a partial transcript at the time of application. A final transcript must be sent immediately after high school graduation. High school transcripts must show date of graduation and type of diploma received. Student who received the GED must provide official GED scores. Note: If the student would have graduated within the past five (5) years, the official high school transcript is also required for the time the student attended high school. If the student would have graduated more than five (5) years ago, only the official GED scores are required. All transcripts must be received by the application priority date for the semester for which the student is applying. It is the applicant's responsibility to request transcripts.

### College

Official transcripts are required from every regionally accredited institution attended. If you are not sure if the school you attended is regionally accredited, have the transcript sent. Students who are currently enrolled should send a partial transcript at the time of the application. A final transcript must be sent prior to the next term of registration. All transcripts must be received by the application priority date for the semester for which the student is applying. It is the applicant's responsibility to request transcripts.

## VERIFICATION OF LAWFUL PRESENCE

The Board of Regents of the University System of Georgia now requires all applicants to provide proof of Lawful Presence in the United States in order to be considered for In-State resident tuition fees. BOR Policy 4.3.4: Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status (in-state tuition), as defined in Section 7.3 of this Policy Manual, and of every person admitted to an institution referenced in Section 4.1.6 of this Policy Manual. You MUST provide proof of lawful presence in the United States in ONE of the following ways:

Your completed FAFSA for the previous financial aid year. Lawful

presence can be determined through this process. Atlanta Metropolitan State College school code for the FAFSA is 012165.

Your certified U.S. Birth Certificate showing that you were born in the U.S. or a U.S. territory. *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*

Your U.S. Certificate of Naturalization (USCIS form N-550 or N-570). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*

Your U.S. Certificate of Citizenship (USCIS form N-560 or N-561). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*

Your U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*

Your current U.S. Passport. *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*

Your current Driver's License issued by the State of Georgia after January 1, 2008.

Your current ID issued by the State of Georgia after January 1, 2008.

Your current Military ID (service member only, not dependent)

Your current, valid Permanent Resident Card (USCIS form I -151 or I-551)

Applicants who will not be submitting documentation of lawful presence must submit an Opt-Out Form. (see website or obtain copy from the Office of Admissions)

## COMPASS TESTING

Although Atlanta Metropolitan State College no longer requires SAT or ACT scores as criteria for admissions, applicants who meet the following criteria should submit scores to be exempt from taking the COMPASS Placement Exam. Test scores must be from a national test administration and less than seven (7) years old.



- If you are not CPC (College Preparatory Curriculum) deficient in English or Math and transfer in English 1101 or College Math from an accredited institution.
- If you are not CPC (College Preparatory Curriculum) deficient in English or Math and you have an **SAT Verbal** score of **430** or higher and an **SAT Math** score of **400** or higher;
- If you are not CPC (College Preparatory Curriculum) deficient in English or Math and you have an **ACT English** score of **17** or higher and an **ACT Math score 17** or higher;
- If you graduated from a Georgia high school on or after May 2010 with a minimum English Language Arts (ELA) score of **235** on Georgia High School Graduation Test and you have no CPC (College Preparatory Curriculum) deficiencies in English this score will exempt you from taking the COMPASS Placement Exam in English and Reading only.

If you have taken the COMPASS Placement Exam at **any** University System of Georgia institution or Georgia technical school which you have matriculated within the past year, your scores are acceptable at Atlanta Metropolitan State College provided they meet admissions criteria.

All applicants are required to take the COMPASS Placement Exam unless exempt by above requirements. There is a \$20.00 testing fee. To schedule the COMPASS exam contact Testing Services at (404) 756-4783.

## ADMISSIONS CLASSIFICATIONS

### BEGINNING FRESHMAN

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

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

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

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

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

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

### **LIMITED ADMISSIONS**

Atlanta Metropolitan State College recognizes that some students may not meet the above established standards but may demonstrate other evidence of potential for success. These students may be considered for Limited Admission status. When evaluating students being considered for Limited Admission, Atlanta Metropolitan State College utilizes multiple measures, such as interviews, portfolios, and records of experiential achievements. All students admitted to Atlanta Metropolitan State College must have a high school diploma or GED and shall be required to satisfy all College Preparatory Course (CPC) requirements.

## TRANSFERS FROM OTHER COLLEGES

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

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

### Additional Transfer Student Admissions Requirements

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

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

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

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

Atlanta Metropolitan State College accepts transferred credits from other colleges and universities with a course grade of "C" or better that satisfy curricular requirements. In addition, courses with a grade of "D" may be transferred in accordance with College policy as follows: Atlanta Metropolitan State College accepts "D" grades in Areas A, B, C, D, and E, except for English 1101 and 1102, and accepts no grades lower than "C" in Area F, as long as the student's GPA is at least 2.0 on a 4.0 scale. **Exceptions:** Students seeking admittance to the Bachelor of Science in Biological Science will not have any courses transferred in which they receive a "D".

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

A maximum of forty-five (45) semester hours of academic credit may be transferred to Atlanta Metropolitan State College. However, all students must complete at least twenty (20) semester hours of their required coursework at Atlanta Metropolitan State College. **Exception:** Students who matriculate in the Bachelor of Science in Biological Science 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 ; and at least half of the courses in the major should be taken at AMSC.

## **NON-TRADITIONAL STUDENTS/ADULT LEARNERS**

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

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

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

For placement purposes, all non-traditional students, with the exception of students who transfer in College English or College Algebra, must take the COMPASS Test as required by the University System of Georgia. This test will determine whether any Learning Support courses will be required.

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

## **TRANSIENT STUDENTS**

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

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

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

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

### **SPECIAL STUDENTS**

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

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

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

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

## HOME-SCHOOLED STUDENTS

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

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

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

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

### **APPLICANTS FOR ADMISSION TO CAREER AND CERTIFICATE PROGRAMS Programs with More Than Twelve (12) Semester Hours of Core Curriculum**

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

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

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

### Verification of Lawful Presence

The Board of Regents of the University System of Georgia now requires all applicants to provide proof of Lawful Presence in the United States in order to be considered for *In-State resident tuition fees*. This change is effective immediately for *ALL* applicants. See policy below.\*

You **MUST** provide proof of lawful presence in the United States in **ONE** of the following ways:

- Your completed FAFSA for the 2011-2012 financial aid year. Lawful presence can be determined through this process. Atlanta Metropolitan State College school code for the FAFSA is 012165.
- Your certified U.S. Birth Certificate showing that you were born in the U.S. or a U.S. territory. *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*
- Your U.S. Certificate of Naturalization (USCIS form N-550 or N-570). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*
- Your U.S. Certificate of Citizenship (USCIS form N-560 or N-561). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*
- Your U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*
- Your current U.S. Passport. *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.*
- Your current Driver's License issued by the State of Georgia after January 1, 2008.
- Your current ID issued by the State of Georgia after January 1, 2008.
- Your current Military ID (service member only, not dependent)
- Your current, valid Permanent Resident Card (USCIS form I -151 or I-551)

Applicants who will not be submitting documentation of lawful presence must submit an Opt-Out Form. (see website or obtain copy from the Office of Admissions)

You can submit the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) or submit any one of the other documents listed above to the Office of Admissions or the Office of the Registrar. **FAILURE TO COMPLY WITH ONE OF THE ABOVE REQUIREMENTS WILL IMPACT YOUR TUITION ASSESSMENT!**

*\*BOR Policy 4.3.4: Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status (in-state tuition), as defined in Section 7.3 of this Policy Manual, and of every person admitted to an institution referenced in Section 4.1.6 of this Policy Manual.*

## **DUAL ENROLLMENT PROGRAMS/EARLY ADMISSION OF HIGH SCHOOL STUDENTS**

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

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

Students applying for either Dual Enrollment or Early Admissions must meet the following admission standards for each specific program:

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

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

- A completed application form and a \$20 application fee



- An official high-school transcript (The high school may require permission of parent or guardian to release this document.)
- SAT I verbal and math scores or ACT scores
- A Certificate of Immunization
- A letter of consent from the student's parent or guardian

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

CPC English and/or Social Science: Students planning to complete their fourth (4<sup>th</sup>) year high school English and/or social studies requirements with College credit must have an SAT-I Verbal score of 480 or higher or an ACT English score of 20.

CPC Math: Students planning to complete their fourth (4<sup>th</sup>) year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 450 or ACT Mathematics score of at least 18.

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

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

### **Move On When Ready**

HB 149, "The Move on When Ready Act," (MOWR) permits 11th and 12th grade students to leave their assigned high schools and attend postsecondary institutions full-time to earn course credit that will apply towards high school graduation and College. The "Move on When Ready Act" is intended as another option (not a replacement) for 11th and 12th graders, in addition to other dual enrollment programs, residential programs, early colleges, career academies and charter schools. The MOWR program is only available to students who are entering the 11th or 12th grade and who spent the prior year (2 consecutive semesters) in attendance at a Georgia public high school. Students must be certified as Georgia residents according to their high school.

### **Admission Criteria for MOWR**

- 970 Total SAT Score with at least 480 Critical Reading and 450 Math on the SAT1;  
OR
- Minimum 20 English and 18 Math on the ACT; Composite ACT of 20 or higher

- AND
- A minimum High School Academic GPA of 3.0 on a 4.0 scale in core high school courses

Students must be on track to complete high school graduation requirements.

### **Admissions Process**

The admissions process for MOWR is the same for all other types of admission to the College. Application with accompanying application fee, official transcripts, and standardized test scores must all be received by the application and document deadline. Immunization record is required before a student is allowed to register.

Students seeking admission to the MOWR program must also submit a copy of the Permission to Participate form, signed by the high school guidance counselor, parent(s) and student, and the MOWR Checklist.

Due to increasing enrollments at the College, students are not guaranteed their course selection preferences. However, the earlier students select AMSC as their institution and identify the courses they want, the better their chances of being enrolled in their first choice courses. Therefore, students are encouraged to apply for admission early and register for classes as soon as possible.

### **Application/Document Deadlines**

Fall - July 15

Spring - November 15

### **Dual Enrollment (MOWR) Advising**

Students must be enrolled in a minimum of 12 credit hours as of the last day of the drop/add period. Postsecondary institutions are under no obligation to offer courses that will ensure a student participating in MOWR will complete high school graduation requirements on time.

The Director of Student Outreach and Access, (404-756-4635) is the MOWR program advisor. Students should be encouraged to contact Mr. Woodall if they need assistance in course selection or wish to withdraw from classes after the drop/add period.

### **Auditors**

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

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

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

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

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

According to the provisions of Amendment 23 to the Georgia Constitution, the Board of Regents of the University System of Georgia has permitted citizens of the State of Georgia who are sixty-two (62) years of age or older to attend Atlanta Metropolitan State College, or any other institution in the University System of Georgia, without payment of fees (except for supplies and laboratory fees) when space is available in a course scheduled for resident credit. Provisions to implement special enrollment privileges for these students are as follows:

1. Must be residents of Georgia, sixty-two (62) years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age in order for the Registrar to determine eligibility
2. Must meet Atlanta Metropolitan State College admission requirements.
3. May enroll as a regular or auditing student in courses offered for resident credit on a “space available” basis without payment of fees, except for supplies or laboratory or shop fees
4. Degree seeking students must meet all system, institution, and legislated degree requirements such as Major Area Exam, and Georgia History and Constitution instruction/examination
5. Shall have all usual student and institutional records maintained
6. Must submit a Certificate of Immunization

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

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

### **ADVANCED PLACEMENT**

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

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

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

1. Students whose native language and/or whose first language is not English must demonstrate sufficient English Language proficiency. English proficiency can be demonstrated by providing one of the following official scores: TOEFL score of 523 on the paper test, 193 on the computerized test (CBT), 69-70 on the internet based test (IBT), ACT English Score of at least 17, SAT Verbal score of at least 430, IELTS score of at least 5.5 or official scores from the Georgia State Test of English Proficiency (GSTEP) offered by Georgia State University, with a score of "6" on all parts.
  - a. Local applicants may contact Educational Testing Service to request an International TOEFL application. TOEFL website is [www.toefl.org](http://www.toefl.org). IELTS website is [www.ielts.org](http://www.ielts.org).
  - b. Overseas applicants may consult the American Embassy for overseas TOEFL information.
2. Original documents, certifying immigration status (permanent resident alien card, I-94 form, refugee card, passport, etc.). Original documents will be photocopied by Atlanta Metropolitan State College Office of Admissions' staff.
3. Applicants must present official credentials, certificates, diplomas, or appropriate examination results (GCE, CXC, WASC, SSCE) at a recognized level of completion and accreditation.
4. Official transcripts from all colleges and universities attended. If a transcript is in a language other than English, official English translation must accompany the original transcript. Course descriptions also may be required.
5. A Financial Statement. All applicants requesting a Form I-20 A-B for student F-1 visas must provide an original affidavit of support showing that a minimum of \$19,960 per College year is available to the student to defray College expenses including matriculation fees, non-resident fees, school supplies, transportation, living cost, and related expenses. All applicants must submit a certified statement from the student's or sponsor's bank showing that the required funds

are available. All fees must be paid at the time of registration. Federal financial aid is not available for F-1 visa students.

6. A copy of the student's passport and a completed Atlanta Metropolitan State College International Address form are required.

7. Certificate of Immunization. In compliance with the policies of The Board of Regents of the University System of Georgia, Atlanta Metropolitan State College requires that all new students submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria, varicella, and hepatitis.

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

International (F-1 visa) students are required to attend College full-time (as defined by the College catalog), and must make satisfactory progress each semester toward their program objectives as stipulated in the College-issued Certificate of Eligibility (I-20 A-B). The College is required to notify the Immigration and Naturalization Service (INS) when international students do not attend full-time, maintain poor class attendance, terminate their enrollment, or make unsatisfactory progress in their programs.

- International students who complete the admission process will be notified of acceptance to the College for issuance of INS Form I-20 A-B.
- It is important that the applicant have a United States mailing address at the time of registration.
- As a two-year non-residential College, Atlanta Metropolitan 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 Admissions at Atlanta Metropolitan State College, 404-756-4004 or email us at [admissions@atlm.edu](mailto:admissions@atlm.edu).

## **COLLEGE PREPARATORY CURRICULUM**

### **College Preparatory Curriculum (CPC)**

First-time freshmen as well as freshmen who have not earned the equivalent of thirty (30) semester hours of College credit are required to meet College Preparatory Curriculum (CPC) requirements. Students who have not completed sixteen units of the CPC and who intend to be in degree programs leading to a

baccalaureate degree must take additional courses to make up for the CPC deficiencies. Students who enter with a Technology/Career diploma, students from private high schools or from other states, students with a Georgia DOE General Education Diploma (GED), and home-schooled students must be evaluated for CPC completion and must take additional courses as necessary, following standard USG policy.

### **English Deficiency**

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

### **Mathematics Deficiency**

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

### **SCIENCE DEFICIENCY**

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

### **SOCIAL SCIENCE DEFICIENCY**

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

### **FOREIGN LANGUAGE DEFICIENCY**

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

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

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

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

### CONDITIONAL ACCEPTANCE

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

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

### ADMISSIONS APPEAL

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

1. The student must appeal in writing to the President of the College within five (5) working days of the action for which the person complains.
2. The President may utilize the services of the Admissions and Records Committee, or may appoint a committee of three faculty members, who will review all facts and circumstances connected with the case.

3. The President will make a decision concerning the applicant's request for admission or re-admission.

## RESIDENCY

### **Change of Residency Classification**

Students are responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident may petition the Residency Coordinator in the Office of Admissions for a change in status. This petition must be filed no later than thirty (30) days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification shall not be retroactive to prior semesters. Forms for petitioning a change in residency classification are available in the Office of Admissions and on the AMSC website, [www.atlm.edu](http://www.atlm.edu).

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

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

#### **Classification Status for Tuition Purposes**

##### **United States Citizens**

###### **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 evidence of having established domicile in Georgia for purposes other than attending apostsecondary 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 or 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 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

### OUT-OF-STATE TUITION WAIVERS

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. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical/Dental Students and Interns. Medical and dental residents and 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 (BR Minutes, 1988-89, p. 43).
- F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if
  - a. 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;

b. 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;

c. 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

I. 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).

J. 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 (BR Minutes, October 2008).

K. 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.

L. 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.

M. Students in Pilot Programs. Terminated October 2008.

N. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.

O. 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 (BR Minutes, October 2008).

P. 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 (BR Minutes, October 2008).

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 (BR Minutes, October 2008).

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. (BR Minutes, October 2008.)

Q. 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 (BR Minutes, October 2008).

R. 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:

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 (BR Minutes, October 2008).

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 (BR Minutes, October 2008).

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 (BR Minutes, June 2006).

S. 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)

**Falsification of Information**

Clarifies that 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."

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# FINANCIAL INFORMATION

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## 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 the end of any semester. A student is not considered registered at the College until all fees have been paid. Fees for each semester are to be paid in full at the time of registration with cash, check, certified check, money order or credit card (MasterCard, Visa or Discover), or approved financial aid. If a credit card is used, the person whose name appears on the card must be present. Any student who is delinquent in the payment of any fees owed to the College will have grade reports and transcripts of records withheld, and will not be allowed to register at the College for a new semester until the delinquency has been cleared. Please note that the fee amounts specified below reflect rates for Fall Semester 2011 for incoming freshmen.

### TUITION

#### **In-State Tuition**

The tuition structure for Georgia residents for the 2011-2012 academic year is as follows:

1 - 14 credits hours	\$86.54 per semester credit hour
15 or more credit hours	\$1,298.00 per semester

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).

#### **Out-of-State Tuition**

Non-residents of Georgia are charged out-of-state tuition. The tuition structure for non-residents for the 2010-2011 academic year is as follows:

1 - 14 credits hours	\$327.40 per semester credit hour
15 or more credit hours	\$4,911.00 per semester

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

#### **Application Fee**

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



**Applied Music Fee**

The Applied Music Fee is \$60.00 per one credit hour.

**Collection Fees - Delinquent Financial Student Accounts**

The Financial and physical functions of the college are administered by the office of Fiscal Affairs. Failure to fulfill financial obligations will result in denial of registration privileges, transcripts, readmission privileges, or graduating until the receivable is paid. Delinquent student accounts may be forwarded to a collection agency in compliance with Board of Regents policies and procedures. Effective January 1, 2012 students whose accounts are forwarded to a collection agency will be responsible for paying any collection fees incurred.

**Fees for Non-Credit Programs**

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

**Fees Paid By Outside Agencies**

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

**Graduation Fee**

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

**Identification Card Replacement Fee**

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

**Institutional Fee**

All students are required to pay a \$100.00 Institutional Fee each semester.

**Lab Fee**

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

**Late Registration Fee**

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

**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. Students are not permitted to register for classes in subsequent semesters until all fines have been paid. Students who have more than two unpaid tickets are subject to having their vehicles booted. Vehicles that do not have a parking decal or are parked illegally are subject to being towed at owners' expense.

**Re-Admission Fee**

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

**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, and the student will be required to make all future payments to the College by cash, cashier's check, traveler's check or money order. Checks will be immediately forwarded to Certegy Check Services, the College's guarantee service. Certegy will reimburse the College for the amount of the check and charge the student a service fee. If for any reason Certegy cannot honor the check, the student must clear the returned check in full, including the returned check fee, within 10 calendar days following a written notification by the Business Office.

**Student Activity Fee**

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

**Student Athletic Fee**

All students are required to pay a \$65.00 Athletic Activity Fee each semester.

**Student Center Fee**

All students are required to pay a \$100.00 Student Center Fee each semester.

**Technology Fee**

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

**Vehicle Registration Fee**

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

## REFUNDS

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

- Students who withdraw completely from the College prior to completing 60 percent of the days in a given semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student's responsibility to complete the withdrawal form within the refund period. The percentage of refund is based on when the completed withdrawal form is signed by the student and the instructor.
- Withdrawal forms can be obtained from the student's Academic Division Office. It is the student's responsibility to complete the withdrawal process ending at the Cashier's Window in the Business Office within the dates listed in the Refund Policy section of each semester's class schedule. For more details, please refer to the official College Class Schedule of each semester.
- Students who formally withdraw from the institution after the first 60 percent (in time) of the days completed are not entitled to a refund of any portion of tuition and fees.
- Students who are attending an institution for the first time, and who receive assistance under Title IV of the Higher Education Act of 1965 as

amended, are entitled to a pro rata refund of that portion of the tuition, fees, room and board, and other charges assessed the student by the institution. The refund will be equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance up to the 60 percent point (in time) of the days completed in a given semester.

- Refunds of all tuition paid (resident or non-resident) and other mandatory fees will be made in the event of the death of a student at any time during an academic semester.
- Students who are members of the Georgia National Guard or other reserve components of the Armed Forces and who receive emergency orders to active military duty are entitled to a full refund of tuition paid for that semester. Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location, are entitled to a full refund of tuition paid for that semester.
- Students who drop a class but remain in school after the official schedule change date for Drop-Add (i.e., non-complete withdrawal from the College) are not entitled to any refund.

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

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

#### **MILITARY SERVICE REFUNDS**

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are authorized for students who meet the following requirements:

Military reservists (including members of the National Guard) who receive emergency orders to active duty after having enrolled at the College and having paid tuition and fees;

Active duty military personnel who receive an emergency assignment after having enrolled at the College and having paid tuition and fees;

Students who are unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exception equitable relief.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

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# **FINANCIAL AID**

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**OFFICE OF FINANCIAL AID**

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**WITHDRAWING FROM THE COLLEGE**

**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.

## 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.fafsa.gov](http://www.fafsa.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 Federal Academic Competitiveness Grant (ACG)
- The Supplemental Educational Opportunity Grant (SEOG)
- The Leveraging Assistance Educational Program (LEAP)
- The Federal Work Study Program (FWS)
- The Subsidized Federal 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. 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 Contribution, such as the amount that a family can contribute toward the Cost of Attendance Budget, which is calculated by the U.S. Department of Education's Central Processing System, is used to determine the amount of a student's Pell Grant and eligibility for other grants and loans.

The Expected Family Contribution and the Cost of Attendance Budgets are listed on the electronic copy of the student's award letter online.

## CREDIT BALANCES

Credit balances exist when a student's financial aid, grants and loans exceed a student's tuition and fees. The issuance of refund checks to students who have credit balances on their account will be determined by the semester start date, 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. Refund checks will be issued to students 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 (SAP):** 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" 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. No future financial aid will be disbursed to the student's account until he or she has satisfied any past balances due. Below are the criteria to maintain SAP.



## Student Satisfactory Academic Progress (SAP)

Revised 11/22/2014

Students receiving financial assistance through a federal program or Georgia HOPE Scholarship program must be making satisfactory progress toward a degree, diploma or certificate at Atlanta Metropolitan State College. The financial aid office monitors the progress of all students to ensure that they are making satisfactory progress (SAP) toward completion of their program in a reasonable period of time. The cumulative SAP review determines the student's eligibility for financial assistance based on his or her complete academic history. ***Students determined not making SAP can appeal.***

Standards are measured by both Cumulative Credit Hours (Quantitative Measure) Cumulative and Grade Point Average (Qualitative Measure):

### Measurement of Quantity

#### *Minimum 67% Pace of Completion*

Undergraduate student financial aid applicants and recipients must demonstrate they are making measurable progress toward earning a degree by **successfully completing a minimum of 67%** (see example) of all hours attempted at the College and all hours accepted in transfer (including those hours attempted when the student did not receive federal or state student aid).

- Grades of A, A-, B+, B, B-, C+, C, C-, D\*, or S **are successfully completed hours as long as credit is earned.**

\*Note: students cannot earn D grades in courses that are required for program of study or courses in area A of course plans see college catalog for additional information

- Grades of F, W, WF, WP, I, IP, U, NR, ER, NG, or repeated courses are not successfully completed hours.
- V (audited courses) do not count as attempted or successfully completed hours.

### **Maximum Allowable Total Attempted Hours**

*Students cannot receive financial aid once they have attempted 150% of the number of hours required to complete their first undergraduate degree program.*

For most undergraduate programs of study, this provides students up to 99 attempted semester hours to complete a 60 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 all hours accepted in transfer by the College (including all hours attempted when the student did not receive federal or state student aid) are included and apply toward the Maximum Allowable Total Attempted Hours. Once it is apparent a student will be unable to complete an undergraduate degree within the 150% maximum total attempted hour time frame, the student will no longer be eligible for financial aid. Students with max hour issues can appeal, however students will be required to provide documentation of progress toward graduating within a reasonable amount of time to remain eligible to receive aid.

### **Measurement of Quality**

**All undergraduate students must maintain at least a 2.0 overall cumulative Grade Point Average (GPA)** at the end of every semester regardless of the total number of attempted and earned hours. SAP standards use the official grading scale of the College of Georgia.

### **Learning Support and Regents**

Students enrolled in Learning Support and/or Regents' classes are eligible to receive financial aid until they have attempted **28** semester credit hours. If a student is enrolled in Learning Support and/or regents classes after the **28** hours limit, the student must pay for those classes out of pocket. All classes will count in the SAP calculation.

### **Changing Majors**

Undergraduate students who change majors during the academic year are strongly encouraged not to withdraw from any classes as they still must successfully complete a minimum 67% of the hours attempted at the College including all hours accepted in transfer.

Students who change majors or degree programs are at risk of exceeding the Maximum Allowable Total Attempted Hours before obtaining a degree. Students who decide to change majors or degree programs should do so early in their academic career so as not to jeopardize future eligibility for student financial aid at the College.

### **Repeated Courses**

All repeated courses and their grades will be included in the 67% and Maximum Allowable Total Attempted Hours calculations.

### **Undergraduate Transfer Students**

Undergraduate transfer students are also subject to the 67% Minimum Pace of Completion, the Maximum Allowable Total Attempted Hours and the minimum 2.0 overall GPA requirement. As previously stated, all hours attempted while enrolled at the College and all transfer hours accepted by the College are included in SAP determination.

### **Evaluation of Undergraduate Satisfactory Academic Progress (SAP)**

**SAP standards will be evaluated at the end of every semester.** After grades are posted, FAO will send an e-mail to any affected financial aid recipients and applicants informing them of the need to review their SAP status on the AMSC student portal, which will outline the reason(s) for their failure to maintain SAP. The information provided the student will include the specific SAP standard(s) not being met and a link to the SAP Appeals Policy & Procedures.

### **Financial Aid Warning Status**

*Financial Aid Warning* status is defined by federal regulation and cannot be altered or modified. Undergraduate financial aid recipients who were previously maintaining SAP but are identified at the end of a semester as failing to maintain any of the SAP standards will be automatically placed on *Financial Aid Warning* status for one semester of enrollment. Although students placed on *Financial Aid Warning* status are no longer making SAP, they are still eligible to receive any federal or state financial aid for which they are otherwise eligible during their one semester on *Financial Aid Warning*. All financial aid awarded for any semesters subsequent to the *Financial Aid Warning* semester will be cancelled.

Students who have been placed on *Financial Aid Warning* due to their overall GPA being less than 2.0 and/or completing fewer than 67% of their total attempted hours, will retain their financial aid eligibility if at the end of their *Financial Aid Warning* semester they are again meeting both of these SAP requirements. Previously cancelled aid for which they are otherwise eligible will be reinstated.

### **SAP Appeals Policy & Procedures**

Federal Student Aid (FAS) regulations permit **(but do not require)** colleges to establish a SAP Appeals Policy. Furthermore, if an institution chooses to implement a SAP policy which permits appeals, it is left solely to the institution to specify when and how such appeals will be permitted as well as how many times a student may appeal.

FAO established the following SAP Appeals Policy and Procedures to assist students who have failed to maintain SAP due to mitigating circumstances which have now been resolved or stabilized. Under this policy, students may submit to the [Financial Aid Office \(FAO\)](#) for consideration, a signed, written appeal explaining their circumstances. Mitigating circumstances are essentially unanticipated and unavoidable circumstances beyond the student's control which directly affected his or her ability to be academically successful, and which have been resolved or stabilized so he or she is now able to be academically successful. Examples of mitigating circumstances are:

1. serious injury/illness or an acute mental health condition of the student, or of an immediate family member, or
2. death of an immediate family member, or
3. any other circumstances deemed as sufficiently mitigating by FAO.

As part of a SAP appeal, students must also provide supporting documentation which confirms the occurrence/circumstances. In addition, the student must explain and provide documentation regarding how the situation has been resolved or stabilized; thereby, enabling the student to now be academically successful. In addition to providing an explanation and documentation for extenuating

circumstances, students who are flagged for maximum time frame (150% or near 150%) must also provide a copy of his/her degree plan signed by their advisor outlining the course still needed for graduation.

### **Financial Aid Probation Status**

*Financial Aid Probation* status is defined by regulation and cannot be altered or modified. If FAO finds that the student's appeal circumstances were sufficiently mitigating, AND if either (1) it is mathematically possible for the student to re-attain SAP by the end of the semester of enrollment following the student's *Financial Aid Warning* semester, or (2) FAO has approved a Financial Aid Academic Plan, the student will be placed on *Financial Aid Probation* for one semester. Students placed on *Financial Aid Probation* can still receive any federal or state financial aid for which they are otherwise eligible.

At the end of the one semester on *Financial Aid Probation*, the student must again be meeting either all SAP criteria, **or** must be meeting all the requirements of his or her FAO approved Financial Aid Academic Plan in order to continue to be eligible for financial aid. See "Financial Aid Academic Plan" below for more information.

Students whose appeals are approved will continue to be reviewed at the end of each semester to determine if they are meeting all SAP requirements, or are meeting all the requirements of their Financial Aid Academic Plan.

### **Financial Aid Academic Plan**

FAO's review of student SAP appeals will include consideration of and possible approval of, an individual student **academic plan**.

FAO may work with students on a case-by-case basis to identify an academic plan that will be designed to get the student back on track and be academically successful. This is the purpose of an academic plan. Students for whom FAO reinstates federal student aid eligibility under an academic plan will retain that eligibility as long as they strictly adhere to their FAO approved academic plan.

Depending on the individual student situation, an academic plan may be

as simple as a mathematical calculation by the FAO that specifies the percentage of coursework the student must now successfully complete and/or the minimum grade point average the student must earn each semester, or it may be as complicated as a course by course degree plan and/or limiting the number of hours in which a student may enroll. In many cases FAO will instruct the student to meet with his or her AMSC academic advisor to formulate a structured academic plan which clearly sets forth the courses in which the student must enroll, and the minimum GPA he or she must earn each term. The student will then provide a copy of the formal academic plan to FAO for consideration.

Students for whom FAO approves an academic plan can receive federal or state financial aid for which they are otherwise eligible as long as they strictly adhere to their approved plan. Students on an FAO approved academic plan will be evaluated following each semester of enrollment and a student's failure to meet ALL the requirements of his or her academic plan may result in immediate loss of financial aid eligibility.

### **Appeal Denial Policy & Procedure**

When Financial Aid Appeal Committee does not approve a student SAP appeal based on its determination 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 student may request further consideration by the College's Satisfactory Academic Progress Appeals Committee. This Committee meets once a month and is composed of both AMSC faculty and staff.

