



# ATLANTA METROPOLITAN STATE COLLEGE

SPARK THE FLAME. BLAZE THE TRAIL.



Academic Catalog  
2025 – 2026  
Volume 43

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

This catalog is prepared for the convenience of students and is not to be construed as a contract between a student and this institution. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. While every effort is made to provide accurate and current information, Atlanta Metropolitan State College reserves the right to change, without notice, statements in the catalog concerning rules, policies, fees, curricula, courses, calendars or other matters. Students enrolled at Atlanta Metropolitan State College agree to comply with all College rules and regulations and with any necessary changes in these rules and regulations.

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

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## ACADEMIC CALENDARS 2025-26

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For the most up to date information on academic calendars please see the website at <https://www.atlm.edu/academics/academic-calendars.aspx>. Also provided are historical and future calendars. Tuition and fee payments are due at the time of registration. Dates subject to change without notice.

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## ABOUT AMSC

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## HISTORY

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

The Atlanta School Board authorized their Superintendent in February 1971 to develop a financial plan to build the new college. On October 9, 1972, the Board of Regents reconfirmed, in principle, the construction of the college. In February 1973, the Board of Regents authorized the plans and specifications for Phase I of the construction at a projected cost of \$2,000,000. Construction began on the first building in 1973 and was completed in August 1974.

The College became the thirty-first institution of the University System of Georgia and began classes in September 1974 with an initial enrollment of 504 students. The College, Atlanta Junior College, was accredited in 1976 by the Southern Association of Colleges and Schools (SACS). During the 1976-77 academic year, construction of the Central Energy Plant was completed. In 1978-79 two multi-level academic buildings were added to the resources of the College: an academic classroom building and the College library. The 1987-1988 academic year brought the decision to change the institution's name from Atlanta Junior College to Atlanta Metropolitan College (AMC), with the permanent transition becoming effective July 1, 1988. A new Health and Physical Education Complex was completed and occupied during the 1991-92 academic year. Additionally, the Student Center was completed during the fall 2000 semester. Fall 2009, Atlanta Metropolitan College opened its first instructional site at 34 Peachtree. On May 10, 2011, the Board of Regents approved a substantive and mission change for Atlanta Metropolitan College to move from Two-year college status to that of a State College. In its December 2011 annual meeting, SACS followed this action by approving an AMSC status change from a Level I to Level II institution, which authorized Atlanta Metropolitan State College to offer four-year programs and the bachelor's degree. In spring 2012, the Board of Regents of the University System of Georgia approved the name change of Atlanta Metropolitan College to that of Atlanta Metropolitan State College (AMSC).

## MISSION STATEMENT

Atlanta Metropolitan State College provides educational access to a diverse student population and fosters a positive growth environment through student-focused teaching, quality support services, and community engagement.

## VISION STATEMENT

We will be a dynamic campus, bolstering enrollment, expanding educational opportunities, amplifying positive experiences, and intensifying community engagement.

*"Spark the flame. Blaze the trail."*

## CORE VALUES

**Excellence:** AMSC Pursues excellence, high standards, and institutional efficiency in education, student services, and college operations.

**Integrity:** AMSC maintains strong moral principles and respect by cultivating quality standards in learning, leadership, innovation, and service. We are fair and honest in our dealings with students and colleagues, as well as customers and stakeholders.

**Leadership:** AMSC develops and empowers leaders among students, faculty, and staff through a personable, hands-on approach that promotes innovation, and effectively addresses challenging issues. We create, encourage, and foster active involvement in implementation of the institution's vision and mission statements.

**Belonging:** AMSC embodies a culture of inclusion and affirms that we are all connected, support, and respected. We understand each person is unique, and we work diligently to recognize their intrinsic gifts and talents.

**Public Service:** AMSC engages and enriches the quality of life in communities by willingly investing our time and effort into causes that affect our students, faculty, staff, alumni, and external stakeholders. We consistently promote the knowledge, skills, and values necessary to uplift the most vulnerable among us.

## ACCREDITATION AND AUTHORITY

Atlanta Metropolitan State College is a State College (Category 1), governed by the Board of Regents of the University System of Georgia. Atlanta Metropolitan State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), [www.sacscoc.org](http://www.sacscoc.org), to award the associate and baccalaureate degrees. Questions about the accreditation of Atlanta Metropolitan State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404)679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



## PROGRAMMATIC ACCREDITATIONS

The Division of Business and Computer Science Associate Degree Business Administration program is nationally accredited by the Council for Business Schools and Programs, [www.acbsp.org](http://www.acbsp.org).



## LOCATION

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

The College currently serves approximately 2,000 commuting students and is situated on a beautifully landscaped southwest Atlanta campus that is located ten minutes south of downtown Atlanta and fifteen minutes north of Hartsfield-Jackson International Airport.

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

## FACILITIES

Facilities and equipment of Atlanta Metropolitan State College are provided for the purpose of supporting educational programs and services approved for the College by the Board of Regents of the University System of Georgia. The AMSC Administrative Council is responsible for sanctioning the use of College facilities by groups not affiliated with the College. Of primary consideration in approving the use of college facilities by outside groups is whether the proposed activity is in accordance with the mission of the College.

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





## FOUNDATION

The Foundation, a non-profit tax-exempt corporation, is organized under the laws of the state of Georgia and Section 501(c)(3) of the Internal Revenue code of 1986 as amended, and serves as the principal fundraising organization for the receipt and management of all private gifts and contributions to Atlanta Metropolitan State College (AMSC). The Foundation operates for the express purpose of supporting Atlanta Metropolitan State College in building endowment and in addressing the academic priorities of the institution, while understanding and supporting AMSC's mission, goals, and priorities.

The mission of Atlanta Metropolitan Foundation Inc. is to increase understanding and financial support among the institution's key stakeholders, including alumni, friends and government policy makers, members of the community and philanthropic entities of all types, on behalf and in support of Atlanta Metropolitan State College.

All charitable gifts (checks, deeds, life insurance, negotiable instruments) should be made payable to the AMC Foundation. The Foundation will provide a gift receipt suitable for tax purposes acknowledging the donor, amount, designation, and date of gift.

### ATLANTA METROPOLITAN COLLEGE FOUNDATION, INC. FY2024-2025 BOARD OF DIRECTORS

OFFICERS	
<b>Ms. Sharmen Gowens (Chair)</b> Retired YWCA of Greater Atlanta	<b>Mr. John O'Callaghan (Vice Chair)</b> <b>(Chair, AMC Campus Project LLC [PPV])</b> President & CEO Atlanta Neighborhood Development Partnership
<b>Ms. Pamela Cross (Treasurer)</b> <b>(Chair, Finance Committee)</b> Vice President, Sr. Community Development Manager Synovus	<b>Ms. Janice Andrews (Secretary)</b> Civic and Community Leader
<b>Ms. Ingrid Thompson-Sellers, Ph.D.</b> President Atlanta Metropolitan State College	<b>Ms. Kate Troelstra</b> Executive Director, AMC Foundation, Inc. Atlanta Metropolitan State College
BOARD MEMBERS	
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Ms. Letty Ashworth Director, Diversity & Inclusion Genuine Parts Company	Ms. Victoria Dorsey AVP, Development Atlanta Metropolitan State College
Mr. Jack Hancock Attorney Freeman Mathis & Gary LLP	Dr. LaReese Howell Apostle & Pastor New Horizons in Faith Ministries
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Ms. Leisa Stafford President, Alumni Association Atlanta Metropolitan State College	Ms. Tita Stewart <b>(Chair, Nominating &amp; Governance)</b> Staff VP, Medicaid Growth & Engagement Elevance Health
Mr. Henry J. Thomas Freedom Rider, Buffalo Soldier & Philanthropist	Mr. Michael Thurmond Former CEO DeKalb County Georgia
Mr. Willie A. Watkins CEO Willie A. Watkins Funeral Home, Inc.	

# ATLANTA METROPOLITAN STATE COLLEGE FACULTY SENATE

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

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

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

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

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

## Meetings

Meetings are held in Building 100 room 215 on the last Wednesday of every month (except May and December).

## Faculty Senate Representatives in alphabetical order (2021-2025)

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

Dr. Bryan Crawford, School of Science and Health Professions

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

Dr. Robert Wilkes, School of Social Science and Humanities

Dr. Eze, Nwaogu, School of Business and Technology

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

Mr. Robert Quarles, Library - Parliamentarian

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# ADMISSIONS INFORMATION

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- **GENERAL ADMISSIONS REQUIREMENTS**
- **GENERAL ADMISSIONS POLICIES**
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## Office of Recruitment & Admissions

### MISSION STATEMENT

The Office of Recruitment & Admissions at Atlanta Metropolitan State College (AMSC) is dedicated to providing educational access to a diverse student population to acquire the knowledge and skills necessary to benefit from Atlanta Metropolitan State College's affordable, comprehensive array of academic programs which support the academic mission of the institution. We aim to actively recruit, admit, enroll, and retain a qualified student body at various levels of college readiness, age categories, and backgrounds. The office does this by providing outstanding student services, while ensuring efficiency and effectiveness.

### Purpose

- To provide quality Student-centered services that help students reach their educational goals.

### Vision

- To be a student-focused and technology-driven office that offers quality services that are engaging throughout the funnel experience developing students who are workforce ready for high-demand jobs.

### Strategic Goals

The Office of Recruitment & Admissions at Atlanta Metropolitan State College continually strives to be a national leader in higher education through its commitment to:

- Increasing awareness of program offerings, requirements, and opportunities for the regional demographic student population
- Establishing a diverse and inclusive community
- Actively building collaborative community relationships
- Providing excellent educational opportunities responsive to our students' needs and empowering them to meet and exceed challenges as active participants in shaping our world's future.

Other functions associated with the Office of Recruitment & Admissions include processing admission documents and rendering admission decisions on a rolling basis. A student's application is valid for three terms of entry, including the term marked initially on the application and the following two terms of entry. Students who wish to be considered for a term of entry within this time must complete the 'Admissions Update Application' form and provide the required credentials by the document due date for the desired term of entry.

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

Our recruitment and admissions staff are here to guide you through the application and acceptance process. Connect with us today [admissions@atlm.edu](mailto:admissions@atlm.edu) or [recruitment@atlm.edu](mailto:recruitment@atlm.edu).

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

### GENERAL ADMISSIONS REQUIREMENTS

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

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

1. A completed application (fee waived)
2. An official final high school transcript with date of graduation and/or copy of General Equivalency Diploma (GED)  
*Note: Students submitting a GED may also submit a high school transcript for the years attended to satisfy the Required High School Curriculum (RHSC) requirements. See below for details.*
3. Transcripts from all regionally accredited colleges and postsecondary institutions previously attended
4. Test Scores are Optional (Scores may be submitted to exempt learning support. If student chooses to opt out of testing, corequisite support classes will be assigned for English 1101, math 1101 or math 1111)
5. Certificate of Immunization
6. Lawful Presence Verification

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

SAT English, Reading & Writing 480 Math 440

ACT = English or Reading 17; Math 17

ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

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

**TERMS**

Fall Deadline.....July 15

Spring Deadline ..... November 15

Summer Deadline .....April 15

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

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

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

**AUDITORS**

Students who submit evidence of graduation from an accredited or approved high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as "auditors." Students must indicate their status as auditors at the time of registration and cannot change from audit to credit status after registration. Credit is not granted to an auditor when the course has ended, nor can credit be awarded retroactively at a future date. Students registered as "auditors" are required to pay regular tuition and fees.

**GENERAL ADMISSIONS POLICIES**

**Admission by Presidential Exception**

Pursuant to Section 4.2.1.3 Exceptions to Freshman Requirements of the University System of Georgia's Board of Regents (BOR) Policy Manual, Atlanta Metropolitan State College's Presidential Exception process will allow the Admissions team in collaboration with the President to "grant exceptions to the Limited Admission requirements if the applicant shows promise for academic success and has at least a high school diploma or a state-issued high school equivalency diploma or certificate."

In recognition of the fact that some students with substantial potential for academic success and leadership may not immediately satisfy the Atlanta Metropolitan State College (AMSC) requirements for admissions. The following policy addresses admitting students determined to be ineligible by the standard AMSC admissions process. Admission by Presidential Exception is the process by which the institution may admit applicants who have not met institutional requirements, and/or have not been guaranteed admission to campus, but who demonstrate substantial potential for academic success and leadership. According to section 3.1.1.3 Exceptions to Freshman Requirements of the BOR's Academic and Student Affairs Handbook, "The Limited Admission category of admission is comprised of a general Limited Admission provision and a Presidential Exception provision. Institutions are restricted by sector to a maximum number of applicants who may be admitted in this category. The number of traditional freshmen who can be granted Limited Admission for the entire academic year will be no more than the following percentages of the institution's annual first-time freshman headcount enrollment.

Research Universities Up to 7 percent

Regional Universities Up to 15 percent

State Universities Up to 20 percent

State Colleges Up to 33 percent"

Applicants admitted under the Presidential Exception provision are included in the number allowed for an institution under the Limited Admission category. As such, at most, 33% of AMSC's total new freshmen enrollment for the previous year may be admitted for the current year by a combination of limited Admissions & Presidential Exception.

**Eligibility**

1. A high school diploma from an accredited or approved high school as specified in Section 3.1.1.1 (certificate of attendance or special education diplomas are not acceptable)



2. A state-issued high school equivalency certificate or diploma earned through the successful completion of the GED, TASC, or HiSet test. An applicant who presents a state-issued diploma or certificate is expected to be at least 18 years of age and for his or her high school class to have graduated; however, institutions may make exceptions on a case-by-case basis. Certificates of attendance or special education diplomas are not acceptable. Institutions may establish minimum criteria for Limited Admission, which shall include the use of multiple measures whenever possible, such as interviews, portfolios, and records of experiential achievements.

**Note:** Students submitting a GED may also submit a high school transcript for the years attended to satisfy RHSC requirements. See section below.

### **Immunization Policies and Guidelines**

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

Applicants who have not been immunized for religious objections or for certified medical reasons may be exempt from the requirement. However, the applicant will be subject to college-initiated withdrawal from classes, without refund in the event of an outbreak of a disease for which immunization is required.

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

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

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

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

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

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

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

### **Lawful Presence Verification**

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

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

- Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.
- All students may provide one of the following legal documents to the Office of Recruitment & Admissions to satisfy the lawful presence verification requirement.
  - A current Driver's License/ID issued by the State of Georgia and valid for at least two years. A limited term license/ID is not acceptable.

- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy provided by the student is acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A current ID issued by the State of Georgia.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet – A photocopy is not acceptable
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).

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

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

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

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

The courses that satisfy the RHSC are provided in the USG's Staying on Course document.

## **ADMISSIONS REQUIREMENT OVERVIEW**

Requirements to be admitted into a BACHELOR'S degree programs

### **Bachelor's Degrees**

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



## Freshman Admissions Requirements

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

### Admissions Requirements:

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

### Transfer Admissions Requirements

These criteria apply to transfer applicants with 30 or more transferable semester hours.

*Note: Transfer students with fewer than 30 transferable semester hours must meet freshman requirements listed above in Admissions Requirements.*

### Admissions Requirements:

- Have a minimum 2.0 GPA in college level courses (excluding developmental/remedial courses) from all regionally accredited institutions attended.
- Be eligible to re-enroll at the last institution attended.
- Completed the 17 units of the USG Required High School Curriculum (RHSC)
- Arrange for all transcripts to be received directly by the Office of Recruitment & Admissions. Student copies of transcripts, official transcripts opened by the student, and fax copies are not acceptable.

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

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

### APPLICATION PROCESS:

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

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

### Requirements:

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

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

ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

### Age 62 and Older Students

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

**APPLICATION PROCESS:**

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

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

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

**Requirements:**

Applicants 62 and older must be admitted to AMSC under an appropriate admission category. The applicant must apply for admission and comply with all admissions requirements and policies for the appropriate admission category: (Adult Learner, Beginning Freshman, International, Post-Baccalaureate, Transfer, or Transient).

**Beginning Freshman**

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

**APPLICATION PROCESS:**

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

- Application for Admission (fee waived)
- Official High School Transcript or GED
- Official transcripts from all colleges attended (if you attended college as Dual Enrolled student)
- Test Scores are Optional (Scores may be submitted to exempt learning support. If student chooses to opt out of testing, corequisite remedial classes will be assigned for English 1101, math 1101 or math 1111)
- Certificate of Immunization
- Verification of Lawful Presence (Students seeking in-state tuition)

**Requirements:**

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

- 2.0 GPA in the 17 Required High School Curriculum (RHSC) Courses
- Test score minimums below if applicants choose to submit official test scores:
  - SAT English, Reading & Writing - 480; Math 440
  - ACT = English or Reading 17; Math 17
  - ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

**Dual Enrollment Students**

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

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

**APPLICATION PROCESS:**

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

- Application for Admission (fee waived)
- Official High School Transcript (Your high school counselor may submit your transcript electronically through GA Futures).
- Certificate of Immunization

**Requirements:**

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

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

### **Application and Registration Deadline**

Fall Semester: June 15

Spring Semester: November 15

Summer Semester: April 15

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

Office of Recruitment & Admissions

Atlanta Metropolitan State College

1630 Metropolitan Parkway

Atlanta, GA 30310

Phone: (404) 756-2774

dualenrollment@atlm.edu

### **Homeschool Students**

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

### **APPLICATION PROCESS:**

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

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

### **REQUIREMENTS:**

A homeschool applicant must meet the admissions requirements listed below:

- 2.0 GPA in the 17 Required High School Curriculum (RHSC) Courses
- Qualifying Test Scores
  - SAT = English Reading & Writing 480, Math 440
  - ACT = English or Reading 17, Math 17
  - ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math

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

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

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

Curriculum descriptions for RHSC units must include:

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

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

Home-schooled students will be considered deficient in all Required High School Curriculum areas not completed at an accredited high school. These students are not eligible for admission consideration until their class has graduated from high school. Applicants from home schools or graduates of non-accredited high schools may validate the RHSC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the RHSC areas at the College preparatory level may be used in lieu of Carnegie unit requirements of the RHSC.

A student who has completed the equivalent of each of the RHSC areas as documented by a portfolio of work and/or other evidence that substantiates RHSC completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable (according to the tables from the joint study by ACT, ETS, and the College Board) to the average SAT I total score is required. Students in this category must also meet the minimum SAT I Verbal (or ACT English) requirement and the minimum SAT I Mathematics (or ACT Math) requirement for the sector to which they apply.

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

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

### **International Students**

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

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

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

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

### **APPLICATION PROCESS:**

1. Complete and submit the admissions application (go to website [atlm.edu](http://atlm.edu) and apply)
2. Certificate of Immunization
3. Submit proof of high school completion.
  - Professional evaluations required showing the equivalent of a U. S. High School Diploma. The list of professional evaluators is available on the website.
4. Official transcript from all colleges attended. Translated and evaluated course-by-course transcript evaluations.
  - Professional evaluations required. The list of professional evaluators is available on the website.
5. Proof of English Language Proficiency for applicants whose first language is not English.

