

**ATLANTA METROPOLITAN COLLEGE**

**TRANSFER DEGREE WORKSHEET**

Student \_\_\_\_\_ Catalog Year \_\_\_\_\_ Program **Office Admin/Secretarial Science**

Student No. \_\_\_\_\_ Advising Division **BUSINESS DIVISION**

**→ Students are responsible for completing degree requirements as set forth in the catalog.**

CPC Requirements: No <input type="checkbox"/> Yes <input type="checkbox"/> Identify below.		AMC Course Substitution (Substitutions must be approved by DCP on course substitution form.)	Credit Hours	Grade (Must use most recent grade for repeated courses.)	In Progress (Identify Semester)	Equivalent Course By Transfer (Course I.D.) (Substitutions must be approved by DCP on course substitution form.)	Area Total
_____ Completed <input type="checkbox"/>	_____ Completed <input type="checkbox"/>						
<b>Regents Exam</b> (See catalog requirements) Regent's Essay: Taken <input type="checkbox"/> Passed <input type="checkbox"/> Regent's Reading: Taken <input type="checkbox"/> Passed <input type="checkbox"/> <b>GPA</b> _____ <b>(2.0 Required for Graduation)</b>							
<b>Area A</b> <b>Essential Skills</b> (9 Hours)	ENGL 1101 (Minimum grade of C)		3			<b>A</b> 9 Hours	
	ENGL 1102 (Minimum grade of C)		3				
	MATH 1111 (Minimum grade of C)		3				
<b>Area B (4 Hours)</b> <b>AMC Institutional Requirements</b>	AMIR 1001		4			<b>B</b> 4 Hours	
<b>Area C</b> <b>Humanities &amp; Fine Arts</b> (6 Hours)	Fine Arts Elective		3			<b>C</b> 6 Hours	
	Humanities Elective		3				
<b>Area D</b> <b>Science, Math, &amp; Technology</b> (11 Hours) Courses should be selected from Option I for non-science programs of study. (See catalog listings.)	Two 4-hr. Lab Science Courses:					<b>D</b> 11 Hours	
			3	1			
	Science, Math, or Technology Elective <b>Note:</b> Cannot take CSCI 1135.		3				
<b>Area E</b> <b>Social Sciences</b> (12 Hours)	POLS 1101 (Satisfies US & GA Constitution Requirements) <b>Note:</b> Non-USG Amer. Gov. substitutions must be supplemented by passing the GEORGIA government exam.		3			<b>E</b> 12 Hours	
	HIST 2111 or 2112		3				
	Soc. Sci Elective		3				
	Soc. Sci. Elective		3				
<b>Area F</b> <b>Courses Appropriate to Program of Study</b> (18 Hours)	ACCT 2101 (Minimum grade of C)		3			<b>F</b> 18 Hours	
	BUSA 2105 (Minimum grade of C)		3				
	CISM 2101 (Minimum grade of C)		3				
	ECON 2105 (Minimum grade of C)		3				
	BUSA 1105 (Minimum grade of C) ACCT 2102, or BUSA 2106 or ECON 2106 (Minimum grade of C)		3				
<b>Additional Requirements</b> (6 Hours)	ORNT 1100		1			<b>6</b> Hours	
	One 3-hr. PHED Lecture Course: PHED 1101 or 2105 or 2240		3				
	One 2-hr. PHED Activity Course: PHED		2				
<b>Total Program Hours</b>						<b>66 Hrs.</b>	