To request further consideration by the College's Satisfactory Academic Progress Appeals Committee, the student needs only to send FAO a signed written request (or e-mail from their AMSC Mail account). The decision of the College's Satisfactory Academic Progress Appeals Committee is final.

It is important to note that all stipulations and requirements of an FAO approved academic plan are final and are not subject to further consideration by the College's Satisfactory Academic Progress Appeals Committee.

## **Student Financial Counseling May Be Required**

Students who previously received Federal Direct Student Loans or previously failed to maintain SAP may also be required to complete additional financial counseling before eligibility for student financial aid can be re-established.

## **Effective Semester When SAP Students Can Regain Student Financial Aid Eligibility**

A student may be awarded Federal Pell Grants, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Direct Loans and state financial aid (HOPE Scholarship, Zell Miller Scholarship, etc.) for the semester in which the student is now making SAP or the semester for which a SAP appeal and/or an academic plan has been approved.

**All other rules and regulations governing federal and state student financial aid programs still apply.**

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

### **Fee Payment**

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

Financial aid applicants should 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 three types of grant programs funded by the U.S. Department of Education. A grant is financial aid that does not have to be repaid (unless the student withdraws from school and as a result 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 or graduate 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.

#### **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 or graduate 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.

## **Academic Competitiveness Grant**

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

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

- have graduated from a rigorous secondary/high school program after January 2006 and not have been enrolled as a regular degree seeking undergraduate student at any other College or university
- be a Pell Grant recipient for the same award year
- be enrolled at least half-time (6 credit hours or more)
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an associate's degree program acceptable for full credit towards a bachelor's degree program

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

- have graduated from a rigorous secondary/high school program after January 2005
- be a Pell Grant recipient for the same award year
- be enrolled at least half-time (6 credit hours or more)
- have earned a cumulative grade point average of 3.0 on a 4.0 scale and 3.0 credit hours
- be a U.S. citizen or an eligible non-citizen
- be enrolled in an associate's degree program acceptable for full credit towards a bachelor's degree program

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

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

Students who meet the eligibility requirements are awarded \$750.00 in their freshman year and \$1300.00 in their sophomore year of study. This award is not renewable. Students who are eligible to receive the ACG will receive an award letter.

## **FEDERAL WORK STUDY PROGRAM**

Atlanta Metropolitan 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**

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

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

#### **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. 1606, 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-GI BILL-1 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 application 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.studentloan.gov](http://www.studentloan.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 Loan for Undergraduate Students**

The Parent Loan for Undergraduate Students (PLUS) is available to biological parents, step-parents and adoptive parents of dependent undergraduate

students. The parent is the borrower of the loan for a student who is enrolled in at least six (6) credit hours. The PLUS Loan is based on the credit worthiness of the parent. The Office of Financial Aid must certify that a student meets the eligibility requirements in order for the parent to borrow a PLUS Loan. Repayment of the PLUS Loan begins once the loan is disbursed to the school.

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

## STATE FINANCIAL AID PROGRAMS

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

### **Leveraging Educational Assistance Partnership**

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

### **Georgia Hero Scholarship**

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

### **Accel Program**

The Accel Program is available to students who are classified as high school juniors or seniors at accredited public and private high schools in the state of Georgia. The program allows students to pursue postsecondary study at approved public, private and technical colleges while receiving dual high school and College credit for courses successfully completed.

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

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

## **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:

June 1 - Fall Semester  
October 15 - Spring Semester  
March 1 - Summer Semester

### **The Verification Process**

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

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



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

**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.

## WITHDRAWING FROM THE COLLEGE

Hardship withdrawals may be granted to students who find it necessary to withdraw from classes because of an emergency, a crisis, or an unavoidable circumstance that seriously impedes the student's ability to make academic progress. Circumstances warranting a Hardship Withdrawal may include death of a family member, a personal or family member's illness, an injury, or some other crisis. Documentation verifying the hardship must be submitted in support of the request for withdrawal. Before mid-semester, students may withdraw from classes without failing through the College's course withdrawal procedure. However, after mid-semester, course withdrawal without failing will be granted only for hardships through the College's Hardship Withdrawal process. Students must submit an application for a hardship withdrawal within one semester of the end date of the course(s) for which the withdrawal is requested.

Students are not eligible for hardship withdrawals in any course 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 may be granted 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 Vice President for Academic Affairs within 20 business days of the date of the original decision letter. Students should meet with a representative in the Center for Academic Advising to discuss the Hardship Withdrawal process.

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# **Student Affairs**

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**GENERAL STUDENT AFFAIRS INFORMATION**

**COUNSELING SERVICES**

**STUDENT ACTIVITIES**

**ATHLETICS**

**INTERNATIONAL STUDENT ADVISING**

**OTHER STUDENT SERVICES**

**ALUMNI RELATIONS**

## GENERAL STUDENT AFFAIRS INFORMATION

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

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

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

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

### Counseling Services

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

## Disability Services

The Office of Disability 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 Disability 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 ACTIVITIES

The Office of Student Activities 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 unit's efforts are aimed at providing opportunities for students to become well-rounded individuals through an enriching collegiate experience.

With the support of the Student Commission, the Atlanta Metropolitan Programming (AMP) Board, campus clubs and organizations, and faculty and staff, the office develops and implements a programming calendar for the campus community. Students engage in learning through programs designed to develop leadership and interpersonal skills, foster social responsibility, and promote health and wellness.

In addition to attendance at the various programs and activities offered each year through the Office of Student Activities, students are eligible for club and organization membership and are entitled access to the Game Room, Fitness Center, free play basketball, and outdoor recreational activities.

The Office of Student Activities is located on the second floor of the Student Center, Room 213. For more information, please contact us at (404) 756-4916.

## ATHLETICS

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

The athletics program is an important component of the total College educational process. Its activities and competitions provide opportunities for continued student growth through the acquisition of knowledge, physical development, social skills, values and emotional patterns in the forum of physical activity and competition. The goals of the athletics program are achieved through intercollegiate activities.

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

## INTERNATIONAL STUDENT ADVISING

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

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

## STUDENT SERVICES

### **BOOKSTORE**

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 number of courses. A typical full-load semester cost is approximately \$800.00. The AMSC Bookstore buy back policy permits the College to purchase from students, texts for which there is a need. The textbook buy back period is conducted during the last week of each semester's final exams. The bookstore is located on the first level of the Student Center Building in Room 108. The bookstore is open for business from 7:00 a.m. to 6:00 p.m. Monday through Thursday; and 7:00 a.m. to 2:00 p.m. on Friday. During the first two weeks of the semester, the bookstore hours are extended. Dates and hours will be posted each semester.

### **CAFETERIA SERVICES**

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

## VENDING SERVICES

Vending machines which dispense non-alcoholic beverages, 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.

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. As a liaison between alumni and the College, the Association coordinates programs to benefit its members. In addition, the Association disseminates College information about current events and topics of interest throughout the entire AMSC community.

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

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# ACADEMIC INFORMATION

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## GENERAL ACADEMIC INFORMATION

### ACADEMIC RENEWAL POLICY

### TESTING SERVICES

### TESTS AND EXAMINATIONS

### GRADUATION

### ACADEMIC RECORDS

### ACADEMIC SUPPORT SERVICES



## GENERAL ACADEMIC INFORMATION

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

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

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

### **Academic Honors/Scholarship Standards**

- **The Dean's List**

Excellence in scholastic achievement is recognized each semester by the publication of the Dean's List. This list names 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 Division of Social Sciences 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 Division 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.

- **Social Science Honor Society**

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

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

membership in the Society. Students who fall below 3.25 may apply for readmission into the Society once they re-establish the required GPA.

### **Abandoning a Course**

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

### **Academic Misconduct**

Academic misconduct, or cheating, can take many forms. Although different instructors assign various penalties, academic misconduct is grounds for failure on the assignment or 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 Vice President for Academic Affairs, not to exceed suspension for one semester from Atlanta Metropolitan State College.

### Academic Progress

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. 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.

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

Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 to be eligible to register for the next semester. Students who return from 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 dismissed must petition the Vice President for Academic Affairs to apply for readmission. In the letter of petition, students should state reasons they believe that they will show academic improvement if they are allowed to be readmitted. The Vice President for Academic Affairs will refer letters of petition to the Academic Progress Committee for its review and recommendation.

Students who are on probation or who are returning from suspension or dismissal are required to meet with the Coordinator of Academic Advisement for

assistance with a plan for improving their academic performance. These students may be required to take a reduced course load.

Students on dismissal are not eligible to register for courses at Atlanta Metropolitan State College unless they write a letter to the Vice President for Academic Affairs to appeal the dismissal. The Vice President for Academic Affairs will refer appeal letters to the Academic Progress Committee. A letter of appeal should indicate factors that contributed to the student's prior low academic progress. Students who write letters of appeal must submit the letters to the Office of Academic Affairs no later than two working days prior to the first day of General registration for the semester. Once a student has been suspended, all financial aid will be denied. Students who are permitted to register are responsible for re-establishing their eligibility for financial aid.

## THE ACADEMIC YEAR

The academic year is divided into two 15 week semesters including a twelve (12) week session, two seven and a half (7 ½) week and one five (5) week embedded "minimesters". A shorter summer term including two 5 week minimesters is also available. 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 term.

### **Attendance Policy**

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

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

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:

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

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

### **Changing Schedules**

Changes in class schedules are permitted only during the time specified each semester and summer term. It is recommended that students meet with their faculty advisor 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. 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 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**

A normal course load for a full-time student consists of twelve (12) to eighteen (18) credit hours of academic work per semester. Students who wish to enroll for more than the normal load may be permitted to do so with the approval of their academic advisor and Division Dean for their major. An application form for this purpose may be obtained from the Office of Academic Affairs or from the

Center for Academic Advising. To be approved for an overload, the student must present a semester and/or cumulative grade point average of at least 3.0, and the overload cannot exceed twenty-one (21) total semester hours.

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

### **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. Additional credit(s) will be considered base upon American Council on Education evaluations.

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

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

### **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 the end of the Schedule Change Period a student cannot drop a course. Instead, he or she must withdraw from courses by completing a Course Withdrawal Form. Students withdrawing from courses before mid-term receive a "W" for the course; students withdrawing after mid-term receive a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, in which case a "W" will be recorded. **The possibility that a student may fail the course will not be considered a hardship.**

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

## **GRADES FOR DEGREE-CREDIT COURSES**

The following system of grading is used in all degree-credit classes (courses numbered 1000 and above) at Atlanta Metropolitan 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)
WF	Withdrew Failing	(0.0)

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

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

#### GRADES IN LEARNING SUPPORT COURSES

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

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



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

- **IP:** Insufficient Progress. This grade indicates some progress in a course, but the student did not pass. The student is required to repeat the course.
- **F:** Failure. This symbol indicates that the student failed the course and must repeat it.
- **V:** This symbol indicates that a student who was not required to take the course was permitted to take the course on an audit or volunteer basis. Students may not transfer from audit to credit status or vice versa.
- **W:** This symbol indicates that the student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the Vice President for Academic Affairs. (Students enrolled in both Learning Support and credit courses may not withdraw or be withdrawn from Learning Support courses unless they also withdraw or are withdrawn from credit courses.) There is an exception. The student who remains in at least one Learning Support course may also remain in a freshman orientation course, a 1000-level Physical Education course, and/or a performance course (theater or music). A student who withdraws after mid-term shall receive a failing grade from the course.
- **WF:** Withdrew Failing. This symbol indicates that the student withdrew after mid-term and, therefore, received a non-passing grade.

## 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.

## GRADE APPEAL PROCESS

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

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

**Step 2.** If, after Step 1, a student wishes to further pursue a change of grade, the student must make a written appeal to the appropriate Division Dean within

twenty working days of the meeting with the instructor. Supporting documentation should be attached.

**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 Division Dean, he or she may seek redress from the Vice President for Academic Affairs (VPAA). The VPAA will review the student's original written appeal, supporting documentation and the decision of the Division Dean before rendering a decision.

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

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

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

If a student wants to appeal the credits awarded for PLA, the student will meet with the assessor (virtually or in person) and then follow steps 1 through 7 outlined in the Grade Appeal Process above. For additional reference, check the PLA Handbook for Atlanta Metropolitan State College available at <http://www.atlm.edu/priorlearning.aspx>

## **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," or "WF"

has been received, into the number of quality points earned in those hours scheduled. The GPA is maintained on the student's transcript. Institutional credit (for courses numbered below 1000) does not affect the cumulative GPA.

- **Institutional Grade Point Average**

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

- **Independent Study**

Independent Study for a specific course may be granted to a limited number of students on a highly selective basis provided that the student has earned at least 18 semester hours of credit. Cumulative GPA, faculty recommendations, and the student's background in the particular discipline are considered in determining a student's eligibility for taking a course through independent study.

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

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

A faculty member may not teach more than one independent study course per semester. Faculty agreeing to supervise an independent study must submit a course syllabus for approval of the appropriate Division Dean. Course content, assignments and grading policies must be consistent with those taught in a traditional class setting.

## ADULT LEARNERS and PRIOR LEARNING ASSESSMENT

### **Prior Learning Assessment**

PLA is a process through which students identify areas of relevant learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials for assessment and possible award of academic credit relative to specific course objectives.

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. Prior learning may emerge from life experiences that occurred outside the college classroom in a number of settings. Assessment of prior learning occurs through

standardized exams (CLEP, DANTES/DSST, ACE, AP, IB etc.) and portfolio evaluation. Some knowledge gained from relevant work, travel, life, and hobbies may be equivalent to college-level skills and knowledge, and warrant academic credit. A special course, PLAD2000 has been developed to assist students with preparation of the PLA portfolio to demonstrate relevant college level learning.

As a member of the University System of Georgia's Adult Learning Consortium, Atlanta Metropolitan State College has pledged to offer students the opportunity for prior learning credit for several courses that will facilitate adult learners to complete their college education in a timely and economical manner. Please refer to Georgia Opportunities for Adult Learners website (GOAL) to access various collaborative programs, services, and outreach opportunities for Georgia adults. <http://www.georgiaonline.org/adultlearner/>.

### **Prior Learning Assessment Methods**

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

#### **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 ([www.atlm.edu/adultlearner](http://www.atlm.edu/adultlearner)). For details regarding registration, fee, and other relevant information, go to the Testing Services website or the Testing Services section of the College Catalog.

#### **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 [http://www.dantes.doded.mil/DANTES\\_Homepage.html](http://www.dantes.doded.mil/DANTES_Homepage.html) or more information.

#### **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 access the URL <http://www.acenet.edu> for further recommendations.

## 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 Division Dean requesting permission to take a departmental exam, if one such exists. Applications must be received in the office of the Division 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 Division 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.

### PLA Portfolio Assessment

Students whose prior learning experiences fall outside the scope of these above methods may be advised to sign up for the PLA Documentation course (PLAD 2000). Atlanta Metropolitan State College students may enroll in PLAD 2000 course to document their prior learning. This online course 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 PLAD 2000, including the course syllabus and contact information. Upon completing the course, students can submit portfolios and apply for academic credit for qualifying courses. Consult the PLA counselor for additional information.

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>.

### PLA Grade and Credit Hours

College credit obtained by students from the above PLA assessments 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.

A student may obtain a total of 20 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 contact the assessor (virtually or in person) and follow steps 1 through 7 outlined in the Grade Appeal Process found in the PLA Student Handbook (<http://www.atlm.edu/adultlearner>).

#### **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 servicemembers 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.

#### **For Veterans and Military Personnel**

In addition, veterans and army personnel seeking more information regarding Veteran's Benefits, Tuition Assistance, and Military Service Refunds may find more detailed information in the PLA Handbook (<http://www.atlm.edu/adultlearner>) for Atlanta Metropolitan State College as you consider your options for higher education.

#### **Military Service Refunds**

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are authorized for students who meet SOC requirements. Please refer to the PLA Student Handbook or the college's website ([www.atlm.edu/adultlearner](http://www.atlm.edu/adultlearner)).

#### **Yellow Ribbon Program for Veterans: Out of State Tuition Waiver and Fees Reduction**

AMSC is a member of the Yellow Ribbon program established by congress to assist veterans and their dependents with cost saving measures including waiver and tuition reductions. Please contact the registrar for more information.

### **eMajor**

eMajor is the University System of Georgia's collaborative program that delivers flexible online degree programs through Valdosta State University (more institutions to be added in 2013). Atlanta Metropolitan State College will collaborate with other USG institutions and develop innovative and flexible degree programs. Courses in these programs will be delivered using a robust learning management system (Desire2Learn) and will be taught by highly trained online instructors. Students who take these courses will enjoy the twin benefit of completing certificate programs at AMSC while also earning credits towards their bachelor's degree at another institution. Student support services, including enrollment counseling, bookstore, library services, tutoring, test proctoring and disability services are coordinated through the eMajor Administration. For further information on USG's eMajor program, please visit <http://emajor.usg.edu/about/>.

### **Repeating Courses**

Students are permitted to repeat courses to improve their grades. *Both grades 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.

### **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 both the Division Dean and the Registrar.

6. If the student is within the last 20 (20) hours of graduation, the student must obtain written approval from the Vice President for Academic Affairs.
7. Students with Learning Support requirements must obtain permission from the Dean of the Division that offers the Learning Support course—either the Division of Humanities and Fine Arts or the Division of Science, Mathematics, 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 insure 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.

## UNITS OF CREDIT

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

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

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

## WITHDRAWAL FROM THE COLLEGE

- **Withdrawal Procedures**

Students considering withdrawing from the College should confer with their advisors, a counselor, instructors, or a staff member from the Center for Academic Advising to assist the student in resolving the problems.

If circumstances make it impossible for a student to withdraw in person, he or she must write a letter to the Vice President for Academic Affairs (VPAA) requesting withdrawal.



- **Withdrawal from Learning Support**

A student who wishes to withdraw from a required Learning Support course must also withdraw from any College level courses in which he or she is enrolled. There is an exception. The student who remains in at least one Learning Support course may also remain in a freshman orientation course, a 1000-level Physical Education course, and/or a performance course (theater or music)

- **Hardship Withdrawal**

Hardship withdrawals may be granted to students who find it necessary to withdraw from classes because of an emergency, a crisis, or an unavoidable circumstance that seriously impedes the student's ability to make academic progress. Circumstances warranting a Hardship Withdrawal may include death of a family member, a personal or family member's illness, an injury, or some other crisis. Documentation verifying the hardship must be submitted in support of the request for withdrawal. Before mid-semester, students may withdraw from classes without failing through the College's course withdrawal procedure. However, after mid-semester, course withdrawal without failing will be granted only for hardships through the College's Hardship Withdrawal process. Students must submit an application for a hardship withdrawal within one semester of the end date of the course(s) for which the withdrawal is requested.

Students are not eligible for hardship withdrawals in any course 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 may be granted 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 Vice President for Academic Affairs within 20 business days of the date of the original decision letter. Students should meet with a representative in the Center for Academic Advising to discuss the Hardship Withdrawal process.

## ACADEMIC RENEWAL POLICY

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty to make a fresh start

after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn associate and bachelor's degrees.

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

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

## TESTING SERVICES

### The Office of Testing Services

The Office of Testing Services is committed to providing standardized testing in an environment that maintains integrity and complies with national standards.

<b><u>Hours of Operation</u></b>
Monday - Thursday (8:30 a.m. - 7:00 p.m.)
Friday (8:30 a.m. - 5:15 p.m.)
Saturday (10:00 a.m. - 2:00 p.m.)

The Office of Testing Services at Atlanta Metropolitan State College (AMSC) is located on the 2nd floor of the Academic Building 500 (Room 217). The COMPASS Exam, ESL COMPASS Placement Exam, Remote COMPASS testing, standardized testing (SAT, ACT, LSAT, CLEP, MPRE & TEAS), Consortium and online proctoring are administered by the Office of Testing Services. You are welcome to contact us with your questions or concerns by calling (404)-756-4783.

**To take any test, students must bring a photo ID (with recent photo) and arrive at least 15 minutes prior to taking your Exam.**

The Office of Testing Services at AMSC provides the following services:

## COMPASS EXAM

COMPASS is a computer-adaptive college placement test that is untimed. The three-part exam (Math, Reading, and Writing) generally takes **a minimum** of two and a half hours to complete; however, any one part of the exam may take up to 90 minutes.

Students with SAT or ACT scores should submit those scores to the Admissions Office **before** scheduling to take the COMPASS Exam. Documentation of minimum SAT (Math 400/Verbal & Critical Reading 430) or ACT (17) scores might exempt students from the COMPASS Exam. Performance on this exam will determine the ability or inability to take college level courses. The passing scores on the COMPASS Exam are:

- Math-37
- Reading-74
- English 60

**You may retest if you are within a 5 point range of the passing score. Retesting is permitted only once and only within two weeks of the original exam. An additional \$20 fee is required for the retest.**

(COMPASS Preparation websites may be found on the Office of Testing Services website).

### **What do I need to bring for the COMPASS/ESL COMPASS Placement Exam?**

1. Be prepared to pay \$20.00 for the COMPASS/ESL COMPASS Placement Exam. Master Card, Visa, Discover, check, cash or money order is accepted. Payments must be made at the Cashier Window located on the first floor of the Library. **Photo Identification (with recent photo) is required.**
2. You **MUST** bring with you your COMPASS/ESL COMPASS Placement Exam Card or documentation that states which portion(s) of the exam you need to take.

3. If you need to take the Math portion of the Exam, please bring a basic calculator.

### **ESL COMPASS Placement Exam**

If you have been given the permission to take the ESL (English as a Second Language) COMPASS Exam, it is a computer-adaptive college placement test that is untimed. The five-part exam (Math, Listening, Reading, Grammar and Writing) generally takes a minimum of three hours to complete; however, any one part of the exam may take up to 90 minutes. Please refer to the “What do I need to bring for the COMPASS/ ESL COMPASS Placement Exam?” section (above) for items needed on test day.

Students who are non-native speakers of English, must take the ESL COMPASS Placement Exam unless

- They have transferable ENGL 1101 transfer credit
- They have a COM score of 550 paper or 79 iBT or above
- They have a TOEFL score of 550 paper or 79 iBT or above

Your performance on this exam will determine your ability or inability to take college level courses.

The passing scores on the ESL COMPASS Placement Exam are:

- Math-37;
- Listening-89
- Reading-95
- Grammar-95
- Writing- 5.5 (written sample)

**No retest allowed for the written sample. However, you may retest if you are within a 5 point range of the passing score for Math, Listening, Reading & Grammar. Retesting is permitted only once and only within two weeks of the original Exam. An additional \$20 fee is required for the retest.**

(ESL COMPASS Placement preparation websites may be found on the Office of Testing Services website).

**Please contact the Division of Humanities and Fine Arts for additional ESL information.**

**Examinees are welcome to come by the Office of Testing Services & Academic Support Center (3<sup>rd</sup> floor of the Library) to receive test preparation materials prior to taking the COMPASS or ESL COMPASS Placement Exam.**

## Remote COMPASS Testing

AMSC students who live outside the commuting distance of Atlanta Metropolitan State College should contact the Office of Testing Services to arrange off-campus testing.

If you are a non-AMSC student you must schedule your appointment by calling 404-756-4783. Walk-ins are not recommended. You must report to our test site 15 minutes prior to your exam. Be prepared to present a printed copy of your payment, registration/confirmation letter & Photo Identification (with recent photo) on exam day. Also, please request for a decal prior to taking your exam. For payment, Master Card, Visa, Discover, check, cash or money order is accepted. Payments must be made at the cashier window located on the first floor of the Library (Testing fees are non-refundable). Non-AMSC examinees must contact their home institution after completing the COMPASS exam.

Please park in parking lot B. Parking is not allowed in the reserved, numbered or visitor parking spaces. The Office of Testing Services will provide you a decal. (Due to inclement weather and college closing testing times are subject to change).

## Consortium

The Office of Testing Services proctors several tests for various institutions, businesses, state and government agencies. Please contact the Office of Testing Services at (404) 756-4783 for all inquiries concerning Consortium Exams.

## ONLINE TESTING

If AMSC online instructors wish to have their exams proctored, instructors will need to contact the Office of Testing Services. Notification must be given to the Office of Testing Services at least 14 business days in advance and be provided with specific instructions **and sufficient copies of their Exam** prior to test administration. (Online Proctor Request Form may be found on the Office of Testing Services website).

If AMSC online instructors wish to have their Exams proctored for their students that live outside the commuting distance of Atlanta Metropolitan State College, the Online Proctor Form (Off- campus) should be completed prior to test administration. (Online Proctor Form (Off-Campus) may be found on the Office of Testing Services website).

## PARKING INSTRUCTIONS

Please park in parking lot B. Parking is not allowed in the reserved, numbered or visitor parking spaces. The Office of Testing Services will provide you a decal.

## **Additional Testing**

Currently, the Office of Testing Services administers the following standardized tests: (SAT, ACT, LSAT, TEAS, MPRE & CLEP). Please read below for details.

### **SAT**

- Prospective students can register at <http://sat.collegeboard.org/home>
- College code (5725)
- What to bring and expect for the SAT Test? (Click on link listed below)  
<http://sat.collegeboard.org/register/sat-test-day-checklist>

### **ACT**

- Prospective students can register at  
<http://www.actstudent.org/index.html>
- College code (0843)
- What to bring and expect for the ACT Test? (Click on link listed below)  
<http://www.actstudent.org/testprep/taking/procedures.html>

#### **ADVANTAGE OF TAKING THE SAT OR ACT**

- Documentation of SAT or ACT scores might exempt students from the COMPASS Exam
- Students with SAT or ACT scores should submit those scores to the Admissions Office **before** scheduling to take the COMPASS Exam.

### **LSAT**

The Law School Admission Test (LSAT) is a half-day, paper-pencil standardized test. As a part of the admissions process many American Bar Association (ABA)-approved law schools require applicants to take the LSAT. The test provides a standard measure of acquired reading and verbal reasoning skills. Students may register at <http://www.lsac.org/JD/LSAT/test-dates-deadlines.asp>

### **MPRE**

The Multistate Professional Responsibility Examination (MPRE).  
Examinees may register at <http://www.ncbex.org/multistate-tests/mpre/>

**Please park in parking lot B. Parking is not allowed in the reserved, numbered or visitor parking spaces. The Office of Testing Services will provide you a decal.**

## TEAS Testing

The TEAS is a pre-admission nursing exam. This is a multiple-choice exam that tests examinees on basic academic knowledge in Reading, Mathematics, Science, English and Language Usage.

Please visit: <http://www.atitesting.com/> or call 1-800-299-3926 for a list of test dates (for registration), fees (only debit or credit card accepted), FAQ's, Study Manual and Online Practice.

For entry, students must bring a photo ID, exam permit letter or confirmation email, and two sharpened #2 pencils. Calculators, cell phones, all other electronic devices, food, drinks, or other individuals (e.g. guardians, children, friends etc) may not be brought inside the testing room.

Test results are available immediately after the exam.

## CLEP

Advantages of CLEP:

CLEP (College Level Examination Program) allows students to take advantage of earning college credit as long as the examinee receives qualifying scores on any of the examinations CLEP has to offer. Military personnel are welcome. For CLEP courses available for PLA credit and qualifying scores, please refer to the topic "Adult Learners and Prior Learning Assessment".

### Payment & Registration:

Please follow these guidelines prior to testing:

**CLEP examinees must contact the Office of Testing Services at least 14 business days prior to test date for registration.**

After contacting the Office of Testing Services, the examinee will need to register through **My Account** on the College Board website by going to <http://clep.collegeboard.org/>.

**My Account** is a self serve feature which allows you to register for CLEP Exams, and purchase study materials all in one place.

After students confirm their test date & time with the Office of Testing Services, they will need to be prepared to make two separate payments. The first payment

is the \$80 fee for the Exam which is paid through **My Account** services. The second payment will be for Institution Administrative Services which is \$25 and must be payable by Master Card, Visa, Discover, cash or money order which is accepted at Atlanta Metropolitan State College prior to testing. Please report to the Library building at the cashier window, located on the first floor to make & receive your receipt of \$25.

Visit <http://clep.collegeboard.org/> to view test descriptions and/or download a CLEP sampler.

**Attention Please Note:**

Prior to CLEP registration we strongly advise AMSC students and non-AMSC students to speak with your Office of Registrar or appropriate Academic Division so that you will sign up for appropriate test (s).

AMSC students and non-AMSC students with documented disabilities who require accommodations should speak with their Office of Disability Services at least **14 business days prior to test date for registration.**

Prior to test administration it is the examinee's responsibility to select the institution to which scores must be sent. This service will be available on **My Account**.

Please allow approximately 3 weeks for the scores to be processed by our Office of Registrar after your test administration (if you have chosen for your scores to be sent to AMSC).

Examinees may repeat the same CLEP Exam of the same subject area within 6 months of the initial test date.

**Test Administration:**

It is mandatory that students bring two forms of ID & registration ticket on test day. For instance, a government-issued ID card, such as a driver's license or passport, with picture and signature will be acceptable (expired ID will not be accepted).

Examinees needing to take a Math Exam or an Exam that may require a calculator may use only the calculator provided in the test software.

The college code for Atlanta Metropolitan State College is 5725.

(Conversion chart for AMSC CLEP students may be found on the Office of Testing Services Website)

**Please park in parking lot B. Parking is not allowed in the reserved, numbered or visitor parking spaces. The Office of Testing Services will provide you a decal.**



A student may obtain a total of 20 credit hours through a combination of AP, CLEP, DANTES, Credit-By-Examination, DANTES, or ACE credits. Refer to the Testing Services section for further information.

### **Credit By Examinations**

The credit-by-examination process has been established at Atlanta Metropolitan State College as a way of providing College credit for knowledge of subject matter learned outside the parameters of a College course. There are many ways to earn credit based on prior learning at Atlanta Metropolitan State College:

1. College-Administered Examinations for credit: Students who are working toward a degree at Atlanta Metropolitan State College and believe they have enough knowledge in the subject matter of the course being offered may apply to the Dean of the Division offering the course for credit-by-examination. Applications for Credit-by-Exams must be received in the office of the division dean no later than the end of the registration period for the term the student wishes to take the exam. If approval is granted upon assessment of the application, and if a credit-by-examination is available in that course, the credit-by-examination will be administered and course fees assessed. Students wishing to take examinations for credit must be regularly enrolled students and must take the examination at the designated time and place. A student who has failed a course will not be permitted to later attempt credit-by-examination in that course, nor shall a student be allowed to attempt credit-by-examination in a discipline in which he or she has already taken a more advanced course at Atlanta Metropolitan State College.
2. The College-Level Examination Program 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 should contact the Division Dean or the Office of the Vice President of Academic Affairs for details about acceptable subject tests and cutoff scores.
3. DANTES: Defense Activity for Non-Traditional Educational Support: 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.
4. ACE Credits: The American Council on Education (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 access the URL <http://www.acenet.edu> for further details.

In addition, the College also accepts Advanced Placement (AP) as well as International Baccalaureate (IB) scores. Please contact the respective Divisions for specific cut off scores.