6. TOEFL Scores or IELTS for all non-native speakers of English
7. SAT/ACT -(meet minimum scores) -SAT 24 English, reading & writing; ACT 17 English or Reading
8. Copy of Valid Passport
9. Copy of Current Visa
10. Local Emergency Contact. International Student Identification and Contact Information (provides applicant's identification information, current U.S., Address (if any), E-Mail Address, current phone number, and Home Country Address). Forms are available on the website.
11. Statement of Finance showing \$27,500 USD-this must be official, no copies, and not greater than 90 days old on bank letterhead.
  - An International Student Financial Statement Form (provides applicant identification information, names of dependents who will accompany the applicant to the United States, names of sponsors who will provide financial support, and the name of a contact person in the United States who may assist applicant with receiving and sending information).
12. A Letter of Support from Sponsor(s) (confirms that the sponsor is committed to providing financial support to the applicant)
13. Bank Letter (s) (verifies the amount of money sponsors have available to support the applicant for two semesters). Must be an original letter on company letterhead stating account holder's name, personal account, when open, and current status and funds in U.S. Dollars.
14. An International Student Transfer Form (provides release of I-20 from college or university where applicant is currently a student).

#### **Requirements:**

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

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

#### **GENERAL INFORMATION FOR NON-U.S. CITIZEN APPLICANTS**

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

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

Direct all correspondence regarding admission for non-U.S. citizen applicants to the Office of Recruitment & Admissions at Atlanta Metropolitan State College, 404-756-4004 or email us at [admissions@atlm.edu](mailto:admissions@atlm.edu).

## **Online Students**

**Definition:** A student enrolled in courses/s at Atlanta Metropolitan State College (AMSC) but participates synchronously or asynchronously using a learning management system with additional integrations utilized. The Online courses are conducted through the internet and allow student/professor interaction.

### **APPLICATION PROCESS:**

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

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

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

### **Requirements:**

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

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

## **Post-Baccalaureate Students**

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

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

### **APPLICATION PROCESS:**

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

- Application for Admission (fee waived)
- Official college transcript showing the bachelor's or higher degree with graduation date
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

### **Requirements:**

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

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

## **Returning Students**

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

### **APPLICATION PROCESS**

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

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

**Requirements:**

A Returning applicant must meet the requirement listed below:

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

**CHECK ADMISSION STATUS**

<https://atlm.gabest.usg.edu/BannerExtensibility/customPage/page/ApplicationStatus>

**Readmissions Application Deadline Information:****TERMS**

Fall Deadline.....July 15  
Spring Deadline ..... November 15  
Summer Deadline ..... April 15

**Transfer Students**

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

**APPLICATION PROCESS**

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

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

**Requirements:**

A transfer applicant must meet the admissions requirement listed below:

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

**Transient Student**

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

**APPLICATION PROCESS:**

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

- Application for Admission (fee waived)
- Letter of Good Standing or Transient Permission from home institution
- Certificate of Immunization
- Verification of Lawful Presence (students seeking in-state tuition)

**Requirements:**

A transient applicant must meet the admissions requirements listed below:

- Letter of Good Standing or Transient Permission from home institution

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

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

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

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

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

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

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

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

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

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

### **ADMISSIONS BACKGROUND REVIEW POLICY**

Atlanta Metropolitan State College policy for reviewing applicants indicating criminal charges, who answered "YES" to any criminal charge questions on new student or readmit student applications.

The institution has the right to examine and appraise the character and qualifications of its applicants, per Board of Regents policy (4.2.3.3), and such applicants may be required to furnish related information in order for the institution to make this examination.

Based on the type of infraction/information provided applicants who indicate that they have been convicted of criminal charges, pending charges, or behavior infraction from a school, college or university may be required to provide additional information. The information requested may include the following:

- Admissions Background Review
- Specific information about the criminal conviction/matter (including description of charges, penalties, probation, etc.)
- Copies of court documents outlining charges and case resolution
- A copy of the police report
- Disciplinary records from any school, college, or university previously attended
- Documentation of successful employment
- Letters of reference

**First Level Review/Level One Review:** The Office of Admission and the Office of Registrar will review based on the severity and nature of the incident and its level of threat to the campus community. Level one reviews include, but are not limited to disclosures of the following infractions and criminal offenses. Applicants who are reviewed and cleared at Level One Review require no additional steps and are admitted/eligible for Admission. There is no additional committee review needed. Notation will be made in the Student Information System to note the decision by the Office of Admission and the Registrar's Office.



**Disciplinary Infractions:**

- College Academic Probation/Suspension/Expulsion
- High School Detention
- High School In/Out of School Suspension
- High School Fighting

**Misdemeanor Offenses:**

- Simple Assault
- Criminal Trespass
- Disorderly Conduct
- Drug Possession (Marijuana) less than an ounce
- DUI
- Fighting
- Public Drunkenness
- Underage Drinking

**Second Level Review:** If the prospective or returning student discloses offenses that are serious or shows a pattern of disregard for federal and state laws and city ordinances, an elevated review shall be conducted by the College. The admissions status remains pending for each applicant needing the second level review; and within five days of determining that further review is required, the applicant receives an email that explains next steps and identifies their staff contact in either the Admissions or Registrar's office. The Review Committee will consist of 3 to 5 voting members. Appointed representatives from Office of Admissions, Office of the Registrar, Office of Financial Aid, Center for Academic Advising and Student Success, one faculty member and Public Safety. Admission Background Review Committee meetings shall be conducted with the quorum of the duly appointed members. Voting will be on the basis of simple majority. Giving the severity of the safety of the campus and nature of the offense, the Admissions Background Review Committee advances a final decision to the Office of Admissions or Office of Registrar. The Admission Background Review Committee will include any noted restrictions (e.g., online classes only, etc.) with the final decision. The committee will issue a short written rational of its decision that will be maintained permanently and may be shown to the applicant upon request.

The Assistant Director of Admissions and/or Assistant Registrar, or their designee, upon receiving the Review Committee's recommendation, will communicate the decision in writing to the applicant within five days of the decision.

**College Disciplinary Infractions:**

- Disciplinary Suspension or Expulsion

**Misdemeanor or Felony Offense for:**

- Aggravated Assault
- Arson
- Battery
- Entering Auto
- Burglary
- Domestic Violence
- Fraud
- Larceny
- Shop Lifting
- Motor Vehicle Theft
- Breaking and entering
- Soliciting
- Drugs law offenses (outside of misdemeanor possession)
- Making false report
- Sex Offenses
- Soliciting sex
- Negligent/Non-negligent Manslaughter
- Robbery
- Murder
- Stalking
- Obstruction of a law officer

The following standards will be utilized in reviewing infraction/information provided

- Number of offenses
- Length of time since last offense
- Significance of the offense

### **Disciplinary/Academic Misconduct**

Applicants indicating disciplinary and/or academic misconduct charges or pending disciplinary/ academic proceeding follow the above steps. The only difference is that applicants submit a FERPA release in addition to their statement.

### **Results/Decisions Process**

1. Second Level offenses require completion of the *Admissions Background Review Form via Dynamic forms*.
2. Following the review, the folder will be moved to either the *Approved with Stipulations* or the *No Admittance* folder.
3. If additional information is required for further review the student must submit a Background Consent form to Campus Safety with the required fee via check or money order. The Campus Safety will conduct the Background check. Once receiving the Background check they will convene the Criminal History Review Committee and provide an update. The Background check will be destroyed once the committee has met.
4. The student will be notified of the decision by a representative from the Office of Admissions and/or Office of the Registrar with available appeal procedures.
5. Individuals who are serving in the role of reviewing applicants indicating criminal charges will engage in on going professional training related to this charge by way of USG training and other sources.

## **ADMISSIONS APPEAL PROCESS**

All appeals should be in type-written form explaining the circumstances surrounding the charge/conviction, any steps taken to demonstrate reform since the charge/conviction, any lessons learned from the charge/conviction experience, and why Atlanta Metropolitan State College is the right institution for him/her. Appeals should be directed to the Assistant Vice President of Enrollment Management and Director of Student Life and Leadership, who will make the final decision on the matter. Applicants must make the appeal within 10 business days of the notification letter date.

## **PRESIDENTIAL WAIVERS**

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

### **Categories of Waivers**

Presidential Waivers are classified into the following three categories:

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

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

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

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

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

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

**Authority**

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

**Waiver Allocation**

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

**Award Period**

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

**Number of Waivers Awarded**

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

**Waiver Eligibility***Academic Waiver Eligibility*

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

- SAT Verbal Score of 480 and SAT Math Score of 440;
- Or ACT English or Reading Score of 17 and ACT Math Score of 17;
- Or High School GPA of 3.0 Atlanta Metropolitan State College

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

**International and Athletic Waiver Eligibility**

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

**Monitoring Waivers**

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

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

**Waiver Application Process**

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

The Assistant Vice President of Enrollment Management or designee will review/evaluate the waiver applications and adhering to USG and institutional guidelines, make recommendations to the College President. The Assistant Vice President of Enrollment Management or designee will inform students by letter of their waiver application decision. The College's Registrar's Office will monitor waiver eligibility on a semester-by-semester basis. The Department of Institutional Effectiveness will provide waiver data and analysis to the President and the USG upon request.

Students who are currently receiving an academic or international waiver will continue to be eligible as long as they remain continuously enrolled and continue to meet the eligibility requirements under which they were awarded.

## TESTING SERVICES

Atlanta Metropolitan State College's Office of Testing Services offers Accuplacer and proctored exams for AMSC students. AMSC's Testing Office is a member of the National College Testing Association and the Georgia College Testing Association. Please refer to the college's website for the current testing schedule and list of tests offered.

### ACCUPLACER PLACEMENT TESTING

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

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

### REMOTE ACCUPLACER TESTING

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

#### Test Administration

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

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## FINANCIAL INFORMATION

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- **FINANCIAL OBLIGATIONS**
  
- **REFUNDS**
  
- **TITLE IV REFUNDS**
  
- **OTHER STUDENT SERVICES**
  - **BOOK STORE**
  - **CAFETERIA SERVICES**
  - **VENDING SERVICES**

## FINANCIAL OBLIGATIONS

Atlanta Metropolitan State College fees are assessed according to the policies of the Board of Regents of the University System of Georgia. Fees are subject to change at any time. A student is not considered officially registered at the College until all fees have been paid. All tuition and fees are due and payable on or before the last day of the drop/add period for the specific academic term. Tuition and fees can be paid with cash, check, certified check, money order, credit card or approved financial aid. A student can pay by credit card by logging into his or her Banner student account to make credit card payment online. Students may also enroll in an approved payment plan at <https://mycollegepaymentplan.com/amc/>.

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

Students whose fees are guaranteed and will be paid by an outside agency, or third party must have documented agreement with the institution. Those without documented agreement by the "add/drop" date will be dropped from class rolls. All billing information is available online and students are responsible for viewing this information prior to the established fee payment deadlines each semester. Students may check their billing balance online through their myATLM account or with the Bursar's Office. Tuition and Fees can be found on the University System of Georgia website at [https://www.usg.edu/fiscal\\_affairs/tuition\\_and\\_fees](https://www.usg.edu/fiscal_affairs/tuition_and_fees).

## REFUNDS

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

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

**Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for a refund of any portion of any tuition and fees paid.**

Other refund policies follow:

- Tuition and fees awarded by scholarship or grant from an agency of the Federal government or State of Georgia on behalf of a student receiving a refund shall be reimbursed to the specific Federal or state agency.
- Except for situations specifically spelled out by the Federal or state agency, all refunds for funds awarded to students by Federal and state agencies will be processed following this refund policy, including refunds for all U.S. Department of Education and State of Georgia Student Financial Aid programs; Department of Defense tuition assistance programs; Veteran Affairs tuition assistance programs; and other Federal and State scholarships and tuition assistance programs.
- All third-party awards to students will be refunded following this refund policy, except for third party awards that specifically outline refund requirements other than this refund policy.
- A refund of tuition and fees shall be made in the event of the death of a student at any time during the academic term.
- Military Service - Full refunds of tuition and fees are authorized for students who are:
  - A. Military reservists (including members of the National Guard) who, after having enrolled and paid tuition and fees, receive orders to active duty or are reassigned for temporary duty or mandatory training that prevents completion of the term;
  - B. Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) who receive deployment orders in response to a public health crisis or national emergency after having enrolled and paid tuition and fees;
  - C. Active-duty military personnel who, after having enrolled and paid tuition and fees, receive reassignment or a temporary duty assignment or a training assignment that would prevent completion of the term;
  - D. Otherwise unusually and detrimentally affected by the activation of members of the reserve components or the deployment of active-duty personnel of the Armed Forces of the United States who demonstrate a need for exceptional equitable relief.
- Students who withdraw completely from the College prior to completing 60 percent of the days in a given semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student's responsibility to complete the withdrawal form within the refund period. The percentage of refund is based on when the completed withdrawal form is signed by the student and the instructor.

- Withdrawal forms can be obtained online under Office of the Registrar and then Withdrawal Form. It is the student's responsibility to complete the form within the dates listed in the Refund Policy section of each semester's class schedule. For more details, please refer to the official College Class Schedule for each semester.
- Students who formally withdraw from the institution after the first 60 percent (in time) of the days completed are not entitled to a refund of any portion of tuition and fees.
- Students who are attending an institution for the first time, and who receive assistance under Title IV of the Higher Education Act of 1965 as amended, are entitled to a pro rata refund of that portion of the tuition, fees, room and board, and other charges assessed to the student by the institution. The refund will be equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance up to 60 percent point (in time) of the days completed in a given semester.
- Students who drop a class but remain in school after the official schedule change date for Drop-Add (i.e., non-complete withdrawal from the College) are not entitled to any refund. All fees and charges are subject to change at the end of any given semester.

## **TITLE IV REFUNDS**

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

## **OTHER STUDENT SERVICES**

### **BOOKSTORE**

The AMSC Bookstore is operated onsite by a third-party company, Textbook Brokers. New and used textbooks, supplies, reference materials, and study aids are available at the AMSC Bookstore. The exact costs of required books and peripheral items will vary depending on the number of courses in which a student enrolls. The bookstore is located on the first level of the Student Center Building. The bookstore is open for business from 8:30 a.m. to 4:30 p.m. Monday through Thursday and 9:00 a.m.-12:30 p.m. on Friday for in-store purchases; and open 24/7/365 for online purchases. During the first week of the semester, the bookstore hours are usually extended, applicable dates and hours will be posted at the bookstore and on the webpage located at <https://atlm.textbooktech.com/>. AMSC Bookstore pays cash for course materials at the end of each semester. The guidelines for students selling course materials are located on the bookstore web page at: <https://atlm.textbooktech.com/pages/selling-course-materials>.

### **CAFETERIA SERVICES**

AMSC outsources its in-house cafeteria food services operations to ABL Management, Inc. The cafeteria, which is located on the first level of the Student Center Building, serves full course breakfast and lunch meals, beverages, snacks, sandwiches, salads and fruits at reasonable prices. The cafeteria's operating hours are Monday through Friday from 7:30 a.m. to 2:30 p.m. These hours are subject to change at the discretion of the vendor operator.

### **VENDING SERVICES**

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

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## FINANCIAL AID

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

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



## OFFICE OF FINANCIAL AID

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

## FINANCIAL AID POLICIES AND PROCEDURES

To apply for financial aid at Atlanta Metropolitan State College, a student must complete the Free Application for Federal Student Aid (FAFSA) each year.

The fall semester begins a new financial aid year at Atlanta Metropolitan State College; therefore, all students must complete the appropriate FAFSA for the fall semester each year.

A student can submit the Free Application for Federal Student Aid by transmitting the application electronically at [www.studentaid.gov](http://www.studentaid.gov). Atlanta Metropolitan State College's school code is 012165.

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

- The Federal Pell Grant
- The Supplemental Educational Opportunity Grant (SEOG)
- The Federal Work Study Program (FWS)
- The Subsidized Federal Direct Loan Program
- The Unsubsidized Federal Direct Loan Program
- The Federal Direct Parent Loan Program (PLUS)
- The Lottery Funded HOPE Scholarship Program

Students applying for any of the student loan programs must accept the student loans via the student portal. Student loan borrowers must also complete a Master Promissory Note and Entrance Counseling, both of which can be found at [www.studentaid.gov](http://www.studentaid.gov).

## ELIGIBILITY 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
- 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 and if male, be registered with the Selective Service Administration
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## 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 Student Aid Index (SAI) such as the amount that a family can contribute toward the Cost of Attendance (COA) Budget, which is calculated by the U.S. Department of Education's Central Processing System, is used to determine the amount of a student's Pell Grant and eligibility for other grants and loans.

## CREDIT BALANCES

Credit balances exist when a student's financial aid, grants and loans exceed a student's tuition and fees. The issuance of refunds will be issued to students by the Business Office within fourteen days after financial aid is officially credited to the student's account.

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

## ACADEMIC REQUIREMENTS FOR FINANCIAL AID

### STANDARDS OF ACADEMIC PROGRESS:

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

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

### STUDENT SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

#### 1. Qualitative (GPA):

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

#### 2. Quantitative (Pace):

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

#### 3. Maximum Time Frame:

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

For most undergraduate programs of study, this provides students up to 32 attempted semester hours to complete 21-semester hour certificate level program, 92 attempted semester hours to complete a 61-semester hour associate degree program and up to 180 attempted semester hours to complete a 120-semester hour bachelor's degree program. All hours attempted at the College and any approved transfer hours taken at previous institutions are included and apply toward the Maximum Allowable Total Attempted Hours.

## UNSATISFACTORY ACADEMIC PROGRESS

### Financial Aid Warning

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

## Financial Aid Suspension

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

## Reestablish Financial Aid

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

## Appeals

Any student on SAP suspension may appeal to the Financial Aid Office. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include, but are not limited to, health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstance(s) must accompany any appeal. The Financial Appeals Committee decision is final.

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

## Approved Appeals

If an appeal is granted and financial aid is reinstated, the student will receive aid with an Academic Plan. The Financial Aid Department will monitor the students' progress at the end of each semester to check their progress.

## Withdrawals

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

## Repeating Courses

Repeated courses are included in the qualitative and quantitative calculation.

# FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT

## FEE PAYMENT

Tuition and fees must be paid before a student can begin to attend classes each semester. Students are not authorized to attend classes if tuition and fees are not paid. Financial aid applicants should check their financial aid status online at [www.atlm.edu](http://www.atlm.edu). Students should check their account to ensure their financial aid has been authorized. If aid is not on the account as pending credit, the student must see the Financial Aid Office.

# FINANCIAL AID PROGRAMS AND GRANTS

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

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

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

## FEDERAL GRANT PROGRAMS

### PELL GRANT

The Pell Grant is the foundation of all of the federal financial aid programs. Pell Grants are need-based grants awarded to undergraduate students who have not received a bachelor's degree. The amounts of the Pell Grant that a student may receive will vary from year to year, depending on enrollment status and cost of attendance. The U.S. Department of Education will determine a student's eligibility for the Pell Grant based on the information that the student reports on the Free Application for Federal Student Aid (FAFSA). To receive the Pell Grant a student must meet all of the eligibility requirements.

### FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)

## **New Pell Grant Regulation**

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

## **Supplemental Educational Opportunity Grant**

The Supplemental Educational Opportunity Grant (SEOG) is a need-based grant that is awarded to Pell Grant eligible students who have not received a bachelor's degree. A student's eligibility for the SEOG is determined by AMSC's Office of Financial Aid and is based on the availability of funds and financial assistance a student receives from other resources. The amount of SEOG a student will receive will be determined by the Office of Financial Aid.

## **FEDERAL WORK STUDY PROGRAM**

Atlanta Metropolitan State College participates in the Federal Work Study Program. The Federal Work Study Program provides employment to students who are enrolled in at least six (6) credit hours and demonstrate unmet need. Students may be assigned employment on campus or off campus in the community or in local elementary schools. Student wages are based on job responsibility. 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.

## **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). The Office of Financial Aid must certify that the student meets all of the eligibility requirements for FAFSA and the requirements of the loan programs. The interest on student loans varies based on program and the date of loan disbursement. The current interest rates can be obtained from the U. S Department of Education's website at [www.studentaid.gov](http://www.studentaid.gov).