Student \_\_\_\_\_ Date \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_  
 Division Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Area A: Essential Skills	Required 9	HRS
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra	3
<b>TOTAL Area A</b>		<b>9</b>
Area B: Atlanta Metro Institutional Requirement (AMIR)	Required 4	
AMIR 1001	T.L.C. in Contem. Society	4
<b>TOTAL Area B</b>		<b>4</b>
Area C: Humanities and Fine Arts	Required 6	
<b>Fine Arts Elective:</b> (choice of 3 hrs)	(Select one course)	
ARTS 1100	Art Appreciation	3
ARTS 2211	The Creative Process	3
ENGL 2205	Intro to Creative Writing	3
MUSC 1100	Music Appreciation	3
MUSC 1101	Fundamentals of Music	3
THEA 1100	Theater Appreciation	3
<i>Subtotal</i>		<b>3</b>
<b>Humanities Elective:</b> (choice of 3 hrs)	(Select one course)	
COMM 1100	Human Communications	3
COMM 1110	Public Speaking	3
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
ENGL 2130	American Literature	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
HUMA 1101	Exploring Selected American Cultures	3
HUMA 1102	African American Culture	3
HUMA 2000	Exploring Global Cultures	3
MCOM 1101	Intro. To Mass Comm.	3
PHIL 2201	Survey of Philosophy	3
PHIL 2110	Logic & Critical Thinking	3
RELI 2201	Intro to Religious Studies	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3
<i>Subtotal</i>		<b>3</b>
<b>TOTAL Area C</b>		<b>6</b>
Area D: Science, Math and Tech	Required 11	
<b>Science:</b> (choice of two 4-hour courses)	(Select two 4-hour courses) <b>(Required 8 hrs.)</b>	
BIOL 1101	General Biology I	3
BLAB 1101	General Biology Lab I	1
BIOL 1102	General Biology II	3
BLAB 1102	General Biology Lab II	1
BIOL 1107 or BIOL 1108	Prin of Biology I or II	3
BLAB 1107 or BLAB 1108	Prin of Biology I or II Lab	1
CHEM 1151	Survey of Chemistry I	3
CLAB 1151	Survey of Chemistry I Lab	1
CHEM 1152	Survey of Chem. II	3
CLAB 1152	Survey of Chem. II Lab	1
CHEM 1211	General Chemistry I	3
CLAB 1211	General Chemistry I Lab	1
CHEM 1212	General Chemistry II	3
CLAB 1212	General Chemistry II Lab	1
GSCI 1101	General Science I	3
GSCL 1101	General Science I Lab	1
<i>(Area D continued at top of next column)</i>		

Area D: continued		HRS
GSCI 1102	General Science II	3
GSCL 1102	General Science II Lab	1
PHYS 1011	Physical Science I	3
PLAB 1011	Physical Science I Lab	1
PHYS 1012	Physical Science II	3
PLAB 1012	Physical Science II Lab	1
PHYS 1111	General Physics I	3
PLAB 1111	General Physics I Lab	1
PHYS 1112	General Physics II	3
PLAB 1112	General Physics II Lab	1
<i>Subtotal</i>		<b>8</b>
Science, Math, or Technology	(Select 1 from the following) <b>(Required 3 hrs.)</b>	
(choice of one 3-hour course)		
Mathematics:		
MATH 1111	College Algebra	3
MATH 1112	Intro. To Math Techniques	3
MATH 1113	Pre-calculus	3
MATH 1114	Elementary Statistics	3
MATH 1121	Decision Mathematics	3
MATH 1122	Elementary Calculus	3
MATH 1128	Discrete Mathematics	3
MATH 2201	Analytic Geo. and Calculus	3
Technology:		
CSCI 1301	Computer Science I	3
<i>Subtotal</i>		<b>3</b>
<b>TOTAL Area D</b>		<b>11</b>
Area E: Social Sciences	Required 12	
Government Requirement:		
POLS 1101	American Government	3
History Requirement:	(Select 1 from the following)	
(choice of 3 hours)		
HIST 2111	United States History I	3
HIST 2112	United States History II	3
<i>Subtotal</i>		<b>3</b>
Social Science Electives:	(Select 2 from the following) <b>(Required 6 hrs.)</b>	
(choice of two 3-hour courses from different disciplines)		
ANTH 1102	Intro to Anthropology	3
ECON 1105	Intro to Economics	3
GEOG 1101	Intro to World Reg. Geog.	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HIST 1111	World Civilization I	3
HIST 1112	World Civilization II	3
HIST 2113	Minorities in Amer. Hist.	3
HIST 2232	African American History	3
POLS 2101	Intro to Political Science	3
POLS 2401	Global Issues	3
PSYC 1101	Intro to Psychology	3
SOCI 1101	Intro to Sociology	3
SOCI 1160	Intro to Social Problems	3
SOSC 1101	Intro to the Social Sciences	3
SOSC 2101	Intro to Afr. Am. Studies	3
<i>Subtotal</i>		<b>6</b>
<b>TOTAL Area E</b>		<b>12</b>