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

#### **Test Administration:**

Once you have confirmed your registration with the Testing Department, it is mandatory that you bring two forms of ID on the day of the test. For instance, a government-issued ID card, such as a driver's license or passport, with picture and signature will be acceptable (expired ID will not be accepted).

- **Examinees needing to take a math exam or an exam that may require a calculator may use only the calculator provided in the test software.**
- **The college code for Atlanta Metropolitan State College is 5725. Please park in parking lot B. Parking is not allowed in the reserved, numbered or visitor parking spaces. The Testing Department will provide you a decal.**

### **TESTS and EXAMINATIONS**

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

All students enrolling in programs that lead to a baccalaureate degree, applied associate degree or certificate programs with Learning Support prerequisites, or in courses that have Learning Support prerequisites are required to take the COMPASS Placement Exam or score a 235 on the Georgia High School English/Language Arts Graduation Test. Students who do not score satisfactorily on the COMPASS test and have not scored a 235 or higher on the Georgia High School English/Language Arts Graduation Test will be placed in Learning Support courses.

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

## Tests and Examinations Administered by Instructors

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

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

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

## GRADUATION

### Graduation Requirements

In order to qualify for graduation with an associate's degree in a College transfer program or career program, the student must satisfy the following requirements: The student must have completed at least twenty (20) semester hours of required associate degree course work and forty (40) semester hours for required bachelor 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. **Grades in physical education activity courses are not computed.** For career programs, the student must complete the prescribed program listed under the degree heading. For the cooperative programs, the student must complete the requirements listed for each program in the AMSC catalog, as well as the requirements of Atlanta Technical College for that program. For transfer programs, the student must complete the requirements listed in the Core Curriculum Areas A through E, the requirements listed in the Area F field of study, ORNT 1100, and four hours of Physical Education.

All students who receive a degree or certificate from Atlanta Metropolitan State College must complete at least twenty (20) semester hours of their required associate's degree course work and forty (40) semester hours for required bachelor's degree course work at AMSC with a grade of "C" or better.

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

Students who have been in regular attendance and who lack three (3) to six (6) semester hours of fulfilling a graduation requirement may gain permission from

the Vice President for Academic Affairs to attend a senior institution and transfer those hours back to satisfy the degree requirements.

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

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

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

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

## **APPLICATION FOR GRADUATION**

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

## **Graduation with Honors**

Students in programs leading to the Associate of Arts or Associate of Science degrees are eligible for graduation with Honors. Such students maintaining a cumulative 3.2-3.49 GPA are graduated with the designation of Honors. Students maintaining a cumulative 3.50-3.79 GPA are designated with High Honors and students maintaining a cumulative 3.80-4.00 GPA are designated with Highest Honors.

## **GRADUATION CEREMONY**

Atlanta Metropolitan 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 may arrange to pick up their diplomas or have them mailed.

## **SECOND DEGREE**

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

## **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, 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 well being or safety of persons or property is involved.

Students have the following rights:

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

### **Release of Transcripts**

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

When making a transcript request, it is essential that the student include his or her unique identifying number and signature. In rare cases, additional information may be required such as date of birth or years of attendance. Atlanta

Metropolitan State College reserves the right to request additional identifying information in order to protect the student's right to privacy.

There is a \$3.00 charge per transcript request. Students may also request transcripts online for \$6.00.

## **The Family Educational Rights and Privacy Act**

**The 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 Director of Enrollment Services & College Registrar at 678-623-1106 or [cperry@atlm.edu](mailto:cperry@atlm.edu). Additionally, a request for FERPA information may also be submitted via facsimile at 404-756-4407, or through the mail by sending all relevant information to:

Director of Enrollment Services & 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; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended. 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. To prevent the disclosure of directory information,

students should contact the Director of Enrollment Services and College Registrar at 404-756-4407 or via e-mail at [cperry@atlm.edu](mailto:cperry@atlm.edu).

## ACADEMIC SUPPORT SERVICES

### Academic Advisement

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

### ACADEMIC SUPPORT CENTER

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

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

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

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

### COOPERATIVE EDUCATION

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



## **Disability Services**

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

## **ECORE**

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

## **EVENING/WEEKEND PROGRAM**

Atlanta Metropolitan State College currently offers an evening and weekend program. Evening courses are offered Monday - Thursday from 6:00 p.m. until 10:30 p.m. Weekend courses are offered on Friday evenings, all day Saturday, and Sunday afternoons from 2:00 p.m. until 6:30 p.m. Students who work full-time will be able to earn a degree by taking courses during the early morning, evening and weekend.

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

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

## **THE LIBRARY**

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

Services are available 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 Division of Humanities and Fine Arts of Atlanta Metropolitan State College.

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# ACADEMIC DIVISIONS

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**DIVISION OF BUSINESS AND COMPUTER SCIENCE**

**DIVISION OF HUMANITIES AND FINE ARTS**

**DIVISION OF SCIENCE, MATHEMATICS AND  
HEALTH PROFESSIONS**

**DIVISION OF SOCIAL SCIENCES**

**THE LEARNING SUPPORT PROGRAM**

## DIVISION OF BUSINESS AND COMPUTER SCIENCE

The Division of Business and Computer Science (BCS) at Atlanta Metropolitan State College is committed to high standards of academic excellence and relevance while providing business and computer 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 Division offers three types of degree-granting business programs:

- Business and computer related transfer programs for students intending to pursue the baccalaureate degree in business or computer related fields.
- Business and computer related career programs for students seeking academic preparation for employment.
- Business and computer related cooperative programs to complement vocational/technical certification in a business or computer field.

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

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

In addition to the academic degree programs and services offered, the Division of Business also works in conjunction with other units of the college to provide services and programs for the college community, as well as for local businesses and industry.

## DIVISION OF HUMANITIES AND FINE ARTS

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

Members of the Division are committed to providing opportunities for students to satisfy their Core Curriculum requirements in English Composition and electives in Humanities and Fine Arts. Members of the Division are sensitive to the needs of individual students and seek to develop logical thinkers, articulate

communicators, avid readers, accurate writers and analytical listeners. In addition, members of the Division provide extra-curricular activities, which engage students' creative energies while complementing their academic experience.

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

## DIVISION OF SCIENCE, MATH, AND HEALTH PROFESSIONS

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

The Division offers course requirements and electives for allied health programs, pre-engineering, and laboratory sequences in biology, chemistry, physics and mathematics. Transfer programs are designed to prepare students for matriculation at a senior college or university, whereas students can also complete a Baccalaureate program in Biological Science or Applied Mathematics. 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 Division is the instructional unit for STEM transfer and career programs, providing course work appropriate to those programs of study (Area F). The Division also offers Area D requirements and elective courses for all programs offered by the College.

## DIVISION OF SOCIAL SCIENCES

Members of the Division of Social Sciences provide students with the opportunity to acquire a comprehensive understanding of the developing person and society, along with knowledge of the interaction between the social environment and behavior, in preparation for advanced educational training and/or vocational opportunities.

## LEARNING SUPPORT PROGRAM

The Atlanta Metropolitan State College Learning Support (LS) program serves students who need additional preparation in English, reading, and/or mathematics, by providing College preparatory courses in these three areas.

Learning Support English and reading courses are offered through the Division of Humanities and Fine Arts. Learning Support mathematics courses are offered through the Division of Science, Mathematics and Health Professions. In addition full-time counseling services are available to assist students with the many challenges of academic life.

## **LEARNING SUPPORT PLACEMENT REQUIREMENTS**

Screening and placement into the three areas of Learning Support English, reading and mathematics are implemented in accordance with policies established by the Board of Regents of the University System of Georgia.

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

- An ACT English score of 17 or a SAT Verbal score of 430 and completion of the Required High School Curriculum (RHSC) <formerly called the College Preparatory Curriculum> in English are needed to be exempted from placement testing in Learning Support English and reading. An ACT Math score of 17 or a SAT Math score of 400 and completion of the RHSC in mathematics are needed to be exempted placement testing in Learning Support mathematics.
- For students transferring from a Commission on Colleges (COC)-accredited Department of Technical Adult Education (DTAE) College, comparable scores from the DTAE College may be used according to guidelines issued by the Executive Vice Chancellor and Chief Academic Officer of the USG. Students who do not meet these minimum requirements are then administered the COMPASS (Computerized-Adaptive Placement Support System) exam to determine if Learning Support courses are required. Those students whose COMPASS scores are below the established cutoffs for the English, reading, and/or mathematics will be required to complete appropriate Learning Support courses in accordance with Board of Regents Policy. (Students who have taken a COMPASS or ASSET placement test at a COC-accredited DTAE College and transfer to a USG institution will not be required to take another placement test if they were in attendance at the accredited school at the time of testing and have the passing placement scores recorded on their transcript.)
- Students who are determined by Atlanta Metropolitan State College to need academic assistance although they are eligible to be admitted without Learning Support requirements, under System Policy, may be required to take Learning Support courses or other program components to enhance their chances for success in Core Curriculum courses. Students who are eligible to enroll in a Core Curriculum course but fail the course could also be required to take a Learning Support course before or while retaking the

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

- Students without a (RHSC) deficiency in English who transfer in an English 1101 credit may be exempt from LS English and Reading placement requirements. Students without a RHSC deficiency in mathematics who transfer in Mathematics 1001, 1101, or 1111 credit may be exempt from LS mathematics placement requirements.
- Students entering programs leading to a baccalaureate degree who don't not have a College Preparatory Curriculum (CPC) English requirement and successfully transfer in English 1101 credit may be exempt from LS English and Reading placement requirement. Students entering programs leading to a baccalaureate degree who do not have a CPC mathematics requirement and successfully transfer in Mathematics 1001, 1101, or 1111 credit may be exempt from LS mathematics placement requirements.

## **OPERATIONAL POLICIES GOVERNING LEARNING SUPPORT REQUIREMENTS**

- The University System of Georgia has established the following procedures with regard to Learning Support requirements, and Atlanta Metropolitan State College adheres to them.
  1. Atlanta Metropolitan State College students are permitted to take Learning Support courses at other University System of Georgia institutions, with transient status, provided they have the permission of the respective Humanities and Fine Arts or Science, Mathematics and Health Professions Dean. Students from other University System institutions may take Learning Support courses at Atlanta Metropolitan State College, with transient status, with permission of the appropriate Division Chair and/or Registrar of their home institution.
  2. Students entering career, degree, certificate, or non-degree programs who are required to take a course that has a Learning Support prerequisite must meet any applicable requirements.
  3. International students and those students whose native language is not English shall also meet the requirements outlined in *AMSC's Policies and Procedures* or shall meet equivalent requirements which will be proposed by the President and submitted to the Chancellor for approval.
  4. No degree credit will be earned in Learning Support courses numbered 0099 or below.
  5. During each semester of enrollment, students must first register for all required Learning Support courses before being allowed to register for other



courses. This policy also applies to part-time students. Two exceptions are possible:

- When two Learning Support areas are required, students may elect to enroll in only one LS course and also enroll in any combination of the following: a freshman orientation course, and/or a 1000-level Physical Education activity course, and/or a studio (performance course). These are the only allowable credit courses under such conditions unless a required L.S course is not available.
  - In the event that a required Learning Support course is not available, students may enroll in a course for degree credit if the course prerequisites are met, and written approval is given by the President or the President's designee.
6. Students must proceed sequentially through Learning Support courses. If a student's classroom performance demonstrates competency in the course material, the instructor may recommend acceleration for the student; however, any deviation from the prescribed sequence must be authorized in writing by the respective Division Dean.
  7. Students who have accumulated a maximum of 30 semester hours of college-level credit and have not successfully completed required LS courses may enroll only in LS courses until requirements are successfully completed. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take LS courses for their current degree objectives may earn up to 30 additional hours of college-level credit. After earning the additional hours, such students may enroll in LS courses only. Institutions have the authority to limit accumulation of college-level credit to 20 hours. Students with LS requirements who are enrolled in both Learning Support and credit courses may not withdraw from the required Learning Support courses unless they also withdraw from credit courses. There is an exception. The student who remains in at least one Learning Support course may also remain in a freshman orientation course, a 1000-level Physical Education course, and/or a performance course (theater or music).
  8. Students with LS requirements who are enrolled in both Learning Support and credit courses may not withdraw from the required Learning Support courses with a grade of "W" unless they also withdraw from their credit courses. However, students who remain in at least one Learning Support course may also remain in a freshman orientation course, and/or a 1000-level Physical Education activity course, and/or a studio (performance course).
  9. To exit a Learning Support area, students must successfully complete the exit level Learning Support course requirements in that area, meet any established Atlanta Metropolitan State College standards, and attain at least the Atlanta Metropolitan State College's minimum score on the appropriate part of the exit COMPASS exam or a comparable score on the CPE. (Once

students earn a passing COMPASS or CPE score, they need not retake the examination even though they may not have met all requirements for exiting at the time they passed the examination.)

10. Students who have accumulated a maximum of 30 semester hours of college-level credit and have not successfully completed all required LS courses may enroll only in LS courses until all requirements are successfully completed.
11. Students who exceed the System minimum requirements but are required by Atlanta Metropolitan State College to take Learning Support courses in order to prepare for Core Curriculum courses may, at Atlanta Metropolitan State College's option, be exempted from any or all of the exit requirements; however, all Atlanta Metropolitan State College LS requirements must be satisfied by the time the student has earned the applicable threshold of thirty (30) semester credit hours.
12. Students who are not required to take Learning Support courses in a disciplinary area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of two attempts in English (writing) and reading and three attempts in mathematics, but are not subject to the exit requirements for students required to take Learning Support courses. An attempt is defined as an institutional credit course in which a student receives any grad or symbol except "W".
13. Learning Support English (writing) and reading programs are designed so that students can complete all requirements in a maximum of one semester. Learning Support math programs are designed so that students can complete all requirements in a maximum of two semesters.
14. Students are expected to satisfy all English or reading requirements in a maximum of two attempts, and all mathematics requirements in a maximum of three attempts. An attempt is defined as an institutional credit course in which a student receives any grade or symbol except "W." Students who do not satisfy their English or reading requirements in two attempts and/or mathematics requirements in three attempts will be placed on a one-year Learning Support dismissal and should contact a member of the Academic Advising Center or Learning Support staff to review the campus' re-admission policy.
15. Students on Learning Support Dismissal may be considered for readmission before the end of one year of the suspension and should contact a member of the Academic Advising Center or Learning Support staff to review the campus' re-admission policy. Re-admitted students may be re-admitted for up to two additional attempts in English (writing) or reading and three additional attempts and are still subject to the 30-hour limit on college-level coursework.

16. Students who have been suspended from Atlanta Metropolitan State College without completing LS requirements may not be exempted from their LS requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.

Time spent in LS course work in a disciplinary area shall be cumulative within the USG. Students wishing to transfer to Atlanta Metropolitan State College with only one attempt in English (writing) or reading and/or only two attempts in mathematics may be granted an additional semester if they were making appropriate progress at the sending institution and are ready for the exit level course at Atlanta Metropolitan State College.

17. Students with documented learning disorders as defined in the Academic Affairs Handbook, Section 3.11.1, who are required to enroll in LS, must fulfill all stated requirements, including test (COMPASS or system-approved alternate) and course requirements. General and specific guidelines for documentation of learning disorders appear in Section 3, Appendices D and E. Students will be provided with appropriate test and/or course accommodations as described in Section 3.11.5, Learning Support Considerations.
18. Appropriate course and testing accommodations should be made for students with sensory, mobility, or systemic disorders. General and specific guidelines for documentation of these disorders appear in Section 3, Appendices D and E. Such students may be granted up to two additional semesters of LS at the institution's discretion. Documentation on such students is to be maintained at the institution and summarized in the annual report on accommodations for students with disabilities.

**Requirements for Exiting Learning Support Courses**

To exit from the Learning Support English, reading, and mathematics courses students must satisfy the exit level course requirements, be given permission to take the exit COMPASS exam, and pass the exit COMPASS exam.

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

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

ACADEMIC PROGRAMS

**GENERAL DESCRIPTION OF ACADEMIC PROGRAMS**

**DEGREE DESIGNATIONS**

**CERTIFICATES**

**CORE CURRICULUM REQUIREMENTS**

## GENERAL DESCRIPTION OF ACADEMIC PROGRAMS

### Explanation of Programs

Atlanta Metropolitan State College offers three major types of programs of study: Baccalaureate, college transfer and certificate programs.

## COLLEGE TRANSFER PROGRAMS

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

## CORE CURRICULUM

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

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

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

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

## CAREER AND CERTIFICATE PROGRAMS

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

## BACHELOR'S DEGREE PROGRAMS

The Bachelor of Science (B.S.) in Biological Science 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 programs in: Medical, Dental, and Pharmacy School, as well as Graduate School in Cell or Molecular Biology. To become a major in the Bachelor of Science Biological Science program, all pre-requisite requirements must first be satisfied. Those students, who do not meet all requirements for entrance to the baccalaureate program, may be considered for the Associate of Science degree program, if they meet all of the program admissions requirements for the Associate Degree.

## DEGREE DESIGNATIONS

### Associate of Arts Degree

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

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

### Associate of Science Degree

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

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

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

The Program of Study in which Area F requirements are completed is not inscribed on the diploma.

## **Bachelor of Science Degree**

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

- Applied Mathematics
- Biological Science
- Criminal Justice

## **Certificate**

- Automated Office Management
- Business Communications
- Business Management
- Business Technology
- Criminal Justice
- Information Technology
- The Law Enforcement Leadership Academy



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



## CORE CURRICULUM REQUIREMENTS

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

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

#### TRANSFER PROGRAMS

Prefix	Number	Title	Hours
<b>AREA A: ESSENTIAL SKILLS</b>			<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
<b>Mathematic Requirement (choose one below)</b>			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1001	Quantitative Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	3
MATH	2201	Calculus	4

Programs of study requiring Precalculus as a first course in Area A: Biology, Chemistry, Computer Science, Mathematics, Physics, Pre-Engineering Technology. Pre-Engineering requires Calculus I in Area A. One hour of credit carries into Area F. Students who are exempted from their required math course in Area A must take another math course with a higher course number than the one required to fulfill the math requirement in Area A.

<b>AREA B: INSTITUTIONAL REQUIREMENT (AMIR 1001)</b>			<b>4</b>
AMIR	1001	Thinking, Learning, and Communicating in Contemporary Society	

<b>AREA C: HUMANITIES AND FINE ARTS</b>			<b>6</b>
<b>Fine Arts Elective: Choice of 3 hours from the following:</b>			
ARTS	1100	Art Appreciation	
ARTS	2211	The Creative Process	
ENGL	2205	Introduction to Creative Writing	
MUSC	1100	Music Appreciation	
MUSC	1101	Fundamentals of Music	
THEA	1100	Theatre Appreciation	

**Humanities Elective: Choice of 3 hours from the following:** 3

COMM	1100	Human Communications
COMM	1110	Public Speaking
ENGL	2111	World Literature I
ENGL	2112	World Literature II
ENGL	2130	American Literature
FREN	1002	Elementary French II
FREN	2001	Intermediate French I
FREN	2002	Intermediate French II
HUMA	1101	Exploring Selected American Cultures
HUMA	1102	African American Culture
HUMA	2000	Exploring Global Cultures
MCOM	1101	Introduction to Mass Communications
PHIL	2201	Survey of Philosophy
PHIL	2210	Logic and Critical Thinking
RELI	2201	Introduction to Religious Studies
SPAN	1002	Elementary Spanish II
SPAN	2001	Intermediate Spanish I
SPAN	2002	Intermediate Spanish II

**AREA D: SCIENCE, MATHEMATICS, AND TECHNOLOGY** 11

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

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

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

BIOL	1101	General Biology I
BLAB	1101	General Biology I Lab
BIOL	1102	General Biology II
BLAB	1102	General Biology II Lab
BIOL	1107	Principles of Biology I
BLAB	1107	Principles of Biology I Lab
BIOL	1108	Principles of Biology II
BLAB	1108	Principles of Biology II Lab
CHEM	1151	Survey of Chemistry I
CLAB	1151	Survey of Chemistry I Lab
CHEM	1152	Survey of Chemistry II
CLAB	1152	Survey of Chemistry II Lab
CHEM	1211	General Chemistry I
CLAB	1211	General Chemistry I Lab
CHEM	1212	General Chemistry II
CLAB	1212	General Chemistry II Lab
GSCI	1101	General Science I
GSCI	1101	General Science I Lab
GSCI	1102	General Science II
GSCI	1102	General Science II Lab

PHYS	1011	Physical Science I
PLAB	1011	Physical Science I Lab
PHYS	1012	Physical Science II
PLAB	1012	Physical Science II Lab
PHYS	1111	General Physics I
PLAB	1111	General Physics I Lab
PHYS	1112	General Physics II
PLAB	1112	General Physics II Lab

**Science, Mathematics or Technology**

3

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

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

**Mathematics:**

MATH	1111	College Algebra
MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1121	Decision Mathematics
MATH	1122	Elementary Calculus
MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)
MATH	2202	Calculus II

**Technology:**

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

**OPTION IIA:**

**FOR SCIENCE PROGRAMS OF STUDY**

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

8

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

BIOL	1107	Principles of Biology I
BLAB	1107	Principles of Biology I Lab
BIOL	1108	Principles of Biology II
BLAB	1108	Principles of Biology II Lab

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

**Science, Mathematics or Technology**

3

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

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

**Mathematics:**

MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1122	Elementary Calculus
MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)
MATH	2202	Calculus II

**Technology:**

CSCI	1135	Introduction to Computers
CSCI	1301	Computer Science I

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

**OPTION IIB:**

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

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

BIOL	1107	Principles of Biology I
BLAB	1107	Principles of Biology I Lab
BIOL	1108	Principles of Biology II
BLAB	1108	Principles of Biology II Lab
CHEM	1151	Survey of Chemistry I
CLAB	1151	Survey of Chemistry I Lab
CHEM	1152	Survey of Chemistry II
CLAB	1152	Survey of Chemistry II Lab

CHEM	1211	General Chemistry I
CLAB	1211	General Chemistry I Lab
CHEM	1212	General Chemistry II
CLAB	1212	General Chemistry II Lab
PHYS	1011	Physical Science I
PLAB	1011	Physical Science I Lab
PHYS	1012	Physical Science II
PLAB	1012	Physical Science II Lab
PHYS	1111	General Physics I
PLAB	1111	General Physics I Lab
PHYS	1112	General Physics II
PLAB	1112	General Physics II Lab

**Science, Mathematics, or Technology**

**3**

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

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

**Mathematics:**

MATH	1111	College Algebra
MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1121	Decision Mathematics
MATH	1122	Elementary Calculus
MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)
MATH	2202	Calculus II

**Technology:**

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

**AREA E: SOCIAL SCIENCES**

**12**

**Government Requirement:**

**3**

POLS 1101 American Government

**History Requirement: Choice of 3 hours from the following:**

**3**

HIST 2111 United States History I or

HIST 2112 United States History II

**Global Perspective Requirement:**

**3**

POLS 2401 Global Issues

**Social Science Electives: Choice of 1 Social Science course:** 3

Courses used in Area F cannot be used in Area E.

ANTH	1102	Introduction to Anthropology
ECON	1105	Introduction to Economics
ECON	2105	Principles of Macroeconomics
ECON	2106	Principles of Microeconomics
GEOG	1105	Intro. to World Regional Geography
HIST	2111	United States History I
HIST	2211	Honors United States History I
HIST	2112	United States History II
HIST	1111	World Civilization I
HIST	1112	World Civilization II
HIST	2113	Minorities in American History
HIST	2232	African American History
POLS	2101	Introduction to Political Science
PSYC	1101	Introduction to General Psychology
PSYC	2201	Honors Introduction to General Psychology
SOCI	1101	Introduction to Sociology
SOCI	1201	Honors Introduction to Sociology
SOCI	1160	Introduction to Social Problems
SOSC	1101	Introduction to the Social Sciences
SOSC	2101	Introduction to African American Studies

**Subtotal 42**

**AREA F: COURSES RELATED TO PROGRAM OF STUDY 18**

**Total 60**

**COURSES OUTSIDE THE CORE: 5**

ORNT	1100	Seminar In Personal and Academic Development	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3

Choice of one of the following PHED lecture courses

PHED 1101 Wellness

PHED 2105 Concepts of Health and Safety

PHED 2240 First Aid

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

**Total Required Program Hours**

**65**

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## TRANSFER PROGRAMS OF STUDY

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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 programs are required to take eighteen (18) semester hours of courses in Area F related to the discipline of the program of study and courses which are appropriate prerequisites to major courses at higher levels. The Area F requirements represent a selection of courses appropriate to certain majors at the baccalaureate level. Area F course requirements are determined and approved by the University System of Georgia Academic Committees.

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



## AFRICAN AMERICAN STUDIES

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>No.</b>	<b>Title</b>	<b>Hours</b>
<b>Note: See Index for page numbers of Areas 'A' - 'E' Electives.</b>			
<b>Area A:</b>	<b>Essential Skills</b>		
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>Area C:</b>	<b>Humanities and Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
	<i>Recommended:</i>		
HUMA	1102	African American Culture	3
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR NON-SCIENCE PROGRAMS OF STUDY I:</b>		
<b>Area E:</b>	<b>Social Sciences</b>		
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study Required:</b>		<b>18</b>
SOSC	2101	Introduction to African American Studies	3
HIST	2232	African American History	3
	<b>Electives: Choice of 6 hours</b>		<b>6</b>
FREN	2001	Intermediate French I	3

FREN	2002	Intermediate French II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Electives:</b>	<b>Choice of:</b>	<b>6 hrs (2 courses) from the following:</b>	<b>6</b>
ANTH	1102	Introduction to Anthropology	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1105	Introduction to World Reg.	3
HIST	1112	Geography	3
HIST	2113	World Civilization II	3
MATH	1114	Minorities in American History	3
PHIL	2110	Elementary Statistics	3
PHIL	2201	Logic and Critical Thinking	3
POLS	2101	Survey of Philosophy	3
PSYC	1101	Introduction to Political Science	3
PSYC	2212	Introduction to General Psychology	3
SOCI	1160	African American Psychology	3
SOCI	2201	Introduction to Social Problems	3
SOCI	2293	Introduction to Urban Studies	3
SOSC	2125	Introduction to Marriage & Family	3
SOCI	1260	Introduction to Social Science Research Methods	3
		Global Problems	
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours 65**

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## ART

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

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>12</b>
ARTS	1010	Drawing I	3
ARTS	1011	Drawing II	3
ARTS	1020	Two-Dimensional Design	3
ARTS	1030	Three-Dimensional Design	3
	<b>Electives - Choice of 6 hours from the following courses:</b>		<b>6</b>
ARHS	2201	Art History Survey I	3
ARTS	2210	Arts and Crafts	3
ARTS	2220	Introduction to Printmaking	3
ARTS	2230	Introduction to Ceramics	3
	<b>Subtotal</b>		<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours 65**

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## BIOLOGY

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIA</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
BIOL	1107	Principles of Biology I	3
BLAB	1107	Principles of Biology Lab I	1
BIOL	1108	Principles of Biology II	3
BLAB	1108	Principles of Biology Lab II	1
CHEM	1211	General Chemistry I	3
CLAB	1211	General Chemistry Lab I	1
CHEM	1212	General Chemistry II	3
CLAB	1212	General Chemistry Lab II	1

<b>Electives - Choice of 2 hours from the following courses:</b>			<b>2</b>
BIOL	2245	Intro to Undergraduate Research: Instru.	2
CHEM	2245	Intro to Undergraduate Research: Instru.	2
PHYS	2245	Intro to Undergraduate Research: Instru.	2
BIOL	2246	Topics in Science	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in Science	2
CSCI	1136	Fundamentals of Electronic Spreadsheet	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## BUSINESS ADMINISTRATION

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

### Transfer Program - Requirements and Electives

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

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

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR NON-SCIENCE PROGRAMS OF STUDY I:</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3

ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
CISM	2101	Fundamentals of Computer Applications	3
<b>Electives – Choice of 3 hours from the following courses:</b>			<b>3</b>
BUSA	1105	Introduction to Business	3
BUSA	2105	Communicating in the Business Environment	3
BUSA	2106	The Environment of Business	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

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

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

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.



## BUSINESS EDUCATION

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

Note: In each Education course, students must complete a ten-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 with the Atlanta Metropolitan State College Office of Public Safety. 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.

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>

<b>Required:</b>			<b>9</b>
EDUC	2110	Invest. Critical & Contemporary Issues	3
PSYC	2103	Human Growth and Development	3
CISM	2101	Fundamentals of Computer Applications	3
<b>Electives - Choice of 9 hours from the following courses:</b>			<b>9</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
BUSA	1105	Introduction to Business	3
BUSA	2105	Communicating in the Bus. Environment	3
BUSA	2106	The Environment of Business	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

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

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

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## CHEMISTRY

The Division of Science, Mathematics, and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

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

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
CHEM	1211	General Chemistry I	3
CLAB	1211	General Chemistry Lab I	1
CHEM	1212	General Chemistry II	3
CLAB	1212	General Chemistry Lab II	1
CHEM	2241	Organic Chemistry I	3
CLAB	2241	Organic Chemistry Lab I	1
CHEM	2242	Organic Chemistry II	3
CLAB	2242	Organic Chemistry Lab II	1

<b>Electives - Choice of 2 hours from the following courses:</b>			<b>2</b>
BIOL	2245	Introduction to Undergraduate Research: Instrumentation <b>or</b>	2
CHEM	2245	Introduction to Undergraduate Research: Instrumentation <b>or</b>	2
PHYS	2245	Introduction to Undergraduate Research: Instrumentation	2
BIOL	2246	Topics in Science	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in science	2
CSCI	1136	Fund. of Electronic Spreadsheets	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	2212	Computer Graphics	3
CSCI	2214	Computer Organization and Assembler Language	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## COMPUTER INFORMATION SYSTEMS

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

### Transfer Program - 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.**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIA:</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>12</b>
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3
	<b>Electives - Choice of 6 hours from the following courses:</b>		<b>6</b>
CSCI	1136	Fundamentals of Electronic Spreadsheets	1

CSCI	1137	Fundamentals for Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to Java Programming	3
CSCI	2212	Computer Graphics	3
CSCI	2214	Computer Organization and Assembler Language	3
CSCI	2245	File-Processing Database Management	3
			<b>60</b>

**Subtotal**

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
		<i>Choice of one of the following PHED lecture courses:</i>	
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours**

**65**

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## COMPUTER SCIENCE

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

### Transfer Program - Requirements and Electives

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

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	(Select from Area D Electives)		
	<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>14</b>
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3
MATH	2201	Analytical Geometry and Calculus I	4
MATH	2202	Calculus	4
	<b>Electives - Choice of 4 hours from the following courses:</b>		<b>4</b>
CSCI	1136	Fundamentals of Electronic Spreadsheets	1

CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1145	COBOL: Business Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	2222	Scientific Programming	3
CSCI	2245	File Processing and Database Management	3
CSCI	2250	Computer Architecture	3
MATH	2203	Calculus III	4
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Development	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.