### **Federal Direct Subsidized Stafford Loan**

The Federal Direct Subsidized Stafford Loan is available to students who demonstrate need. The U.S. Department of Education pays the interest on behalf of the student while the student is enrolled in school for six (6) credit hours or more and during the first six months after the student ceases to attend school or falls below 6 credit hours of enrollment. After that time, repayment of the loan, interest and principal, will begin. The amount of a Subsidized Stafford Loan cannot exceed the student's financial need as determined by the Office of Financial Aid. The amount of Subsidized Stafford Loan that a student can receive is based on the student's unmet need and academic grade level. Effective July 1, 2007, freshmen borrowing under the Subsidized Stafford Loan Program can borrow a maximum of \$3,500 per academic year. Sophomores can borrow a maximum amount of \$4,500 per academic year if they meet all the other qualifications.

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

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

The Unsubsidized Stafford Loan is not a need-based loan program; however, a student must complete a Free Application for Federal Student Aid (FAFSA) and a loan application. The Office of Financial Aid must certify that the student meets the eligibility requirements. The Unsubsidized Stafford Loan is available to those students who meet the independent student definition on the FAFSA and to dependent students whose parents are denied a Parent Loan for Undergraduate Students (PLUS). Effective July 1, 2008, freshmen and sophomores borrowing under the Unsubsidized Stafford Loan Program may borrow a maximum of \$6,000 per academic year, if eligible.

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

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

Under the PLUS Loan Program, a parent may borrow up to an amount equal to the 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.

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

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

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

## GEORGIA HERO SCHOLARSHIP

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

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

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

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

To obtain the application to apply for the HERO Scholarship, the student should contact the Georgia Student Finance Commission (<https://gsfc.georgia.gov/>).

## DUAL ENROLLMENT PROGRAM

The Dual Enrollment provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements.

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

### Satisfactory Academic Progress.

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

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

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

The priority processing deadlines for each semester are:

May 1 - Fall Semester  
November 1 - Spring Semester  
April 1 - Summer Semester

### **The Verification Process**

An applicant for financial aid may be selected by the U.S. Department of Education or the Office of Financial Aid for a process called "verification." A student selected for verification must submit additional documentation. Verification is completed online at <https://atlm.verifymyfafsa.com/>.

**Note:** The verification process can take up to two 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) and clicking on the myATM link

### **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.

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

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## STUDENT SUCCESS SERVICES

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- GENERAL STUDENT SUCCESS INFORMATION
- COUNSELING, CAREER, AND ACCESSIBILITY SERVICES
- STUDENT LIFE AND ENGAGEMENT
- STUDENT COMMUNITY STANDARDS /STUDENT CONDUCT
- STUDENT COMPLAINT POLICY AND PROCESS
- VETERAN AFFAIRS: CENTER OF EXCELLENCE FOR VETERAN STUDENT SUCCESS

## GENERAL STUDENT SUCCESS INFORMATION

The Office of Student Success envisions a vibrant academic landscape where every student thrives. We are committed to empowering students to achieve their full potential within a dynamic learning environment that encourages high academic performance, civic/community engagement, critical inquiry, and personal development. Partnering with faculty and staff, we aim to cultivate a dynamic community that prioritizes excellence in teaching, learning, and research. Our vision ensures that every student has access to the resources and opportunities necessary for success and personal growth throughout their academic journey.

## COUNSELING, CAREER AND ACCESSIBILITY SERVICES

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

### COUNSELING

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

#### Benefits of Counseling

Counseling is beneficial in helping...

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

### CAREER SERVICES

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

#### Services Provided:

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

### ACCESSIBILITY SERVICES

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

The Coordinator of Accessibility Services communicates with faculty to ensure that accommodation is 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 LIFE AND ENGAGEMENT

The Office of Student Life at Atlanta Metropolitan State College (AMSC) dedicates itself to nurturing the growth and advancement of our student body by offering a diverse array of co-curricular, recreational, cultural, and social programs and activities.

As the central hub for student engagement, the Office of Student Life collaborates closely with students and other campus departments to furnish programs, resources, and opportunities that foster student involvement and contribute positively to their personal and academic development. Active participation in campus life, both within and beyond the confines of the classroom, is fundamental to a comprehensive college experience.

Under the purview of Student Life and Leadership, responsibilities encompass student governance, oversight of Registered Student Organizations (RSOs), event programming, civic engagement initiatives, and management of recreational facilities and activities. Our overarching aim is to connect AMSC Trailblazers with avenues, communities, and pursuits that align with their aspirations and cultivate their interests.

Engagement in college-sponsored programs, activities, and events cultivates meaningful connections with peers, faculty, and staff and serves as a catalyst for personal and professional growth. Through active involvement in campus life, students hone essential skills in leadership, communication, and teamwork, thereby contributing to cultivating a vibrant community of scholars.

The Office of Student Life and Leadership extends a heartfelt invitation to all Trailblazers to embrace the multitude of opportunities for involvement on campus and avail themselves of the rich array of resources the institution offers. Let us collectively embark on a journey of enrichment, connection, and growth within the dynamic tapestry of Atlanta Metropolitan State College.

## STUDENT COMMUNITY STANDARDS /STUDENT CONDUCT

The Office of Student Community Standards (Student Conduct) at Atlanta Metropolitan State College is dedicated to the fair and judicious resolution of misconduct allegations by the AMSC Student Code of Conduct and the Code of Academic Integrity. Grounded in principles of honesty, fairness, and integrity, our office recognizes the importance of upholding the values of the individual student and the broader college community.

Central to our mission is preserving the institution's integrity and values while ensuring a balanced approach respecting all parties' rights. We actively engage students in the student community standards hearing process, acknowledging their significant role in safeguarding the well-being of the college community.

In matters concerning grievances or disputes with college rules or decisions made by college officials, students are provided with comprehensive support through our student complaints/appeals procedures. Those wishing to file a written complaint or appeal may do so conveniently via the designated online portal at [atlm-advocate.symplicity.com/public\\_report/index.php/pid184936?](http://atlm-advocate.symplicity.com/public_report/index.php/pid184936?). It is imperative for students to familiarize themselves with their rights and responsibilities and to grasp the procedural intricacies of this process.

Atlanta Metropolitan State College offers formal and informal complaint procedures and a structured appeals process to ensure thorough and equitable resolution. For a detailed overview of the student complaint and appeals processes, we encourage students to consult the Student Handbook, accessible on the college's official website.

### Academic Misconduct

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

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

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

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

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

### **Penalties for Academic Misconduct**

In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of "F" for the course.

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

## **STUDENT COMPLAINT POLICY AND PROCESS**

### **Purpose**

Atlanta Metropolitan State College (AMSC) highly values student input and is dedicated to providing an environment where students can voice concerns, express grievances, and lodge complaints without fear of reprisal. AMSC is committed to establishing channels through which students can raise issues and collaborate with college authorities to achieve amicable resolutions. Additionally, AMSC recognizes that participating in this process can be a valuable educational opportunity, equipping students with skills to address challenges professionally beyond their time at the College.

### **Scope**

This policy governs student complaints at Atlanta Metropolitan State College. It does not supersede or augment other AMSC policies addressing specific complaints, such as:

Complaints related to sexual assault, harassment, or retaliation are addressed under the AMSC Sexual Misconduct Policy and accompanying procedures.

Complaints regarding student misconduct in violation of the AMSC Student Code of Conduct are handled by the AMSC Student Conduct Policy and corresponding procedures. This policy complements existing policies and procedures, ensuring that each complaint is addressed appropriately. For instance, grievances concerning grades are resolved through the academic grade appeal process, while those concerning financial aid fall under the purview of the Financial Aid Office's policies and procedures.

### **How to Submit a General Student Complaint**

1. Students are encouraged to address complaints informally with the supervisor, faculty member, or staff directly associated with the issue. Many complaints can be resolved at this informal level.
2. If informal resolution proves unsuccessful, students should formally submit their complaint in writing via the AMSC complaint system at <https://www.atlm.edu/complaints>. The complaint form requires the student's name, contact details, a detailed account of the complaint, and the desired outcome. Upon submission, the student will receive: 1. Contact information for the college official overseeing the complaint for further assistance. 2. Information outlining the complaint/resolution process. and 3. A resolution to the complaint.
3. Upon receipt of a written complaint, the College official will: Acknowledge receipt within 48-72 hours and seek clarification within ten (10) business days, if necessary. Conduct an investigation and strive to resolve it within thirty (30) days, notifying the student accordingly.
4. The College official will provide the student with a written notification of the outcome. If dissatisfied, the student may appeal to the Provost and Vice President for Student Success within three (3) business days, stating the grounds for appeal. The Provost will consider the appeal, conduct further investigation if required, and issue a final decision within ten (10) business days.

## **Sexual Misconduct Policy Statement**

Sexual Misconduct violates federal, state, Atlanta Metropolitan State College, and USG Board of Regents policies and may lead to criminal prosecution. This Misconduct includes but is not limited to sexual harassment, assault, dating violence, and stalking, as detailed in the AMSC Sexual Misconduct Policy. AMSC is committed to providing support and recourse to individuals whose rights may have been violated by sexual Misconduct, as outlined in the Student Handbook.

## **VETERAN AFFAIRS: CENTER OF EXCELLENCE FOR VETERAN STUDENT SUCCESS**

"One of the Top Military-Friendly Colleges and Universities of 2019" By MAE

Atlanta Metropolitan State College is proud to offer post-secondary opportunities for military members.

Offering six bachelor's and two associate's academic programs, as well as several program pathways, including certificates. Atlanta Metropolitan State College offers career options to meet the needs of military members. Classes are offered both online and on-campus, during the day, evening to accommodate the work and schedules of military members. Atlanta Metropolitan State College understands the needs of adult learners and has designed academics accommodating those needs.

The Center of Excellence for Veteran Student Success (CEVSS) is located on the second level, Suite 216, in the Student Center (Building 800). Please note that CEVSS at Atlanta Metropolitan State College is not a division of the Department of Veterans Affairs but is part of the Registrar and enrollment process. We act as a liaison between the Department of Veterans Affairs and the college. Our primary goal is to assist veteran students with processing forms for educational benefits, advising them on procedural requirements, certifying their enrollment, and connecting them with resources that support their continued success at AMSC. Additional information is located on our website at <https://www.atlm.edu/military/>

### **Campus Resources for Military**

#### **Tuition Assistance (TA)**

Active Duty servicemembers using Tuition Assistance (TA) must contact your Educational Service Officer to receive approval to use Tuition Assistant before enrolling into AMSC. Your ESO will help fill out their TA Authorization form when using TA to pay for college courses. You will submit your TA Authorization form to the Atlanta Metropolitan State College Business Office before registering for class and after meeting with your respect service ESO. The point of contact is Josette Simon at [jsimon@atlm.edu](mailto:jsimon@atlm.edu) or (678)623-1132.

All others, including retired, separated, and family members using the Post 9/11, Vocational Rehabilitation & Educational, 1606, or Survivors' and Dependents' Educational Assistance, must contact the Atlanta Metropolitan School Certifying Official during their registration to use the Educational benefits. The POC is Adam Jordan at [veteranaffairs@atlm.edu](mailto:veteranaffairs@atlm.edu) or (678) 623-1266.

#### **Contact Us:**

Mr. Adam Jordan, Director

#### **Center of Excellent for Veteran Student Success**

Student Center, Building 800, Second Floor, Suite 216

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

Phone: 678.623.1266

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## ACADEMIC INFORMATION

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- STUDENT PRIVACY AND FERPA
- ACADEMIC POLICIES
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- ACADEMIC SUPPORT SERVICES
- ACADEMIC RECORDS
- GRADUATION
- AWARDING POSTHUMOUS DEGREE OR CERTIFICATE OF ATTENDANCE

## GENERAL ACADEMIC INFORMATION

The Division of Student Success at Atlanta Metropolitan State College is dedicated to fostering the intellectual and professional growth of our diverse student body. Located in the vibrant city of Atlanta, our mission is to cultivate a supportive and innovative academic community that enhances student retention, timely progression, and successful graduation.

The Office of Student Success oversees the development and administration of affordable, career focused bachelor's and associate degree programs while also supporting faculty development. We provide essential resources to help faculty deliver high-quality student-centered instruction and facilitate engaging research opportunities. Our goal is to continuously enhance our curriculum to meet the evolving needs of our students and the demands of a global society. Our strategic initiatives and ongoing assessments ensures our commitment to equity and accessibility which ultimately supports the success of our inter-generational 21st century graduates.

Other functions associated with the Division of Student Success include, but are not limited to:

- **Academic Advising and Student Success (CAAS)**
- **Counseling, Career & Accessibility Services**
- **Department of Institutional Effectiveness & Research**
- **Distance Education & Specialized Programs, Testing Center, Adult Learners & Faculty Development**
- **Library Services (GALILEO)**
- **Office of the Registrar**
- **School of Arts and Sciences**
- **School of Business and Technology**
- **Student Life & Engagement/Student Conduct**
- **Veteran Affairs**
- **AMSC Special Programs**
- **AMSC Sponsored Programs**

### Contact Information

Mark Cunningham, Ph.D., Interim Provost and Vice President for Student Success, SACSCOC Accreditation Liaison

Meda Rollings, Ph.D., Associate Vice President for Student Success & Special Programs

Linda Howard, Senior Administrative Assistant

### Location

Library/Administrative Building (Building 600), Room 115

Telephone Number: 404-756-4443

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

### Mailing Address

Office of Student Success  
Atlanta Metropolitan State College  
1630 Metropolitan Parkway SW  
Atlanta, GA 30310

### Office Hours

Monday - Friday: 8:00 a.m. - 5:00 p.m.

## OFFICE OF THE REGISTRAR

The Office of the Registrar plays a vital role in supporting the academic mission of Atlanta Metropolitan State College by serving as the official custodian of student academic records. We are committed to delivering quality, timely, and courteous service to students, faculty, staff, alumni, and the public.

### Mission

Our mission is to ensure the **accuracy, integrity, and security** of student academic records while providing excellent and responsive services. We strive to uphold institutional and University System of Georgia policies, comply with state and federal regulations, and support student success through efficient and transparent academic processes.

## Our Responsibilities

The Registrar's Office is responsible for a wide range of essential academic functions, including:

- Registration services for current students
- Academic records management, including transcripts and document security
- Degree audits and conferral of academic credentials
- Produce the schedule of classes and maintain student registrations
- Transfer credit evaluation and maintenance of curricular compliance
- Transcript processing and enrollment verifications
- Classroom scheduling and coordination with academic departments
- Academic data reporting for institutional and external use
- Produce the annual academic calendar
- Compliance with federal (FERPA), state, and USG academic policies

## Our Commitment

As a service-oriented office, we are dedicated to supporting the College's goal of increasing student success. We aim to empower students in achieving their educational goals while ensuring the privacy and integrity of academic records. Our work supports not only students, but also faculty, staff, alumni, and other key stakeholders.

### Contact Information

Office of the Registrar

Atlanta Metropolitan State College

☎ Phone: (404) 756-4001

📠 Fax: (404) 756-5686

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

📍 Location: Student Services and Success Center – Building 650

### Mailing Address

Attn: Registrar's Office

Atlanta Metropolitan State College

1630 Metropolitan Parkway

Atlanta, GA 30310-4498

### Office Hours

Monday–Friday: 8:00 AM – 5:00 PM

## ACADEMIC RECORDS

The Office of the Registrar maintains permanent academic records of all students who have enrolled at the College. All practices and policies involving the acquisition, retention, and disclosure of information pertaining to student records are compiled and maintained with respect to the student's right to privacy. The only information released without the student's consent is the following: student's name, address, email address, telephone number, and student enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student academic records and allows the student to determine what information should be confidential, and who should have access to that information.

This information is considered public information and may be released upon request by a third party, unless the student requests, in writing, to the Registrar that even this information not be released. The following exceptions are observed in the release of information concerning students: The College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical wellbeing or safety of persons or property is involved.

Students have the following rights:

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

### RELEASE OF TRANSCRIPTS

Atlanta Metropolitan State College has appointed Parchment Exchange as the designated agent for processing official transcripts. Parchment has been granted the authority to deliver all transcript requests on behalf of Atlanta Metropolitan State College and respond to any inquiries regarding the transactions. **Additionally, all transcript requests must be completed online.** Students have

the option to pick up an official transcript in the Office of the Registrar, to have an official electronic transcript sent to the requested party or to have a transcript mailed.

There is a current fee of \$9.35 charge per electronic transcript. Paper transcripts are currently \$11.35.

#### POINT OF CONTACT:

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

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

#### COMPLIANCE INFORMATION

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

- **The right to inspect and review the students' education records within forty-five (45) days of the day the College receives a request for access.** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Metropolitan State College to comply with the requirements of FERPA.**

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

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

## STUDENT PRIVACY AND FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

**Family Educational Rights and Privacy Act (FERPA)** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### 1. The Right to Inspect and Review Education Records

Students have the right to inspect and review their education records within 45 days of the Institute receiving a written request.

- Requests should be submitted in writing to the Office of the Registrar, clearly identifying the record(s) the student wishes to inspect.
- The Registrar will coordinate access and notify the student of the time and location for inspection.

When making a request, students should specify the exact records they wish to view:

Record Type	Responsible Office
Transcripts	Office of the Registrar
Student Disciplinary Records	Office of Student Conduct
Title IX Records	Title IX Coordinator
Financial Aid Records	Office of Financial Aid

### 2. The Right to Request Amendment of Records

Students have the right to request an amendment to education records they believe are inaccurate or misleading.

Requests should be submitted in writing to the Office of the Registrar, clearly identifying (1) The part of the record to be changed and (2) Why it is inaccurate or misleading.

### 3. The Right to Consent to Disclosure of Personally Identifiable Information

Students have the right to consent to disclosure of personally identifiable information in their education records, except where FERPA allows disclosure without consent.

Examples of permitted disclosures without consent include (but are not limited to):

School officials with a legitimate education interest  
Other institutions where the student seeks or intends to enroll  
Certain government agencies, in compliance with legal obligations  
In connection with Financial Aid  
To comply with a judicial order or lawfully issued subpoena

## ACADEMIC POLICIES

### UNITS OF CREDIT

Atlanta Metropolitan State College (AMSC) adheres to accepted policies and procedures for determining the credit hours awarded for courses and the credit hours required to complete degree programs. As a unit of the Board of Regents of the University System of Georgia (BOR), AMSC adheres to the BOR definition of semester hours, which stipulates that, "A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour." [Board of Regents of the University System of Georgia (BOR) Policy Manual Section 3.4.1] Each credit course offered by Atlanta Metropolitan State College is designated in this catalog by a three digit code to indicate the number of semester hours associated with the course. For example, ENGL 1101 is designated with the code (3-0-3). The first digit (3-0-3) indicates the number of semester hours per week the course meets in a lecture; the second digit (3-0-3) indicates the number of semester hours per week the course meets in a laboratory or practicum setting; and the third digit (3-0-3) indicates the total number of semester hours the course receives. Laboratory science courses are designated in this catalog with the letter K (e.g., Principles of Chemistry I is designated CHEM 1211K).

### CAMPUSES

#### Georgia Film Academy

#### Trilith Studios

461 Sandy Creek Road

Fayetteville, GA 30214

Classes are offered face-to-face and hybrid.



### **Skill Shot Media**

2470 Lindbergh Lane NE

Atlanta, GA 30324

Classes are offered face-to-face and hybrid.

### **eCore/eMajor**

eCore is a cooperative arrangement among SACSCOC-accredited institutions of the University System of Georgia (USG) to offer online general education courses. eCore courses are taught by instructors from USG institutions and are transferable within the USG, as well as to most regionally accredited schools. Course credits earned by completing eCore courses are awarded by the student's home institution and are transferable within the USG as well as other regionally accredited institutions.

## **INSTRUCTIONAL METHODS**

### **Face-to-Face**

A class is delivered with the students and the class instructor physically present together. The location, days, and times of class sessions are scheduled by the class instructor. All students take classes and complete activities together. Face-to-Face courses are technologically enhanced, meaning students use various technology tools (e.g. Brightspace/D2L) to supplement learning.

### **Hybrid**

A class is delivered in two formats (or modalities), some class sessions are held in a physical location and others are held online. The class instructor determines and publishes a schedule in the course syllabus indicating the format for each class session. All students follow the same class schedule and complete activities together. Hybrid classes provide students with the benefits of both online and face-to-face formats.

### **Hy-Flex**

The instructor provides class options, from which students select the class format (online or physical location) that best fits their learning style and schedule. Students attend class sessions in the format (or modality) they choose, from options provided by the class instructor. This type of class provides students more flexibility, thus the name "HyFlex." With HyFlex classes, students may have different class schedules and complete activities at different times.

### **Online Learning**

Online/Asynchronous: courses are delivered online without scheduled meeting days and times. The class instructor and students are usually not present in the online class together.

Online/Synchronous:

Courses are delivered online at scheduled meeting days and times. The class instructor provides lectures and leads class activities together with students.

## **ACADEMIC STANDARDS**

### **Abandoning a Course**

Abandoning a course should be avoided at all costs. Abandoning a course is noted when stops all academic related activities within a course without officially dropping and/or withdrawing from the course.

It is the student's responsibility to initiate, complete, and confirm a withdrawal request. Official withdrawal request forms are to be submitted electronically.

### **Academic Renewal Policy (academic forgiveness)**

Undergraduate students who are returning to Atlanta Metropolitan State College (AMSC) may be eligible for Academic Renewal. The Academic Renewal Policy, sometimes called Academic Forgiveness, for the student signals the initiation of a new grade point average to be used for determining academic standing. The policy allows AMSC degree seeking students who have experienced academic difficulty to make a fresh start after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn associate and bachelor's degrees. Students with former Learning Support requirements may apply for Academic Renewal only if they successfully completed all Learning Support requirements before the commencement of the five-year period of absence.

In addition, the following regulations apply:

1. Students must apply for Academic Renewal in the Center for Academic Advising and Student Success.
2. Students are encouraged to apply for Academic Renewal status at the time of re-admission. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence from any College or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.

3. All previously attempted course work continues to be recorded on the student's official transcript, designated by the #symbol.
4. A cumulative grade point average including all courses taken (Regents' Cumulative) and an Academic Renewal Cumulative grade point average (Institutional GPA) will be shown on the student's permanent record with a statement indicating the Academic Renewal status.
5. A student can be granted Academic Renewal status only once in the University System, and any scholastic suspensions that occurred in the past shall remain on the student's permanent record. Scholastic suspensions or dismissals that occurred in the past shall remain recorded on the student's permanent record. If a suspension (either first or second) is on the record and the student encounters subsequent academic difficulty after having been granted Academic Renewal, the student may be subject to suspension or dismissal per the institution's academic standing policy.
6. Academic credit for previously completed course work (including transfer course work) will be retained only for courses in which an "A," "B," "C," or "S" grade has been earned. Retained grades are not calculated in the Academic Renewal GPA.
7. Re-entry into any program is not automatic, and the granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress (SAP). All attempts will count in the calculation of your GPA for financial aid. In many cases the GPA will be different from your institutional GPA. In some cases, there may be financial aid implications with Academic Renewal and students are encouraged to speak with a financial aid officer to learn more about these implications.
8. In determining academic honors, the Regents' Cumulative GPA is used. The Academic Renewal GPA will be used for determining academic standing, honors, and eligibility for graduation.
9. To earn a degree from AMSC, a student must meet the residency requirements (the number of credit hours that must be earned at the degree awarding institution) after acquiring Academic Renewal status. Renewed courses do not count towards the institutional residency requirement.
10. If denied academic renewal, a student may submit a written request to appeal the decision within 10 business days to the Vice President for Academic Affairs.

## **Maintaining the Standard of Academic Performance**

### **Academic Progress**

**Academic Good Standing** - Maintaining good academic standing is critical to college success. There are two primary areas that academic standards apply: Financial Aid and Academic Performance. Students who are not in Good Standing are required to meet with their Faculty or Professional Advisor for Academic Advising. To be in good academic standing, a student at Atlanta Metropolitan State College is required to maintain an acceptable cumulative grade point average (GPA). The minimum acceptable cumulative standard GPA is 2.0 for all students including certificate and special cohort students.

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

**Academic Probation** - If a student who is currently on academic warning has a semester GPA which is less than 2.0, the student will be placed on academic probation for the following semester. Students on academic probation may continue on probation if they show academic progress by achieving at least a 2.0 GPA each semester, until the cumulative GPA reaches the minimum acceptable standard. **Academic Suspension** - If a student who is currently on academic probation has a semester GPA which is less than 2.0, the student will be placed on academic suspension for the following semester (exclusive of the summer term). Students on academic suspension are academically eligible to register after serving the suspension (exclusive of summer term).

**Academic Dismissal** - Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 each semester enrolled to be eligible to register for the next semester. Students who return from academic suspension, but do not maintain a semester GPA of 2.0 will be placed on academic dismissal for three semesters (exclusive of the summer term). Students must sit out 3 consecutive semesters.

The process for applying to return from Academic Dismissal consists of (1) Submitting a petition to the Office of the Provost/Vice President for Student Success (or his/her designee). In the letter of petition, students should state justification they believe will show academic improvement if they are allowed to be readmitted. (2) Attending an interview with the Academic Progress Committee, and (3) Completing an Application for Readmission.

The student's letter and interview will be reviewed by the Academic Progress Committee. If the outcome is favorable, the student will be readmitted and contacted by the Center for Academic Advising & Student Success.

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

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

## **THE ACADEMIC YEAR**

Standard Academic Structure:

### **Fall and Spring Semesters:**

- 15 Week Session
- 12 Week Session
- Two 8 Week Sessions

### **Summer Semester:**

- 10 Week Session
- 8 Week Session
- Two 5 Week Sessions

### **eCore (Online Learning) Calendar**

#### **Fall and Spring Semesters:**

- One 16 Week Session
- Two 8 Week Sessions

#### **Summer Semester:**

- One 8 Week Session

## **ATTENDANCE VERIFICATION (NO SHOW)**

Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session. The academic calendar will note the opening and closing of the attendance verification period.

The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). Notifications will be sent to students via their student email if they have been dropped from a course due to non-attendance. Students must adhere to the reinstatement process and all established deadlines.

For each dropped course, students are required to submit a request by using the Reinstatement Request for Non-Attendance form (for each course). Instructors will evaluate the request and approve or deny the form. Students must adhere to the established deadlines for the reinstatement period. An official notification will be sent to students email about their reinstatement decision from the Office of the Registrar

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

The student can demonstrate compelling reason/s that prevented attendance, and the instructor is certain the student can successfully continue to course work or there was an administrative oversight in reporting the actual attendance.

## **ACADEMIC CATALOG**

**Students will follow the curricular degree requirements of the catalog in effect when they first enter Atlanta Metropolitan State College.**

### **Instances When a Student Must Change Catalog Year:**

Changing Programs of Study/Major: If a student changes their program of study or major, they will be updated to the current year of the academic catalog.

Re-entering After a One-Year Absence: A student will be declared "inactive" after one year or three consecutive semesters. Students will need to complete an application for readmission and upon readmittance they will be placed under the new academic catalog year.

#### Important Notes:

Students cannot combine degree requirements from multiple catalog years.

Certificates and Degrees will be awarded if the student meets all academic requirements as outlines in either the catalog of entrance (or the catalog used at the time of program change) or exit.

### CHANGING SCHEDULES

Changes in class schedules are permitted only during the published Drop/Add period as outlined on the Academic Calendar published each semester. It is recommended that students meet with their academic advisor prior to making any schedule changes. Class schedule becomes official registration after the Drop/Add period is over. The academic calendar provides specific dates for Drop/Add for each semester. Course changes during the Drop/Add period should be completed with the student's Academic Advisor, the Office of the Registrar or via the Student Portal. Students cannot drop their final course in the Student Portal.

### STUDENT CLASSIFICATION

In the context of Atlanta Metropolitan State College (AMSC), student classification refers to the traditional undergraduate years: freshman, sophomore, junior and senior, determined by the number of earned credit hours. Classifications are listed below:

<u>Classification</u>	<u>Credit Hours</u>
Freshman	00-29 credit hours earned
Sophomore	30-59 credit hours earned
Junior	60-89 credit hours earned
Senior	90 + credit hours earned

### COURSE LOAD

Student enrollment is classified using the following scale.

<u>Classification</u>	<u>Enrollment Hours</u>
Full Time	12 or more hours
$\frac{3}{4}$ Time	9-11 hours
$\frac{1}{2}$ Time	6-8 hours
Less than half time	1-5 hours

Students are encouraged to carry a full-time enrollment status each semester to complement their graduation track. Students who wish to enroll for more than 18 credit hours may be permitted to do so with approval of the Provost and Vice President for Student Success.

No student will be allowed to register for more than 21 hours. To be approved for an overload, the student must have a semester and/or cumulative grade point average of 3.00.

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

### Declaration/Change of Major-Program of Study

A program of study should be declared upon enrollment in the College, but no later than one semester prior to graduation. Change of major request must be submitted prior to the end of the Add/Drop period. The online change of major request form can be found on the Center for Academic and Student Success website.

Forms received will be processed until the last day of the noted semesters' drop/add period. Major requests submitted after the Drop/Add period will be processed next semester.

### Dropping a Course

Each semester the Academic Calendar specifies a date as the last day to register for classes or to change schedules through the late registration process. After this date, the student's class schedule becomes official and can be changed only by an official withdrawal. Students are obligated to pay tuition and fees for all courses registered for as of the end of Late Registration.

Students withdrawing from courses before the posted midterm point will receive a "W" for the course; students withdrawing after the midpoint receive a "WF." See the administrative withdrawal section in the college catalog for administrative withdrawal procedures. After withdrawing from a class, a student may lose eligibility for financial aid or veterans' benefits when eligibility depends upon enrollment in that class.

## CLASSIFICATION OF COURSES

Student Status Number Range

Institutional 0001-0999

Lower Division 1000-2999

Upper Division 3000-4999

## GRADE POLICY

The University uses letters to indicate quality of academic work. "A" is the highest grade; "D" is the lowest passing grade, except when a "C" is required. The grade "F" indicates a failure to meet the minimum requirements of a course and an FA indicates a failure to attend a course after the attendance verification period.

Grade distinctions and quality point values are:

A	Excellent	(4.0)
B	Good	(3.0)
C	Average	(2.0)
D	Poor	(1.0)
F	Failure	(0.0)
FA	Failure (Stop Attending)	(0.0)
WF	Withdrew Failing	(0.0)
W	Withdraw Without Penalty	(0.0)

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

- F: Failure. This symbol indicates that the student failed the course and must repeat it.
- FA: Failure. Due to Stop Attending.
- I: This symbol indicates that a student was doing satisfactory work, but for *non-academic reasons* beyond his or her control was unable to meet the full requirements of the course. The student must arrange with the instructor before the end of the semester for an "I" grade to be awarded. Additionally, the student must make arrangements with his or her instructor for the removal of the "I." The student has one semester to remove the "I." If the "I" is not removed within the specified time, it will be changed to an "F."
- W: This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of an approved hardship withdrawal application. See hardship withdrawal section in college catalog for hardship withdrawal procedures.
- WF: Withdrew Failing. This symbol indicates that the student withdrew after mid-term and, therefore, received a non-passing grade.

### Other Grading Types:

- V: This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has been audited during a previous semester.
- K: This symbol indicates that a student was given credit for the course via a credit-by-examination program approved by the Atlanta Metropolitan State College faculty (CLEP, AP, Proficiency, etc.).
- NR: This symbol indicates that the instructor did not turn in the grade on time and "NR" (Not Reported) is temporarily posted to the student's transcript. The "NR" is used only in extreme emergencies, and only with the approval of the Provost/Vice President for Student Success. It is removed from the transcript when the actual grade is reported.

### Reporting of Grades

- Midterm and final grades are reported by the instructor and are recorded in the Registrar's Office on the noted dates of the academic calendar. Students may view their midterm and/or final grades using their student portal.

### Grade Appeal Process\*

A student must meet one of three requirements in order to file an academic appeal. The student must have some evidence that there exists at the time of the appeal:

- (1) a mathematical error in the grade's calculation,
- (2) a deviation – by the instructor – from the course syllabus or the College's policy manual (this document), or
- (3) disparate treatment of the student. Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor's professional judgment of the quality of the student's work or performance.

The grade appeal process must be initiated in writing by completing and submitting the online Grade Appeal Form located on the College's website at the link: <https://www.atlm.edu/complaints/>. Grade appeals must be submitted within nine (9) weeks from the time the grade was assigned. All written communication by the student must be made through the student's ginger email account, assigned by the College. Extenuating and/or mitigating circumstances will be considered in reference to the 9-weeks' time limit for submitting grade appeals. The grade appeal process involves the following steps:

Step 1. Within nine weeks of the semester immediately following the assignment of a final grade, a student who wishes to appeal a grade shall do so in writing at the link <https://www.atlm.edu/complaints/>. The student will receive a notification of the grade appeal request within 24-48 hours. The instructor of the class will be notified of the grade appeal by the Dean or his/her designee. An attempt will be made to resolve the grade appeal between the student and the class instructor. The student and instructor must make every effort to resolve the matter and arrive at a mutual consensus. Normally, within 10 business days, the College Official investigating the grade appeal will submit to the student, in writing, the outcome of the investigation. Some circumstances may warrant a lengthier period of time, and the student will be notified of the same.

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

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

## **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 Earned credit courses are included in computing the grade point average; courses numbered below 1000 are not included in the computation. Courses completed by credit-by-examination are not included in GPA computation.

### **Cumulative Grade Point Average**

The cumulative grade point average in each USG institution will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Institutional credit (for courses numbered below 1000) shall in no way affect the cumulative grade point average.

### **Institutional Grade Point Average**

To remain in good academic standing, all students are required to maintain an acceptable cumulative adjusted grade point average (Institutional GPA). The minimum acceptable cumulative adjusted grade point average (GPA) is based on the number of college level semester hours attempted at Atlanta Metropolitan State College. Hours taken at Atlanta Metropolitan State College in courses numbered below 1000 (Institutional credits earned in Learning Support courses) are not included in the cumulative Grade Point Average (GPA).

### **Independent Study**

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

Independent study may be granted on the basis of student emergency or if a student must have that course in the semester he or she is attempting to graduate. If permission is granted, the student must pay for the course as a part of his or her regular academic load for that semester. Transient students and students not currently enrolled at Atlanta Metropolitan State College are not eligible for independent study. Faculty agreeing to supervise an independent study must submit a course syllabus for approval of the appropriate Academic Dean. Course content, assignments and grading policies must be consistent with those taught in a traditional class setting.

### **Repeating Courses**

An undergraduate student may repeat any course, and the highest grade becomes the official grade for the course. Only the highest grade will be included in the institutional grade point average (GPA) when a course is repeated. Undergraduate students who have retaken courses and earned a higher grade will have the lower grade excluded from their institutional GPA. The institutional GPA will be used to determine a student's academic standing and graduation GPA requirements. **Students should consult with the Financial Aid Office for regulations governing payment for repeated courses.**

## ACADEMIC HONORS/SCHOLARSHIP STANDARDS

### The Dean's List

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

### Honors Courses in the Social Sciences

Honors courses offered through the School of Arts & 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, stimulating discussions, and writing papers and reports.

Students enrolling in honors courses must have a cumulative GPA (Grade Point Average) 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 depends on approval of the student's advising Academic Dean and the honors course instructor.

### Phi Theta Kappa National Honor Society

The 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 (Atlanta Metropolitan State College) 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 3.25. Current or continuing students must maintain a cumulative GPA of 3.0.

### Kappa Beta Delta International Business Honor Society

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

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

### KAPPA DELTA PI

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

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

To qualify for membership, a student must be an education major and have the intent to continue academically and professionally in the field of education; demonstrate leadership attributes; have completed at least 30 credit hours of collegiate course work; have at least 6 credit hours in education course work and programmed, in progress, or completed; and demonstrate a cumulative grade-point average of 3.0 or greater on a 4.0 grading scale.

### ALPHA PHI SIGMA

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

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

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

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

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

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

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

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

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

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

## WITHDRAWAL POLICY

### Official College Withdrawal Policy

**Official withdrawal** from the College means that a student has withdrawn from **all enrolled courses** for the semester.

- Students who officially withdraw **prior to the last day of the drop/add period** are eligible for a full refund of tuition and fees.
- Students who officially withdraw **on or after the last day of the drop/add period** will be responsible for a **prorated amount of tuition and fees** based on the date of withdrawal.

### Important Note:

Any applicable charges or refund amounts will be reflected in the **Banner Student Self-Service Portal** approximately **two to four weeks** after the start of the term.

### GRADES AND ACADEMIC IMPACT

- If the withdrawal is completed before the last day to withdraw without academic penalty, students will receive a grade of "W" for all courses.
- If the withdrawal occurs after the last day to withdraw, students will receive a grade of "WF", which is calculated into the GPA as an "F."

### BEFORE YOU WITHDRAW

Students are strongly encouraged to consult with the following before withdrawing:

- Course instructors
- Academic advisor
- Financial aid counselor



While withdrawing may be necessary in some cases, students should fully understand the academic and financial consequences, including impacts on:

- Degree progression
- Graduation timeline
- Financial aid eligibility

## TYPES OF WITHDRAWALS

Students may request different types of withdrawals depending on their circumstances. Below are the definitions and requirements for each type:

### **Complete Withdrawal**

A complete withdrawal occurs when a student withdraws from all courses for a given term.

Before the end of the drop/add period: Students must submit a Withdrawal Form. Students cannot drop their last course via the Student Portal.

After the drop/add period: Students must submit a withdrawal from if they are withdrawing from all of their courses, as students are not allowed to withdraw from their final course in their Student Portal.

Important: Failure to complete the official withdrawal process may result in failing grades (F) for all enrolled courses.

Withdrawal Deadline: Students cannot withdraw after the last day of classes.

Grades:

"W" – Withdrawal before the academic penalty deadline; does not affect GPA.

"WF" – Withdrawal after the academic penalty deadline; calculated as an F in GPA.

Recommendation: Students should consult with their instructors, academic advisors, and financial aid counselors to fully understand the academic and financial impact.

### **Administrative Withdrawal**

This withdrawal is initiated by the College when a student's physical, mental, or emotional health:

1. Poses a danger to themselves or others, or
  2. Interferes with the rights, activities, or functions of others in the College community.
- A student may be advised to withdraw voluntarily.
  - If declined, an administrative withdrawal may be enforced by the Provost or designee and a qualified staff member from Counseling and Accessibility Services.
  - Except in emergencies, students may request a meeting or hearing before a final decision is made.

### **Medical Withdrawal**

Approved through the Counseling Center, this withdrawal requires official documentation of significant physical or psychological impairment beyond the student's control that prevented academic success.