## CRIMINAL JUSTICE

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F: Courses Related to Program of Study</b>			<b>18</b>
<b>Required:</b>			<b>3</b>
CRJU	1102	Introduction to Criminal Justice	3
<b>Electives - Choice of 15 hours from the following courses:</b>			<b>15</b>
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
SOSC	1101	Introduction to Social Sciences or	3
		Other Criminal Justice or Social	3
		Science Course	
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		<i>PHED Lecture Course</i>	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## ENGLISH

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

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR NON-SCIENCE PROGRAMS OF STUDY I:</b>		
<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>			<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
ENGL	2111	World Literature I <b>or</b>	3
ENGL	2112	World Literature II	
ENGL	2130	American Literature	3
FREN	2001	Intermediate French I <b>and</b>	3
FREN	2002	Intermediate French II <b>or</b>	3
SPAN	2001	Intermediate Spanish I <b>and</b>	3
SPAN	2002	Intermediate Spanish II	3
<b>Electives - Choice of 6 hours from the following courses:</b>			<b>6</b>
ENGL	2111	World Literature I	3

ENGL	2112	World Literature II	3
PHIL	2201	Survey of Philosophy	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
COMM	1110	Public Speaking	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

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

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## FOREIGN LANGUAGE

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

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required Spanish Program of Study:</b>			<b>6</b>
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Required French Program of Study:</b>			<b>6</b>
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
<b>Electives - Choice of 12 hours from the following courses:</b>			<b>12</b>
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3

ENGL	2130	American Literature	3
FREN	1001	Elementary French I*	3
FREN	1002	Elementary French II	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
HUMA	2000	Exploring Global Cultures	3
PHIL	2201	Survey of Philosophy	3
PHIL	2210	Logic and Critical Thinking	3
POLS	2401	Global Issues	3
RELI	2201	Introduction to Religious Studies	3
SPAN	1001	Elementary Spanish I*	3
SPAN	1002	Elementary Spanish II	3
<b>Subtotal</b>			<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

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

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## GENERAL STUDIES

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

### Transfer Program - Requirements and Electives

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

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

Prefix	Number	Title	Hours
<b>Area A:</b>		<b>Essential Skills</b>	<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>		<b>Institutional Requirement (AMIR 1001)</b>	<b>4</b>
<b>Area C:</b>		<b>Humanities &amp; Fine Arts</b>	<b>6</b>
		<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>	
<b>Area D:</b>		<b>Science, Mathematics &amp; Technology</b>	<b>11</b>
		<b>(Select from Area D Electives)</b>	
<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>	<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
		<b>Global Perspective Requirement:</b>	<b>3</b>
POLS	2401	Global Issues	
		<b>Social Science Electives: Choice of 1 Social Science course:</b>	<b>3</b>
		Courses used in Area F cannot be used in Area E.	
<b>Area F:</b>		<b>Courses Relevant to Degree</b>	<b>18</b>
		<b>Required: 18 hours approved by faculty advisor from Areas C-E and all courses in Area F from transfer programs of study. Completion of 12 hrs in HFA disciplines satisfies requirements for AA degree. Completion of 12 hrs in all other disciplines satisfies requirements for AS degree.</b>	
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours 65**

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.



## HEALTH AND PHYSICAL EDUCATION

The Division of Social Sciences advises students in this program.

Note: In each Education course, students must complete a ten-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 with the Atlanta Metropolitan State College Office of Public Safety. 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.

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits</b>		
	<b>and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
BIOL	1107	Principles of Biology I	3
BLAB	1107	Principles of Biology I Lab	1
BIOL	1108	Principles of Biology II	3
BLAB	1108	Principles of Biology II Lab	1
	<b>Science, Mathematics &amp; Technology Elective</b>		<b>3</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	

<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F:</b>	<b>Required Courses Related to Program of Study</b>		<b>20</b>
EDUC	2110	Investigating Critical and Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity	3
EDUC	2130	Exploring Learning and Teaching	3
PHED	2101	Introduction to Physical Education and Health	3
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology I Lab	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology II Lab	1
<b>Subtotal</b>			<b>62</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>67</b>

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

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## HEALTH INFORMATION MANAGEMENT

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

The focus of this program is to provide students with the knowledge and skills to pursue careers in the health care industry. Specifically, students will be able to graduate and transfer to certificate or degree granting institutions and obtain the skills to effectively manage health care documents and data. These individuals are responsible for security, accuracy, and storage and retrieval of these documents.

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIB</b>		
<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>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>11</b>
ACCT	2101	Principles of Accounting I	3
BIOL	2241	Human Anatomy & Physiology I	3

BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
<b>Electives - Choice of 7 hours from the following courses:</b>			<b>7</b>
ACCT	2102	Principles of Accounting II	3
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab	1
BIOL	2225	Invertebrate Zoology	3
BLAB	2225	Invertebrate Zoology Lab	1
BIOL	2245	Intro. Undergrad. Research: Instru.	2
BIOL	2246	Topics in Science	2
BUSA	2201	Principles of Management	3
CSCI	1135	Introduction to Computers	3
CSCI	1136	Fundamentals of Elect. Spreadsheets	1
CSCI	1137	Fundamentals of Database Mgmt.	1
CSCI	1138	Intro. To Cyberspace Technologies	1
SOCI	1101	Introduction to Sociology	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## HISTORY

The Division of Social Sciences advises students in this program.

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

## Transfer Program - 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>
	(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	(Select from Area D Electives)		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<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>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required - Choice of 6 hours from the following courses:</b>			<b>6</b>
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2111	United States History I	3
HIST	2211	Honors United States History I	3
HIST	2112	United States History II	3

<b>Foreign Language Requirement – Choice of 6 hours from the following courses:</b>			<b>6</b>
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
SPAN	1002	Elementary French II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>Electives – Choice of 6 hours from the following courses:</b>			<b>6</b>
ANTH	1102	Introduction to Anthropology	3
ANTH	2105	Prehistoric Peoples & Cultures	3
CRJU	1105	Introduction to Law Enforcement	3
CSCI	1135	Introduction to Computers	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1105	Introduction to Human Geography	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2111	United States History I	3
HIST	2112	United States History II	3
HIST	2113	Minorities in American History	3
HIST	2114	Georgia History	3
HIST	2232	African American History	3
PHIL	2201	Survey of Philosophy	3
POLS	2101	Introduction to Political Science	3
POLS	2301	Introduction to Comparative Politics	3
POLS	2601	Introduction to Public Administration	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2103	Human Growth and Development	3
PSYC	2212	African American Psychology	3
RELI	2201	Introduction to Religious Studies	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2293	Introduction to Marriage and Family	3
SOSC	2101	Introduction to African American	3
SOSC	2225	Studies	3
		Statistics for the Social Sciences	
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
		Choice of one of the following PHED lecture courses:	

PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## MASS COMMUNICATIONS

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

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

- Broadcast Journalism
- Public Relations
- Mass Communications

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I <b>and</b>	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b> (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b> (Select from Area D Electives) <b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		<b>11</b>
<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>			<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b> Courses used in Area F cannot be used in Area E.			<b>3</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	News Writing and Reporting	3



MCOM	2202	Mass Communication Workshop	3
FREN	1002	Elementary French II <b>or</b>	3
SPAN	1002	Elementary Spanish II	3
<b>Electives - Choice of 6 hours from the following courses:</b>			<b>6</b>
COMM	1110	Public Speaking	3
CSCI	1135	Introduction to Computers	3
ENGL	1105	Technical Writing	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1102	African American Culture	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
THEA	1100	Theatre Appreciation	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## MATHEMATICS

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer 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 and Fine Arts (Electives on 105-109) (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology (Select from Area D Electives)</b>		<b>11</b>
<b>OPTION IIA:</b>	<b>FOR SCIENCE PROGRAMS OF STUDY</b>		
<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>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course: Courses used in Area F cannot be used in Area E.</b>			<b>3</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
MATH	2201	Analytical Geometry and Calculus I	4
MATH	2202	Calculus II	4
MATH	2203	Calculus III	4
MATH	2208	Linear Algebra	3
<b>Electives - Choice of 6 hours from the following courses:</b>			<b>6</b>
CSCI	1142	Introduction to C Programming	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3

MATH	2204	Calculus IV	3
ACCT	2101	Principles of Accounting I	3
MATH	1114	Elementary Statistics	3
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
		Choice of one of the following PHED lecture courses:	
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## MUSIC: OPTION I

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

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

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

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>16</b>
MUSC	1111	Music Theory I	3
MUSC	1112	Music Theory II	3
MUSC	2111	Music Theory III	3

MUSC	2115	Sightseeing and Ear training	3
MUSC	1105	AMSC Choir (1 hour each semester)	4
<b>Electives - Choice of 2 hours from the following courses:</b>			<b>2</b>
MUSC	1115-1116	Applied Voice	1-2
MUSC	1120-1121	Applied Piano	1-2
MUSC	1130-1131	Applied Strings	1-2
MUSC	1135-1136	Applied Woodwinds	1-2
MUSC	1140-1141	Applied Brass	1-2
MUSC	1145-1146	Applied Percussion	1-2
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## MUSIC: OPTION II

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

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

- Music recording
- Music production

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
MUSC	1111	Music Theory I	3
MUSC	1112	Music Theory II	3
MUSC	2111	Music Theory III	3
MUSC	2113	Introduction	to 3
		Recording/Production	

MUSC	1105	AMSC Choir (1 hour each semester)	4
<b>Electives - Choice of 2 hours from the following courses:</b>			<b>2</b>
MUSC	1115-1116	Applied Voice	1-2
MUSC	1120-1121	Applied Piano	1-2
MUSC	1130-1131	Applied Strings	1-2
MUSC	1135-1136	Applied Woodwinds	1-2
MUSC	1140-1141	Applied Brass	1-2
MUSC	1145-1146	Applied Percussion	1-2

**Subtotal** **60**

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
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PHED		<i>PHED Activity or Fitness Course (Select 1)</i>	1
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PHED		PHED Lecture Course	3
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Choice of one of the following PHED lecture courses:

PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours** **65**

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

### MUSIC: OPTION III

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

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

- Music management

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
MUSC	1111	Music Theory I	3
MUSC	1112	Music Theory II	3
MUSC	2111	Music Theory III	3
MUSC	2114	Introduction to Music Management	3
MUSC	1105	AMSC Choir (1 hour each semester)	4



<b>Electives - Choice of 2 hours from the following courses:</b>			<b>2</b>
MUSC	1115-1116	Applied Voice	1-2
MUSC	1120-1121	Applied Piano	1-2
MUSC	1130-1131	Applied Strings	1-2
MUSC	1135-1136	Applied Woodwinds	1-2
MUSC	1140-1141	Applied Brass	1-2
MUSC	1145-1146	Applied Percussion	1-2
<b>Subtotal</b>			<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## PHYSICS

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

This program is theoretical in nature and generally requires 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 natural phenomena.

**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 or	3
MATH	2201	Analytical Geometry & Calculus I	3
		(Note: 1 hour credit credited into Area F)	
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIA:</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>17</b>
PHYS	2211	Principles of Physics I	3

PLAB	2211	Principles of Physics I Lab	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics II Lab	1
MATH	2201	Analytical Geometry and Calculus I (excess from Area A)	1
MATH	2202	Calculus II	4
MATH	2203	Calculus III	4
<b>Electives - Choice of one of the following courses:</b>			<b>2</b>
CHEM	2245	Introduction to Undergraduate Research: Instrumentation	2
PHYS	2245	Introduction to Undergraduate Research: Instrumentation	2
CADD	1111	Engineering Drawing I	2
CADD	1112	Engineering Drawing II	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in Science	2
MATH	2208	Linear Algebra	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## POLITICAL SCIENCE

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
	<b>Science, Mathematics &amp; Technology</b>		
<b>Area D:</b>	<b>(Select from Area D Electives)</b>		<b>11</b>
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>9</b>
POLS	2101	Introduction to Political Science	3
POLS	2301	Introduction to Comparative	3
POLS	2601	Government	3
		Introduction to Public Administration	

<b>Electives – Choice of 9 hours from the following courses:</b>			
ANTH	1102	Introduction to Anthropology	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
GEOG	1105	Introduction to Human Geography	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
PHIL	2201	Survey of Philosophy	3
POLS	2103	Introduction to American Public	3
POLS	2401	Policy	3
PSYC	1101	Global Issues	3
PSYC	2103	Introduction to General Psychology	3
SOCI	1101	Human Growth and Development	3
SOCI	1201	Introduction to Sociology	3
SOCI	1160	Honors Introduction to Sociology	3
SOSC	2101	Introduction to Social Problems	3
SOSC	2125	Introduction to African American Studies	3
SPAN	1002	Introduction to Social Science	3
SPAN	2001	Research Methods	3
SPAN	2002	Elementary Spanish II Intermediate Spanish I Intermediate Spanish II	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## ALLIED HEALTH (PRE-DENTAL HYGIENE)

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

The focus of this program is to provide students with the knowledge and skills to pursue careers in the health care industry. Specifically, students will be able to graduate and transfer to certificate or degree granting institutions and obtain the clinical skills to assess patients oral health through cleaning, examination for detection of oral disease such as gingivitis and additional preventive measures such as proper education of patients for ways to improve oral health.

**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 and	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIB</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>15</b>
BIOL	2241	Human Anatomy & Physiology I	3

BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab I	1
COMM	1100	Human Communications	3
<b>*Note: To facilitate transfer, a chemistry sequence including organic chemistry (e.g., CHEM 1151/CLAB 1151 and CHEM 1152/CLAB 1152) is strongly recommended.</b>			
<b>Electives - Choice of 3 hours from the following courses:</b>			<b>3</b>
PSYC	1101	Introduction to General Psychology	3
PSYC	2101	Introduction to Psychology of Adjustment	3
PSYC	2103	Human Growth and Development	3
PSYC	2211	Introduction to Abnormal Psychology	3
MATH	1114	Elementary Statistics	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## PRE-ENGINEERING

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

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.

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2201	Analytical Geometry and Calculus I (Note: 1 hour credited into Area F)	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology (Select from Area D Electives) OPTION FOR SCIENCE PROGRAMS OF STUDY IIA:</b>		<b>11</b>
<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>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
MATH	2201	Analytical Geometry and Calculus I (Excess from Area A)	1
MATH	2202	Calculus II (excess from Area D)	1
ENGR	2201	Statics	3



PHYS	2211	Principles of Physics I	3
PLAB	2211	Principles of Physics Lab I	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics Lab II	1
<b>Electives (Choice of one 3 or 4 hour course and one other course):</b>			
MATH	2203	Calculus III	4
MATH	2204	Calculus IV	3
ENGR	1371	Computing for Engineers	3
ENGR	2202	Dynamics	3
CADD	1111	Engineering Drawing I	2
CADD	1112	Engineering Drawing II	2
PHYS	2245	Intro. Undergrad. Research Instrumentation	1
CHEM	2245	Intro. Undergrad. Research Instrumentation	1
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in Science	2
MATH	2208	Linear Algebra	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>65</b>

## PRE-ENGINEERING TECHNOLOGY

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

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

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus or	3
MATH	2201	Analytical Geometry & Calculus 1 (Note: 1 hour carries into Area F)	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b> (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)		<b>6</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b> (Select from Area D Electives) OPTION FOR SCIENCE PROGRAMS OF STUDY IIA:		<b>11</b>
<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>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b> Courses used in Area F cannot be used in Area E.			<b>3</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>

**Required:**

MATH	2201	Analytical Geometry and Calculus I (excess from Area A)	1
MATH	2202	Calculus II	4
PHYS	1111	General Physics I	3
PLAB	1111	General Physics Lab I	1
PHYS	1112	General Physics II	3
PLAB	1112	General Physics Lab II <b>or</b>	1
PHYS	2211	Principles of Physics I	3
PLAB	2211	Principles of Physics I Lab	1
PHYS	2212	Principles of Physics II	3
PLAB	2212	Principles of Physics II Lab	1
<b>Electives - Choice of one of the following courses:</b>			
CADD	1111	Engineering Drawing I	2
CADD	1112	Engineering Drawing II	2
CSCI	1136	Fundamentals of Electronic Spreadsheets	1
CSCI	1137	Fundamentals of Database Management	1
CSCI	1138	Introduction to Cyberspace Technologies	1
ENGR	1371	Computing for Engineers	3
MATH	2203	Calculus III	4
MATH	2208	Linear Algebra	3
PHYS	2245	Introduction to Undergraduate Research: Instrumentation	1
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## PRE-MEDICAL TECHNOLOGY

The Division of Science, Mathematics, and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

The focus of this program is to provide students with the knowledge and skills to pursue careers in the health care industry. Specifically, students will be able to graduate and transfer to certificate or degree granting institutions and obtain the clinical skills to assess patients using medical equipment for procedures such as Xray, ultrasound, and CT scans.

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

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIA</b>		
<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>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>16</b>
BIOL	1107	Principles of Biology I	3
BLAB	1107	Principles of Biology Lab I	1

BIOL	1108	Principles of Biology II	3
BLAB	1108	Principles of Biology Lab II	1
BIOL	2215	Fundamentals of Microbiology	3
BLAB	2215	Fundamentals of Microbiology Lab	1
CHEM	2241	Organic Chemistry I	3
CLAB	2241	Organic Chemistry Lab I	1
<b>Electives - Choice of 2 hours from the following courses:</b>			<b>2</b>
BIOL	2245	Intro. to Undergrad. Research: Instru.	1
PHYS	2245	Intro. to Undergrad. Research: Instru.	1
CHEM	2245	Intro. to Undergrad. Research: Instru.	1
BIOL	2246	Topics in Science	2
CHEM	2246	Topics in Science	2
PHYS	2246	Topics in Science	2
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## PRE-NURSING

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Program Requirements and Electives

The focus of this program is to provide students with the knowledge and skills to pursue careers in the health care industry. Specifically, students will be able to graduate and transfer to degree granting institutions and obtain the clinical skills to assess patients health in a variety of conditions, and to assist patients and their families as necessary.

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION II FOR SCIENCE PROGRAMS OF STUDY B</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>15</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
BIOL	2215	Fundamentals of Microbiology	3

BLAB	2215	Fundamentals of Microbiology Lab	1
MATH	1114	Elementary Statistics	3
<b>*Note: To facilitate transfer, a chemistry sequence including organic chemistry (e.g., CHEM 1151/CLAB 1151 and CHEM 1152/CLAB 1152) is strongly recommended.</b>			
<b>Guided Electives:</b>			<b>3</b>
NURS	1105	Introduction to Nursing	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors Intro. to General Psychology	3
PSYC	2103	Human Growth and Development	3
SOCI	1101	Introduction to Sociology	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## ALLIED HEALTH (PRE-OCCUPATIONAL THERAPY)

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

The focus of this program is to provide students with the knowledge and skills to pursue careers in the health care industry. Specifically, students will be able to graduate and transfer to certificate or degree granting institutions and obtain the clinical skills to assist patients, recovery from injuries or disabilities, in their daily activities.

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIB</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>15</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1
CHEM	1211	General Chemistry I	3



CLAB	1211	General Chemistry Lab I	1
PHYS	1111	General Physics I	3
PLAB	1111	General Physics Lab I	1
PSYC	2211	Introduction to Abnormal Psychology	3
<b>Electives - Choice of 3 hours from the following courses:</b>			<b>3</b>
SOCI	1101	Introduction to Sociology	3
SOCI	1206	Introduction to Gerontology	3
SOCI	2201	Introduction to Urban Studies	3
SOCI	2283	Introduction to Human Sexuality	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2216	Introduction to Urban Services	3
SOCI	2217	Problems in Urban Life	3
SOCI	2293	Introduction to Marriage & Family	3
SOCI	2250	Society, Culture, and Personality Stress	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

## ALLIED HEALTH (PRE-PHYSICAL THERAPY)

The Division of Science, Mathematics and Health Professions advises students in this program.

### Transfer Program - Requirements and Electives

The focus of this program is to provide students with the knowledge and skills to pursue careers in the health care industry. Specifically, students will be able to graduate and transfer to degree granting institutions and obtain the clinical skills to assist patients recovering from illnesses or disabilities, regain their movement, improve their range of motion, and manage pain.

**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 or	3
MATH	1113	Precalculus	
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR SCIENCE PROGRAMS OF STUDY IIA</b>		
<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>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
	<b>Required:</b>		<b>11</b>
BIOL	2241	Human Anatomy & Physiology I	3
BLAB	2241	Human Anatomy & Physiology Lab I	1

BIOL	2242	Human Anatomy & Physiology II	3
BLAB	2242	Human Anatomy & Physiology Lab II	1
PSYC	1101	Introduction to General Psychology	3
<b>Electives - Choice of 7 hours from the following courses:</b>			<b>7</b>
*CHEM	1211	General Chemistry I	3
*CLAB	1211	General Chemistry Lab I	1
*CHEM	1212	General Chemistry II	3
*CLAB	1212	General Chemistry Lab II	1
PHYS	1111	General Physics I	3
PLAB	1111	General Physics Lab I	1
PHYS	1112	General Physics II	3
PLAB	1112	General Physics Lab II	1
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
<i>Choice of one of the following PHED lecture courses:</i>			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

\*If the chemistry sequence is taken in Area D, the physics sequence should be taken in Area F.

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

## PSYCHOLOGY

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>3</b>
PSYC	1101	Introduction to General Psychology or	3
PSYC	2201	Honors Intro. to General Psychology	3
<b>Psychology Electives - Choice of 6 hours from the following courses:</b>			<b>6</b>
PSYC	2101	Introduction to Psychology of	3
PSYC	2103	Adjustment	3
PSYC	2211	Human Growth and Development	3
PSYC	2212	Introduction to Abnormal Psychology	3
SOSC	2125	African American Psychology	3
		Introduction to Social Science Research Methods	

**Non-Psychology Electives - Choice of 9 hours from the following courses:**

ANTH	1102	Introduction to Anthropology	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
MATH	1114	Elementary Statistics	3
PHIL	2210	Logic and Critical Thinking	3
SOCI	1101	Introduction to Sociology	3
SOCI	2293	Introduction to Marriage and Family	3
SOSC	2225	Statistics for the Social Sciences	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## RECREATION

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
		Courses used in Area F cannot be used in Area E.	
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
PHED	2205	Leadership in HPER	3
PHED	2230	Introduction to Community Recreation	3
PHED	2231	Principles of Recreation in Modern Society	3
PSYC	2103	Human Growth and Development	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to Social Sciences	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1

PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## SOCIAL WORK

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

Prefix	Number	Title	Hours
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
	<b>Government Requirement:</b>		<b>3</b>
POLS	1101	American Government	
	<b>History Requirement: Choice of 3 hours from the following:</b>		<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
	<b>Global Perspective Requirement:</b>		<b>3</b>
POLS	2401	Global Issues	
	<b>Social Science Electives: Choice of 1 Social Science course:</b>		<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		
SOWK	2000	Introduction to Social Work	3
SOWK	2100	Introduction to Social Welfare	3



<b>Electives – Choice of 12 hours from the following courses:</b>				<b>12</b>
ANTH	1102	Introduction to Anthropology		3
CRJU	1102	Introduction to Criminal Justice		3
CRJU	1106	Introduction to Corrections		3
CRJU	2105	Introduction to Criminology		3
CSCI	1135	Introduction to Computers		3
ECON	2105	Principles of Macroeconomics		3
FREN	1002	Elementary French II		3
FREN	2001	Intermediate French I		3
FREN	2002	Intermediate French II		3
MATH	1114	Elementary Statistics		3
PSYC	1101	Introduction to General Psychology		3
SOCI	1101	Introduction to Sociology		3
SOCI	1201	Honors Introduction to Sociology		3
SOCI	1160	Introduction to Social Problems		3
SOCI	1206	Introduction to Gerontology		3
SOCI	2293	Introduction to Marriage and Family		3
SPAN	1002	Elementary Spanish II		3
SPAN	2001	Intermediate Spanish I		3
SPAN	2002	Intermediate Spanish II		3
<b>Subtotal</b>				<b>60</b>
<b>Courses Outside the Core:</b>				
ORNT	1100	Seminar in Personal and Academic Dev.		1
PHED		PHED Activity or Fitness Course (Select 1)		1
PHED		PHED Lecture Course		3
Choice of one of the following PHED lecture courses:				
PHED	1101	Wellness		
PHED	2105	Concepts of Health and Safety		
PHED	2240	First Aid		
<b>Total Required Program Hours</b>				<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## SOCIOLOGY

The Division of Social Sciences advises students in this program.

### Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A: Essential Skills</b>			
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B: Institutional Requirement (AMIR 1001)</b>			
<b>Area C: Humanities &amp; Fine Arts</b>			<b>6</b>
<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>			
<b>Area D: Science, Mathematics, and Technology</b>			<b>11</b>
<b>(Select from Area D Electives)</b>			
<b>OPTION FOR NON-SCIENCE PROGRAMS OF STUDY I:</b>			
<b>Area E: Social Sciences</b>			
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			
<b>Area F: Courses Related to Program of Study Required:</b>			<b>18</b>
SOCI	1101	Introduction to Sociology	3
<b>Or</b>			
SOCI	1201	Honors Introduction to Sociology	3
<b>Methodology Requirement: Choice of 3 hours</b>			
SOSC	2225	Statistics for the Social Sciences	3
SOSC	2125	Introduction to Social Science Research	3
<b>Electives: Choice of 12 hours from the following courses:</b>			<b>12</b>

ANTH	1102	Introduction to Anthropology	3
HIST	1112	World Civilization II	3
MATH	1114	Elementary Statistics	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1160	Introduction to Social Problems	3
SOCI	2293	Introduction to Marriage and Family	3
SOSC	2125	Introduction to Social Science Research	3
		<b>Subtotal</b>	<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		<i>PHED Lecture Course</i>	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
		<b>Total Required Program Hours</b>	<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## SPEECH

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

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

- Theatre Arts
- Drama

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1101	An Intro to Math Modeling <b>or</b>	
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION FOR NON-SCIENCE PROGRAMS OF STUDY I:</b>		
<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>			<b>3</b>
HIST	2111	United States History I <b>or</b>	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
	Courses used in Area F cannot be used in Area E.		
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>18</b>
<b>Required:</b>			<b>12</b>
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
THEA	1105	Performance Studies	3
THEA	1100	Theatre Appreciation	3

<b>Electives:</b>	<b>Choice of 6 hours from the following courses:</b>	<b>6</b>	
ANTH	1102	Introduction to Anthropology	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
SOSC	2125	Intro. Social Science Research Methods	3
PHIL	2210	Logic and Critical Thinking	3
		<b>Subtotal</b>	<b>60</b>

**Courses Outside the Core:**

ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
		Choice of one of the following PHED lecture courses:	
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	

**Total Required Program Hours 65**

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## TEACHER EDUCATION

### EARLY CHILDHOOD EDUCATION

The Division of Social Sciences advises students in this program.

## Transfer Program - Requirements and Electives

Notes:

In each Education course, students must complete a ten-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 with the Atlanta Metropolitan State College Office of Public Safety. 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.

Students are advised to consult transfer institution of specific requirements.

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

<u>Prefix</u>	<u>Number</u>	<u>Title</u>	<u>Hour s</u>
<b>Area A:</b>		<b>Essential Skills</b>	
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>		<b>Institutional Requirement (AMIR 1001)</b>	<b>4</b>
<b>Area C:</b>		<b>Humanities &amp; Fine Arts</b>	<b>6</b>
		<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>	
<b>Area D:</b>		<b>Science, Mathematics &amp; Technology</b>	<b>11</b>
		<b>(Select from Area D Electives)</b>	
		<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>	
<b>Area E:</b>		<b>Social Sciences</b>	<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	

<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			

**Area F: Courses Related to Program of Study**

<b>Required Professional Education Courses:</b>			<b>9</b>
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3
<b>Required Content Area Courses</b>			
ISCI	2001	Integrated Science I	3
ISCI	2002	Integrated Science II	3
MATH	2008	Foundations of Numbers & Operations	3
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## TEACHER EDUCATION

### MIDDLE GRADES EDUCATION

The Division of Social Sciences advises students in this program.

Notes:

In each Education course, students must complete a ten-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 with the Atlanta Metropolitan State College Office of Public Safety. 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.

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

- Please be aware that receiving institutions may establish higher admission requirements.

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	
<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	



HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	

**Social Science Electives: Choice of 1 Social Science course:** **3**  
 Courses used in Area F cannot be used in Area E.

**Area F: Courses Related to Program of Study**

<b>Required Professional Education Courses:</b>			<b>9</b>
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3
<b>Content Concentration Electives</b>			
<b>Middle Grades Education content concentrations are: math/science, language/arts, and social studies.</b>			
<b>Students must choose two academic courses in one area of their required concentration. Students must also choose one academic course in the second area of their required concentration.</b>			
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

## TEACHER EDUCATION

### SECONDARY GRADES/HIGH SCHOOL EDUCATION

The Division of Social Sciences advises students in this program.

Notes:

In each Education course, students must complete a ten-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 with the Atlanta Metropolitan State College Office of Public Safety. 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.

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

- Please be aware that receiving institutions may establish higher admission requirements.

## Transfer Program - Requirements and Electives

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		
ENGL	1101	English Composition I <b>and</b>	3
ENGL	1102	English Composition II	3
MATH	1111	College Algebra	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>11</b>
	<b>(Select from Area D Electives)</b>		
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Area E:</b>	<b>Social Sciences</b>		<b>12</b>
<b>Government Requirement:</b>			<b>3</b>
POLS	1101	American Government	

<b>History Requirement: Choice of 3 hours from the following:</b>			<b>3</b>
HIST	2111	United States History I or	
HIST	2112	United States History II	
<b>Global Perspective Requirement:</b>			<b>3</b>
POLS	2401	Global Issues	
<b>Social Science Electives: Choice of 1 Social Science course:</b>			<b>3</b>
Courses used in Area F cannot be used in Area E.			

**Area F: Courses Related to Program of Study**

<b>Required Professional Education Courses:</b>			<b>9</b>
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3
<b>Current Teaching Area Electives</b>			
<b>Secondary Grades/High School Education students must choose three courses to support their content teaching area.</b>			
<b>Subtotal</b>			<b>60</b>
<b>Courses Outside the Core:</b>			
ORNT	1100	Seminar in Personal and Academic Dev.	1
PHED		PHED Activity or Fitness Course (Select 1)	1
PHED		PHED Lecture Course	3
Choice of one of the following PHED lecture courses:			
PHED	1101	Wellness	
PHED	2105	Concepts of Health and Safety	
PHED	2240	First Aid	
<b>Total Required Program Hours</b>			<b>65</b>

PHED NOTE: Students who entered Atlanta Metropolitan State College prior to Fall 2010 should take only one PHED Activity or Fitness course and one PHED Lecture course.

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## CERTIFICATE PROGRAMS

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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.

## CRIMINAL JUSTICE

The Division of Social Sciences advises students in this program.