### **Military Withdrawal**

Students called to active military duty during the term may request a Military Withdrawal.

- Requires submission of official military orders.
- Student receives "WM" grades for all courses – no impact on GPA.
- A 100% refund of tuition and fees will be issued.

### **Hardship Withdrawal**

Students facing extreme and unforeseen hardship beyond their control may request a Hardship Withdrawal.

- Approved by the Provost's Office.
- Requires documentation supporting the claim of hardship.

### **Retroactive Withdrawal**

This applies to a previous academic term in which the student did not complete the withdrawal process.

- Approved by the Provost's Office.
- Must include substantiating documentation.

### **Partial Withdrawal**

A partial withdrawal refers to a student withdrawing from one or more, but not all, courses during a given term.

- If requested after the drop/add period, no refund or tuition/fee adjustment will be issued.
- The student remains enrolled in at least one course.

## Unofficial Withdrawal

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

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

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

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

## TRANSIENT STATUS

Atlanta Metropolitan State College students may take coursework at another institution and receive academic credit that can transfer into their degree seeking program.

1. The student is not on academic probation or disciplinary dismissal and has a cumulative grade point average of 2.0.
2. The student must have a minimum of eighteen (18) semester hours of resident degree credit at AMSC.
3. The student must be enrolled during the semester in which transient permission is requested, and a concurrent enrollment must be maintained during the semester in which the student attends the approved institution.
4. The student is responsible for checking to make sure that the desired transient course is not offered at AMSC during the term of transient status.
5. The student must complete a Transient Request Form (available in the Office of the Registrar). The Transient Request Form must have the approval of the Registrar.
6. If the student is within the last twenty (20) hours of graduation, the student must obtain written approval from the Provost/Vice President for Student Success or designee.
7. Students with Learning Support requirements must obtain permission from the Dean of the School of Arts and Sciences.
8. The student is aware that transient approval is only for one term. Subsequent terms require submitting a new transient form with the required signatures.
9. The student must make a grade of "C" or better to ensure that the course credit will be accepted by AMSC.
10. Students attending another institution are responsible for requesting that an official transcript of transient coursework be forwarded to Atlanta Metropolitan State College.
11. The student must be admitted to the school he or she wishes to attend as a transient.

## TRANSFER CREDIT POLICY

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

1. In order for credit to be evaluated, it must be sent on an official transcript (directly from the school) and contain final grades of all courses completed.
2. In general, credits coming from an appropriately accredited institution will be accepted (SACS, NASC, NEASC, NCAC, MSAC, etc.) and transferred in on the level in which they were taken. For example, if courses were applied toward a 4-year degree at another appropriately accredited school, they will be accepted as such. However, if A.A.S. courses were taken at a 4-year accredited institution, they would transfer in on an equal level (not applying towards a 4-year degree).
3. The USG and the Technical College System of Georgia (TCSG) have an articulation agreement for a list of courses that will transfer from the TCSG to the USG. You can view the list by clicking on the link here [TCSG-USG Course Transfer Chart](#).

For courses that are not on this list, there are no system-wide rules regarding transfer. However, GATRACS (Georgia TRACS) has a College Credit Transfer Tool that includes course transfer among USG institutions. You can enter the courses you have taken in the TCSG and see how they will transfer to colleges and universities in the USG at the link here [GATRACS College Credit Transfer Tool](#).

4. Grades of "D" will transfer except in courses that require a "C" or better for successful completion.
5. No credit will be given for work experience evaluations with grades below a "C". This includes credit by exam, D's, F's, W's, U's, I's, IP's, etc.
6. Freshman English Composition I and II (ENGL 1101 and ENGL 1102) require a minimum of a "C" or better in order to transfer.
7. The transfer GPA is a component of the student's overall GPA at Atlanta Metropolitan State College.
8. No credit will be given for the same class more than once. This includes repeat courses as well as classes taken at two separate institutions.
9. Courses will transfer in with the same number of hours as received at the previous institution. If this causes a deficiency in an area, it is the student's responsibility to ensure that it is satisfied through additional coursework. No course will be equated to a class on a higher level (ex: 2000 -> 3000) without the approval of the division chair unless an equivalency is obviously determined and is not more than one level higher.
10. In order to receive credit for remedial and developmental classes the student must have successfully passed the ACCUPLACER entrance exam or Freshman English Composition for English or College Algebra for math. However, if a student satisfied a deficiency in another University System of Georgia Institution, it will be honored.
11. All course work is transferred under the Semester System.
12. If a student wishes to modify the results of the transfer evaluation, additional consideration will be given if the student provides a copy of the catalog course description as well as a written request stating which particular Atlanta Metropolitan State class, they wish to equate it with. The evaluator will respond to the request in writing.
13. If a student takes U.S. History in the University System of Georgia, it will satisfy the Georgia and U.S. History requirements for graduation. However, if they take the course out-of-state, it will only satisfy the U.S. History requirement.
14. If a student takes Political Science 1101 - American Government in the University System of Georgia, both U.S. and GA Constitution requirements are met. If taken outside of the state, passing an exemption examination can satisfy the GA Constitution requirement.
15. Military credit and experience are accepted provisionally provided that the content, nature, and appropriateness apply to courses offered at Atlanta Metropolitan State College. Official documentation and course descriptions (when possible) must be provided.
16. Students who wish to receive credit from international schools abroad must submit their transcript to one of six approved international credentials evaluation services. This may take 2-6 weeks and cost between \$100 - \$150 US Dollars. Contact the Office of the Registrar for more information.

## **PRIOR LEARNING ASSESSMENT (PLA)**

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

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

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

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

### **Prior Learning Assessment Portfolio Application Process**

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

### **PLA Grade and Credit Hours**

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

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

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

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

#### PRIOR LEARNING ASSESSMENT METHODS

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

##### Examination

###### CLEP

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

###### Credit by College Administered Examinations

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

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

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

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

#### WORKPLACE TRAINING

##### American Council on Education (ACE)

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

##### MILITARY SERVICE

###### 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 minimum will apply to these tests as the CLEP. Please refer to the DANTES/DSST website at <https://www.dantes.doded.mil/> or more information.

##### Portfolio

###### PLA Portfolio Assessment

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

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

## FALSIFICATION OF INFORMATION

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

## CLASSIFICATION OF RESIDENCY FOR TUITION PURPOSES POLICY

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

- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable. The original document must be presented, and a copy will be made in the Office of Enrollment Services.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- Atlanta Metropolitan State College
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS- 1350) or a Consular Report of Birth Abroad (FS240).
- A current U.S. Passport.
- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current military ID (service member only, not dependent) Documented using the Confirmation of Review of Military ID Worksheet. A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551)

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

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

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

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

The Classification of Residency petition can be accessed at the link listed below, then click on "Classification of Residency" and complete the electronic petition form. It will be routed to the Office of the Registrar for review. Link to access "Classification of Residency Petition Form" <https://www.atlm.edu/academics/registrars-forms.aspx> . This petition must be filed no later than thirty (30) days after the semester begins in order for the student to be considered for reclassification for that semester and receive a refund of out-of-state tuition paid. If the petition is approved, reclassification shall not be retroactive to prior semesters.

## UNITED STATES CITIZENS

**Independent Student:** An individual who is 24 years and older who are not claimed as a dependent on the federal or state income tax returns of a parent or United States court appointed legal guardian and whose parent or guardian has ceased to provide support and rights to that individual's care, custody and earnings.

- 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 a postsecondary educational institution in this state.

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.

**Dependent Student:** An individual under the age of 24 who receives financial support from a parent or United State court appointed legal guardian.

- 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.

- 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.

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 as long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of the such student's parent or United States court-appointed legal guardian.

## NON-CITIZEN

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.

## Financially Self-Sustaining Income Students

To establish financial self-sustaining income status, an independent student should meet the Department of Health and Human Services (HHS) Poverty Guidelines stated below. Most recent year's income tax returns may be submitted to substantiate financial self-sufficiency status. If income is less than poverty guideline amounts, student should provide supporting documentation of the other sources(s) of financial assistance.

**Current HHS Poverty Guidelines**  
**HHS Poverty Guidelines**

<b>Persons in Family or Household</b>	<b>48 Contiguous States and D.C.</b>
1	\$15,060
2	20,440
3	25,820
4	31,200
5	36,580
6	41,960
7	47,340
8	52,720
<b>For each additional Person</b>	5,380

**Example:** A student earning less than \$10,000 a year but living with his/her grandmother who does not charge rent or utilities may be considered for in-state classification provided he/she provides documentation of the support, as well as other documentation demonstrating that domicile in Georgia has been maintained for at least 12 consecutive months immediately preceding the first day of

classes. As with all cases, in this example it would be important to consider the student's reason for coming to the state, whether domicile has been established and whether the student was claimed as a dependent on his or her parent's non-Georgia taxes.

- A student filing a Georgia income tax return showing an income of \$1,500 for the last reported year does not earn an income sufficient to be considered self-sufficient. The student is probably receiving financial support and the source of the support must be considered.

### **Consideration of Homeless Students to be eligible for In-state-tuition Classification**

Per Georgia Code Section 20-T3-66(4), a "student from a homeless situation" is a U.S. citizen who graduated from a Georgia high school (or an equivalent high school in another state) or who has received a HiSet or GED diploma awarded by the Technical College System of Georgia (or the equivalent in another state) and who meets all of the following:

(A). Is under the age of 24; (B). Currently lacks, or during the previous academic year lacked, regular, and adequate nighttime residence as described under the McKinney-Vento Homeless Assistance Act; (C). Has not for any period within the last 12 consecutive months been incarcerated in a correctional institution, detention center, jail, or other similar facility after having been convicted of a crime; and (D). Can provide a letter of support or evidence of the homeless situation from one of the following:

- A local educational agency homeless liaison, as provided for under the McKinney-Vento Homeless Assistance Act;
- The director, or his or her designee, of:
  - (a) an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other such program serving homeless youth or families.
  - (b) a program funded under Part A of Title IV of the Social Security Act.
  - (c) The state or tribal organization that administers a state plan under Part B or E of Title IV of the Social Security Act.
- Staff or a university accredited under the laws of this state; or
- Such other similar professional, as deemed appropriate by the postsecondary educational institution such as the campus' Embark Designated Point of Contact Representative (USG Manual for Determining Tuition Classification and Awarding Out-of-State Tuition Waivers, Rev. 04/22/2022-SA/SW pages 26- 27).

### **OUT-OF-STATE TUITION WAIVERS**

Under certain conditions a nonresident of Georgia may be granted an out-of-state tuition differential waiver for in-state tuition {BoR 7.3.4.1}. Qualifying students must be able to provide proof of lawful presence in the U.S. Waivers are as follows:

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

Effective 2024-2025 new, continuing and returning students are eligible to apply for the Presidential Out of State Waiver.

### **Waiver Eligibility**

#### **Academic Eligibility**

##### **Academic**

Students admitted with less than 30 transferable (semester) hours (freshman) must meet or exceed one of the following requirements:

- SAT Verbal Score of 480 and SAT Math Score of 440
  - Or ACT English or Reading Score of 17 and ACT Math Score of 17
  - Or ACCUPLACER =237 Reading; 4 WritePlacer; 258 Math
  - Or High School GPA of 3.0
- 
- Students admitted with over 30 transferable (semester) hours (transfer student) must have a 2.5 GPA or higher

#### **International and Athletic Waiver Eligibility**

##### **International**

International students must have a 2.5 HS GPA or its equivalent. Students must also maintain a 2.5 GPA.

- International students admitted with over 30 transferable (semester) hours (transfer student) must have a 2.5 GPA or higher
- Resources, such as recommendations, reference interviews, international evaluation resources, in addition to other information provided by the student, may be used to evaluate waiver eligibility.

##### **Athletic**

No Athletics Program currently.

## Monitoring Presidential In-State- Tuition Waivers

Students who receive academic and international waivers must maintain a minimum 2.5 overall GPA for each semester that the waiver is awarded. Failure to maintain the specified level of academic performance shall result in the student being placed in a two-semester *warning* period for waiver purposes. The student will be eligible to maintain a waiver during this *warning* period but shall be ineligible for the waiver if the student is not able to achieve the specified GPA during the *warning* term or if mathematically unable to meet the required GPA by the end of the probationary period.

## Waiver Application Process

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

The Assistant Vice President of Enrollment Management or designee will review/evaluate the waiver applications and adhering to USG and institutional guidelines, make recommendations to the College President. The Assistant Vice President of Enrollment Management or designee will inform students by letter of their waiver application decision. The College's Registrar's Office will monitor waiver eligibility on a semester-by-semester basis. The Department of Institutional Effectiveness will provide waiver data and analysis to the President and the USG upon request.

Students who are currently receiving an academic or international waiver will continue to be eligible as long as they remain continuously enrolled and continue to meet the eligibility requirements under which they were awarded.

2. **Economic Advantage.** 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 who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. **Independent non-citizen** students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia. A **dependent non-citizen** student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employed-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 employed-related visa status may continue to receive the 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 legal domicile in the State of Georgia.

3. **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.

4. **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.

5. **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.

6. **Career Consular Officials.** Career consular officers, their spouses, and their dependents 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.

7. **University System Employees and Dependents.** Full-time employees of the University System, their spouses, and their dependent children.

8. **Full-Time School Employees.** Full-time employees in the public schools of Georgia or Technical College System of Georgia, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.

## 9. **Military**

**A. 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 children 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; or (c) the active military personnel and their spouse and dependent children who are stationed in a state contiguous to the Georgia border and who live in Georgia; (d) Dependent children of a military sponsor previously stationed in or assigned to Georgia within the previous five years; (e) Dependent children of a military sponsor if the child completed at least one year of high school in Georgia; or, (f) Any student utilizing VA educational benefits transferred from a currently serving military member, even if the student is no longer a dependent of the transferor.

**B. 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.

**C. Separated Military** members from a uniformed military service of the United States who meet one of the following:

(a) Individuals who within 36 months of separation from such service enroll in an academic program and demonstrate intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children; (b) Any separated service member or any student utilizing transferred VA educational benefits and physically residing in the state; (c) Any individual as described in 38 U.S.C. 3679(c).

**10. Non-Resident Student.** As of the first day of classes for the term, a non-resident student can be considered for the waiver under the following conditions:

**a. Students under the age of 24.**

- If the parent, or United States court-appointed legal guardian has maintained domicile in Georgia for at least twelve (12) consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court-appointed legal guardian has existed for at least twelve (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; or

- If the student can provide clear and legal evidence showing a familial relationship 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.

**b. Students 24 years of age and older.**

- If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term.

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

**11. Academic Common Market.** Students selected to participate in a program offered through the Academic Common Market. Students must meet residency requirements as determined by the state of their home institution in order to participate.

**13. 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.

Please visit our website at <https://www.atlm.edu/academics/registrars-forms.aspx> for all residency applications and forms.

## LEARNING (COREQUISITE) SUPPORT SERVICES

### What is Corequisite Support?

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

As it is currently conceived in the University System of Georgia (USG), Learning Support courses are “corequisite” labs that are paired with ENGL 1101 (College Composition I), MATH 1001 (Quantitative Reasoning), MATH 1101 (Introduction to Mathematical Modeling), MATH/STAT 1401 (Elementary Statistics) whenever Math 1401 is used in area A2, or MATH 1111 (College Algebra).

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

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

1. Students who do not meet USG criteria exempt Learning Support (co-requisite) placement.

2. Students who are determined by the institution to need academic assistance even though they are eligible to be admitted without Learning Support requirements under USG policy.
3. Students who elect to enroll in Learning Support courses to gain additional support while they are enrolled in entry-level English and Mathematics courses. (Georgia Board of Regents Academic Affairs Handbook Section 2.9.1)

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

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

### **LEARNING SUPPORT COREQUISITE OFFERINGS**

All Learning Support courses are offered exclusively in a "corequisite" format. The corequisite format means that students requiring Learning Support will enroll in both a 1000-level, college-level course and a 0900-level corequisite Learning Support laboratory. The college-level courses are 3 credit hours; the Labs may be 1 or 2 credit hours. Credit earned in the Labs is institutional credit only and does not count towards certificate or degree completion. However, attempts in Learning Support labs do affect a student's "Satisfactory Academic Progress" and Financial Aid decisions.

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

College English (ENGL 1101) + Corequisite Lab Support for English 1101 (ENGL 0999)  
 Mathematical Modeling (MATH 1101) + Corequisite Lab Support for Math 1101 (MATH 0998)

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

Elementary Statistics (MATH 1401-Only if used for Mathematics & Quantitative Skills) + Corequisite Lab Support for Math 1401 (MATH 0996)

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

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

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

### **Incoming students are strongly encouraged to take the Accuplacer placement exam(s).**

The college provides **FREE** Accuplacer testing for placement in Mathematics and English. Students who do not have any of the placement markers listed above, and/or students wishing to increase their English and/or Mathematics placement scores are strongly encouraged to take the Accuplacer placement test(s). Higher placement scores can allow a student to (a) exempt placement into a Learning Support corequisite lab, and/or (b) qualify for a higher level of Mathematics placement.

### **ENGLISH PLACEMENT/REGISTRATION**

If a student enrolls in a program that does not require ENGL 1101, but the student chooses to take English 1101, standard assessment and placement rules will apply. The default English placement, for all students, is ENGL 1101 (English Composition I) AND the corequisite Learning Support lab (ENGL 0999) unless a student meets or exceeds at least one of the exemption criteria listed here. The student:

- has transferred in credit for a core English course (must meet the minimum grade requirement of 'C)
- has an English Placement Index (EPI) of 4230 or higher
- has a High School Grade Point Average (HSGPA) of 2.7 or higher AND has completed the Required High School Curriculum (RHSC) in English
- scores 430 or higher on the (old) SAT Critical Reading test
- scores 24 or higher on the (new) SAT Reading test
- scores 17 or higher on the ACT English test
- scores 61 or higher on the Classic Accuplacer Reading Comprehension test AND ALSO scores 4 or higher on the Accuplacer WritePlacer test
- scores 237 or higher on the Next-Generation Accuplacer Reading Comprehension test AND ALSO scores 4 or higher on the Accuplacer WritePlacer test

## MATHEMATICS PLACEMENT/REGISTRATION

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

Many non-science programs allow a student to enroll in Mathematical Modeling (Math 1101) to satisfy the core Mathematics & Quantitative Skills requirement. Some pathways/degree programs may also allow a student to enroll in Elementary Statistics (MATH 1401) to satisfy the core Mathematics & Quantitative Skills requirement.

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

1. Go to the school website (www.atlm.edu).
2. Click on the Academics tab.
3. Locate your Program of Study or Pathway under Academic Programs by Degree.
4. Click on the degree worksheet for your degree program and pathway.
5. Verify the Math or statistics course necessary for the Mathematics & Quantitative requirement.

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

The placement **cut-off criteria are the same for both** a student who registers for MATH 1101 (Mathematical Modeling) **without a corequisite lab**, or a student who registers for MATH 1111 **with the corequisite MATH 0999 lab**.