### Certificate Program Requirements and Electives

Atlanta Metropolitan State College offers two options in the certificate program for individuals working in the Criminal Justice field. One is in the area of Management and Supervision, and the other is in the area of Clerical and Secretarial. This one-year certificate program carries thirty-three (33) credit hours and is designed for persons wishing to expand their knowledge of criminal justice and increase their skills in personnel management and management and supervision. This option includes fifteen (15) hours in Criminal Justice and eighteen (18) hours in the specialized area.

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

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>0</b>
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>0</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>0</b>
<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>		<b>0</b>
<b>Area E:</b>	<b>Social Sciences</b>		<b>6</b>
HUSR	1105	Introduction to Human Services	3
PSYC	2101	Introduction to Psychology of Adjustment	3
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>27</b>
<b>Required:</b>			
BUSA	2201	Principles of Management	3
BUSA	2202	Management and Supervision	3
BUSA	2203	Personnel Management	3
CISM	2101	Fundamentals of Computer App.	3
CRJU	1102	Introduction to Criminal Justice	3
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
<b>Total</b>			<b>33</b>

## Law Enforcement Leadership

The Division of Social Sciences advises students in this program.

### Certificate Program

#### Program Requirements

The Law Enforcement Leadership certificate at Atlanta Metropolitan State College is a one-year cohort program, requiring twenty-one (21) credit hours of course work. It prepares individuals for promotion and leadership responsibility in a criminal justice organization. Courses taken in the program may apply toward a transfer Associate of Science degree in Criminal Justice at the College. The Law Enforcement Leadership Certificate is a part of the professional development focused Atlanta Metropolitan State College Law Enforcement Leadership Academy.

#### Program Requirements and Electives

**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
BUSA	2202	Management and Supervision	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>

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## BACHELOR'S DEGREE PROGRAMS OF STUDY

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The Bachelor of Science (B.S.) in Biological Science 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 programs in: Medical, Dental, and Pharmacy School, as well as Graduate School in Cell or Molecular Biology. To become a major in the Bachelor of Science Biological Science program, all pre-requisite requirements must first be satisfied. Those students, who do not meet all requirements for entrance to the baccalaureate program, may be considered for the Associate of Science degree program, if they meet all of the program admissions requirements for the Associate Degree.

### 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' College Preparatory 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 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 2.5 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 2.5 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 college preparatory 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.



## APPLIED MATHEMATICS

The Division of Science, Mathematics and Health Professions advises students in this program.

### Bachelor's Degree Program

#### Major Admission Requirement:

To be admitted to full major status, students must fulfill the pre-set courses for mathematics majors 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 mathematics courses with a minimum 2.5 cumulative grade point average, and have at least a "C" or better in College Algebra.

#### Substitutions:

In the major, requirements permissible only by petition to the Department Head or Dean.

#### 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 ; 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.**

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<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits</b>		
	<b>and 1 Fine Arts Elective / 3 credits)</b>		
	<i>*See Humanities and Fine Arts Core</i>		

<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>	<b>11</b>
	<b>OPTION IIA: For Science Programs of Study</b>	
	<i>Science: Choice of two 4-hour laboratory science courses.</i>	<b>8</b>
	<i>(Course=3 hours; Lab=1 hour). Courses must be a sequence.</i>	
CHEM/CLAB	1151	
	<b>and</b>	
	Survey of Chemistry I	4
CHEM/CLAB	1152	4
	Survey of Chemistry II	
CHEM/CLAB	1211	
	<b>and</b>	
	General Chemistry I	4
CHEM/CLAB	1212	4
	General Chemistry II	
PHYS/PLAB	2211	4
	Principles of Physics I	
	<b>and</b>	
PHYS/PLAB	2212	4
	Principles of Physics II	
PHYS/PLAB	1111	4
	General Physics I	
	<b>and</b>	
PHYS/PLAB	1112	4
	General Physics II	
	<i>Science, Mathematics or Technology</i>	<b>3</b>
	Required:	
MATH	1128	3
	Discrete Mathematics	
<b>Area E:</b>	<b>Social Sciences</b>	<b>12</b>
	<b>Government Requirement:</b>	<b>3</b>
POLS	1101	
	American Government	
	<b>Global Perspective Requirement:</b>	<b>3</b>
POLS	2401	
	Global Issues	
	<b>History Requirement: Choice of 3 hours from the following:</b>	<b>3</b>
HIST	2111	or
	United States History I	
HIST	2112	United States History II
	<b>Social Science Elective: Choice of 3 hours from Social Science</b>	<b>3</b>
	<b>electives.</b>	
	Courses used in Area F cannot be used in Area E.	
<b>Area F:</b>	<b>Courses Related to Program of Study</b>	<b>18</b>

<b>Required courses:</b>			<b>18</b>
MATH	2201	Analytical Geometry and Calculus I	4
MATH	2202	Calculus II	4
MATH	2203	Calculus III	4
MATH	2204	Calculus IV	3
MATH	2208	Linear Algebra	3
<b>SEMESTER HOURS SUBTOTAL</b>			<b>60</b>
<b>AREAS A -F:</b>			
<b>Area G:</b>	<b>Junior Year Course Requirements</b>		<b>30</b>
<b>Required:</b>			
BIOL	1107	Principles of Biology I	3
	Guided Elective		
BIOL	3205	Biostatistics	3
CSCI	1301	Computer Science I	3
	Guided Elective		
ECON	2105	Macroeconomics	3
	Guided Elective		
MATH	3100	Abstract Algebra I	3
MATH	3120	Advanced Linear Algebra	3
MATH	3300	Real Analysis I	3
MATH	3320	Real Analysis II	3
MATH	3600	Mathematics Statistics II	3
MATH	4650	Advanced Differential Equations	3
<b>Area H:</b>	<b>Senior Year Course Requirements</b>		<b>30</b>
<b>Required:</b>			
CSCI	1302	Computer Science II	3
ECON	2106	Microeconomics	3
MATH	3105	Mathematical Control Theory	3
MATH	4500	Complex Analysis	3
MATH	4550	Combinatorics	3
MATH	4600	Mathematics Statistics II	3
MATH	4680	Partial Differential Equations	3
MATH	4700	Numerical Analysis	3
MATH	4800	Optimization/Modeling I	3
MATH	4900	Capstone/Internship	3
<b>SEMESTER HOURS SUBTOTAL AREAS</b>			<b>60</b>
<b>G - H:</b>			
<b>Total Required Program Hours</b>			<b>120</b>

## BIOLOGICAL SCIENCE

The Division of Science, Mathematics and Health Professions advises students in this program.

### Bachelor's Degree Program

#### Major Admission Requirement:

To be admitted to full major status, students must fulfill the pre-set courses for biology majors 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 2.5 in the calculation for the GPA total of these courses, and have at least a "C" or better in College Algebra.

#### Substitutions:

In the major, requirements permissible only by petition to the department chair or dean.

#### 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.

### Program Requirements and Electives

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

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<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Hours</b>
<b>Area A:</b>	<b>Essential Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
<b>Area B:</b>	<b>Institutional Requirement (AMIR 1001)</b>		<b>4</b>
<b>Area C:</b>	<b>Humanities &amp; Fine Arts</b>		<b>6</b>
	<b>(1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits)</b>		
	<i>*See Humanities and Fine Arts Core</i>		

<b>Area D:</b>	<b>Science, Mathematics &amp; Technology</b>	<b>11</b>
	(Select from Area D Electives)	
	<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/PLA B	1111 General Physics I and	4
PHYS/PLA B	1112 General Physics II and	4
PHYS/PLA B	2111 Principles of Physics I and	4
PHYS/PLA B	2112 Principles of Physics II and	4
<b>Area E:</b>	<b>Social Sciences</b>	<b>12</b>
POLS	1101 American Government	3
POLS	2401 Global Issues	3
PSYC	1101 Introduction to General Psychology I	3
	<b>History Requirement: Choice of 3 hours from the following:</b>	<b>3</b>
HIST	2111 United States History I or	
HIST	2112 United States History II	
<b>Area F:</b>	<b>Courses Related to Program of Study</b>	<b>18</b>
	<b>Biology Electives - Choose 14 hours from the following courses:</b>	<b>14</b>
BIOL/BLAB	2203 Plant Science	4
BIOL/BLAB	2225 Invertebrate Zoology	4
BIOL	3003 Marine Biology	3
BIOL/BLAB	3111 Field Ecology	4
BIOL	3113 Nutrition	3
BIOL	3114 Principles of Immunology	3
BIOL	3117 Virology	3
BIOL	4203 Neurobiology (4000)	3
	<b>Restricted Biology Electives - Choose 4 hours from the following courses:</b>	<b>4</b>
BIOL/BLAB	3007 Embryology	4
BIOL/BLAB	4207 Medical Microbiology	4
BIOL/BLAB	4209 Biotechnology	4
	<b>Subtotal</b>	<b>60</b>
	<b>Required:</b>	<b>60</b>
BIOL/BLAB	1107 Principles of Biology I	4
BIOL/BLAB	1108 Principles of Biology II	4
BIOL/BLAB	3009 Comparative Anatomy	4
BIOL/BLAB	3011 Principles of Microbiology	4
BIOL/BLAB	3112 Cell Biology	4
BIOL/BLAB	4011 Vertebrate Physiology	4

BIOL/BLAB	4210	Molecular Biology	4
BIOL/BLAB	4211	Genetics	4
CHEM/CLA	1211	General Chemistry I	4
B			
CHEM/CLA	1212	General Chemistry II	4
B			
CHEM/CLA	2241	Organic Chemistry I	4
B			
CHEM/CLA	2242	Organic Chemistry II	4
B			
BIOL	2245	Introduction to Undergraduate Research Instruction: Instrumentation	3
BIOL	3205	Biostatistics	3
BIOL	4001	Undergraduate Research I	1
	or		
BIOL	4002	Biology Seminar I	1
BIOL	4003	Undergraduate Research II	1
	or		
BIOL	4004	Biology Seminar II	1
BIOL	4005	Undergraduate Research III	1
	or		
BIOL	4006	Biology Seminar III	1
BIOL	4010	Evolution (4000)	3
BIOL	4205	Biochemistry	3
		<b>Subtotal</b>	<b>60</b>
		<b>Total Required Program Hours</b>	<b>120</b>

## CRIMINAL JUSTICE

The Division of Social Sciences 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:

Course substitutions for major requirements are permissible only by petition to the department chair or dean.

### 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 (choose one below)</b>			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1001	Quantitative Reasoning	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	3
MATH	2201	Calculus	4
			<b>4</b>

<b>AREA B:</b>	<b>INSTITUTIONAL REQUIREMENT (AMIR 1001)</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>			<b>3</b>
ARTS	1100	Art Appreciation	
ARTS	2211	The Creative Process	
ENGL	2205	Introduction to Creative Writing	
MUSC	1100	Music Appreciation	
MUSC	1101	Fundamentals of Music	
THEA	1100	Theatre Appreciation	
<b>Humanities Elective: Choice of 3 hours from the following:</b>			<b>3</b>
COMM	1100	Human Communications	
COMM	1110	Public Speaking	
ENGL	2111	World Literature I	
ENGL	2112	World Literature II	
ENGL	2130	American Literature	
FREN	1002	Elementary French II	
FREN	2001	Intermediate French I	
FREN	2002	Intermediate French II	
HUMA	1101	Exploring Selected American Cultures	
HUMA	1102	African American Culture	
HUMA	2000	Exploring Global Cultures	
MCOM	1101	Introduction to Mass Communications	
PHIL	2201	Survey of Philosophy	
PHIL	2210	Logic and Critical Thinking	
RELI	2201	Introduction to Religious Studies	
SPAN	1002	Elementary Spanish II	
SPAN	2001	Intermediate Spanish I	
SPAN	2002	Intermediate Spanish II	
<b>AREA D:</b>	<b>SCIENCE, MATHEMATIC S, AND TECHNOLOGY</b>		<b>11</b>



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

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

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

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

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

**Mathematics:**

MATH	1111	College Algebra
MATH	1112	Intro. to Mathematical Techniques
MATH	1113	Precalculus
MATH	1114	Elementary Statistics
MATH	1121	Decision Mathematics
MATH	1122	Elementary Calculus

MATH	1128	Discrete Mathematics
MATH	2201	Analytic Geometry & Calculus I
<b>Technology:</b>		
CSCI	1135	Introduction to Computers
CSCI	1301	Computer Science I
CSCI	1136	Fundamentals of Elec. Spreadsheets
CSCI	1137	Fundamentals of Database Mgmt.
CSCI	1138	Introduction to Cyberspace Tech.
CSCI	1142	Introduction to C Programming
CSCI	1143	BASIC: Interactive Programming
CSCI	1146	Introduction to Java Programming
<b>AREA E:</b>	<b>SOCIAL</b>	<b>12</b>
	<b>SCIENCES</b>	
<b>Government Requirement: 3</b>		
POLS	1101	American Government
<b>United States History 3</b>		
<b>Requirement: Choice of 3</b>		
<b>hours from the following:</b>		
HIST	2111 or	United States History I or
HIST	2112	United States History II
<b>Global Perspective 3</b>		
<b>Requirement:</b>		
POLS	2401	Global Issues
<b>Social Science Electives: 3</b>		
<b>Choice of 3 hours from the following:</b>		
Courses used in Area F cannot be used in Area E.		
ANTH	1102	Introduction to Anthropology
ECON	1105	Introduction to Economics
ECON	2105	Principles of Macroeconomics
ECON	2106	Principles of Microeconomics
GEOG	1105	Intro. to World Regional Geography
HIST	2111	United States History I
HIST	2211	Honors United States History I
HIST	2112	United States History II
HIST	1111	World Civilization I
HIST	1112	World Civilization II
HIST	2113	Minorities in American History
HIST	2232	African American History
POLS	2101	Introduction to Political Science
PSYC	1101	Introduction to General Psychology
PSYC	2201	Honors Introduction to General Psychology

SOCI	1101	Introduction to Sociology	
SOCI	1201	Honors Introduction to Sociology	
SOCI	1160	Introduction to Social Problems	
SOSC	1101	Introduction to the Social Sciences	
SOSC	2101	Introduction to African American Studies	
<b>Subtotal</b>			<b>42</b>
<b>Area F:</b>	<b>Courses Related to Program of Study</b>		<b>1</b>
			<b>8</b>
<b>Required:</b>			<b>3</b>
CRJU	1102	Introduction to Criminal Justice	3
<b>Electives – Choice of 15 hours from the following courses:</b>			<b>15</b>
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
*SOSC	1101	Introduction to Social Sciences or Other Criminal Justice or Social Science Course	3
		*(B.S. in Criminal Justice majors are advised to take CRJU 2500-Introuction to Homeland Security)	
		<b>Subtotal Areas A - F : 60 semester hours</b>	
<b>Area G:</b>	<b>Junior Year Course Requirements</b>		<b>3</b>
			<b>0</b>
<b>Required:</b>			<b>30</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>3</b>
			<b>0</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:</b>	
		<b>60 semester hours</b>	
		<b>TOTAL REQUIRED PROGRAM HOURS</b>	<b>1</b>

2  
0

**Note: Taking courses out of sequence may delay the semester in which you graduate.**

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## COURSE DESCRIPTIONS

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### Understanding Course Descriptions

Each course is assigned a number according to the following system. Courses numbered below 1000, such as READ 0099, ENGL 0099 and MATH 0097, are for institutional credit only. They do not count toward meeting the College's degree requirements, nor are they transferable for degree credit at other colleges in the University System of Georgia. Courses numbered 1000-1149 and 2000-2499 are designed primarily for credit in transfer programs, but are also acceptable in a number of career programs. Courses numbered 1500-1999 and 2500-2999 are designed primarily for career programs and are unlikely to be accepted as transfer courses.

Opposite each course title, at the right side of the page, are three code numbers, such as 2-1-3. The first number indicates the number of regular lecture hours for

the course per week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. The code numbers 2-1-3 indicate that the course has two regular lecture hours per week, has one hour of laboratory work, and awards three semester hours of credit.

The College reserves the right to cancel courses for which there is insufficient enrollment.

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## **ACCOUNTING (DIVISION OF BUSINESS AND COMPUTER SCIENCE)**

### **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, CISM 2101, MATH 1111, MATH 1112 or MATH 1113 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: ACCT 2102.

**ACCT 2225 Federal Income Taxation I** **3-0-3**

This course is an introduction to Federal income tax fundamentals as they apply to individuals, partnerships, corporations and other forms of business organizations. Prerequisite: ACCT 2102.

**ACCT 2226 Federal Income Taxation II** **3-0-3**

This course provides in-depth treatment of taxation as it applies to partnerships and corporations. Prerequisite: ACCT 2225.

**ACCT 2230 Intermediate Accounting I** **3-0-3**

This course examines the generally accepted accounting principles for assets and liabilities along with related revenue and expense implications. The authoritative literature is also introduced and alternative concepts are discussed. Prerequisite: ACCT 2102.

**ACCT 2231 Intermediate Accounting II** **3-0-3**

This course examines the generally accepted accounting principles for the owner's equity in business organizations, pensions, leases, income taxes, accounting changes and the effects of changing price levels. The authoritative literature is also discussed, along with alternative concepts. Prerequisite: ACCT 2230.

**ACCT 2233 Cost/Managerial Accounting** **3-0-3**

This course is an introduction to cost accounting principles and practices. The course also covers approaches to providing accounting information for effective management of profit and non-profit organizations. Prerequisite: ACCT 2102.

**ACCT 2234 Auditing** **3-0-3**

This course is the study of the principles of internal and independent auditing, the criteria for establishment of internal controls, and the effect of these controls on the audit and reporting process. Prerequisite: ACCT 2230.

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**AMSC INSTITUTIONAL REQUIREMENT (DIVISION OF SOCIAL SCIENCES)**

**AMIR 1001 Thinking, Learning, and Communicating in Contemporary Society** **4-0-4**

This course cultivates habits that strengthen critical thinking, reading, and speaking, and fosters an increased understanding of the individual's role and responsibility in the learning process. Using interdisciplinary themes and various instructional technologies, students examine and convey the logic of their thinking in writing and oral form. Prerequisite: Exit or exemption from Learning Support Reading and English.

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## **ANTHROPOLOGY (DIVISION OF SOCIAL SCIENCES)**

### **ANTH 1102 Introduction to Anthropology**

**3-0-3**

An introduction to the discipline of anthropology, this course examines the origin and the physical, behavioral, social, and cultural development of human beings. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **ANTH 2105 Prehistoric Peoples and Cultures**

**3-0-3**

Emphasizing culture, ethnicity and race, this course traces the emergence of major civilizations in Africa, Asia, Europe and the Americas from the emergence of Homo sapiens to the advent of written history. Prerequisite: Exit or exemption from Learning Support Reading.

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## **ART (DIVISION OF HUMANITIES AND FINE ARTS)**

### **ARHS 2201 Art History Survey**

**3-0-3**

This course presents the history of Western art from prehistoric times to the Renaissance through the study of paintings, sculpture, architecture, and their relationship to changing cultural backgrounds. No prerequisite.

### **ARTS 1010 Drawing I**

**1-2-3**

Drawing I provides an introduction to the techniques, materials, and principles of drawing. This course develops basic drawing skills and understanding of visual language through studio instruction/lecture. Concepts introduced are applied to still life, landscape, and the figure through experimentation with 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 various materials and methods. Additional studio hours are required. No prerequisite.

**ARTS 1100 Art Appreciation****3-0-3**

A foundation for appreciation of art is presented through the study of art terminology, art forms, materials, and techniques. This course surveys the history of art through painting, sculpture and architecture from prehistoric times through the present. Lectures, slides, films, discussions, field trips, and studio activities are included as appropriate. No prerequisite.

**ARTS 2010 Art for Early Childhood****3-0-3**

This course is designed for students who are pursuing programs of study in Early Childhood Development Teacher Education. The course focuses on methods and techniques used to encourage creative thinking. Effective use of materials such as poster paint, crayons, collage, watercolors, etc. is explored. No prerequisite.

**ARTS 2201 Studies in the Fine Arts II****1-0-1**

This course provides an interdisciplinary study of aspects of the fine arts, including but not limited to, investigations of unique foundations in the visual arts, literary arts, and performance arts. Prerequisite: Permission of the instructor.

**ARTS 2210 Arts and Crafts****1-2-3**

This course explores problems in the design and production of functional crafts. Students experiment with a variety of materials, including but not limited to, yarn, paper, paper-mache and ink. Additional studio hours are required. No prerequisite.

**ARTS 2211 The Creative Process****3-0-3**

This course provides an overview of the concepts and theories of the creative process through investigations beyond traditional problem-solving approaches. Applications across disciplines are presented. No prerequisite.

**ARTS 2220 Introduction to Printmaking****1-2-3**

This course introduces various relief printmaking techniques, including monoprints, styrofoam prints, linocuts, and collagraphs. Additional studio hours are required. No prerequisite.

**ARTS 2230 Introduction to Ceramics****1-2-3**

This course explores problems in design and production of functional and non-functional ceramic works. Hand-building techniques and experience on the potter's wheel are included. Additional studio hours are required. No prerequisite.



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## **BIOLOGY (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)**

### **BIOL 1101 General Biology I**

**3-0-3**

This is a general course designed to communicate to the non-science major a meaningful understanding of the principles of biology with broad application to other fields and to everyday life. Topics include the physical and chemical basis of life, cellular structure and function, molecular genetics, human genetics, the diversity of life and ecology. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as BIOL 1100 and taken with BLAB 1100, the lab portion of this course. BIOL 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **BLAB 1101 General Biology I Lab**

**0-2-1**

This is the laboratory component of BIOL 1101, designed to provide the non-science major with a greater knowledge and understanding of experimental processes employed in the biological sciences, primarily through a hands-on approach. Prerequisite or corequisite: BIOL 1101 or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as BLAB 1100 and taken with BIOL 1100, the lecture portion of this course. BIOL 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **BIOL 1102 General Biology II**

**3-0-3**

This course is a continuation of Biology 1101 with emphasis on human biology. Topics include homeostasis, hormonal regulation of metabolism, organ systems of the human body and plant structure and function. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as BIOL 1100 and taken with BLAB 1100, the lab portion of this course. BIOL 1102 cannot be repeated for credit if taken to satisfy a CPC requirement.

### **BLAB 1102 General Biology II Lab**

**0-2-1**

The laboratory component of BIOL 1102 emphasizes the study of the human body. Prerequisite or corequisite: BIOL 1102 or permission of instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as BLAB 1100 and taken with BIOL 1100, the lecture portion of this course. BIOL 1102 cannot be repeated for credit if taken to satisfy a CPC requirement.

- BIOL 1104 Introduction to Environmental Science** **3-0-3**  
This course provides an introduction to environmental science. It serves an area D elective for both science and non-science majors. Topics include, but are not limited to biodiversity, evolution, animal behavior, natural resources, alternative energy sources, conservation and preservation of resources, terrestrial and aquatic biomes, pollution, globalization and population dynamics as well as ecology. Prerequisite: Exit or exemption from Learning Support Mathematics, Reading and English.
- BIOL 1107 Principles of Biology I** **3-0-3**  
This is an introduction to general biological principles, including the physical and chemical nature of protoplasm, biological structure and function, transport of materials, energy transformations, molecular and cellular biology and genetics. This course is primarily intended for science, computer science, mathematics and allied health majors. Prerequisite: Exit or exemption from Learning Support Mathematics, Reading and English.
- BLAB 1107 Principles of Biology Lab I** **0-3-1**  
This course is the laboratory component of BIOL 1107. Topics include microscopy, biochemistry, cytology and genetics. Prerequisite or corequisite: BIOL 1107 or permission of the instructor.
- BIOL 1108 Principles of Biology II** **3-0-3**  
This course, a continuation of BIOL 1107, includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Prerequisite: BIOL 1107/BLAB 1107 or permission of the instructor.
- BLAB 1108 Principles of Biology Lab II** **0-3-1**  
This is the laboratory component of BIOL 1108. Topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite: BIOL 1107/BLAB 1107. Corequisite: BIOL 1108 or permission of the instructor.
- BIOL 1109 Principles of Biology III** **3-0-3**  
This course, a continuation of BIOL 1107, provides an introduction to environmental studies. Topics include classification, biodiversity, evolution, animal behavior and ecology. Prerequisite: BIOL 1107/BLAB 1107 or permission of the instructor.
- BLAB 1109 Principles of Biology Lab III** **0-3-1**  
This is the laboratory component of BIOL 1109. Topics include biodiversity, evolution, ethology and ecology. Prerequisites: BIOL 1107/BLAB 1107. Corequisite: BIOL 1109.

**BIOL 2203 Plant Science****3-0-3**

This course is a study of plant life with emphasis on structure, functions, identification, economic importance, plant care, gardening and ecology. Prerequisite: Exit or exemption from Learning Support Reading, Mathematics and English. (Students who have not had a vigorous background in Biology are urged to take BIOL 1108/BLAB 1108 or BIOL 1102/ BLAB 1102 before registering for this course.)

**BIOL 2215 Fundamentals of Microbiology****3-0-3**

This course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. Prerequisite: Exit or exemption from Learning Support Reading, Mathematics, and English. (Students who have not had a vigorous background in Biology are urged to take BIOL 1107/BLAB 1107 before registering for this course.)

**BLAB 2215 Fundamentals of Microbiology Lab****0-3-1**

This course is the laboratory component of BIOL 2215. Students learn techniques used to isolate, stain and identify microorganisms based on their morphological and biochemical characteristics. Students are required to demonstrate mastery of these techniques by isolating and identifying unknown bacteria from mixed cultures. Prerequisite or corequisite: BIOL 2215.

**BIOL 2225 Invertebrate Zoology****3-0-3**

This course is an introduction to anatomy, physiology, and evolution of major invertebrate groups. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL1107; BLAB 1107 or permission of the instructor; Co-requisite(s): BLAB 2225

**BLAB 2225 Invertebrate Zoology Lab****0-3-1**

This course is the laboratory component of BIOL 2225. Topics include surveys of the invertebrate species, macroscopic and microscopic identification of structural elements and correlation with function. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; Prerequisite or corequisite: BIOL 2225.

**BIOL 2241 Human Anatomy and Physiology I****3-0-3**

This course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. Prerequisite: Exit or exemption from Learning Support Reading, English, and Mathematics. (Students with a weak background in biology are urged to complete BIOL 1107;)

**BLAB 2241 Human Anatomy and Physiology Lab I****0-3-1**

This course is the laboratory component of BIOL 2241 designed to provide laboratory exercises that support the systematic presentation of the lecture.

Topics include medical terminology, cells, tissues, skeletal, muscular and nervous systems. Prerequisite or corequisite: BIOL 2241.

**BIOL 2242 Human Anatomy and Physiology II** **3-0-3**

This course is a continuation of BIOL 2241 including a study of the organs systems associated with integration and control, exchange and transport, the utilization of nutrient material, and an introduction to human reproduction and development. Emphasis is placed on the integration of various systems in performance of specific functions of the entire organism. Prerequisite: BIOL 2241; BLAB 2241.

**BLAB 2242 Human Anatomy and Physiology Lab II** **0-3-1**

This course is the laboratory component of BIOL 2242. It is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include nervous system, special senses, circulatory system, respiratory system, digestive system, urinary system, acid-base balance and the reproductive system. Prerequisite or corequisite: BIOL 2242.

**BIOL 2245 Intro. to Undergrad. Research: Instrumentation** **1-2-2**

This course is a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology and solution preparation and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology or chemistry course.

**BIOL 2246 Topics in Science** **1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology, and earth systems science are discussed. Prerequisite: A grade of "C" or better in an introductory biology or chemistry course or permission of the instructor.

**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 trip to the Georgia aquarium and a final project that incorporates a student's interests, majors, and cultural background with course material. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL1108; BLAB 1108

**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): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108; BLAB 1108; BIOL 4201; BIOL 4000

**BIOL 3114 Principles of Immunology****3-0-3**

Is an upper level course designed to help 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): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 3011

**BIOL 3009 Comparative Anatomy****3-0-3**

A study of the similarities of anatomy and phylogenetic relationships of major vertebrate groups. Specifically, we will compare 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. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108; BLAB 1108; Co-Requisite BLAB 3009

**BLAB 3009 Comparative Anatomy Lab****0-3-1**

The laboratories will involve detailed dissection of the lamprey eel (*Petromyzon*), the dogfish shark (*Squalus*), the mud puppy (*Necturus*), and the cat (*Felis catus*). Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108; BLAB 1108; Co-requisite: BIOL 3009.

**BIOL 3011 Principles of Microbiology****0-3-1**

This course serves as a rigorous examination of microorganisms including their growth patterns, morphology, and pathogenicity. This course includes a laboratory component covering areas such as structure, nutrition, biochemistry, genetics, and growth of microorganisms. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics. Co-requisite: BIOL 3011

**BIOL 3111 Field Ecology****4-0-4**

Field Ecology 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. A laboratory component is included with this course, providing the student with the laboratory skills to identify and examine a range of species within varied environments. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics.

**BIOL 3113 Nutrition****3-0-3**

Nutrition Science is a 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): Exit or exemption from Learning Support Reading, English, and Mathematics; Biol 1107 or Biol 2241.

**BIOL 4000 Molecular Biology****4-0-4**

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), and emphasizes the techniques and experiments that lead to this information. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; CHEM/CLAB 2242; BIOL/BLAB 1108, and BIOL 4201.

**BIOL 3117 Virology****3-0-3**

This 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, viral recombination and evolution, virus-host interactions, viral transformation, gene therapy, antiviral drugs, and

vaccines, are presented. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 3011

**BIOL 3205 Biostatistics**

**3-0-3**

This 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): Exit or exemption from Learning Support Reading, English, and Mathematics; MATH 1113

**BIOL 3245 Introduction to Research: Instrumentation**

**3-0-3**

This is an introductory course to research processes and design. Also included is a survey of the instruments and techniques commonly used in applied science laboratories. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; A grade of "C" or better in a 2000-level biology or chemistry course

**BIOL 4010 Evolution**

**3-0-3**

Evolution is the central concept in biology. This course examines evolution in historical and cultural contexts. This course aims to understand the major issues in the history and current status of evolutionary biology and explore 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): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 4201

**BIOL 4201 Cellular Biology**

**4-0-4**

This course focuses on examining 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): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108; BLAB 1108

**BIOL 4203 Neurobiology**

**3-0-3**

This course introduces students to the rapidly growing field of neuroscience, which is the study of the biology of the nervous system and its relationship to behavior and disease. 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. While the course is introductory in nature, the level of instruction is rigorous and treats many of the topics in some depth. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL1107; BLAB 1107; BIOL 1108; BLAB 1108

### **BIOL 4205 Biochemistry**

**3-0-3**

The 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): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL1107; BLAB1107; CHEM2242; CLAB 2242

### **BIOL 4207 Medical Microbiology**

**4-0-4**

The fundamentals of microbial physiology, genetics and immunology are presented with important bacterial, viral, parasitic, and mycotic infections discussed from the standpoint of etiology, epidemiology, and pathogenesis and laboratory diagnosis. Participation in laboratory exercises and small group sessions is required and extends throughout the semester. The entire course must be completed to receive credit. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 3011

### **BIOL 4209 Biotechnology**

**4-0-4**

The purpose of this course is to survey the methods and applications of biotechnology and to examine the consequences of developments in this area. This is an area of great public interest with a pressing need for informed debate. 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. This course involves a lab component to introduce the students to the various techniques in Biology. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 3011; BIOL 4000

### **BIOL 4211 Principles of Genetics**

**4-0-4**

The course is designed to cover 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. Genetics Laboratory work covers Mendelian principles, isolation and characterization of the DNA, polytene chromosomes, karyotyping, Barr bodies, mutagenesis and tests used for



detecting mutagens. Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1107; BLAB 1107; BIOL 1108; BLAB 1108; and MATH 1113

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## **BUSINESS ADMINISTRATION (DIVISION OF BUSINESS AND COMPUTER SCIENCE)**

### **BUSA 1101 Keyboard Mastery**

**3-0-3**

This course is designed to teach basic keyboarding using the microcomputer. Students are expected to acquire a set level of speed and accuracy using the touch-typing method in a self-paced setting. The course also covers numeric key padding and proper formatting for letters and various other documents. No prerequisite.