The student meets at least or exceeds at least one of the following. The student:

- has transferred in credit for an IMPACTS core mathematics course with a grade of D or higher
- has a High School Grade Point Average (HSGPA) of 3.1 or higher **AND** has completed the Required High School Curriculum (RHSC) in Mathematics
- has a Mathematics Placement Index (MPI) of 1165 or higher
- scores 400 or higher on the (old) SAT Mathematics test
- scores 22 or higher on the (new) SAT Mathematics test
- scores 17 or higher on the ACT Mathematics test
- scores 67 or higher on the Classic Accuplacer Elementary Algebra test
- scores 258 or higher on the Next-Generation Accuplacer Quantitative Reasoning, Algebra and Statistics test

The placement cut-off criteria for a student registering for MATH 1111 **without a corequisite** lab is that the student must meet or exceed at least one of the following. The student:

- has transferred in credit for an IMPACTS core Mathematics course with a grade of C or higher
- has a High School Grade Point Average (HSGPA) of at least 3.2 **AND** has completed the Required High School Curriculum (RHSC) in Mathematics
- has a Mathematics Placement Index (MPI) of at least 1265
- scores at least 470 on the (old) SAT Mathematics test
- scores at least 25.5 on the (new) SAT Mathematics test
- scores at least 20 on the ACT Mathematics test
- scores at least 79 on the Classic Accuplacer Elementary Algebra test
- scores at least 266 on the Next-Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics test

**Students who do not meet any of the above criteria for Math placement must register for the required default courses: both MATH 1101 and the corresponding corequisite, MATH 0998.**

THE PLACEMENT CUT-OFFS FOR A STUDENT USING MATHEMATICS 1401/ELEMENTARY STATISTICS IN IMPACTS CORE MATHEMATICS & QUANTITATIVE SKILLS ARE EXACTLY THE SAME AS THE PLACEMENT CRITERIA FOR MATHEMATICS 1101. (If a lab is also required, the corequisite lab is MATH 0996.)

## **SATISFYING LEARNING SUPPORT REQUIREMENTS**

- Students satisfy their English Corequisite Learning Support requirement by passing English 1101 with a grade of C or better.
- Students satisfy their Mathematics Corequisite Learning Support requirement by passing MATH 1401 (if it is used in IMPACTS core Mathematics & Quantitative Skills), or MATH 1111, or MATH 1101, with a grade of 'D' or better.

**CAUTION:** For some students, a grade of 'D' in MATH 1401 (if it is used in IMPACTS core Mathematics & Quantitative Skills), MATH 1111, or MATH 1101, will not satisfy the degree or program requirement. Some degrees or pathways require a grade of 'C' or better in these courses.

## **COURSE ENROLLMENT DETAILS**

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

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

In the event that a student has a corequisite requirement, and both the collegiate-level and lab courses are not available, the student may register for any class where the student has met the pre-requisites up until the student has earned a maximum of 30 transfer hours.

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

## **ACADEMIC SUPPORT SERVICES**

### **ACADEMIC ADVISEMENT**

Undergraduate academic advisement plays a vital role in a student's academic achievement at Atlanta Metropolitan State College (AMSC). Students who have earned sixty-one (61) credit hours or less are assigned to a professional Academic Success Advisor (ASA) in the Center for Academic Advising & Student Success (CAASS). Students who have sixty-two or more (62+) earned credit hours are assigned to a Faculty Advisor. ASAs and Faculty Advisors assist students with selecting courses for registration and making academic decisions related to selecting and planning a program of study/major that will lead to graduation from AMSC. All students are strongly urged to meet with their ASAs or Faculty Advisors for all required meetings each semester to promote student success. Students can find the name of their advisors in Degree Works or by contacting the Center for Academic Advising & Student Success. Students may seek advisement from their advisor anytime during the semester. Students should check their AMSC email addresses frequently for pertinent information from their designated ASA or Faculty Advisor. Students who have learning support requirement(s) or have not maintained an acceptable cumulative grade point average (GPA) may be required to take a reduced course load.

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

The Center for Academic Advising & Student Success (CAASS) provides centralized advisement, registration, and academic support services that promote student success. Students meet with professional Academic Success Advisors (ASAs) for advisement and registration of the core curriculum from 0 to 61 earned credit hours based on the student's program of study. Students may schedule an appointment with their assigned ASA anytime during the semester. CAASS offers academic success workshops to promote strategies for student success.

## **SECOND DEGREE**

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

## **COOPERATIVE EDUCATION**

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

## DISABILITY SERVICES

Students who have a chronic illness, physical disability, or learning disorder may receive accommodation through the Office of Disability Services so that the aforementioned conditions will not hinder their academic success. In order to receive accommodation, students must schedule an appointment with the Coordinator of Disability Services immediately following registration. During the initial meeting, students must provide copies of appropriate documentation from their health care provider that verifies their illness or disability. Students with learning disorders must provide test results and other appropriate supporting documentation solidifying their accommodation needs. In order for documentation to be considered for the initiation of accommodations, the documentation should provide an adequate representation of the student's current functional abilities. In most situations, documentation should be within three years of the student's application for services. Professional judgment, however, must be used in accepting older documentation of conditions that are permanent or non-varying, or in requiring more recent documentation for conditions for which the functional impact may change over time.

## DISTANCE EDUCATION

### Policy Statement

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

### Curriculum and Instruction

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

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

Academic Standards: Course Design

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

1. Administration and implementation using the AMSC supported learning management system, Brightspace (D2L) via GeorgiaVIEW.
2. Content that includes, but is not limited to, a syllabus, learning modules, discussion board, calendar, assignments, assessments, learning resources, student-teacher interaction tools and e-mail communication tools.
3. Course objectives clearly stated and consistent with learning outcomes, teaching methodologies, and course assessment.
4. Learning outcomes clearly stated within the syllabus, written at the appropriate level of Bloom's taxonomy, observable, measurable, and achievable.
5. Presentation of course content that fosters active learning opportunities by being easily navigable, made available to students in manageable segments (chunking), and presented in a logical progression.
6. Clear instructions, definitions, and appropriate ancillary resources available as part of the course content in Brightspace (D2L).
7. Opportunities for students to participate in formative and summative evaluations through Brightspace (D2L) assessment tools.
8. Presentation of course material that complies with general web accessibility standards as maintained by Brightspace (D2L) learning management system.
9. Technology appropriate to the nature and objectives of the DE courses and/or programs and expectations regarding the use of such technology clearly communicated to students.

Academic Standards: Interaction & Collaboration

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

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

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

## **Institutional Context and Commitment**

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

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

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

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

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

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

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

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

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

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

## **Technology Infrastructure and Services**

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

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

### **Course Learning Management System**

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

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

## **ECORE**

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

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

## **EMAJOR**

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

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

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

## **THE LIBRARY**

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

Services are available 5 days a week during the semester and offer access to books, periodicals, and electronic databases. Library hours are Monday through Friday from 8:00am to 5:00pm. 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, references, 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 Lyrasis.

## STUDY ABROAD

Atlanta Metropolitan State College offers a variety of study abroad opportunities, by the University System of Georgia, affiliated partners and third-party providers for academic study and service-learning. In addition to college-sponsored study abroad opportunities, USG Goes Global and the International Intercultural Studies Program (IISP) of the University System of Georgia provides students with a roster of study experiences in other countries. IISP is open to all undergraduate students with a minimum cumulative GPA of 2.5; however, certain study opportunities may require a higher GPA, completion of prerequisites. For information regarding AMSC-sponsored Study Abroad and funding criteria, consult the Office of Student Success.

## ACADEMIC RECORDS

The Office of the Registrar maintains permanent academic records of all students who have enrolled at the College. All practices and policies involving the acquisition, retention, and disclosure of information pertaining to student records are compiled and maintained with respect to the student's right to privacy. The only information released without the student's consent is the following: student's name, address, email address, telephone number, and student enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student academic records and allows the student to determine what information should be confidential, and who should have access to that information.

This information is considered public information and may be released upon request by a third party, unless the student requests, in writing, to the Registrar that even this information not be released. The following exceptions are observed in the release of information concerning students: The College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical wellbeing or safety of persons or property is involved.

Students have the following rights:

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

### RELEASE OF TRANSCRIPTS

Atlanta Metropolitan State College has appointed Parchment Exchange as the designated agent for processing official transcripts. Parchment has been granted the authority to deliver all transcript requests on behalf of Atlanta Metropolitan State College and respond to any inquiries regarding the transactions. **Additionally, all transcript requests must be completed online.** Students have the option to pick up an official transcript in the Office of the Registrar, to have an official electronic transcript sent to the requested party or to have a transcript mailed.

There is a current fee of \$9.35 charge per electronic transcript. Paper transcripts are currently \$11.35.

### POINT OF CONTACT:

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

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

### COMPLIANCE INFORMATION

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

- **The right to inspect and review the students' education records within forty-five (45) days of the day the College receives a request for access.** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly



identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

• **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Metropolitan State College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance

Office of U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

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

## GRADUATION

### GRADUATION REQUIREMENTS

**Atlanta Metropolitan State College offers educational programs in the following areas:**

- Certificate programs
- Transfer degree programs
- Career degree programs
- Baccalaureate degrees

#### Transfer Degree Programs

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

#### Career Degree Programs

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

To qualify for graduation with an associate degree in a college transfer program or career program, the student must satisfy the following requirements:

- The student must have completed at least twenty (20) semester hours of required associate degree course work and forty (40) semester hours for required bachelor's degree course work at Atlanta Metropolitan State College.
- The student must complete the prescribed course requirements for the degree with a minimum cumulative GPA of 2.0. The student must complete the prescribed program listed under the degree heading for career programs. For transfer programs, the student must complete the core curriculum requirements, the field of study requirements, and FYEX 1630.
- Students pursuing an associate's degree from Atlanta Metropolitan State College must complete at least twenty (20) semester hours of their required associate degree course work in residency at AMSC, with at least nine (9) hours located in the major content

area, formerly Area F. The major content area, must be completed with a minimum cumulative GPA of 2.0 and grades of at least a "C", which can include a combination of both AMSC and transfer credits.

- Students pursuing a bachelor degree from Atlanta Metropolitan State College must complete at least forty (40) semester hours of their required bachelor degree course work in residency at AMSC, with at least thirty (30) hours located in the major content areas, (formerly Areas G and H). The major content areas must be completed with a minimum cumulative GPA of 2.0 and grades of at least a "C", which can include a combination of both AMSC and transfer credits.
- Students who have been in regular attendance and lack three (3) to six (6) semester hours of fulfilling a graduation requirement may gain permission from the Provost/Vice President for Student Success to attend a senior institution and transfer those hours back to satisfy the degree requirements.
- Students graduating in transfer programs of study must meet the state of Georgia requirement for proficiency in the United States and Georgia History and the United States and Georgia Constitution. This requirement may be met by passing POLS 1101 and HIST 2111 or HIST 2112 or by passing an examination designed to measure these subjects' proficiency. Students must contact the School of Arts and Sciences for exam availability and modality.
- Students in transfer programs must receive satisfactory grades of a C or better in ENGL 1101 and ENGL 1102. The student must receive formal approval from the faculty.

#### **APPLICATION FOR GRADUATION**

Students must apply to graduate by submitting an online graduation application and submitting the required graduation application fee. The online form is available on the Registrar's Office's website at <https://www.atlm.edu/academics/graduation-application.aspx>

Students seeking to graduate must submit the application before the end of the prior semester listed on the application. Students who are awarded their degree for the Summer or Fall terms are eligible to participate in the following Spring commencement.

- The student must satisfy all financial obligations to the College, including payment of a graduation fee of \$35.00. (Fee subject to change.)

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

Students in programs leading to the bachelor's degrees are eligible for graduation with honor distinction. Such students maintaining a cumulative 3.2-3.49 GPA are graduated with the designation of Cum Laude. Students maintaining a cumulative 3.50-3.79 GPA are designated with Magna Cum Laude and students maintaining a cumulative 3.80-4.00 GPA are designated with Summa Cum Laude.

#### **GRADUATION CEREMONY**

Atlanta Metropolitan State College conducts one only one Commencement exercise during the academic year, during the Spring semester, for students who have completed all graduation requirements by that time. Students who are able to complete their requirements during summer session or the fall semester will have their diplomas mailed to the address listed on file.

#### **PERMISSION TO PARTICIPATE IN COMMENCEMENT**

Students with outstanding account balances older than thirty (30) days will have services withheld until the balance is paid. The restriction of services will prevent the student from participating in their commencement ceremony and/or receiving a copy of their credential (certificate, diploma).

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

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

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

## SECOND DEGREE

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

## AWARDING POSTHUMOUS DEGREE OR CERTIFICATE OF ATTENDANCE

### Student Death Policy and Protocol

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

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

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

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

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

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

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

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## ACADEMIC SCHOOLS

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- SCHOOL OF BUSINESS AND TECHNOLOGY
- SCHOOL OF ARTS AND SCIENCES

## SCHOOL OF BUSINESS AND TECHNOLOGY

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

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

- Baccalaureate Degrees
  - Business Administration
  - Business Administration – FinTech Concentration
  - Business Administration – Information Technology (IT) Concentration
- Business and technology related transfer programs for students intending to pursue a baccalaureate degree in business or technology related fields.
  - Business Administration (Pathway)
  - Computer Information Systems (Pathway)
  - Customer Relations Management (Pathway)
  - Cyber Security (Pathway)
- Financial Technology (Degree)
  - ASCC Pathway in Business Administration
  - ASCC Pathway in Computer Information Systems
  - ASCC Pathway in Cyber Security
- Business and Technology related certificates and career programs for students seeking academic preparation for employment.
  - Certificate in Small Business Management and Entrepreneurship
  - Certificate in Cyber Security
  - Certificate in Information Technology

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

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

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

## SCHOOL OF ARTS AND SCIENCES

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

The post-pandemic collegiate experience is gradually emerging and at the School of Arts & Sciences, we are actively listening and providing the kind and type of classes needed by the students. While many students work or have responsibilities that make it difficult for them to take the traditional face-to-face, we are leading the effort to provide courses that cover a striking blend of in-person, hybrid, and online. With the versatility of the faculty and the accessibility of smart technology, many professors regularly hold virtual class meetings where students can still enjoy some of the benefits of interaction. You will find a committed and dedicated team of faculty working to meet the students where they are. In the School of Arts and Sciences, we take pride in leading these cutting-edge developments. The School of Arts and Sciences promotes the development of critical thinking through practical learning. To this end, we provide quality instruction that is intellectually challenging, yet considerate of the needs of the “non-traditional” student. Accordingly, instruction is provided in various formats to accommodate varied learning styles. Instructional technologies, including graphics, computer-based instruction, online courses, multimedia, and audio-visual technology, are used to enhance teaching and learning. Hands-on activities and interactive learning/computing are integral parts of laboratory instruction. The School of Arts and Sciences is committed to increasing the number of students in science, technology, engineering, and mathematics. We support pre-college initiatives and promote bridge programs to attract and prepare young scholars for Science, Technology, Engineering, and Mathematics (STEM) and allied health careers.

The School of Arts and Sciences offers prerequisites 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. The Core Curriculum, each of the units of the University System of Georgia, including Atlanta Metropolitan State College, facilitates the transfer of credits among member institutions. The School of Arts and Sciences is the instructional unit for STEM transfer and career programs, providing coursework appropriate to those programs of study. Whether you have already decided on a major or are still concerned about the Common Core, it is important that you know the main fields offered within the School of Arts and Sciences.

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

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

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

- A. When they make a purposeful choice about what they would like to study (academic focus areas or program).
- B. When they develop a productive mindset. (Yes, you can do it).
- C. Especially if you register for core English and Math within the first year.
- D. Take 30 credit hours in the first year and this includes:
- E. Nine credit hours in the academic focus areas.

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

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

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# ACADEMIC PROGRAMS

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



## GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS

### Types of Programs

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

### COLLEGE TRANSFER PATHWAYS

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

### CORE CURRICULUM

Common to transfer degree pathways within the University System of Georgia is a core curriculum. It is designed to facilitate the educational progress of students as they pursue associate and baccalaureate degrees. The core curriculum is now referred to as the core IMPACTS. IMPACTS is also an acronym/mnemonic for the seven areas of the core: Outlined below is the number of credit hours required for each area of the IMPACTS core:

**I**nstitutional Priority, 4 Credits

**M**athematics & Quantitative Skills, 3 Credits (or 4 Credits with MATH 2201)

**P**olitical Science: U.S. and Georgia History & Constitution, 6 Credits

**A**rts, Humanities, & Ethics, 6 Credits

**C**ommunicating in Writing, 6 Credits

**T**echnology, Mathematics, & Sciences, 11 Credits

**S**ocial Sciences, 6 Credits

The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. These courses are the prescribed first-year and sophomore requirements for the University System of Georgia associate and baccalaureate (four-year) degrees.

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

### CERTIFICATE PATHWAYS

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

### BACHELOR'S DEGREE PROGRAMS

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

Bachelor of Arts with a major in Film & Entertainment Studies

Bachelor of Business Administration

Bachelor of Business Administration with a major in FinTech concentration option

Bachelor of Business Administration with a major in Information Technology (IT) concentration option

Bachelor of Science with a major in Organizational Leadership (eMajor)

Bachelor of Science with a major in Biological Sciences

Bachelor of Science with a major in Criminal Justice

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

## **DEGREE DESIGNATIONS**

### **ASSOCIATE OF ARTS DEGREE**

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

- Associates of Arts, Core Curriculum, General Student (Program)
- Mass Communications (Pathway)

### **ASSOCIATE OF SCIENCE DEGREE**

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

- Associate of Science – Core Curriculum, General Studies (Program)
- Biological Sciences (Pathway)
- Business Administration (Pathway)
- Computer Information Systems (Pathway)
- Criminal Justice (Pathway)
- Customer Relations Management (Pathway)
- Cyber Security (Pathway)
- Engineering Transfer (Pathway)
- Financial Technology (Program)
- Health Sciences (Pathway)
- Psychology (Pathway)
- Social Work (Pathway)
- Teacher Education (Pathway)

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

### **BACHELOR OF ARTS DEGREE**

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

- Film and Entertainment Studies

### **BACHELOR OF BUSINESS ADMINISTRATION**

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

- With FinTech Concentration
- With Information Technology Concentration

### **BACHELOR OF SCIENCE DEGREE**

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

- Biological Sciences
- Criminal Justice
- Organizational Leadership (eMajor)

## **CERTIFICATES**

- Cyber Security
- Forensic Chemistry
- Film and Television Production
- Film and Television Post-Production
- Digital Entertainment, eSports, and Game Development
- Information Technology
- Law Enforcement Leadership
- Certified Phlebotomy Technician (CPT)
- Religious Studies
- Small Business Management and Entrepreneurship

## CORE CURRICULUM REQUIREMENTS

The Core Curriculum (also referred to as "IMPACTS" or general education courses) 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 seven components that represent forty-two (42) credit hours. Major courses, outside the Core, vary with each program of study and are composed of 18 credit hours required for the associate degree.