### **BUSA 1105 Introduction to Business**

**3-0-3**

This course is an integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.). No prerequisite.

### **BUSA 1106 Introduction to Records Management**

**3-0-3**

This course surveys the records management field. Areas of particular concentration are records creation, forms, correspondence, reports, records maintenance, filing systems, storage equipment, vital records, records disposition, retention scheduling and records center operations. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **BUSA 2102 Intermediate Keyboarding/Typewriting**

**3-0-3**

This course enables students to correctly arrange and type various business forms, tables, manuscripts and letters in various business styles. Students will also be able to type with increased speed and accuracy. Prerequisite: BUSA 1101 or exemption examination.

### **BUSA 2103 Advanced Keyboarding/Typewriting**

**3-0-3**

This course reviews problem skills with emphasis on special and statistical reports, accounting reports, and legal papers. Students also receive instructions in taking and typing employment tests. Prerequisite: BUSA 2102 or exemption examination.

### **BUSA 2105 Communicating in a Business Environment**

**3-0-3**

This course emphasizes both interpersonal and organizational communications, including written and oral exercises appropriate to business practices. Prerequisite: Exit or exemption from Learning Support Reading.

### **BUSA 2106 The Environment of Business**

**3-0-3**

This course is an introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for

business, including an overview of the impact of demographic diversity on organizations. Prerequisite: Exit or exemption from Learning Support.

**BUSA 2111 Legal Typing** **2-3-3**

This course teaches the student to type with increased speed and accuracy. The student will be able to type various legal forms and documents from the following areas: contracts, automobile negligence, civil actions, partnerships, corporations, wills and probate, criminal actions, real estate and bankruptcy. This course is self-paced and is held in an open lab environment. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2112 Medical and Insurance Typing** **2-3-3**

This course teaches the student to understand and to type appropriate forms for the following areas: Universal Health Insurance Claim Form, Blue Cross, Medicare, Medi-Medi, CHAMPUS, CHAMPVA, Unemployment Compensation, Worker's Compensation and Dental Insurance. The student will also be able to code using the CPT/RVS codebooks. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2115 Advanced Secretarial Techniques** **2-3-3**

This course will give the student the ability to recognize the areas in which he or she can function to relieve management from time-consuming details. The student will be able to make the best use of reference materials; use postal and shipping services; determine work priority schedules; plan meetings, conferences and travel arrangements; assist with collecting and developing various types of materials for reports. Prerequisite: BUSA 2102 or exemption examination.

**BUSA 2117 Forms Management and Filing** **3-0-3**

This course covers the principles and practices of forms management and filing, including approval authority and cost justification; forms and procedure analysis and designs; standards for format and production; printing specifications; and controls and review. Prerequisites: Exit or exemption from Learning Support Reading and English; BUSA 1106 or permission of the instructor.

**BUSA 2118 Accession and Disposal of Records** **3-0-3**

This course covers the principles and practices of records protection and disposition. Topics include acquisition, indexing, references, control, destruction, space conservation, accessibility, load consideration and site selection. Prerequisite: Exit or exemption from Learning Support Reading and English; BUSA 1106.

**BUSA 2119 Micrographics** **3-0-3**

This course is designed to introduce students to the field of micrographics and show its relationship to records management. Students become familiar with microfilming, processing, duplicating, and displaying and reproducing equipment. Micrographics standards utilized in industry are reviewed in the

course. Prerequisites: Exit or exemption from Learning Support Reading and English; BUSA 1106.

**BUSA 2120 Legal Secretarialship** **2-3-3**

This course is designed to give students proficiency in general office procedures including telephone technique, postal services, work priority schedules, meeting plans and travel arrangements. The student will be able to keep client financial records and prepare them with little assistance (4 hours weekly). Prerequisite: Exit or exemption from Learning Support Reading and English.

**BUSA 2122 Medical Office Procedures** **2-3-3**

This course will teach the student to handle patient reception, keep an appointment schedule, handle mail, use the telephone efficiently, properly maintain financial records for the medical office and take care of medical supplies and equipment. (4 hours weekly) Prerequisite: Exit or exemption from Learning Support Reading and English.

**BUSA 2201 Principles of Management** **3-0-3**

This course deals with universal concepts of management applicable to all types of enterprises. Students are introduced to basic management philosophies and decision-making processes. Principles of management involving leadership styles, planning, organizing, supervision and control are covered. Prerequisite: Exit or exemption from Learning Support.

**BUSA 2202 Management and Supervision** **3-0-3**

This course introduces the student to general management principles relevant to all types of business enterprises. Supervisory principles in human relations, grievances, training, evaluations, promotions, quality control and management-employee relations are covered. Prerequisites: Exit or exemption from Learning Support; BUSA 2201.

**BUSA 2203 Personnel Management** **3-0-3**

This course introduces students to the methods used in recruiting, selecting, and maintaining an efficient workforce. Topics include employment standards, training, health and safety, and employee services. Job evaluation, interviewing techniques, and application forms are also discussed. Prerequisites: Exit or exemption from Learning Support; BUSA 2201.

**BUSA 2204 Principles of Insurance** **3-0-3**

This course provides a study of both life insurance and property-casualty insurance. Other topic areas include the theory of risk (both family and business), operation of the insurance business, and regulation of the insurance industry. Prerequisites: Exit or exemption from Learning Support; ACCT 2101; MATH 1111.

- BUSA 2205 Principles of Marketing** 3-0-3  
 This course is designed to provide the student with a basic understanding of the framework of the marketing process in product, price, channels of distribution and promotional activities. Prerequisite: Exit or exemption from Learning Support; ACCT 2101 with a grade of 'C' or better.
- BUSA 2206 Production Management and Evaluation** 3-0-3  
 This course provides the student with a general understanding of the organization of large-scale industrial organizations for efficient production methodology and evaluation of the production process to meet contracts, etc. Prerequisites: ACCT 2102; CISM 2101.
- BUSA 2209 Fundamentals of Business Finance** 3-0-3  
 This course is an introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds and capital structure strategies for non-financial corporations. Prerequisite: ACCT 2102 with a grade of 'C' or better.
- BUSA 2210 Fundamentals of Entrepreneurship** 3-0-3  
 This course is an introduction to the practical and theoretical considerations involved in entrepreneurship. Course topics include the preparation of business plans, strategies for financing, market assessment, development and protection of business ideas, management and strategies for survival of new business ventures. Prerequisite: ACCT 2101.
- BUSA 2211 Small Business and Venture Management** 3-0-3  
 This course emphasizes operating and managing the small and new business venture. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan. Prerequisites: ACCT 2101; BUSA 2201.
- BUSA 2212 Financing New Business Ventures** 3-0-3  
 This course is a study of successful techniques used to finance new business ventures: new startups, buyouts, and franchises including traditional and creative approaches. Prerequisites: ACCT 2102; BUSA 2209.
- BUSA 2213 Strategies for Entrepreneurship** 3-0-3  
 This covers the essentials of launching and establishing a business organization with emphasis on new start-ups, buyouts, and franchises. Case studies of successful businesses will be utilized to introduce students to various strategies. Prerequisite: BUSA 2210.
- BUSA 2214 Property Management** 3-0-3  
 This course is offered to those students who currently own or operate property complexes or who desire to do so. The objective of this course is to give the student a working knowledge of property complexes, property management,

accounting, and sociological aspects of human habitation. Prerequisites: ACCT 2101; BUSA 2201 or permission of the instructor.

**BUSA 2215 Principles of Real Estate I** **3-0-3**

This course is a survey of real estate covering the real estate market, contracts, ownership, deeds, real estate financing, appraising and development of subdivisions. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

**BUSA 2216 Principles of Real Estate II** **3-0-3**

This course's topics include financing of real estate, types of lenders, lending laws, real estates and financing, mathematics, settlements, procedures, document recording, appraising, land descriptions, brokerage office accounting and state and federal laws. Prerequisites: Exit or exemption from Learning Support Reading, English and Math; BUSA 2215.

**BUSA 2217 Housing Management I** **3-0-3**

This course provides a basic introduction to the management of multi-family housing, particularly public and federally subsidized housing. The student will gain a basic understanding of various federal housing programs, the occupancy cycle and the landlord-tenant relationship. Students will also learn how to maintain the necessary plans, including a budget, which are part of efficient, well-organized housing management. Prerequisites: Exit or exemption from Learning Support Reading, English and Math; BUSA 2201.

**BUSA 2218 Housing Management II** **3-0-3**

This course covers in greater detail some of the topics in Housing Management I. Students will learn to perform the management responsibilities related to the occupancy cycle, to work with tenants and staff, and to resolve grievances. Students will also gain a basic working knowledge of maintenance and repair. Prerequisite: BUSA 2217.

**BUSA 2240 Directed Practicum I** **1-5-3**

This course gives students the opportunity to gain experience in an area of interest related to their major. It is restricted to career program majors of advanced-level standing. Prerequisite: Permission of the instructor.

**BUSA 2241 Directed Practicum II** **1-5-3**

This course is a continuation of BUSA 2240. Prerequisite: BUSA 2240.

**BUSA 2260 Practicum in Computerized Office Systems** **3-0-3**

This course is designed to allow the student to select a software application of interest, such as for a medical office, legal office, insurance company, etc., and complete a project in a simulated office setting. Prerequisites: Exit or exemption from Learning Support Reading, English and Math; ITEC 2223; ITEC 2224; ITEC 2226.

**BUSA 2299 Contemporary Business Issues****3-0-3**

This course is a capstone designed to integrate the common body of knowledge gained from the business student's program of study. The subject matter stresses decision-making and utilizes cases and other experiential methods. Prerequisites: Completion of all other required AREA F courses for the student's program of study or permission of the instructor.

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**CHEMISTRY (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)****CHEM 1151 Survey of Chemistry I****3-0-3**

This course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. The course is recommended for humanities, social science, allied health and nursing students. Further, science majors with little or no previous background in chemistry are encouraged to take this course in preparation for the science major's sequence, CHEM 1211-1212. Prerequisite: MATH 1111 or passing score on Math Placement Examination (MPE), or by permission of the instructor. Corequisite: CLAB 1151

\*Satisfies College Preparatory Curriculum (CPC) in Natural Science when cross-referenced as CHEM 1100. CHEM 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

**CLAB 1151 Survey of Chemistry Lab I****0-3-1**

This is the laboratory component of CHEM 1151. Experimental topics include: basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. Prerequisite/corequisite: CHEM 1151 or permission of the instructor.

\*Satisfies College Preparatory Curriculum (CPC) in Natural Science when cross-referenced as CHEM 1100. CHEM 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

**CHEM 1152 Survey of Chemistry II****3-0-3**

This course is a continuation of the general chemistry sequence and includes an introduction to organic and biochemistry. Consumer chemistry topics, such as types of drugs, over-the-counter, legal and illegal, are discussed. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CLAB 1152.

**CLAB 1152 Survey of Chemistry Lab II****0-3-1**

This is the laboratory component of CHEM 1152. Experimental topics include: hydrocarbons, alcohols, phenols, mercaptans, carbonyl compounds, preparation and examination of a drug (aspirin), enzymes and chemical reactions. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CHEM 1152.

**CHEM 1211 General Chemistry I****3-0-3**

For the student majoring in engineering or science, this course is designed to present the fundamentals of chemistry and demonstrate their application through lecture and problem solving. Topics include: measurements, atomic theory, chemical reactions, equations, stoichiometry, solutions and solution stoichiometry, gases and their properties, quantum theory, the periodic table, bonding theories, oxidation-reduction reaction, an introduction to thermochemistry. Students without prior chemistry courses are urged to take CHEM 1151 and CLAB 1151 prior to enrolling in CHEM 1211. Prerequisite: MATH 1113 or passing score on the Math Placement Examination (MPE). Corequisite: CLAB 1211.

**CLAB 1211 General Chemistry Lab I****0-3-1**

This is the laboratory component of CHEM 1211. Experimental topics include: basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Corequisite: CHEM 1211.

**CHEM 1212 General Chemistry II****3-0-3**

This course is a continuation of CHEM 1211. Topics include: solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Prerequisite: CHEM 1211 or permission of the instructor. Corequisite: CLAB 1212.

**CLAB 1212 General Chemistry Lab II****0-3-1**

This is the laboratory component of CHEM 1212. Topics include: acid-base titrations, colligative properties, oxidation-reduction titrations, heats of neutralizations, rates of chemical reactions, preparation and analysis of an inorganic compound. Prerequisite: CHEM 1211/CLAB 1211 or permission of the instructor. Corequisite: CHEM 1212.

**CHEM 1213 Analytical Chemistry****3-0-3**

This course is designed for students majoring in science or related fields. Topics include: qualitative and quantitative analysis, experimental error, statistics and data interpretation, applications of spectrophotometry, volumetric analysis, acid-base titration, EDTA titration, electrodes and potentiometry and atomic spectroscopy. Prerequisites: CHEM 1212; CLAB 1212 or permission of the instructor. Corequisite: CLAB 1213.

**CLAB 1213 Analytical Chemistry Lab****0-3-1**

This course is the laboratory component of CHEM 1213. Experimental topics include: qualitative analysis, preparation of standardized solutions, EDTA/Iodimetric titrations, coulometric titrations, spectrophotometry, quantitative analysis by gas chromatography or high pressure liquid chromatography. Prerequisites: CHEM 1212, CLAB 1212 or permission of the instructor. Corequisite: CHEM 1213.

**CHEM 2241 Organic Chemistry I****3-0-3**

This course provides a study of the chemistry of organic compounds including their physical and chemical properties, synthesis and reaction mechanisms. Topics include bonding theories, organic acids and bases, reaction pathways, stereochemistry, nucleophilic substitution and elimination reactions, alkenes and an introduction to spectroscopy. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

**CLAB 2241 Organic Chemistry I Lab****0-4-1**

This course is the laboratory component of CHEM 2241. It is designed to provide basic laboratory techniques necessary for chemical and physical determination. These techniques include crystallization, melting and boiling point determination, distillation, extraction, column and thin layer chromatography as well as gas chromatography. In addition, the student gains experience in optical activity and resolution/analysis of an enantiomeric mixture. Prerequisite and/or corequisite: CHEM 2241.

**CHEM 2242 Organic Chemistry II****3-0-3**

This course is a continuation of the study of the chemistry of carbon compounds. Topics include alcohols, carbonyl compounds, polyenes, enols and enolates, the chemistry of aromatic compounds and mass spectrometry. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

**CLAB 2242 Organic Chemistry Lab II****0-4-1**

The laboratory component of CHEM 2242 and continuation of CLAB 2241. This course provides a study of the techniques using semi-microscale experiments. Experiments include oxidation/reduction, esterification, Grignard Synthesis, Friedel-Crafts Alkylation, Diel-Alder, and Diazo Compound Synthesis. Students use various spectroscopic techniques, including IR, UV-VIS and NMR and GC-MS for structure determination and for identifying unknown liquids and solids. Prerequisites: CHEM 2241; CLAB 2241. Corequisite: CHEM 2242.

**CHEM 2245 Intro. to Undergr. Research: Instrumentation****1-2-2**

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.

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## **COMMUNICATIONS (DIVISION OF HUMANITIES AND FINE ARTS)**

### **COMM 1100 Human Communications 3-0-3**

This course consists of a broad approach to oral communication skills, including intrapersonal, interpersonal, small-group, and public speaking. Emphasis is placed on developing speech communication skills pertinent to survival in today's success-oriented society, with emphasis on a diversity of contemporary speaker-listener situations. No prerequisite.

### **COMM 1110 Public Speaking 3-0-3**

This course centers on exploration and application of guidelines and principles essential to a variety of formal/professional public speaking modes through preparation and delivery of speeches and the evaluation of these presentations. The organization of materials and the vocal and physical aspects of delivery are emphasized. Prerequisite: ENGL 1101, or COMM 1100, or permission of the instructor.

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## **COMPUTER APPLICATIONS (DIVISION OF BUSINESS AND COMPUTER SCIENCE)**

### **CISM 2101 Computer Information Systems Management 3-0-3**

This course introduces students to the board 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: Exit or exemption from Learning Support; BUSA 1101 or permission of the instructor.

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## **COMPUTER SCIENCE (DIVISION OF BUSINESS AND COMPUTER SCIENCE)**

### **CSCI 1135 Introduction to Computers 2-2-3**

This course is designed to provide an introduction to computer concepts and information processing. The course includes an overview of computer hardware, software, basic networking concepts, history of data processing systems, major trends in information systems, Information Superhighway, social issues and career opportunities in information processing. An integral part of the course is hands-on experience with current applications software in word processing,

electronic spreadsheet, database management systems and the internet. Prerequisite: Exit or exemption from Learning Support Reading and Mathematics.

**CSCI 1136 Fundamentals of Electronic Spreadsheets** 0-3-1

This course provides the knowledge, skills and hand-on experience needed to gain proficiency in using spread sheet applications in various disciplines . It is designed for both non-science and science majors with special attention given to the preparation of reports and the display of data in different formats. Prerequisite: MATH 1111 or MATH 1113.

**CSCI 1137 Fundamentals of Database Management** 0-3-1

This course provides the knowledge, skills and hands-on experience needed to gain proficiency in using database applications in various disciplines. It is designed for both non-science and science majors. Prerequisite: MATH 1111 or MATH 1113.

**CSCI 1138 Introduction to Cyberspace Technologies** 0-3-1

This course provides the knowledge, skills and hands-on experiences needed to gain proficiency in accessing and using the internet and e-mail. It is designed for both non-science and science majors. Prerequisite: Exit or exemption from Learning Support Reading and Mathematics.

**CSCI 1142 Introduction to C Programming** 3-0-3

This course provides an introduction to the fundamentals of the C programming language: variables, input/output statements, operators, loops, decision-making, functions, arrays, strings, files, standard input, binary mode, record input and random access. Prerequisites: Exit or exemption from Learning Support Reading or English; and MATH 1111 or 1113 or 1128 or CSCI 1135 or permission of the instructor.

**CSCI 1143 BASIC: Interactive Programming** 3-0-3

This course is designed to develop the student's ability to program in BASIC in either a business or an educational setting. It has a problem-solving orientation with an emphasis on string manipulations, formatting output, file manipulation and logical structuring of procedures. Students are also introduced to the additional capabilities of a microcomputer (such as graphics and sound) as well as system analysis and design. Prerequisites: Exit or exemption from Learning Support Reading and English; and MATH 1111; CSCI 1135 or MATH 1128 or permission of the instructor.

**CSCI 1145 COBOL: Business Programming** 3-0-3

This course provides an introduction to the computer programming file language of COBOL. A structured problem-solving approach is used to present COBOL data structures and data manipulation within business-oriented settings. Prerequisites: Exit or exemption from Learning Support Reading and

Mathematics; and MATH 1111 or MATH 1113 or MATH 1128 or CSCI 1135 or permission of the instructor.

**CSCI 1146 Introduction to JAVA Programming 3-0-3**

This course provides an introduction to the fundamentals of the JAVA Programming Language, problem solving and algorithm development, simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, classes, methods, applets and fundamentals of Object-Oriented programming. Prerequisite: Exit from Learning Support Reading, English and Math; MATH 1111, 1113, CSCI 1135 or permission of the instructor.

**CSCI 1301 Computer Science I 3-0-3**

This course provides an overview of computers and programming with emphasis on problem-solving and algorithm development. Topics include simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays (one-and-two-dimensional), procedural abstraction and software design, modular programming (including subprograms or the equivalent). The principles/concepts outlined above are implemented using a high-level programming language. Prerequisite: MATH 1128, CSCI 1142, 1143, 1145 or 1146, satisfactory performance on an exemption exam or permission of the instructor.

**CSCI 1302 Computer Science II 3-0-3**

This course is a continuation of CSCI 1301. Topics include an overview of abstract data types (ADT's): arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm (including Big-O); recursion; pointers and linked lists; software engineering concepts; and dynamic data structures (stacks, queues, trees). Prerequisite: CSCI 1301 or permission of the instructor.

**CSCI 2212 Computer Graphics 3-0-3**

This course provides an introduction to graphics programming. Topics include graphic presentation of data, interfacing graphics with text, multimedia, and a survey of graphics software packages. Students use a high-level programming language to create a color graphics package. Prerequisite: CSCI 1142 or CSCI 1143, CSCI 1146 or CSCI 1301 or permission of the instructor.

**CSCI 2214 Computer Organization and Assembler Language 3-0-3**

This course provides an introduction to computer structure, machine language instruction, addressing techniques and digital representation of data. Symbolic coding and assembly systems, macro definition and generation, and program segmentation and linkage. Programming assignments to illustrate machine structure and programming techniques. Prerequisite: CSCI 1142, CSCI 1143, CSCI 1145, CSCI 1301, or permission of the instructor.

**CSCI 2216 Survey of Programming Languages 3-0-3**

This course provides a comparative study of programming languages to prepare the student to evaluate such languages. Programming assignments are given to illustrate the features of each language. Prerequisite: CSCI 1142, CSCI 1143, CSCI 1146, CSCI 1301 or permission of the instructor.

**CSCI 2222 Scientific Programming 3-0-3**

This course includes the following topics: file processing operations for sequential and random access files and sorting techniques. Some programming assignments are derived from elementary statistics, combinatorics, matrix operations and systems of equations, iterative methods for solving equations, elements of numerical differentiation and integration, and operations with complex numbers. Prerequisite: CSCI 1142 or CSCI 1301 or permission of the instructor.

**CSCI 2245 File Processing and Database Management 3-0-3**

This course is a continuation of the development of the design, implementation, testing and documentation skills introduced in CSCI 1301, with emphasis on the techniques of algorithm development and structured programming. Topics include an overview of file processing, data representation and validation, algorithms for report preparations and sequential file processing. Prerequisites: CSCI 1302 or permission of the instructor.

**CSCI 2250 Computer Architecture 3-0-3**

This course provides a study of hardware, software and local area networks. Topics include input/output systems, memory management storage devices, operating systems, microprogramming and microcomputers. Assignments provide hands-on experience. Prerequisite: CSCI 2214 or permission of the instructor.

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**COOPERATIVE EDUCATION (DIVISION OF BUSINESS AND COMPUTER SCIENCE)****COED 2281 Cooperative Education**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 8-18 hours per week for one semester hour of credit.

**COED 2282 Cooperative Education**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 19-29 hours per week for two semester hours of credit.

**COED 2283 Cooperative Education**

Cooperative Education students receive and satisfactorily complete an approved work assignment of 30-40 hours per week for three semester hours of credit.

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## CRIMINAL JUSTICE (DIVISION OF SOCIAL SCIENCES)

### **CRJU 1102 Introduction to Criminal Justice**

**3-0-3**

This course consists of an investigation of the three divisions of the criminal justice system--law enforcement, courts, and corrections--with particular emphasis on the functions and basic problems of each division, as well as the interrelationships between the three divisions. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 1105 Introduction to Law Enforcement**

**3-0-3**

This course presents a review of: (a) patterns of organization of law enforcement in society; (b) foundations, methods, types, and effects of law enforcement agencies at local, state and federal levels; and (c) the relationship between law enforcement and societal problems in ethnic diversity, community relations, and the police subculture. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 1106 Introduction to Corrections**

**3-0-3**

This course presents an overview of: (a) correctional approaches, with primary emphasis on incarceration; (b) local, state, and federal levels of prison systems; (c) types of prisons; (d) internal structures and procedures for modern prisons; and (d) inmate social structures within male and female institutions. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 2105 Introduction to Criminology**

**3-0-3**

This course provides an introduction to the definitions, nature, distribution, and causes of crime and criminal behavior. Historical and contemporary theoretical explanations are explored. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 2108 Introduction to Criminal Law**

**3-0-3**

This course is a survey of the nature and definitions of criminal acts, including a consideration of the elements of crime against the person, crimes against property and crimes against society. Responsibility for criminal conduct is also considered. The Constitutional impact on criminal procedures and the impact of the Supreme Court are also included in this overview. This course provides a concise, yet comprehensive, introduction to the substantive criminal law. Prerequisite: Exit or exemption from Learning Support Reading.

### **CRJU 2230 Interpersonal Relations in Law Enforcement**

**3-0-3**

This course offers an introduction to the methods of "community oriented policing" establishing a partnership between law enforcement agencies and communities. The goal is to prepare students to understand and appreciate cultural diversity and to be able to communicate effectively with residents of high crime areas, as well as with advocates of programs for improving law

enforcement practices. Prerequisite: Exit or exemption from Learning Support Reading and English.

**CRJU 2240 Introduction to Juvenile Delinquency 3-0-3**

This course examines (a) the nature, causes, development and consequences of juvenile delinquency; (b) the changing societal perceptions and reactions to juvenile delinquency and to juveniles who commit adult crimes; and (c) the adjudication, punishment and special needs of the juvenile offender. Prerequisite: Exit or exemption from Learning Support Reading and English.

**CRJU 2251 Practicum in Criminal Justice 3-0-3**

A placement in one of the three primary divisions of the criminal justice system--law enforcement, corrections and the judicial system--is provided each student. Prerequisite: CRJU 1102.

**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. Prerequisites: Exit or exemption from Learning Support Reading; 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. Prerequisites: Exit or exemption from Learning Support Reading; 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. Prerequisites: Exit or exemption from Learning Support Reading; 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. Prerequisites: Exit or exemption from Learning Support Reading; 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 topic 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 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.

**CRJU 4125 Community Based Corrections****3-0-3****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 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**

**credits**

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; and Exit or Exemption from Learning Support Reading and English.

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## **ECONOMICS (DIVISION OF BUSINESS AND COMPUTER SCIENCE)**

### **ECON 1105 Introduction to Economics**

**3-0-3**

This course provides an analysis of the economic operations of modern industrial society, as well as economic concepts and their application in a free-enterprise system. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

### **ECON 2105 Principles of Macroeconomics**

**3-0-3**

This principles course introduces students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

### **ECON 2106 Principles of Microeconomics**

**3-0-3**

This principles course introduces students to concepts that will enable them to understand and analyze structure and performance of the market economy. Prerequisite: Exit from Learning Support Reading, English and Math.

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## **EDUCATION (DIVISION OF SOCIAL SCIENCES)**

In each Education course, students must complete a ten-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 with the Atlanta Metropolitan State College Office of Public Safety. 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: Exit or exemption from Learning Support Reading, English and Math.

**EDUC 1117 Introduction to Child Development 3-0-3**

This course provides an overview of human development which emphasizes the physical, motor, cognitive, and affective phases, as well as the role of peer groups, motivation, and socialization in the early days. The ramifications of various childrearing patterns are also examined. Observation in a preschool and/or elementary-school setting is required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math; PSYC 1101.

**EDUC 2101 Introduction to Education 3-0-3**

This course examines the teaching profession through an overview of organizational, curricular, methodological, and multicultural issues in classroom teaching. Prerequisite: Exit or exemption from Learning Support Reading, English and Math.

**EDUC 2105 Exceptional Children 3-0-3**

This course focuses on the identification, characteristics and techniques of teaching exceptional children and youth in the regular classroom. Ten hours of field experience are required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math; EDUC 1105 and EDUC 2101.

**EDUC 2110 Investigating Critical & Contemporary Issues in Education 3-0-3**

This course engages in observation, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. Ten (10) hours of field experience are required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math, and completion of ENGL 1101.

**EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts 3-0-3**

Given the rapidly changing demographics in our state and country, this course is designed to equip future teachers with the fundamental knowledge of

understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine (1) the nature and function of culture; (2) the development of individual and group cultural identity; (3) definitions and implications of diversity; and (4) the influences of culture on learning, development, and pedagogy. Ten (10) hours of field experience is required. Prerequisite: Exit or exemption from Learning Support Reading, English and Math and completion of ENGL 1101.

**EDUC 2130 Exploring Learning and Teaching 3-0-3**

This course involves exploring key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. Ten (10) hours of field experience is required.. Prerequisite: Exit or exemption from Learning Support Reading, English and Math and completion of ENGL 1101

**EDUC 2253 Curriculum & Programming for Children's Serv. 3-0-3**

This course studies the various children's services programs used in both academic and community settings. Students also study program design and development for traditional and nontraditional settings. Prerequisite: Exit or exemption from Learning Support Reading, English, Mathematics, EDUC 1105 and EDUC 2101.

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**ENGINEERING DRAWING (DIVISION OF SCIENCE,  
MATHEMATICS 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: Exit or exemption from Learning Support Mathematics.

**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.

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**ENGLISH (DIVISION OF HUMANITIES AND FINE ARTS)**

**ENGL 0099 Writer's Workshop 4-0-4**

In English 0099, students have multiple opportunities to advance their understanding of written English, develop more complex sentence structures,

and learn proofreading skills. Prerequisite: Satisfactory score on the COMPASS Placement Examination. Institutional credit only.

**ENGL 0099E Writer's Workshop (ESL) 4-0-4**

English 0099E is the second level of preparation for academic writing. Intended for ESL students, it develops writing skills. Students have multiple opportunities to advance their understanding of written English, develop more complex sentence structures, and learn proofreading skills. Special emphasis is placed on the linguistic difficulties of the English as a Second Language student. Prerequisite: A satisfactory score on the COMPASS Placement Examination. Institutional credit only.

**ENGL 1101 English Composition I 3-0-3**

This composition course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. Prerequisites: Exit or exemption from Learning Support English and Reading. **Students must earn at least a "C" in order to successfully pass the course.**

**ENGL 1102 English Composition II 3-0-3**

This composition course develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasis is placed on interpretation, evaluation and the development of advanced research methodologies. Prerequisites: Exit or exemption from Learning Support English and Reading, and 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: Exit or exemption from Learning Support Reading and English; ENGL 1101 or permission of the instructor.

**ENGL 2111 World Literature I 3-0-3**

This course surveys important works of world literature from ancient times through the mid-seventeenth century. Prerequisites: Exit or exemption from Learning Support English and Reading; 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. Prerequisites: Exit or exemption from Learning Support English and Reading; English 1101 or permission of the instructor.

**ENGL 2130 American Literature****3-0-3**

This course surveys important works of American Literature. Prerequisites: Exit or exemption from Learning Support English and Reading; ENGL 1101 or permission of the instructor.

**ENGL 2205 Introduction to Creative Writing****3-0-3**

This course offers the student an opportunity to experiment with poetry, prose and/or drama in the development of his or her own writing style, using representative works as a guide. Prerequisites: Exit or exemption from Learning Support English and Reading; ENGL 1101 or permission of the instructor.

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**ENGINEERING (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)****ENGR 1371 Computing for Engineers****2-2-3**

This 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: Exit or exemption from Learning Support English and Reading and a grade of "C" or better or exemption from MATH 1113 or permission of the instructor.

**ENGR 2201 Engineering Statics****3-0-3**

This 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 or permission of the instructor. Co-requisite: MATH 2202.

**ENGR 2202 Dynamics****3-0-3**

This 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.

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**FRENCH (DIVISION OF HUMANITIES AND FINE ARTS)****FREN 1001 Elementary French I****3-0-3**

This course provides an introduction to French, using all four skills: listening, speaking, reading, and writing. The culture of French-speaking regions is integrated into the course. Note: This course will not meet degree requirements at some University System of Georgia institutions.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Foreign Language when cross-referenced as FREN 1000 but cannot be repeated for credit. Prerequisite: Exit or exemption from Learning Support Reading and English.



**FREN 1002 Elementary French II****3-0-3**

This course continues and completes the introduction of major grammatical points begun in French 1001. All four language skills are included. Study of the culture of French-speaking regions is continued. Prerequisite: FREN 1001, or one year of high school French, or equivalent.

**FREN 2001 Intermediate French I****3-0-3**

The finer points of grammar are introduced, with extensive speaking and reading comprehension practice. Prerequisite: FREN 1002, or two years of high school French, or equivalent.

**FREN 2002 Intermediate French II****3-0-3**

This course continues the work of French 2001. Emphasis in this course is on working with original French texts. Prerequisite: FREN 2001, or three years of high school French, or equivalent.

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**GENERAL SCIENCE (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)****GSCI 1101 General Science I****3-0-3**

This is an interdisciplinary course designed to communicate to the non-science major fundamental concepts related to the life, physical and earth sciences. Topics include the methods of science, matter, energy, sound, light and conservation. This course is especially well-suited to the needs of students majoring in elementary science. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of the instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as GSCI 1100 and taken with GSCL 1100, the lab portion of this course; GSCI 1101 cannot be repeated for credit if taken to satisfy a CPC requirement.

**GSCL 1101 General Science Lab I****0-2-1**

This is the laboratory component of GSCI 1101. Topics include scientific measurement, laboratory techniques, scientific literature. the chemical nature of matter, light, sound, energy and ecology. Prerequisite or corequisite: GSCI 1101 or permission of the instructor.

\* Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as GSCL 1100 and taken with GSCI 1100, the lecture portion of this course; GSCL 1101 cannot be repeated for credit.

**GSCI 1102 General Science II****3-0-3**

This course is a continuation of GSCI 1101. Prerequisite: Exit or exemption from Learning Support Reading and English or permission of the instructor.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Natural Science when cross-referenced as GSCI 1100 and taken with GSCL 1100, the lab portion of this course; GSCI 1102 cannot be repeated for credit if taken to satisfy a CPC requirement.

**GSCL 1102 General Science Lab II** **0-2-1**

This is the laboratory component of GSCI 1102. Prerequisite or corequisite: GSCI 1102 or permission of the instructor.

\* Satisfies College Preparatory Curriculum (CPC) requirements in Natural Science when cross-referenced as GSCL 1100 and taken with GSCI 1100, the lecture portion of this course; GSCL 1102 cannot be repeated for credit.

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**GEOGRAPHY (DIVISION OF SOCIAL SCIENCES)**

**GEOG 1105 Introduction to World Regional Geography** **3-0-3**

This course is an introduction to the human and physical geography of major world regions with emphasis on component countries, regional problems, and distinctive physical and cultural characteristics. Prerequisite: Exit or exemption from Learning Support Reading and English.

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**GEOLOGY (DIVISION OF SCIENCE, MATHEMATICS 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: Exit or exemption from Learning Support Mathematics, Reading and English; GLAB 1121.

**GLAB 1121 Principles of Physical Geology Lab** **0-3-1**

This course is the laboratory component of Geology 1121. Topics include rocks, minerals, erosion and field studies. Corequisite: GEOL 1121 or permission of the instructor.

**GEOL 1122 Principles of Historical Geology** **3-0-3**

This course provides an introduction to geologic time; the principles of reconstructing the past, and the meaning of fossils; the physical history of Earth from its cosmic beginning to the present, with emphasis on North America, including the problems of continental drift and the secretion of continents, and the history of life. This course is primarily for science majors. Prerequisites: GEOL 1121, GLAB 1121 or permission of the instructor.

**GLAB 1122 Principles of Historical Geology Lab****0-3-1**

This course is the laboratory component of Geology 1122. Topics include the geological time scale, evolution and field studies. Prerequisite and corequisite: GEOL 1121; GLAB 1121; GEOL 1122.

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**HISTORY (DIVISION OF SOCIAL SCIENCES)****HIST 1111 World Civilization I****3-0-3**

This course 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: Exit or exemption from Learning Support Reading.

\*Satisfies College Preparatory Curriculum [CPC] requirements in history when cross-referenced as HIST 0111; cannot be repeated for credit if taken to satisfy a CPC requirement.

**HIST 1112 World Civilization II****3-0-3**

This course 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. Prerequisite: Exit or exemption from Learning Support Reading.

\*Satisfies College Preparatory Curriculum [CPC] requirements in history when cross-referenced as HIST 0112; cannot be repeated for credit if taken to satisfy a CPC requirement.

**HIST 2111 United States History I****3-0-3**

This course 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. Prerequisite: Exit or exemption from Learning Support Reading.

(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: Exit or exemption from Learning Support Reading, English and Mathematics.

(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 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 the permission of the College Registrar and the Social Sciences Division Dean, take and pass HIST 2114-Georgia History.) Prerequisite: Exit or exemption from Learning Support Reading.

(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: Exit or exemption from Learning Support Reading.

**HIST 2114 Georgia History****3-0-3**

This course surveys the history of Georgia from the period of colonization to the present. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing this course at Atlanta Metropolitan State College.) Prerequisite: Exit or exemption from Learning Support Reading.

**HIST 2232 African American History****3-0-3**

This course surveys the history of African Americans in the United States from the period of colonization to the present. Prerequisite: Exit or exemption from Learning Support Reading.

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**HUMANITIES (DIVISION OF HUMANITIES AND FINE ARTS)****HUMA 1101 Exploring Selected American Cultures****3-0-3**

This course is designed to survey the cultural experiences of African Americans, Hispanic Americans and Asian Americans, in the areas of drama, music and art, with an emphasis on the diversity and commonalities of world cultures and those forces which help shape and define human culture. Prerequisite: Exit or exemption from Learning Support Reading.

**HUMA 1102 African American Culture****3-0-3**

This course presents an introduction to studies of African American culture, primarily through readings in literature and philosophy. Prerequisite: Exit or exemption from Learning Support Reading.

**HUMA 2000 Exploring Global Cultures****3-0-3**

This course allows students to receive course credit for study and travel opportunities abroad. Experiences include the study of a country's history, literature, language, art, government, civilization, and culture. This course is only for students who are taking Atlanta Metropolitan State College's Study Abroad trip.

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## **INTEGRATED SCIENCE (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)**

### **ISCI 2001 Integrated Science I**

**3-2-3**

This course is designed for inclusion in Area F for Early childhood teacher candidates. It is an interdisciplinary, inquiry-based and activity-based science course designed to communicate fundamental concepts related to earth science and life science. The goal of this course is to help students develop a basic understanding of the scientific principles congruent with the categories included in the Georgia Performance Standards. Topics covered, but are not limited to the following: the lithosphere, the hydrosphere, rocks and minerals, weather and climate, characteristics of life, chemistry of life, systems of the human body and genetics. Prerequisite: Exit or exemption from Learning Support English, Mathematics and Reading.

### **ISCI 2002 Integrated Science II**

**3-2-3**

This course is a continuation of ISCI 2001. It is designed for inclusion in Area F for Early Childhood teacher candidates. It is an interdisciplinary, inquiry-based and activity-based science course designed to communicate fundamental concepts related to physical science and astronomy. The primary goal of this course is to help students develop a basic understanding of the scientific principles congruent with the categories included in the Georgia Performance Standards. Topics covered include, but are not limited to the following: methods of science, matter, energy, sound, light and conservation. Prerequisite: Exit or exemption from Learning Support English, Mathematics and Reading.

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## **INFORMATION TECHNOLOGY (DIVISION OF BUSINESS AND COMPUTER SCIENCE)**

### **ITEC 2204 Oper. Systems & PC Hardware Fundamentals**

**3-0-3**

This course covers the installation, configuration, diagnosing, troubleshooting and upgrading of microcomputers and operating systems. It will also cover basic networking concepts and preventive maintenance of printers and microcomputers. Prerequisite: CISM 2101.

### **ITEC 2205 Data Communication and Networking**

**3-0-3**

This course covers data communication and networking. Topics include LAN, MAN, and WAN communication standards, network protocols, OSI model, network topologies, networking equipment, and network operating systems. Prerequisite: ITEC 2204

### **ITEC 2210 Network Client Administration**

**3-0-3**

This course covers the installation, configuration, administration and troubleshooting of a desktop operating system in a networked environment. This

course will also cover the configuration and management of computers in a peer-to-peer networking environment. Prerequisite: ITEC 2205; Corequisite: ITEC 2215

**ITEC 2215 Network Server Administration 3-0-3**

This course covers the installation, configuration, administration and troubleshooting of a network operating system in a network environment. This course will also cover the configuration and the management of servers and workstations in a client-server environment. Prerequisite ITEC 2205; Corequisite: ITEC 2210.

**ITEC 2216 Network Infrastructure Administration 4-0-4**

This course covers the skills required to install, configure, manage, monitor and troubleshoot various network infrastructures. The course also covers Network Address Translation and Certificate Services. Prerequisites: ITEC 2210 and ITEC 2215.

**ITEC 2217 Network Director Service Administration 4-0-4**

This course covers the installation, configuration, and administration of director services. The course also covers the skills required to manage, monitor and optimize desktop environment and computers using group policy. Prerequisites: ITEC 2210 and ITEC 2215.

**ITEC 2219 Network Directory Services Design 4-0-4**

This course covers the skills required in analyzing and selecting the appropriate technology required to design a particular directory service and desktop management. The course will analyze the business requirements and design appropriate services and desktop management services to meet the business requirements. Prerequisite: ITEC 2217.

**ITEC 2220 Network Security Design 4-0-4**

This course covers design and management of network security. The course will analyze the business requirement for security and design the appropriate security solution to meet the business requirements. Prerequisite: ITEC 2210 and ITEC 2215.

**ITEC 2221 Network Infrastructure Design 4-0-4**

This course is designed to teach students how to analyze business network infrastructure needs, select appropriate technologies, and design infrastructures to meet business requirements. Prerequisite: ITEC 2216.

**ITEC 2222 Network Systems Upgrade 3-0-3**

This course covers the required skills, knowledge and criteria for restructuring and upgrading your network operating system. Prerequisite: ITEC 2204.

**ITEC 2223 Communicating in Cyberspace****3-0-3**

This course is designed to teach students to utilize tools for effective communication in cyberspace with emphasis on e-mail, news and chat groups, navigating the web, search engines, and web presentation of information. Prerequisite: CISM 2101.

**ITEC 2224 Spreadsheet Applications****3-0-3**

This course covers skills required to create, edit and modify spreadsheets. Topics include importing and exporting data, using templates, macros, analysis tools, and multiple workbooks, working with ranges and toolbar, printing workbooks, auditing worksheets, collaborating with workgroups, formatting and displaying data. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2225 Word Processing Applications****3-0-3**

This course will cover the skills required to create, edit, and modify paragraphs and documents. Topics include working with documents, tables, pictures and charts, using mail merge and collaborating with workgroups. It will also cover some selected advanced features of word-processing application software. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2226 Database Applications****3-0-3**

This course will cover the skills required to create, edit and modify a database. Topics include planning and designing databases, building and modifying tables, forms, defining relationships, producing reports, viewing and organizing information, integrating other applications and using database tools. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2227 Electronic Presentations and Multimedia****3-0-3**

This course covers the skills required to create, edit, and modify electronic presentations. It will also cover the integration of multimedia in a presentation document. Topics include creating and modifying presentations, working with text and visual elements, customizing presentations, creating outputs, managing files and incorporating music, voice, sounds, hypertext, graphics, animation and video. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2228 Desktop Management Applications****3-0-3**

This course covers the use of desktop applications to manage and organize e-mail, messages, calendar, contacts, notes and daily tasks. This course will also cover the integration and creation of word processing, spreadsheets, and database documents within the desktop management application. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2229 Web Publishing****3-0-3**

This course covers the skills required to create, update, and maintain web documents using selected application software. Prerequisites: CISM 2101 and ITEC 2223.



**ITEC 2230 Integrated Applications & Desktop Publ. 3-0-3**

This is a hands-on course in the design, layout, and development of publications such as business reports, trade journals, newsletters, ads and brochures. Students learn the basic concepts of designing, multiple font styles and sizes to produce high quality documents. Prerequisites: CISM 2101 and 2223.

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**MASS COMMUNICATIONS (DIVISION OF HUMANITIES AND FINE ARTS)**

**MCOM 1101 Introduction to Mass Communications 3-0-3**

This course is designed to acquaint students with mass media as an industry. Students investigate the areas of print journalism, broadcast journalism, public relations, and advertising. Emphasis is placed on preparing competent communicators in written and oral presentations. Prerequisites: ENGL 1101; ENGL 1102.

**MCOM 2201 Writing and Reporting 3-0-3**

This is a combination lecture and laboratory course which emphasizes writing various types of news stories for print and broadcast media. Prerequisites: ENGL 1101; ENGL 1102.

**MCOM 2202 Mass Communications Workshop 3-0-3**

Designed for students desiring to major in Mass Communications at the four-year level, this course provides an opportunity for application of relevant theories and techniques to practical experiences in specific areas of interest. Students are required to develop a research project which reflects a specific career or academic interest. Research topics must be selected, and then approved by the instructor at the beginning of the course. Projects must be presented both orally and in writing. Prerequisite: English 1102.

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**MATHEMATICS (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)**

**MATH 0097 Introductory Algebra I 4-0-4**

MATH 0097 is the first course in a two-course sequence designed to prepare students for College Algebra. Topics include basic operations on fractions, decimals, signed numbers, percents, linear equations and inequalities, graphing, exponents, and polynomials. No prerequisite. Institutional credit only.

**MATH 0099 Introductory Algebra II 4-0-4**

MATH 0099 is the second of two courses designed to prepare students for College Algebra. Topics include exponents, polynomials, linear equations,

systems of equations, quadratic equations, graphing, algebraic fractions, roots, radicals, and factoring. Prerequisite: MATH 0097, or satisfactory score on the COMPASS Placement Examination. Institutional credit only.

**MATH 1001 Quantitative Skills and Reasoning** **3-0-3**

This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Prerequisite: Exit or exemption from Learning Support Reading, English, and Mathematics. (This course is an alternative in Area A of the Core Curriculum and is not intended to supply sufficient algebraic background for students who intend to take Precalculus or the calculus sequences for mathematics and science majors)

**MATH 1101 Introduction to Mathematical Modeling** **3-0-3**

This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology and an effective communication of quantitative concepts and results. Prerequisite: Exit or exemption from Learning Support Reading, English, and Mathematics.

**MATH 1111 College Algebra** **3-0-3**

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis is placed on the study of functions and their graphs, inequalities, and linear, quadratic, rational, polynomial, exponential, and logarithmic functions. Appropriate applications are included. Prerequisite: Exit or exemption from Learning Support Mathematics and satisfactory performance of a MATH 1111 Placement Examination.

**MATH 1112 Introduction to Mathematical Techniques** **3-0-3**

This course is designed to develop problem-solving and computational skills. It includes use of the graphics calculator and scientific spreadsheets. Topics include linear and quadratic equations, exponential and logarithmic expressions, triangle trigonometry, matrices and determinants, methods for solving systems of equations, vector operations, elements of analytical geometry, combinations and an introduction to probability. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

**MATH 1113 Precalculus** **3-0-3**

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Prerequisite: A

grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

**MATH 1114 Elementary Statistics** **3-0-3**

This course in basic statistics is especially designed for Allied Health, Business Administration and Social Science majors. Topics include descriptive statistics, distributions, inference hypothesis, and other statistical tests. Special attention is given to statistical analyses utilizing current technologies, especially computer software. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

**MATH 1121 Decision Mathematics** **3-0-3**

This course is designed primarily for students in Business Administration. The following topics are introduced at a basic level within the context of their application in business decision-making: sets, real numbers, functions and graphs, systems of equations, matrices, linear programming and probability. Prerequisite: A grade of "C" or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

**MATH 1122 Elementary Calculus** **3-0-3**

This course is a non-theoretical introduction to the basic techniques of differential and integral calculus with emphasis on practical applications in such areas as business, economics, psychology and other social sciences. Prerequisite: A grade of "C" or better in MATH 1111 or MATH 1121 or permission of the instructor.

**MATH 1128 Discrete Mathematics** **3-0-3**

This course introduces mathematical concepts germane to computer science. Topics include binary number systems, sets, combinatorics, symbolic logic, Boolean algebra, recurrence relations, mathematical induction and graphs. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

**MATH 2008 Foundations of Numbers and Operations** **3-0-3**

This course provides an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. Prerequisites: ENGL 1101, ENGL 1102 and MATH 1001, MATH 1101, MATH 1111, or MATH 1113.

**MATH 2201 Analytic Geometry and Calculus I** **3-2-4**

This course introduces single variable calculus, including functions, limits, continuity and definitions and applications of first and second derivatives, anti-derivatives, and integration. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

**MATH 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.

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**MUSIC (DIVISION OF HUMANITIES AND FINE ARTS)**

**MUSC 1100 Music Appreciation**

**3-0-3**

This course is comprised of an introduction to music understanding with emphasis on identifying the basic elements of music, historical perspectives and styles of music, discussing these from the listener's point of view and relating them to other arts and cultures as appropriate. No prerequisite.

**MUSC 1101 Fundamentals of Music****3-0-3**

This course examines the basic concepts and the most fundamental elements of music notation. No prerequisite.

**MUSC 1105 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.

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**APPLIED MUSIC COURSES (DIVISION OF HUMANITIES  
AND FINE ARTS)**

Applied Music courses, listed below, are designed for music majors but are open to any student enrolled in Atlanta Metropolitan 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.

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**NURSING (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)****NURSING 1105 Introduction to Nursing****3-0-3**

This course provides a general introduction to nursing and the scope of the professional practice of nursing. It is designed for students considering nursing

as an academic option. Prerequisites: Exit or exemption from Learning Support English and Reading.

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## **ORIENTATION (DIVISION OF SOCIAL SCIENCES)**

### **ORNT 1100 Seminar in Personal and Academic Dev. 1-0-1**

ORNT 1100 is designed to enhance students' personal development and to provide students with a holistic understanding of what college requires. Students explore academic majors, career opportunities, and affective issues related to personality, learning strategies and academic performance. This course must be completed by the end of the second semester of enrollment. No prerequisite.

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## **PHILOSOPHY (DIVISION OF HUMANITIES AND FINE ARTS)**

### **PHIL 2201 Survey of Philosophy 3-0-3**

This course is designed to introduce students to problems which are basic to human existence, thereby enhancing students' awareness of themselves and their world. Main currents in contemporary philosophy are examined in light of their historical origins as related to the arts, sciences and religion. Prerequisites: Exit or exemption from Learning Support Reading and English.

### **PHIL 2210 Logic and Critical Thinking 3-0-3**

This course provides for the development of practical, symbolic logical skills with emphasis on the composition of argumentative essays. Students study logical definitions, fallacious and deceptive arguments. Assigned readings are selected from a variety of contemporary social, cultural and political issues as well as from classic western philosophers. Prerequisites: Exit or exemption from Learning Support Reading and English.

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## **PHYSICAL EDUCATION (DIVISION OF SOCIAL SCIENCES)**

### **PHED 1101 Wellness 3-0-3**

This course presents a holistic approach to wellness with emphasis on nutrition, exercise, and coping with stress. No prerequisite.

### **PHED Activity Courses 0-2-1**

These courses include skill development in the sport and an overview of the history of the sport. For students requiring restrictive activity, as recommended by a physician, appropriate modifications of the activity will be made. No prerequisite.

### **1110 Bowling I**

This course will provide beginning bowling skills and development, with an understanding of rules, regulations and an overview of the history of the sport.



For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made. (A nominal fee may apply at the activity site.)

Prerequisite: None

### **1112 Badminton**

This course will provide beginning badminton skills and development, with an understanding of rules, regulations and an overview of the history of the sport. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

### **1113 Basketball**

This course will provide beginning basketball skills and development, with an understanding of rules, regulations and an overview of the history of the sport. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

**1114 Tennis for Beginners**

This course is designed to develop the basic fundamental skills and understanding of the game of tennis and how it may enhance and improve one's physical, mental and emotional state. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

**1116 Volleyball**

This course will provide beginning volleyball skills development, with emphasis on the basic fundamentals and rules governing the game with an overview of its history. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

**1117 Figure Control**

This course is designed to provide skilled development in body sculpturing as it relates to physical, mental and emotional development or total fitness. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

**1119 Golf**

This course is designed to provide the student with the fundamental skills and understanding of the game of golf and how it enhances one's physical, mental and emotional state. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made. (A nominal fee may apply at the activity site.)

Prerequisite: None

**1122 Bodybuilding**

This course will provide skilled development in body definition and an overview of the history of bodybuilding. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

**1123 Dance**

This course will provide skill development in rhythms and dancing with emphasis on movement fitness and an overview of the history of dance and dance styles. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

**1129 Tennis II (Intermediate)**

This tennis course is designed to develop strategies as they relate to the skill level of the student and demonstrate how tennis may enhance and improve one's physical, mental and emotional state. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made. Prerequisite: PHED 1114 or Permission of the Instructor.

#### **PHED Physical Fitness Courses**

**0-2-1**

These courses examine the benefits of a healthy lifestyle and aerobic and anaerobic activities that promote physical and cardiovascular fitness. No prerequisite.

#### **1126 Physical Fitness I**

This course will provide an understanding that fitness is a physiological or functional capacity that improves the quality of life. Emphasis will be placed on cardiovascular development. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made. No Prerequisite.

#### **1127 Physical Fitness II**

This course will provide weight training skill development with an understanding of cardio-respiratory endurance, muscular strength and nutritional fitness. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

#### **1128 Physical Fitness III**

This course will provide skill development in the area of aerobic fitness, muscle strength, muscle endurance, flexibility and body composition. For students requiring restrictive activity as recommended by a physician, the appropriate modification of the activity will be made.

Prerequisite: None

#### **PHED 1133 Adaptive Physical Education**

**0-3-3**

This course is designed for students requiring restrictive activity as recommended by a physician. Remedial exercises or corrective physical education is provided for students needing limited activity, special exercises or resting positions under supervision for specific conditions. No prerequisite.

#### **PHED 2101 Introduction to Physical Education and Health**

**3-0-3**

This course surveys the history, philosophy, objectives and scope of the field of physical education, and introduces career opportunities in physical education, health and recreation. No prerequisite.

#### **PHED 2105 Concepts of Health and Safety**

**3-0-3**

This course explores methods of maintaining good physical health, safety in everyday living, and current critical health issues. No prerequisite.

- PHED 2205 Leadership in HPER** 3-0-3  
 This course addresses management theories and philosophies as they apply to leadership positions in health, physical education, and recreation. Topics include control mechanisms, program development, and facility design. No prerequisite.
- PHED 2230 Introduction to Community Recreation** 3-0-3  
 This course is an orientation to the principles of leadership, organizing community resources and collecting data necessary for determining the community's recreational philosophies. No prerequisite.
- PHED 2231 Principles of Recreation in Modern Society** 3-0-3  
 This course presents the history, principles and techniques of recreational programs in contemporary society. No prerequisite.
- PHED 2232 Personal and Community Health** 3-0-3  
 This course examines the physical, mental, and social aspects of personal and community health problems. No prerequisite.
- PHED 2234 Early Childhood Health and Wellness** 3-0-3  
 The purpose of this course is to enable students to plan, organize and conduct a physical education program for children ages birth to five years. Specific guidelines for the physical activity of children of this age will be developed to address the unique characteristics and needs of the developing child. Students will be provided background knowledge about physical education content, movement concepts and skill themes. They will also be provided with fitness concepts that can be taught to children ages birth to five years.. No prerequisite.
- PHED 2240 First Aid** 3-0-3  
 This course offers instruction in emergency first aid and CPR. Instruction is consistent with the American Red Cross requirements for certification. No prerequisite.
- PHED 2241 Sports Officiating** 3-0-3  
 This course presents rules, practices and skills for officiating in individual and team sports. No prerequisite.
- PHED 2242 Introduction to Body Mechanics** 3-0-3  
 This course provides the student with principles of fitness, including exercise, nutrition, diet, self-analysis, relaxation, posture movement, and sport activity analysis. No prerequisite.
- PHED 2243 Seminar on Recreation** 3-0-3  
 This course is a study of recreation programs for children, adolescents, the disabled, and senior citizens. No prerequisite.
- PHED 2252 Recreational Internship** 0-3-3  
 In this course students obtain practical training and experience through placement in recreational facilities and programs. No prerequisite.

**PHED 2253 Low-Organized Games****3-0-3**

This course provides instruction and practice in the basic skills, techniques, and materials used in lead-up activities for elementary grades. No prerequisite.

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**PHYSICAL SCIENCE (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)****PHYS 1011 Physical Science I****3-0-3**

Physical science is presented from a historical and humanistic viewpoint for non-science majors. Emphasis is placed on the study of basic concepts using a minimum of mathematics. Topics include fundamental concepts from physics, chemistry and astronomy. Prerequisite: Exit or exemption from Learning Support Reading and Math. Corequisite: PLAB 1011.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PHYS 1010 and PLAB 1010. PHYS 1011 cannot be repeated for credit if taken to satisfy a CPC requirement.

**PLAB 1011 Physical Science I Lab****0-2-1**

This is the laboratory component of PHYS 1011. Lab experiments and activities include: scientific measurement, data analysis, force, velocity, acceleration, Kepler's Law and Planetary Motion, and Hubble's Law. Prerequisite: Exit or exemption from Learning Support Reading and Math. Corequisite: PHYS 1011.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PLAB 1010. PHYS 1011 cannot be repeated for credit if taken to satisfy a CPC requirement.

**PHYS 1012 Physical Science II****3-0-3**

This course is a continuation of Physical Science I. Topics include: wave motion, electromagnetism, and atomic theory, structure of matter, quantum theory and nuclear physics. Also included is a study of man's relationship with his environment, with emphasis on ecological problems. Prerequisite: Exit or exemption from Learning Support Reading and Math.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PHYS 1010 and PLAB 1010. PHYS 1012 cannot be repeated for credit if taken to satisfy a CPC requirement.

**PLAB 1012 Physical Science II Lab****0-2-1**

This is the laboratory component of PHYS 1012. Lab experiments and activities include: wave motion, magnetic lines of force, Ohm's Law, reflection, refraction, lenses. Prerequisite: Exit or exemption from Learning Support Reading and Math; corequisite: PHYS 1012.

\*Satisfies College Preparatory Curriculum (CPC) in Science when cross-referenced as PLAB1010 and PLAB1012 cannot be repeated for credit if taken to satisfy a CPC requirement.

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## **PHYSICS (DIVISION OF SCIENCE, MATHEMATICS AND HEALTH PROFESSIONS)**

### **PHYS 1111 General Physics I**

**3-0-3**

This is the first in a two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: Exit or exemption from Learning Support English and Reading and MATH 1113 or permission of the instructor. Corequisites: PLAB 1111.

### **PLAB 1111 General Physics I Lab**

**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 or permission of the instructor.

### **PHYS 1112 General Physics II**

**3-0-3**

This 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 or permission of the instructor. Corequisites: PLAB 1112

### **PLAB 1112 General 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 1111 and PLAB 1111 or permission of the instructor. Corequisites: PHYS 1112.

### **PHYS 2211 Principles of Physics I**

**3-0-3**

This 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: Exit or exemption from Learning Support English and Reading and MATH 2201 or permission of the instructor. 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 or permission of the instructor.

**PHYS 2212 Principles of Physics II****3-0-3**

This 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 or permission of the instructor. 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 permission of the instructor. Corequisites: PHYS 2212.

**PHYS 2245 Introduction to Undergraduate Research Instrumentation****1-2-2**

This course includes a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology, solution preparation and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 2000-level biology, chemistry or physics course or permission of the instructor.

**PHYS 2246 Topics in Science****1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology and earth systems science are discussed. Prerequisite: A grade of "C" or better in a 2000-level biology, chemistry or physics course or permission of the instructor.

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**PRIOR LEARNING ASSESSMENT DOCUMENTATION****PLAD 2000****2-0-2**

Atlanta Metropolitan State College students may also enroll in PLAD2000 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.

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**POLITICAL SCIENCE (DIVISION OF SOCIAL SCIENCES)****POLS 1101 American Government****3-0-3**

This course is a study of the American system of government with emphasis on the structure, functions, institutions, and processes for participation in the

American political system. Attention is also focused on Georgia government. This course satisfies the state requirement for study of the United States and Georgia constitutions. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.) Prerequisite: Exit or exemption from Learning Support Reading.

**POLS 1201 Honors American Government 3-0-3**

This course is a study of the American system of government focusing on the structure, institutions, functions and processes for participation in the American political system. Attention is also focused on Georgia government. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.) Prerequisites: Exit or exemption from Learning Support Reading, English and Mathematics.

**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. Prerequisites: Exit or exemption from Learning Support Reading and English.

**POLS 2103 Introduction to American Public Policy 3-0-3**

This course examines the policy-making process in the United States and the politics of policy-making, including the major actors that impact decision-making. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisites: Exit or exemption from Learning Support Reading and English.

**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. Prerequisites: Exit or exemption from Learning Support Reading and English.

**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. Prerequisites: Exit or exemption from Learning Support Reading and English.

**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. Prerequisites: Exit or exemption from Learning Support Reading and English.

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## **PSYCHOLOGY (DIVISION OF SOCIAL SCIENCES)**

**EDPY 2040 Educational Psychology 3-0-3**

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. Prerequisites: Exit or exemption from Learning Support Reading.

**PSYC 2101 Introduction to the Psychology of Adjustment 3-0-3**

This course consists of an introductory examination of the applied psychological theory and research concerning mental health and well-being. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.