### REQUIRED AND ELECTIVE COURSES FOR CORE REQUIREMENTS

#### TRANSFER PATHWAY

Prefix	Number	Title	Hours
<b>Writing &amp; Mathematics:</b>	<b>Communicating in Writing &amp; Mathematics &amp; Quantitative Skills</b>		<b>9</b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
<b>Mathematic Requirement (choose one below)</b>			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	3
MATH	1113	Precalculus	3
MATH	2201	Calculus	4
Pathways of study requiring Precalculus as a first course in Writing & Mathematics: Biology, Chemistry, Computer Science, Mathematics, Physics, Engineering Studies requires Calculus I in Writing & Mathematics. One hour of credit carries into the Field of Study. Students who are exempted from their required math course in Writing & Mathematics must take another math course with a higher course number than the one required to fulfill the math requirement in Writing & Mathematics.			
<b>Institutional Priority:</b>	<b>Thinking, Learning, and Communicating in Contemporary Society</b>		<b>4</b>
<b>Humanities:</b>	<b>Arts, Humanities, &amp; Ethics</b>		<b>6</b>
ARTS	1100	Art Appreciation	3
ARTS	2211	The Creative Process	3
ENGL	2205	Introduction to Creative Writing	3
MUSC	1100	Music Appreciation	3
MUSC	1101	Fundamentals of Music	3
THEA	1100	Theatre Appreciation	3
<b>Humanities Elective: Choice of 3 hours from the following:</b>			<b>3</b>
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
ENGL	2130	American Literature I	3
ENGL	2131	American Literature II	3
ENGL	2132	American Literature III	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
HUMA	2000	Exploring Global Cultures	3
MCOM	1100	Film Appreciation	3
MCOM	1101	Introduction to Mass Communications	3
PHIL	2201	Survey of Philosophy	3
PHIL	2210	Logic and Critical Thinking	3
RELI	2201	Introduction to Religious Studies	3

SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
<b>STEM:</b>	<b>Technology, Mathematics, &amp; Sciences</b>		<b>11</b>
	<b>OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY</b>		
<b>Science:</b> <i>Choice of two 4-hour laboratory science courses (Course = 3 hours, Lab = 1 hour). Courses do not have to be a sequence.</i>			<b>8</b>
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
<b>Science, Mathematics or Technology</b> <i>Choice of one 3-hour course in science, mathematics, or technology.</i> <b>Science:</b> <i>Choice of one 3-hour course in mathematics or technology. Choose from the list below.</i>			<b>3</b>
<b>Mathematics:</b>			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I Analytic Geometry & Calculus I (1 hour excess can be included in Field of Study of selected programs)	3
MATH	2202	Calculus II	3
<b>Technology:</b>			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1136	Fundamentals of Elec. Spreadsheets	3
CSCI	1137	Fundamentals of Database Mgmt.	3
CSCI	1138	Introduction to Cyberspace Tech.	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	3
<b>OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY</b>			
<b>Science:</b> <i>Choice of two 4-hour laboratory science courses (Course = 3 hours, Lab = 1 hour). Students must take courses, which are a sequence appropriate to the program of study.</i>			<b>8</b>
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
PHYS	2211K	Principles of Physics I with Lab	4
PHYS	2212K	Principles of Physics II with Lab	4
<b>Science, Mathematics or Technology</b> <i>Choice of one 3-hour course in science, mathematics, or technology.</i> <b>Science:</b> <i>Choice of one 3-hour course in mathematics or technology. Choose from the list below.</i>			<b>3</b>
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Field of Study of selected programs)	3
MATH	2202	Calculus II	3

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

SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to the Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
Subtotal			42
Field of Study:	Courses Related to the Field of Study		18
Total			60
Courses Outside the Core:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

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# BACHELOR'S DEGREE PROGRAMS

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

Bachelor of Arts with a major in Film and Entertainment Studies

Bachelor of Business Administration (BBA) with a major in Business Administration

Bachelor of Science with a major in Organizational Leadership

Bachelor of Science with a major in Biological Sciences

Bachelor of Science with a major in Criminal Justice

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

## Admissions Policy and Requirements

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

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

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

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

## Transfer Admissions Requirements

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

A transfer applicant must:

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

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

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

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

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

## BIOLOGICAL SCIENCES

The School of Arts & Sciences advises students in this program.

### **Bachelor's Degree Program of Study**

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

### **Declaration/Change of Major Eligibility:**

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

[2] Current and readmitting Atlanta Metropolitan State College students, including those in the Biological Science Associate's program, with a minimum, cumulative 2.0 GPA and who meet all prerequisite requirements may be admitted into the B.S. Biological Science degree program. Prerequisites are defined as Area F requirements for the Biological Science pathway or Area F as defined for the Biological Science bachelor program.

### **Course Substitutions:**

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

### **Residency Requirements:**

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 40 semester hours at Atlanta Metropolitan State College. Major Area Courses must be completed with a GPA of at least 2.0 (C); at least half of the courses in the major should be taken in residency at AMSC.



<p><b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b></p>	<b>Credit Hours</b>
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<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	Math 1113 - PreCalculus	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	PHYS 1111K - Introduction to Physics 1 with Lab	<b>4</b>
	PHYS 1112K - Introduction to Physics 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> MATH 2201 <u>or</u> MATH 1501 - Calculus 1	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	BIOL 1107K - Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1108K - Principles of Biology 2 with Lab	<b>4</b>
	CHEM 1211K - Principles of Chemistry 1 with Lab	<b>4</b>
	CHEM 1212K - Principles of Chemistry 2 with lab	<b>4</b>
	BIOL 2001 - Biology Seminar 1	<b>1</b>

Upper Level: Biological Science Courses		Credit Hours
Biology Electives - Choose 10 credit hours from the following courses:		
BIOL 2010 - Medical Terminology		3
BIOL 2203 - Plant Science		3
BIOL 2225K - Invertebrate Zoology & Lab		4
BIOL 3003 - Marine Biology		3
BIOL 3111K - Field Ecology		4
BIOL 3113 - Nutrition		3
BIOL 3114 - Principles of Immunology		3
BIOL 3117 - Virology		3
BIOL 4203 - Neurobiology		3
Restricted Biology Electives - Choose 1 course from the following courses:		
BIOL 3007 - Embryology		4
BIOL 4207K - Medical Microbiology with Lab		4
BIOL 4209K - Biotechnology with Lab		4
Required Courses		
CHEM 2241K - Organic Chemistry 1 and Lab		4
CHEM 2242K - Organic Chemistry 2 and Lab		4
BIOL 3009K - Comparative Anatomy and Lab		4
BIOL 3011K - Principles of Microbiology		4
BIOL 4011K - Vertebrate Physiology		4
BIOL 4211K - Genetics		4
BIOL 4685K - Animal Histology		4
BIOL 4800K - Molecular Cell Biology		4
BIOL 3205 - Biostatistics		3
BIOL 3245 - Research Design & Instrumentation		3
BIOL 4008 - Biology Capstone		2
BIOL 4010 - Evolution		3
BIOL 4205 - Biochemistry		3
		120

## Bachelor's in Business Administration

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

### BACHELOR'S DEGREE PROGRAM OF STUDY

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

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

#### **Program Curriculum:**

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

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

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

<b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b>		<b>Credit Hours</b>
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	Math 1111 - College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 <u>or</u> COMM 1110 - Human Communications or Public Speaking	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	<b>3</b>
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> MATH 1401 - Introduction to Statistics	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	Social Science Elective: ECON 1105 - Introduction to Economics	<b>3</b>
	Social Science Elective: ECON 2106 - Principles of Microeconomics	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	BUSA 1105 - Introduction to Business	<b>3</b>
	ACCT 2101 - Principles of Accounting 1	<b>3</b>
	ACCT 2102 - Principles of Accounting 2	<b>3</b>
	BUSA 2106 - The Legal Environment of Business	<b>3</b>
	CISM 2101 - Fundamentals of Computer Applications	<b>3</b>
	ECON 2105 - Principles of Macroeconomics	<b>3</b>

<b>Concentration: Business Administration Junior &amp; Senior Level (60 Semester Hours)</b>		<b>Credit Hours</b>
Choose 20 Courses <del>of</del> from the following Junior and Senior Level Courses:		
Junior Level Courses		
CISM 3101 - Management Information Systems		3
BUSA 2105 - Business Communications (Preq. BUSA 1105)		3
BUSA 3114 - Business Statistics (Preq. Course for Senior Level Course)		3
BUSA 3175 - Cooperative/Internship (Academic Advisor or Dean Approval)		3
BUSA 2201 - Principles of Management (Preq. BUSA1105)		3
BUSA 3203 - Human Resource Management		3
BUSA 2205 - Principles of Marketing (Preq. BUSA 1105)		3
BUSA 3206 - Production/Operations Management		3
BUSA 3209 - Fundamentals of Business Finance (Preq. Course for Senior Level Course)		3
BUSA 3213 - Strategies for Entrepreneurs (Preq BUSA 1105)		3
BUSA 3301 - Business Ethics		3
Senior Level Courses		
BUSA 4010 - Contemporary Business Issues (Academic Advisor or Dean Approval)		3
BUSA 4016 - Culture and Diversity Management (Academic Advisor or Dean Approval)		3
BUSA 4102 - Financing New Business Ventures (Academic Advisor or Dean Approval)		3
BUSA 4111 - Small Business and Venture Management (Academic Advisor or Dean Approval)		3
BUSA 4115 - Organizational Behavior (Academic Advisor or Dean Approval)		3
BUSA 4117 - Management of International Business (Academic Advisor or Dean Approval)		3
BUSA 4118 - International Marketing (Academic Advisor or Dean Approval)		3
BUSA 4210 - Entrepreneurship and Diversity (Academic Advisor or Dean Approval)		3
BUSA 4414 - Analytics (Academic Advisor or Dean Approval)		3
BUSA 4490 - Strategic Business Management (Can only be taken in last or second to last semester)		3
		<b>120</b>

<b>Concentration: Financial Technology Junior &amp; Senior Level (60 Semester Hours)</b>	<b>Credit Hours</b>
<b>Junior Level Courses</b>	
CISM 3101 - Management Information Systems	<b>3</b>
BUSA 2105 - Business Communications (Preq. BUSA 1105)	<b>3</b>
BUSA 3114 - Business Statistics (Preq. Course for Senior Level Course)	<b>3</b>
BUSA 3175 - Cooperative/Internship Academic advisor or Dean Approval)	<b>3</b>
BUSA 2201 - Principles of Management (Preq. Busa 1105)	<b>3</b>
BUSA 3209 - Fundamentals of Business Finance (Preq. Course for Senior Level Course)	<b>3</b>
BUSA 3213 - Strategies for Entrepreneurs (Preq. BUSA 1105)	<b>3</b>
FTA 2420 - Data Analytics for FinTech	<b>3</b>
FTA 2430 - Cyber Security for FinTech	<b>3</b>
FTA 2440 - Financial Technology Services	<b>3</b>
<b>Senior Level Courses</b>	
BUSA 4102 - Financing New Business Ventures	<b>3</b>
BUSA 4111 - Small Business and Venture Management	<b>3</b>
BUSA 4117 - Management of International Business	<b>3</b>
BUSA 4414 - Analytics	<b>3</b>
BUSA 4490 - Strategic Business Management (Can only be taken in last or second to last semester)	<b>3</b>
FTA 4001 - Foundations of Financial Technology	<b>3</b>
FTA 4002 - Financial Technologies (Preq. FTA 2240)	<b>3</b>
FTA 4003 - Commercial Bank & Financial Technology	<b>3</b>
FTA 4005 - Financial Data Analysis (Preq. FTA 2420)	<b>3</b>
FTA 4100 - Info Security for Financial Technology (FTA 2430)	<b>3</b>
	<b>120</b>

## CRIMINAL JUSTICE

The School of Arts & Sciences in partnership with eCampus advise students in this program.

### BACHELOR'S DEGREE PROGRAM

Note: Field of Study courses are offered fully online in the USG eMajor Program.

#### Declaration/Change of Major Eligibility:

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

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

#### Course Substitutions:

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

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

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

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

#### Residency Requirements:

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

<p><b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b></p>		<b>Credit Hours</b>
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 <u>or</u> COMM 1110 - Human Communications or Public Speaking	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> CSCI 1135 - Introduction to Computers	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	CRJU 1102 - Introduction to Criminal Justice	<b>3</b>
	CRJU 1105 - Introduction to Law Enforcement	<b>3</b>
	CRJU 1106 - Introduction to Corrections	<b>3</b>
	CRJU 2105 - Introduction to Criminology	<b>3</b>
	CRJU 2200 - Judicial Process	<b>3</b>
	CRJU 2500 - Introduction to Homeland Security	<b>3</b>



Junior & Senior Level (60 Semester Hours)		Credit Hours
Junior Level eMajor Courses		
CRJU 3100 - Criminal Law		3
CRJU 3110 - Criminal Procedures		3
CRJU 3200 - Criminology		3
CRJU 3300 - Corrections		3
CRJU 3700 - Research Methodology		3
CRJU 4700 - Ethical Issues in Criminal Justice		3
CRJU 4800 - Senior Capstone		3
Senior Level eMajor Courses		
Choose 13 of the following eMajor courses:		
<u>CRJU 3250</u> - Crime and Media, <u>CRJU 3350</u> - Drugs in America, <u>CRJU 3400</u> - Juvenile Delinquency and Justice, <u>CRJU 3500</u> - Criminal Investigations 1, <u>CRJU 3501</u> - Criminal Investigations 2, <u>CRJU 3600</u> - Criminal Justice Administration, <u>CRJU 3710</u> - Special Topics in Criminal Justice, <u>CRJU 3800</u> - Race, Ethnicity, and Criminal Justice, <u>CRJU 3810</u> - Victimology, <u>CRJU 4000</u> - Internship in Criminal Justice, <u>CRJU 4110</u> - Law of Criminal Evidence, <u>CRJU 4200</u> - Profiling Serial Offenders, <u>CRJU 4210</u> - Terrorism and the Criminal Justice System, <u>CRJU 4300</u> - Community Corrections, <u>CRJU 4350</u> - Family Violence, <u>CRJU 4500</u> - Management of Forensics, <u>CRJU 4600</u> - Police Practices and Issues, <u>POLS 3100</u> - Constitutional Law, <u>PSYC 3850</u> - Forensic Psychology, <u>SOCI 3800</u> - Development of Criminal Behavior, <u>SJUS 3000</u> - Introduction to Social Justice, <u>SJUS 4000</u> - Social Justice Culture, <u>SJUS 3050</u> - Politics of Social Justice, <u>SJUS 4050</u> - Law and Social Justice, <u>SJUS 4800</u> - Social Justice Policy Analysis		3
		3
		3
		3
		3
		3
		3
		3
		3
		3
		3
		3
		120

## FILM AND ENTERTAINMENT STUDIES

The School of Arts & Sciences advises students in this program.

### BACHELOR'S DEGREE PROGRAM

#### **Declaration/Change of Major Eligibility:**

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

[2] Current and readmitting Atlanta Metropolitan State College students, including those in the Mass Communication Associate's program, with a minimum, cumulative 2.0 GPA and who meet all prerequisite requirements may be admitted into the B.A. in Film and Entertainment Studies degree program. Prerequisites are defined as Area F requirements for the Mass Communications pathway; GFA certification courses; or Area F as defined for the Film and Entertainment Studies program.

#### **Course Substitutions:**

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

#### **Residency Requirements:**

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 40 semester hours at Atlanta Metropolitan State College. Major Area Courses must be completed with a GPA of at least 2.0 (C); at least half of the courses in the major should be taken in residency at AMSC.

<p><b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b></p>		<b>Credit Hours</b>
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	CSCI 1135 <u>or</u> MATH 1401 - Introduction to Computers <u>or</u> Introduction to Statistics	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	ENGL 2205 - Introduction to Creative Writing	<b>3</b>
	FILM 1100 - Film Appreciation	<b>3</b>
	FILM 1101 - Introduction to Film & Entertainment Studies	<b>3</b>
	FILM 1105 - Performance Studies	<b>3</b>
	FILM 2113 - Introduction to Recording and Production	<b>3</b>
	FILM 2114 - Introduction to Music Management	<b>3</b>

<b>Junior &amp; Senior Level (60 Semester Hours)</b>	<b>Credit Hours</b>
Required Upper Division Courses (21 Credit Hours)	
FILM 3010 - Screenwriting 1	3
FILM 3340 - Introduction to Digital Filmmaking	3
FILM 3350 - Introduction to Motion Graphics	3
FILM 4435 - Narrative Filmmaking 1	3
FILM 4500 - Documentary Filmmaking	3
FILM 4800 - Internship	3
FILM 4830 - Senior Portfolio	3
Choice of 39 Hours	
Note that GFA courses are 6 credits per course; meet with your advisor about certificate requirements	
ARTS 3010 - History of Principles of Design	3
BUSA 3105 - Business Communications	3
FILM 3120 - History of American Cinema to 1954	3
FILM 3121 History of American Cinema Since 1954	3
MCOM 3782 - Entrepreneurship & the Media	3
GFA 1000, GFA 1040, GFA 2000, GFA 2020, GFA 2040, GFA 3040, GFA 3140	6
ARTS 3020 - History of Visual Styles	3
FILM 4367 - Semiotics of Popular Culture	3
FILM 4445 - Narrative Filmmaking 2	3
FILM 4470 - Communications Law	3
FILM 4560 - Post Production	3
FILM 4550 - Screenwriting 2	3
FILM 4730 - Selected Topics	3
GFA 2000, GFA 2020, GFA 2040, GFA 3040, GFA 3140, GFA 4000, GFA 4040, GFA 4140	6
BUSA 4490 - Strategic Business Management	3
MCOM 2202 - Mass Communications Workshop	3
	<b>120</b>

## **ORGANIZATIONAL LEADERSHIP**

The School of Arts & Sciences in partnership with eCampus advise students in this program.

### **BACHELOR OF SCIENCE**

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

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

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

- Health Care Administration
- Public Service Administration

<b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b>		<b>Credit Hours</b>
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 <u>or</u> COMM 1110 - Human Communications or Public Speaking	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> CSCI 1135 - Introduction to Computers	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>

Concentration: Healthcare Administration Junior & Senior Level (60 Semester Hours)		Credit Hours
Junior Level eMajor Courses		
ORGL 2050 - Communication for the Workplace		3
ORGL 3400 - Technology for Organizations		3
POLS 4218 - Project Management in the Public Sector		3
ENGL 3405 - Professional and Technical Writing		3
POLS 4200 - Principles of Public Administration		3
POLS 4219 - Public Human Resource Management		3
POLS 4204 - Public Finance		3
ORGL 3200 - Introduction to Organizational Development		3
ORGL 3000 - Reflective Seminar 1: Self as Learner		1
ORGL 3050 - Reflective Seminar 2: Self in Context		1
ORGL 4000 - Reflective Seminar 3: Transforming Self, Self-Transformation		1
ORGL 4690 - Organizational Leadership Capstone		3
Senior Level eMajor Courses		
Choose 4 of the following eMajor courses:		
<u><b>HADM 3301</b></u> - Health Care Organizations, <u><b>HADM 3302</b></u> - Health Care Economics, <u><b>HADM 3303</b></u> - US Health Care Systems, <u><b>HADM 3304</b></u> - Health Care Communications, <u><b>HADM 4301</b></u> - Design Health Communication Messages, <u><b>HADM 4401</b></u> - Healthcare Compliance, or <u><b>HADM 4402</b></u> - Health Information Management		3
		3
		3
		3
Choose 6 of the following eMajor courses:		
POLS 3201, POLS 3601, POLS 4202, POLS 4210, POLS 4125, POLS 4217, POLS 4220, POLS 4221, COMM 3330, PHIL 4120, ORGL 4900, OATC 3150, OATC 3610, OATC 3700, OATC 4020, OATC 4810, SJUS 3000, SJUS 3050, SJUS 4000, SJUS 4050, SJUS 4800, or a course approved by an advisor		3
		3
		3
		3
		3
		3
		120

Concentration: Public Service Junior & Senior Level (60 Semester Hours)		Credit Hours
Junior Level eMajor Courses		
ORGL 2050 - Communication for the Workplace		3
ORGL 3400 - Technology for Organizations		3
POLS 4218 - Project Management in the Public Sector		3
ENGL 3405 - Professional and Technical Writing		3
POLS 4200 - Principles of Public Administration		3
POLS 4219 - Public Human Resource Management		3
POLS 4204 - Public Finance		3
ORGL 3200 - Introduction to Organizational Development		3
ORGL 3000 - Reflective Seminar 1: Self as Learner		1
ORGL 3050 - Reflective Seminar 2: Self in Context		1
ORGL 4000 - Reflective Seminar 3: Transforming Self, Self-Transformation		1
ORGL 4690 - Organizational Leadership Capstone		3
Senior Level eMajor Courses		
Choose 4 of the following eMajor courses:		
<b><u>POLS 3201</u></b> - Public Policy, <b><u>POLS 3601</u></b> - Political Science Methods, <b><u>POLS 4202</u></b> - Interorganizational Behavior, <b><u>POLS 4210</u></b> - Public Management, <b><u>POLS 4125</u></b> - Management of Nonprofit Organizations, <b><u>POLS 4217</u></b> - Grant Writing for Nonprofit Organizations, <b><u>POLS 4220</u></b> - Administrative Law & Government, <b><u>POLS 4221</u></b> - Gov. Organization & Administrative Theory, <b><u>COMM 3330</u></b> - Advanced Communication Skills, <b><u>PHIL 4120</u></b> - Professional Ethics, or <b><u>ORGL 4900</u></b> - Organizational Internship		3
		3
		3
		3
Choose 6 of the following eMajor courses:		
OATC 3150, OATC 3610, OATC 3700, OATC 4020, OATC 4160, OATC 4810, HADM 3301, HADM 3302, HADM 3303, HADM 3304, HADM 4301, HADM 4401, HADM 4402, HADM 4414, SJUS 3000, SJUS 3050, SJUS 4000, SJUS 4050, SJUS 4800, or a course approved by an advisor		3
		3
		3
		3
		3
		3
		120



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## ASSOCIATE DEGREES

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## Associates of Science in Financial Technology

### Academic Focus Area: Business and Technology

The School of Business and Technology advises students in this Program that is a collaboration with Middle Georgia State University.