- PSYC 2102 Psychology of Child Development** 3-0-3  
 This course provides an introduction to child development from birth to adolescence. The nature of developmental changes during infancy and childhood are discussed, as well as theory, research methods and the interpretation of empirical findings.. Prerequisites: Exit or exemption from Learning Support Reading English and Math.
- PSYC 2103 Human Growth and Development** 3-0-3  
 This course is an introductory, non laboratory-based examination of human development across the life span with emphasis on normal patterns of physical, cognitive, and social development. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.
- PSYC 2201 Honors Introduction to General Psychology** 3-0-3  
 This Honors course offers an intense examination of major historical and contemporary theories in psychology. Prerequisites: Exit or exemption from Learning Support Reading, English and Mathematics.
- PSYC 2211 Introduction to Abnormal Psychology** 3-0-3  
 This course emphasizes behavioral and mental disorders, their distribution, sources, symptoms, life history, and treatment. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.
- PSYC 2212 African American Psychology** 3-0-3  
 This course examines issues related to African American personality development and well-being, as well as social, psychological, political, and historical causes and consequences of racism, prejudice, bigotry, discrimination, and ethnocentrism. Prerequisites: Exit or exemption from Learning Support Reading and PSYC 1101.

## READING (DIVISION OF HUMANITIES AND FINE ARTS)

- READ 0099 Reading Foundations II** 4-0-4  
 Reading 0099 is an exit-level course designed to reinforce vocabulary, inference, critical reading and study skills. The course includes classroom instruction and individualized computer laboratory practice using computer-assisted instructional materials. Prerequisite: Satisfactory score on the COMPASS Placement Examination. Institutional credit only.
- READ 0099E Reading Foundations II (ESL)** 4-0-4  
 Reading 0099E is an exit-level course intended for ESL students and designed to reinforce vocabulary, inference, critical reading skills, and study skills. Problems difficult for ESL students, such as idiomatic English, stylistic techniques, and structural patterns within longer texts, receive attention. Students examine assumptions and thinking that underlie passages and consider cultural contexts as part of meaning. The course includes classroom instruction and

individualized laboratory practice using computer-assisted instructional materials. Prerequisite: A satisfactory score on the COMPASS Placement Examination. Institutional Credit Only.

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## **RELIGION (DIVISION OF HUMANITIES AND FINE ARTS)**

### **RELI 2201 Introduction to Religious Studies 3-0-3**

This course introduces the study of religion as a personal, cultural and cross-cultural phenomenon. Attention is given to the relationship between religious writings and religious beliefs, to the development of religious traditions, and to the impact of religious ideas on personal and social values in the United States. Prerequisites: Exit or exemption from Learning Support Reading and English.

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## **SOCIOLOGY (DIVISION OF SOCIAL SCIENCES)**

### **SOCI 1101 Introduction to Sociology 3-0-3**

This course surveys the discipline of sociology and its means of explaining patterns found in social behavior 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: Exit or exemption from Learning Support Reading and English.

### **SOCI 1160 Introduction to Social Problems 3-0-3**

This course presents data and theories to analyze selected major social problems confronting American society. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **SOCI 1201 Honors Introduction to Sociology 3-0-3**

This course provides an in-depth survey of the discipline of sociology. Topics include sociological theory, methods, and selected substantive issues. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. Prerequisite: Exit or exemption from Learning Support Reading, English and Mathematics.

### **SOCI 1206 Introduction to Gerontology 3-0-3**

This course is an introduction to the sociological study which examines institutional and social interactive factors involved in the process of aging in our society. Prerequisite: Exit or exemption from Learning Support Reading and English.

### **SOCI 1260 Global Problems 3-0-3**

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: Exit or exemption from Learning Support Reading and English.

**SOSC 2101 Introduction to African American Studies 3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2201 Introduction to Urban Studies 3-0-3**

This course offers an introduction to the study of: the process of urbanization and its consequences on people and society as seen by comparing lifestyles along the rural-urban continuum; the relationship of the emergence of the city to events of historical, social, and political economic significance; and the nature and solution of urban problems. Prerequisite: Exit or exemption from Learning Support Reading and English.

**SOCI 2216 Introduction to Urban Services 3-0-3**

This course provides an overview of human and urban services, their role and delivery, and the types of agencies and their functions. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2217 Problems In Urban Life 3-0-3**

This course is a study of selected topics and conditions in the urban environment with emphasis upon an analysis of contemporary problems in urban societies and possible solutions. Prerequisites: Exit or exemption from Learning Support Reading , English, and SOCI 2201.

**SOCI 2250 Society, Culture and Personality Stress 3-0-3**

This course provides an introduction to social institutions as expressions of cultures, to patterns and quality of social relationships evolved through institutions, and to their influences on personality status. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2283 Introduction to Human Sexuality 3-0-3**

This course introduces psychological, social, and cultural dimensions of human sexuality through study of religious philosophies and the theories and findings of both natural science (biology) and the social and behavioral sciences (anthropology, sociology, and psychology). Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOCI 2293 Introduction to Marriage and the Family 3-0-3**

This course offers an introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. Prerequisites: Exit or exemption from Learning Support Reading and English.

## **SOCIAL SCIENCE (DIVISION OF SOCIAL SCIENCES)**

### **SOSC 1101 Introduction to the Social Sciences 3-0-3**

This course is an introduction to the disciplines of the social sciences with emphasis on the distinctiveness and interconnections of the disciplines. Prerequisite: Exit or exemption from Learning Support Reading.

### **SOSC 2101 Introduction to African American Studies 3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisites: Exit or exemption from Learning Support Reading and English.

### **SOSC 2125 Introduction to Social Science Research Methods 3-0-3**

This course provides a conceptual and practical introduction to social science research methods. Prerequisites: Exit or exemption from Learning Support Reading, English, and Mathematics.

### **SOSC 2225 Statistics for the Social Sciences 3-0-3**

This course examines descriptive and inferential methods of statistical analysis with emphasis on the application and interpretation of statistics in social science disciplines. Prerequisite: MATH 1111.

### **SOSC 2245 Introduction to Women's Studies 3-0-3**

This course examines the current status of theory and research on women's psychology, sociology, educational and economic experiences and behaviors. Emphasis is placed on class, racial, and ethnic variations in experience. Coverage includes historical perspectives, and issues of choice as they relate to stereotypes, status, psychological adjustment, and diversity in women. Gender differences and the theories advanced to understand such differences are evaluated critically. Prerequisites: Exit or exemption from Learning Support Reading, English and Math, PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology.

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## **SOCIAL WORK (DIVISION OF SOCIAL SCIENCES)**

### **SOWK 2000 Introduction to Social Work 3-0-3**

This course surveys the history and philosophy of social work and social services, as well as the methodology and techniques in case work, group work, and community organizations. Emphasis is placed on the various types of social workers, their duties and responsibilities. Prerequisites: Exit or exemption from Learning Support Reading and English.

### **SOWK 2100 Introduction to Social Welfare 3-0-3**

This course provides an overview of the public welfare field, its origins, historical development, functions, and contemporary concerns. Emphasis is on

the practice of social work in public and private welfare agencies. Prerequisites: Exit or exemption from Learning Support Reading and English.

**SOWK 2200 Human Behavior in the Social Environment 3-0-3**

This course represents a foundation for developing social work techniques and practices with individuals, families and groups. Students will examine human behavioral theory and social institutional applications in current social welfare practices. The intent is to develop an initial working repertoire of social work skills used in various direct family and individual, clinical, and community practice applications. Prerequisites: Exit or exemption from Learning Support Reading and English and PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology, and SOWK 2000 Introduction to Social Work.

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**SPANISH (DIVISION OF HUMANITIES AND FINE ARTS)**

**SPAN 1001 Elementary Spanish I 3-0-3**

This course is designed to introduce students to Spanish, using all four skills: listening, speaking, reading and writing. The culture of Spanish-speaking regions is integrated into the course. Prerequisite: Exit or exemption from Learning Support English and Reading. Not open to native speakers of Spanish. Note: This course will not meet degree requirements at some University System of Georgia institutions.

\*Satisfies College Preparatory Curriculum (CPC) requirement in Foreign Language when cross-referenced as SPAN 1000 but cannot be repeated for credit.

**SPAN 1002 Elementary Spanish II 3-0-3**

This course continues and completes the introduction of major grammatical points begun in SPAN 1001. All four language skills are included. Prerequisites: Exit or exemption from Learning Support Reading and English, and Spanish 1001, or one year of high school Spanish, or the equivalent. Not open to native speakers of Spanish.

**SPAN 2001 Intermediate Spanish I 3-0-3**

This course is a continuation of SPAN 1002, with an emphasis on advanced grammar skills. Extensive speaking and reading comprehension are practiced. Prerequisite: SPAN 1002, or two years of high school Spanish, or the equivalent.

**SPAN 2002 Intermediate Spanish II 3-0-3**

This course continues the work of SPAN 2001, including extensive practice in reading, writing and true conversational Spanish. Spanish culture is also emphasized. Outside readings are used. Prerequisite: SPAN 2001, or three years of high school Spanish, or the equivalent.

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## **THEATER (DIVISION OF HUMANITIES AND FINE ARTS)**

### **THEA 1100 Theater Appreciation**

**3-0-3**

This course provides a survey and critical appreciation of theater. It brings together historical perspectives, basic elements of theater, and critical analysis; emphasis is placed on developing a sense of theater aesthetics. No prerequisite.

### **THEA 1105 Performance Studies**

**3-0-3**

This course provides students with an opportunity to select, interpret and present various styles of prose and poetry. Presentational skills focus on voice and breath. No prerequisite.

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# ARTICULATION AGREEMENTS

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SHAW UNIVERSITY

CLARK-ATLANTA UNIVERSITY

SPELMAN COLLEGE

REGENTS' ENGINEERING TRANSFER PROGRAM  
(RETP)



## ARTICULATION AGREEMENTS

### SHAW UNIVERSITY

Atlanta Metropolitan State College currently has an articulation agreement with Shaw University in Raleigh, North Carolina. Shaw University will recognize and give full credit and value to all associate degrees conferred by AMSC and will accept into its own baccalaureate programs any student who holds an associate degree from Atlanta Metropolitan State College. Students so accepted will be granted seventy (70) semester hours toward the baccalaureate degree and will be granted junior standing at Shaw University.

### CLARK-ATLANTA UNIVERSITY

Students who earn an Associate of Arts or an Associate of Science degree from Atlanta Metropolitan State College and who otherwise qualify for admission to Clark-Atlanta University will be admitted with junior standing provided: (1) student has a minimum cumulative grade-point average of 2.0; (2) student has earned a minimum of fifty-eight (58) semester hours of eligible transfer credit, which includes only courses in which a grade of "C" or better was earned; courses taken eight or more years previous to transfer will not be included in accepted transfer work; (3) student has completed the agreed upon program of courses that are deemed to be equivalent to CAU courses; and (4) student understands that he/she may need to complete additional prerequisites as required by the programs in which he/she enrolls at CAU. Listed below are the AMSC courses that may be used to fulfill Clark-Atlanta's general education requirements:

	CLARK-ATLANTA'S REQUIREMENTS	EQUIVALENT AMSC COURSES
English (2):	GED-E 105/106 (6 sh)	ENGL 1101/1102
Foreign Language (2)	Two courses in the same foreign language at the intermediate (200) level are required.	FREN 2001/2002 or SPAN 2001/2002
History (2)	HIS-C201 HIS-C202 HIS 211 HIS 212	HIST 2111 HIST 2112
Humanities (1)	ART-C 150 HUM-C 228 HUM-C 230 MUS-C 120 STAL-C 252	MUSC 1100 or ARAP 1100 HIST 1111 or HIST 1112 HUMA 1101 or 1102 ARTS 2201, 2202, 2203

	CLARK-ATLANTA'S REQUIREMENTS	EQUIVALENT AMSC COURSES
Computer Literacy (2)	CIS-C 100	CSCI 1135
Literature (1)	ENG-C 201 ENG-C 201 A minimum grade of "C" is required in ENG- C 105 and ENG-C 106 before enrolling in World Literature	ENGL 2111 ENGL 2112
Mathematics (2)	MAT-C 103 MAT-C 104 MAT-C 105 MAT-C 106 MAT 111 MAT 112	MATH 1111/1112 or MATH 1112/1113
Philosophy/Religion	PHI-C 105 PHI-C 221 PHI-C 231 PHI-C 421 REL-C 101 REL-C 103 REL-C 104 REL-C 211 REL-C 250 REL-C 251	PHIL 2201, 2210 or RELI 2201
Physical Education (1)	PED-C 101 PED-C 102 MSC 110 NS 110 NS111	Any PHED from 1110- 1129

**CLARK-ATLANTA'S  
REQUIREMENTS**

**EQUIVALENT AMSC  
COURSES**

Psychology (1)	PSY-C 211 PSY-C 218 PSY-C 301	PSYC 1101
Science	BIO-C 101 PHY 102	BIOL 1101/BLAB 1102 PHYS 1011/PLAB 1011
	BIO 111 BIO 112	BIOL 1121/BLAB 1121 BIOL 1122/BLAB 1122
	CHE 111 CHE 112	CHEM 1211/CLAB 1211 CHEM 1212/CLAB 1212
	PHY 111 PHY 112	PHYS 1111/PLAB 1111 PHYS 1112/PLAB 1112
Social Science (1)	SOC-C 105 PSC-C 106 ECO-C 107	SOSC 1101 or SOCI 1101 SOCI 1160 SOCI 2201
Speech (1)	STA-C 101	COMM 1100

### Spelman College

A student who earns an Associate of Arts or an Associate of Science degree from Atlanta Metropolitan State College who otherwise qualifies for admission to Spelman College will be admitted with junior standing provided (1) the student has completed those general education courses deemed equivalent as indicated on the chart below, with the understanding that she may need to complete additional prerequisite work as required for the major programs in which she enrolls; and (2) only College level courses in which a student has earned a grade of "C" (2.00) or better will be accepted.

Upon transfer to Spelman, a student who has previously earned credit in a major that is offered at Spelman must meet with the Dean of the major department to determine which courses are the equivalent of required courses in the major and will, therefore, count toward the major. Transfer course credits which are not accepted toward the major may count as general electives.

The holder of an associate degree from Atlanta Metropolitan State College who elects to continue her studies toward a baccalaureate degree at Spelman College will be required to satisfy all program and degree requirements described in the Spelman College bulletin effective at the time of her initial enrollment at Spelman, including completion of at least thirty (30) semester hours at Spelman College. The student will be advised of those requirements at the time of entry.

Listed below are the Atlanta Metropolitan State College courses that may be used to fulfill Spelman's general education requirements:

SPELMAN COLLEGE REQUIREMENTS	EQUIVALENT AMSC COURSES
<b>Core Requirements:</b>	
AW 111 or 112, African Diaspora & the World (4 sh)	No equivalent
Computer Literacy (4 sh)	Computer Science, one of the following (3 sh): CSCI 1301 Computer Science I CSCI 1135 Introduction to Computers
Eng 103, First-Year Composition (4 sh)	ENGL 1101-1102, English Composition I & II (6 sh)
Foreign Language, 201-202 (8 sh)	FREN or SPAN 1001, 1002, 2001, 2002 (12 sh)
PE, Two activity courses (2-3 sh)	PHED 1101 -1133, Any two activity courses (4 sh)
SPELMAN COLLEGE REQUIREMENTS	EQUIVALENT AMSC COURSES
MA 107, Contemporary Mathematics (4 sh) or MA 115 Precalculus I	MATH 1101, Mathematical Modeling (3 sh), or MATH 1111, College Algebra (3 sh) or MATH 1113, Precalculus (3 sh)
International or Women's Studies	<i>International Studies, one of the following (3 sh):</i>

**SPELMAN COLLEGE  
REQUIREMENTS**

**EQUIVALENT AMSC COURSES**

HIST 1112, World Civilization II  
HUMA 2000, Exploring Global Cultures  
POLS 2301, Introduction to Comparative Politics  
POLS 2401, Global Issues  
**Total 27**

**Divisional Requirements (one course in each area):**

**Humanities (4 sh)**

(Philosophy, Religion, Literature, or advanced course in Foreign Language literature, culture, or civilization)

*Humanities elective (1 course)*  
ENGL 2111 World Literature I  
ENGL 2112 World Literature II  
ENGL 2130 Survey of American Literary Experience  
HUMA 1101 Exploring Selected American Cultures  
HUMA 1102 African American Culture  
HUMA 2000 Exploring Global Cultures  
PHIL 2201 Survey of Philosophy  
PHIL 2210 Logic and Critical Thinking  
REL 2201 Introduction to Religious Studies

**Fine Arts (4 sh)**

(Art, Drama, Dance, Music)

*Fine Arts, one course (3 sh):*  
ARTS 1100, Art Appreciation  
ARTS 2211, The Creative Process  
MUSC 1100, Music Appreciation  
MUSC 1101, Fundamentals of Music  
THEA 1100, Theater Appreciation

**Social Sciences (4 sh)**

*Social Sciences:*  
*Government Requirement:*  
POLS 1101, American Government

*History Requirement, one of the following (3 sh):*  
HIS 2111 or 2112, United States History I or II

*Social Science Electives, two courses (6 sh):*  
ANTH 1102, Introduction to Anthropology  
ECON 1105, Introduction to Economics  
GEOG 1105, Intro. to World Regional Geography  
HIST 1111, World Civilization I  
HIST 1112, World Civilization II  
HIST 2111 or 2112, United States History I or II  
HIST 2113, Minorities in American History  
POLS 2101, Introduction to Political Science  
POLS 2401, Global Issues  
PSYC 1101, Introduction to General Psychology  
SOCI 1101, Introduction to Sociology

**SPELMAN COLLEGE  
REQUIREMENTS**

**EQUIVALENT AMSC COURSES**

SOCI 1160, Introduction to Social Problems  
SOSC 1101, Introduction to the Social Sciences  
SOSC 2101, Introduction to African American Studies

**Natural Sciences (4 sh)**

*Science for Non-Science Majors (4 sh):  
(Choice of one 4-hour laboratory science course.  
Course= 3 hours; Lab= 1 hour)*

BIOL, BLAB 1101 or 1102, General Biology I or II  
BIOL, BLAB 1121 or 1122, Principles of Biology I or II  
CHEM, CLAB 1101 or 1102, General Chemistry I or II  
CHEM, CLAB 1211 or 1212, Principles of Chem. I or II  
GSCI, GSCL 1101 or 1102, General Science I or II  
PHYS, PLAB 1011 or 1012, Physical Science I or II  
PHYS, PLAB 1111 or 1112, General Physics I or II

*Science for Science Majors (4 sh):  
(Choice of one 4-hour laboratory science course.  
Course= 3 hours; Lab=1 hour.)*

BIOL, BLAB 1121, 1122, or 1123, Principles of Biology  
I, II, or III  
CHEM, CLAB 1211 or 1212, Principles of Chem. I or II  
PHYS, PLAB 1111 or 1112, General Physics I or II  
PHYS, PLAB 2211 or 2212, Principles of Physics I or II

**Total 22**

**Note:** A course may be listed in more than one category. However, it will be counted only one time.

**REGENTS' ENGINEERING TRANSFER PROGRAM (RETP)**

The Regents' Engineering Transfer Program (RETP) was designed for students in the state of Georgia who want to study engineering, but who for various reasons prefer to attend another College before coming to Georgia Tech.

Students in this program attend one of fifteen participating institutions where they take all of the mathematics and science and many of the engineering courses required in the first two years of an engineering program at Georgia Tech. Upon successful completion of these classes, the students transfer to Georgia Tech to complete the requirements for an engineering degree.

By enrolling in the RETP, students may attend College close to home, which can decrease the cost of their education and ease the adjustment to College life. Generally, classes at the RETP institutions are small, which permits more individual attention and interaction with professors. At the same time, RETP students enjoy many of the advantages of Tech students: they have equal access to engineering majors at Tech, they can participate in the Co-op program, and they are invited to the Tech campus each spring for campus tours, information sessions, and meetings with advisors in their engineering major.

To transfer to Georgia Tech, students must:

- Complete the RETP requirements at their participating institution
- Earn a cumulative GPA of 2.7 or higher, including a mathematics GPA of 2.7 and a science GPA of 2.7
- Obtain the recommendation of the RETP Coordinator at the participating institution
- Submit application materials to the Office of Undergraduate Admission at Georgia Tech

#### Course Requirements

Course	AE	BM	Ch	C	En	E	Cmp	ISy	MS	M	NR	PTF
	E	E	E	E	v	E	E	E	E	E	E	E
Biology I		X	X*									
Calculus I	X	X	X	X	X	X	X	X	X	X	X	X
Calculus II	X	X	X	X	X	X	X	X	X	X	X	X
Calculus III	X	X	X	X	X	X	X	X	X	X	X	X
Differential Equations	X	X	X	X	X	X	X		X	X	X	X
Linear Algebra	X	X	X	X	X	X	X	X	X	X	X	X
Chemistry I	X	X	X	X	X	X	X		X	X	X	X
Chemistry II			X		X				X			X
Physics I	X	X	X	X	X	X	X	X	X	X	X	X

Course	AE	BE	ChE	CE	EnvE	EE	CmpE	ISyE	MS E	ME	NR E	PTF E
Physics II	X	X	X	X	X	X	X	X	X	X	X	X
Science Elective I	X			X	X	X	X	X		X	X	
Science Elective II								X				
Computer Science I	X	X	X*	X	X	X	X	X	X	X	X	X
English Comp I	X	X	X	X	X	X	X	X	X	X	X	X
English Comp II	X	X	X	X	X	X	X	X	X	X	X	X



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# THE UNIVERSITY SYSTEM OF GEORGIA

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The University System of Georgia includes all state-operated institutions of higher education in Georgia: four research universities, two regional universities, thirteen state universities, eight state colleges, and eight two-year colleges. These thirty-one (31) public institutions are located throughout the state. The system also supports one Independent Research Unit.

An eighteen-member constitutional board of regents governs the University System, which has been in operation since 1932. Appointments of board members are made by the governor and are subject to confirmation by the state Senate. Regular terms of board members are seven years.

The chairperson, vice chairperson and other officers of the Board of Regents are elected by the members of the Board. The chancellor, who is not a Board member, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: instruction, public service/continuing education and research.

Instruction consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates. The degree programs range from traditional liberal arts studies to professional and other highly specialized studies.

Public service/continuing education consists of non-degree activities primarily and special types of College degree-credit courses. The non-degree activities include short courses, seminars and conferences. Typical College degree-credit courses are those offered through extension center programs and teacher education consortiums.

Research encompasses scholarly investigations conducted for discovery and application of knowledge. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges. The research investigations cover matters related to the educational objectives of the institutions and to general societal needs.

The policies of the Board of Regents provide autonomy of a high degree for each institution. The executive head of each institution is the president, whose election is recommended by the chancellor and approved by the board.

## THE UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS

### Research Universities

Georgia Institute of Technology  
Atlanta, Georgia 30332-0325  
G.P. "Bud" Peterson, President

Georgia State University  
Atlanta, Georgia 30303  
Mark P. Becker, President

Georgia Regents University  
Augusta, Georgia 30912  
Ricardo Azziz, President

University of Georgia  
Athens, Georgia 30602-1661  
Jere Morehead, President

### Comprehensive Universities

Georgia Southern University  
Statesboro, Georgia 30460  
Brooks A. Keel, President

Kennesaw State University  
Kennesaw, Georgia 30144-5591  
Daniel S. Papp, President

Valdosta State University  
Valdosta, Georgia 31698  
William J. McKinney, President

University of West Georgia  
Carrollton, Georgia 30118  
Kyle Marrero, President

### State Universities

Albany State University  
Albany, Georgia 31705-2794  
Arthur N. Dunning, Interim President

### State Colleges

### State Universities (Cont.)

Albany State University  
Albany, Georgia 31705  
Everette J. Freeman, President

Armstrong Atlantic State University  
Savannah, Georgia 31419-1997  
Linda M. Bleicken, President

Clayton State University  
Morrow, Georgia 30260  
Thomas J. Hynes, President

Columbus State University  
Columbus, Georgia 31907-5645  
Timothy S. Mescon, President

Fort Valley State University  
Fort Valley, Georgia 31030-4313  
Ivelaw Lloyd Griffith, President

Georgia College & State University  
Milledgeville, Georgia 31061-0490  
Steve Michael Dorman, President

Georgia Southwestern State University  
Americus, Georgia 31709-4693  
Kendall A. Blanchard, President

Savannah State University  
Savannah, Georgia 31404  
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Southern Polytechnic State University  
Marietta, Georgia 30060-2896  
Lisa A. Rossbacher, President

University of North Georgia  
Dahlonega, Georgia 30597  
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College  
Tifton, Georgia 31794-2601  
David C. Bridges, President

Atlanta Metropolitan State College  
Atlanta, Georgia 30310  
Gary A. McGaha, President

Bainbridge College  
Bainbridge, Georgia 39818-0990  
Richard A. Carvajal, President

College of Coastal Georgia  
Brunswick, Georgia 31520-3644  
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Dalton State College  
Dalton, Georgia 30720  
John O. Schwenn, President

Darton State College  
Albany, Georgia 31707-3098  
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East Georgia State College  
Swainsboro, Georgia 30401  
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Georgia Gwinnett College  
Lawrenceville, GA 30043  
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Rome, Georgia 30161  
Renna Harmon Watterson, Interim  
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Georgia Perimeter College  
Decatur, Georgia 30034-3897  
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Gordon State College  
Barnesville, Georgia 30204,  
Max Burns, President

Middle Georgia State College  
Cochran, Georgia 31014  
Christopher Black, President

South Georgia State College  
Douglas, Georgia 31533  
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THE UNIVERSITY SYSTEM OF GEORGIA

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DeLise Hopson, B.S., M.P.A. Executive Assistant	Twana Rigsby, B.A. Senior Administrative Secretary

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Richelle Issac Senior Secretary, Science, Mathematics, & Health Professions Division	Patricia M. Smith, B.S., M.S.W. Coordinator, Weekend College
	Geraldine C. Lamar Senior Secretary, Social Sciences Division
	Valerie Vasciannie, A.S. Senior Secretary, Business & Computer Science Division

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Michelle Alston-Brown, B.B.A. Associate Vice President for Fiscal Affairs & Comptroller	Regina Ray Simmons, B.A., M.P.A. Chief Human Resources Officer
Vincent Strickland, B.S. Accounts Payable Specialist	Keith Williams Director of Plant Operations and Facilities Planning
Gloria McLane Manager, Bookstore	Chief Antonio Long, B.A., M.A. Director of Public Safety
Tameka Shannon Controller	M. Patrice Williams Manager, Cafeteria & Catering Services
Toni Holland Director of Grants & Sponsorships	Takeila Owens Bursar
Brandie Gresham Procurement/Resource Assistant	Nicole Williams Accountant I

### Office of Institutional Advancement

Larion M. Williams, B.B.A. Vice President for Institutional Advancement	Michelle Young Administrative Secretary
Sheila Tenney, B.A., M.A. Director of Media Relations	

### Office of Institutional Effectiveness

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NyAsia Gray, B.S. Project Coordinator	Alvin Mays, B.S., M.S. Research Analyst
Deborah Scott, B.S., M. S. Customer Service Coordinator/BOR Director of Customer Service	Meda Rollings, B.S., M.S., Ph.D. QEP Director
Nicholas Bridges, A.A. Special Programs Coordinator	Shayana Thomas, B.S. Director of Institutional Research and Planning



## Office of Student Affairs

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Vice President for Student Affairs

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Administrative Secretary/  
International Student Advisor

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Interim Director of Financial Aid

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Director of Enrollment Services & College  
Registrar

Deborah Myrick  
Asst. Director of Enrollment Services

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Assistant Registrar

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Executive Director of TRiO Programs

Deborah Lee, B.A., M.Ed., Ed.S., Ed.D.  
Director, Upward Bound Clayton/Fulton

James Altemus, B.S., M.S.  
Director of Judicial Affairs and Alternative  
Dispute Resolution

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Director, Student Support Services

Ruth Jean, B.S.W., M.S.W.  
Director, Educational Talent Search

Crystal Cox, B.A., M.A.  
Director, Upward Bound

Latrice Richardson, B.S., M.A.  
Director, Upward Bound Math/Science

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Director, Educational Opportunity  
Center

Iris Shanklin, B.S.  
Director of Student Activities

Dorothy Williams, B.A., M.A.  
Interim Director of Counseling and  
Disability Services

Stephen Woodall, B.A., M.A.  
Director of Student Outreach &  
Access

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B.A., University of Buea (Cameroon); M.A., University of Cape Town (South Africa); Ph.D., Georgia State University

**AGU ANANABA, Associate Professor of Business**

B.A., North Carolina State University; M.S., Norfolk State University

**CURTIS O. BAILEY, Professor of Mathematics**

B.S., 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)

**SOPHIA BANTON, Biology Laboratory Coordinator and Instructor of Biology**

B.S., Georgia State University, M.S., Georgia State University, M.S., Florida Atlantic University

**BRIDGETT J. BELL, Associate Professor of Accounting**

B.B.A., University of Houston; MBA, Our Lady of the Lake University

**SILVEREE BENSON, Lecturer in Speech Communication**

B.A., Davenport University, M.A., Wayne State University, M.S., Full Sail University

**JENNIFER BROWN-BARBER, Assistant Professor of Chemistry**

B.S., East Carolina University; M.S., Georgia Institute of Technology; Ph.D., Georgia State University

**GYUHEUI KIM CHOI, Associate Professor of Mathematics**

B.S., Yonsei University; M.S., University of Illinois; Ed.S., University of Alabama

**VASANTA CHIVUKULA, Associate Professor of Biology**

B.S., Osmania University; M.A., Andhra University; Ph.D., University of South Florida

**GRADY S.D.E. CULPEPPER, Dean of the Division of Social Sciences and Professor of History**

B.A., Morris Brown College; M.A., Atlanta University; M.A.T.S., Columbia Theological Seminary; Ph.D., Emory University

**CEDRICK DAPHNEY, Laboratory Coordinator and Instructor of Chemistry**

B.S., Georgia State University; M.S., Georgia State University.

**SHREYAS DESAI, Assistant Professor of Mathematics**

B.S., South Carolina State University; M.S., Clark Atlanta University

**JAMES B. DOWDELL, Lecturer in Mathematics**

B.A., Clark Atlanta University; M.A., Temple University & Villanova University;  
Ed.D., University of Pennsylvania

**WILLIAM H. DORSEY, Associate Professor of Sociology**

B. A., Swarthmore College; M.A., University of California

**ANDREA EMMEL, Lecturer in Music**

B.A., Universaded Federal do Rio Grande do Sol, M.A. Georgia State University

**DCHRISTY EVES, Assistant Professor of Speech**

B.A., Florida Agricultural and Mechanical University; M.F.A., Southern  
Methodist University; Ph.D., Wayne State University

**CANDICE FLOWE, Assistant Professor of Molecular Genetics**

B.A., Hampton University; Ph.D., Clark Atlanta University

**RICARDO FRAZER, Professor of Psychology**

B.A. B.S., University of Connecticut; Ed. M., Harvard University; M.A., Ph.D.,  
Bowling Green State University

**RUTHA A. FRAZIER, Assistant Professor of Reading**

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