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

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

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	Math 1111 - College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1110 - Public Speaking	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	3
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	4
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	4
	<b>Science, Math, &amp; Technology Elective:</b> MATH 1401 - Introduction to Statistics	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	Social Science Elective: ECON 1105 - Introduction to Economics	3
	Social Science Elective: ECON 2106 - Principles of Microeconomics	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	ACCT 2101 - Principles of Accounting 1	3
	FTA 2400 - Introduction to Financial Technology	3
	FTA 2410 - Coding for Financial Technology	3
	FTA 2420 - Data Analytics for FinTech	3
	FTA 2430 - Cyber Security for FinTech	3
	FTA 2440 - Financial Technologies and Services	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

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# TRANSFER PATHWAYS

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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, students enrolled in transfer Pathways are required to take eighteen (18) semester hours of courses in Field of Study related to the discipline of the pathway of study and courses which are appropriate prerequisites to major courses at higher levels. The Field of Study requirements represent a selection of courses appropriate to certain majors at the baccalaureate level. Field of Study course requirements are determined and approved by the University System of Georgia Academic Committees. Taking courses out of sequence may delay the semester in which you graduate.

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

## Associates of Arts, Core Curriculum General Studies

The School of Arts & Sciences advises students in this Pathway.

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

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	4
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	4
	Science, Math, & Technology Elective: CSCI 1135 - Introduction to Computers	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	3
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	Course Approved by Advisor from Areas C - E	3
	Course Approved by Advisor from Areas C - E	3
	Course Approved by Advisor from Areas C - E	3
	Course Approved by Advisor from Areas C - E	3
	Course Approved by Advisor from Areas C - E	3
	Course Approved by Advisor from Areas C - E	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

## Associates of Science, Core Curriculum General Studies

The School of Arts & Sciences advises students in this Pathway.

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

<b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b>		<b>Credit Hours</b>
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> CSCI 1135 - Introduction to Computers	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	Course Approved by Advisor from Areas C - E	<b>3</b>
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	<b>1</b>
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

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

The School of Arts & Sciences advises students in this Pathway.

<b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b>		<b>Credit Hours</b>
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1113 - Pre-Calculus	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <b>or</b> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	<b>3</b>
	ARTS 1100 <b>or</b> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1107K - Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1108K - Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> MATH 2201 or MATH 1501 - Calculus 1	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <b>or</b> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <b>or</b> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	CHEM 1211K - Principles of Chemistry 1 with Lab	<b>4</b>
	CHEM 1212K - Principles of Chemistry 2 with Lab	<b>4</b>
	PHYS 1111K - Introduction to Physics 1 with Lab	<b>4</b>
	PHYS 1112K - Introduction to Physics 2 with Lab	<b>4</b>
	MATH 2201 <b>or</b> MATH 1501 - Calculus 1	<b>1</b>
	BIOL 2001 - Biology Seminar 1	<b>1</b>
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	<b>1</b>
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

\*MATH 2201 is a 4-credit course; Three of those credits are indicated in STEM and 1 credit is added to Field of Study.

## Associates of Science, Core Curriculum

### Pathway: Business Administration

#### Academic Focus Area: Business

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

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

- Accounting                      • Finance                      • Information Systems
- Business Administration      • Industrial Management      • Marketing
- Economics

<b>IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:</b>	<b>Credit Hours</b>
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<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	Math 1111 - College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1110 - Public Speaking	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	<b>3</b>
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> MATH 1401 - Introduction to Statistics	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	Social Science Elective: ECON 1105 - Introduction to Economics	<b>3</b>
	Social Science Elective: ECON 2106 - Principles of Microeconomics	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	BUSA 1105 - Introduction to Business	<b>3</b>
	ACCT 2101 - Principles of Accounting 1	<b>3</b>
	ACCT 2102 - Principles of Accounting 2	<b>3</b>
	BUSA 2106 - The Legal Environment of Business	<b>3</b>
	CISM 2101 - Fundamentals of Computer Applications	<b>3</b>
	ECON 2105 - Principles of Macroeconomics	<b>3</b>
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	<b>1</b>
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

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

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1113 - PreCalculus	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 <u>or</u> COMM 1110 - Human Communications or Public Speaking	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1107K - Principles of Biology 1 with Lab	4
	BIOL 1108K - Principles of Biology 2 with Lab	4
	Science, Math, & Technology Elective: CSCI 1135 or MATH 1401	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	3
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	ACCT 2101 - Principles of Accounting 1	3
	ACCT 2102 - Principles of Accounting 2	3
	CSCI 1301 - Computer Science 1	3
	CSCI 1302 - Computer Science 2	3
	CSCI 1142 - Introduction to C Programming	3
	CSCI 1146 - Introduction to Java Programming	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>



**Associates of Science, Core Curriculum**  
**Pathway: Criminal Justice**  
**Academic Focus Area: Arts and Sciences**

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	4
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	4
	Science, Math, & Technology Elective: CSCI 1135 - Introduction to Computers	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	3
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	CRJU 1102 - Introduction to Criminal Justice	3
	CRJU 1105 - Introduction to Law Enforcement	3
	CRJU 1106 - Introduction to Corrections	3
	CRJU 2105 - Introduction to Criminology	3
	CRJU 2200 - Judicial Process	3
	CRJU 2500 - Introduction to Homeland Security	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

**Associates of Science, Core Curriculum**  
**Pathway: Cyber Security**  
**Academic Focus Area: Business and Technology**

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	Math 1111 - College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1110 - Public Speaking	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	4
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	4
	<b>Science, Math, &amp; Technology Elective:</b> MATH 1401 - Introduction to Statistics	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	3
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	CSCI 1248 - Introduction to Cyber Security	3
	ITEC 2204 - Operating Systems and Hardware	3
	CSCI 1146 - Introduction to Java Programming	3
	CSCI 2216 - Survey of Programming	3
	ITEC 2205 - Data Communication and Networking	3
	CSCI 2290 - Cyber Security Analysis and Practice	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

**Associates of Science, Core Curriculum**  
**Pathway: Engineering Transfer**  
**Academic Focus Area: Arts and Sciences**

The School of Arts & Sciences advises students in this Pathway. This program is theoretical and requires more rigorous training in Mathematics (Math through Calculus IV) and Physics (Calculus-based Physics I and II) and an orientation toward research and/or higher academic pursuits. It prepares students to apply the theories and principles of science and mathematics to research and the development of economical solutions to technical problems.

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<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 2201 - Calculus 1	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	CHEM 1211K - Principles of Chemistry 1 with Lab	<b>4</b>
	CHEM 1212K - Principles of Chemistry 2 with Lab	<b>4</b>
	Science, Math, & Technology Elective: MATH 2202 - Calculus 2	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	MATH 2201 - Calculus 1	<b>1</b>
	MATH 2202 - Calculus 2	<b>1</b>
	MATH 2203 - Calculus 3	<b>4</b>
	MATH 2204 - Calculus 4	<b>4</b>
	PHYS 2211K - Principles of Physics 1 with Lab	<b>4</b>
	PHYS 2212K - Principles of Physics 2 with Lab	<b>4</b>
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	<b>1</b>
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

Associates of Science, Core Curriculum  
 Pathway: Health Sciences Transfer  
 Academic Focus Area: Arts and Sciences

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1111 - College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1107K - Principles of Biology 1 with Lab	4
	BIOL 1108K - Principles of Biology 2 with Lab	4
	Science, Math, & Technology Elective: MATH 1401 - Introduction to Statistics	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	Social Science Elective: PSYC 1101 - Introduction to Psychology	3
	Social Science Elective: PSYC 2103 - Introduction to Human Growth and Development	3
	<b>FIELD OF STUDY BASED ON MAJOR (20 Semester Hours)</b>	
	BIOL 2251K - Human Anatomy & Physiology 1, Lecture and Lab	4
	BIOL 2252K - Human Anatomy & Physiology 2, Lecture and Lab	4
	BIOL 2260K - Foundations of Microbiology, Lecture and Lab	4
	CHEM 1151K - Survey of Chemistry 1, Lecture and Lab	4
	CHEM 1152K - Survey of Chemistry 2, Lecture and Lab	4
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>63</b>

**Associates of Arts, Core Curriculum**  
**Pathway: Mass Communication**  
**Academic Focus Area: Arts and Sciences**

The School of Arts and Sciences advises students in this Pathway.

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

- **Broadcast Journalism**
- **Public Relations**
- **Mass Communication**

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<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 ( <i>Minimum Grade of "C"</i> ) - English Composition 1	<b>3</b>
	ENGL 1102 ( <i>Minimum Grade of "C"</i> ) - English Composition 2	<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	<b>4</b>
	<b>Science, Math, &amp; Technology Elective:</b> CSCI 1135 - Introduction to Computers	<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics	<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology	<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	MCOM 1101 - Introduction to Mass Communication	<b>3</b>
	MCOM 2201 - News Writing and Reporting	<b>3</b>
	MCOM 2202 - Mass Communication Workshop	<b>3</b>
	SPAN 1002 - Elementary Spanish 2	<b>3</b>
	COMM 1110 - Public Speaking	<b>3</b>
	HUMA 1102 - African American Culture	<b>3</b>
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	<b>1</b>
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

**Associates of Science, Core Curriculum**  
**Pathway: Psychology**  
**Academic Focus Area: Arts and Sciences**

IMPACTS is an acronym/mnemonic for the seven areas of the core curriculum. The IMPACTS core courses represent forty-two (42) credit hours. In addition to the core curriculum of 42 credits, each program of study is composed of eighteen (18) credit hours which supports the student's major courses. Outlined below is the number of credit hours required for each area of the IMPACTS core:		Credit Hours
<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	4
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	4
	Science, Math, & Technology Elective: CSCI 1135 - Introduction to Computers	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	Social Science Elective: ECON 2105 - Principles of Macroeconomics	3
	Social Science Elective: ECON 2106 - Principles of Microeconomics	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	PSYC 1101 - Introduction to Psychology	3
	PSYC 2101 - Introduction to Abnormal Psychology	3
	PSYC 2103 - Introduction to Human Growth and Development	3
	SOCI 1101 - Introduction to Sociology	3
	MATH 1401 - Introduction to Statistics	3
	ANTH 1102 or SOCI 2293 - Intro. to Anthropology or Intro. to Marriage & the Family	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>



Associates of Science, Core Curriculum  
 Pathway: Social Work  
 Academic Focus Area: Arts and Sciences

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<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>	
	AMIR 1001 - Thinking, Learning, and Communications	4
<b>M</b>	<b>MATHEMATICS AND QUANTITATIVE SKILLS (3 Semester Hours)</b>	
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra	3
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>	
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)	3
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2	3
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>	
	COMM 1100 - Human Communications	3
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation	3
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>	
	ENGL 1101 (Minimum Grade of "C") - English Composition 1	3
	ENGL 1102 (Minimum Grade of "C") - English Composition 2	3
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>	
	<i>Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).</i>	
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab	4
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab	4
	Science, Math, & Technology Elective: CSCI 1135 - Introduction to Computers	3
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>	
	Social Science Elective: ECON 2105 - Principles of Macroeconomics	3
	Social Science Elective: PSYC 1101 - Introduction to Psychology	3
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>	
	SOWK 2000 - Introduction to Social Work	3
	SOWK 2100 - Introduction to Social Welfare	3
	SOCI 1101 - Introduction to Sociology	3
	ANTH 1102 - Introduction to Anthropology	3
	MATH 1401 - Introduction to Statistics	3
	One Social Science Course Preapproved by Advisor:	3
	<b>Additional Requirement (1 Semester Hour)</b>	
	FYEX 1630 - First Year Experience	1
<b>TOTAL PROGRAM HOURS</b>		<b>61</b>

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

Notes:

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

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



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<b>I</b>	<b>INSTITUTIONAL PRIORITY (4 Semester Hours)</b>			
	AMIR 1001 - Thinking, Learning, and Communications			<b>4</b>
<b>M</b>	<b>MATHEMATICS AND QUANTIATIVE SKILLS (3 Semester Hours)</b>			
	MATH 1101 <u>or</u> Math 1111 - Math Modeling or College Algebra			<b>3</b>
<b>P</b>	<b>POLITICAL SCIENCE AND UNITED STATES HISTORY (6 Semester Hours)</b>			
	POLS 1101 - American Government - Satisfies US & GA Constitution Requirements (Non-USG American Government substitutions must be supplemented by passing the Georgia government exam.)			<b>3</b>
	HIST 2111 <u>or</u> HIST 2112 - United States History 1 or 2			<b>3</b>
<b>A</b>	<b>ARTS, HUMANITIES, AND ETHICS (6 Semester Hours)</b>			
	COMM 1100 - Human Communications			<b>3</b>
	ARTS 1100 <u>or</u> MUSC 1100 - Art Appreciation or Music Appreciation			<b>3</b>
<b>C</b>	<b>COMMUNICATING IN WRITING (6 Semester Hours)</b>			
	ENGL 1101 (Minimum Grade of "C") - English Composition 1			<b>3</b>
	ENGL 1102 (Minimum Grade of "C") - English Composition 2			<b>3</b>
<b>T</b>	<b>TECHNOLOGY, MATHEMATICS, AND SCIENCES (11 Semester Hours)</b>			
	Courses should be selected from appropriate science or non-science programs of study. (See catalog listings).			
	BIOL 1101K <u>or</u> BIOL 1107K - Intro to Biology 1 with Lab or Principles of Biology 1 with Lab			<b>4</b>
	BIOL 1102K <u>or</u> BIOL 1108K - Intro to Biology 2 with Lab or Principles of Biology 2 with Lab			<b>4</b>
	Science, Math, & Technology Elective: CSCI 1135 - Introduction to Computers			<b>3</b>
<b>S</b>	<b>SOCIAL SCIENCES (6 Semester Hours)</b>			
	ECON 2105 <u>or</u> ECON 2106 - Principles of Microeconomics or Macroeconomics			<b>3</b>
	SOCI 1101 <u>or</u> PSYC 1101 - Introduction to Sociology or Psychology			<b>3</b>
	<b>FIELD OF STUDY BASED ON MAJOR (18 Semester Hours)</b>			
	EDUC 2110 - Critical & Contemporary Issues			<b>3</b>
	EDUC 2120 - Socio-Cultural Perspectives			<b>3</b>
	EDUC 2130 - Exploring, Learning, & Teaching			<b>3</b>
	<b>1. Birth to 5</b>	<b>2. Elementary Education</b>	<b>3. Middle Grade Ed.</b>	<b>4. Secondary Ed.</b>
	ECE 2250	ISCI 2001	Course Approved by Advisor	Course Approved by Advisor
	ECE 2590	ISCI 2002	Course Approved by Advisor	Course Approved by Advisor
	ECE 2540	MATH 2008	Course Approved by Advisor	Course Approved by Advisor
	<b>Additional Requirement (1 Semester Hour)</b>			
	FYEX 1630 - First Year Experience			<b>1</b>
<b>TOTAL PROGRAM HOURS</b>				<b>61</b>

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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 Field of Study of each program outline. Taking courses out of sequence may delay the semester in which you graduate.

## CYBER SECURITY

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

### CERTIFICATE PROGRAM REQUIREMENTS

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

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		18
Required:			
CSCI/ITEC	1248	Introduction to Cyber Security	3
ITEC	2204	Computing Operating Systems & Hardware	3
CSCI	1146	Introduction to JAVA Programming	3
CSCI	2216	Survey of Programming	3
ITEC	2205	Data Communication & Networking	3
CSCI	2290	Cyber Security Analysis and Practice (certification course)	3
Total			18

## DIGITAL ENTERTAINMENT, ESPORTS & GAME DEVELOPMENT CERTIFICATION

The School of Arts & Sciences **advises students in this program.**

### CERTIFICATE PROGRAM REQUIREMENTS

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		0
Required:			18
GFA	1500	Introduction to Digital Entertainment, Esports, & Game Development	6
GFA	2510	Event Management for Digital Entertainment & Esports OR	6
	3510	Digital Entertainment & Esports Event Design OR	
	2520	Hosting & Casting for Digital Entertainment & Esports OR	
	3520	Digital Entertainment & Esports Creative Development	
GFA	2000 or	Film, Television & Digital Entertainment Internship OR	6
	4000	Film, Television & Digital Entertainment Apprenticeship	
Total			18

## FORENSIC CHEMISTRY

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

### PROGRAM REQUIREMENTS

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

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		20
Required:			
BIOL	1107K	Principles of Biology I	4
FORS	1101	Introduction to Forensic Science I	4
FORS	1102	Introduction to Forensic Science II	4
FORS	1201	Analytical Methods in Forensic Science I	4
FORS	1202	Analytical Methods in Forensic Science II	4
Total			20

## INFORMATION TECHNOLOGY

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

### CERTIFICATE PROGRAM REQUIREMENTS

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

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		18
Required:			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Introduction to Computer Science I	3
ITEC	2204	Operating Systems & Hardware	3
ITEC	2205	Data Communication and Networking	3
BUSA/ITEC	1401	Intro to Project Management	3
CSCI	2216	Survey of Programming	3
Total			18

## FILM & TELEVISION PRODUCTION

The School of Arts & Sciences **advises students in this program.**

### CERTIFICATE PROGRAM REQUIREMENTS

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		18
Required:			
GFA	1000	Introduction to On-Set Film Production	6
GFA	2010	Set Construction & Scenic Painting or GFA 2020, 2030, 2040, 2050, 2060	6
GFA	2000	Film & Television Production Internship or GFA Specialty Craft Course OR 1 Additional GFA Specialty Craft Course	6
Total			18

## FILM & TELEVISION POST-PRODUCTION CERTIFICATION

The School of Arts & Sciences **advises students in this program.**

### CERTIFICATE PROGRAM REQUIREMENTS

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		0
Required:			18
GFA	1040	Introduction to Film & Television Post-Production	6
GFA	2040 or 3040 or 2140 or 3140	Fundamentals of Editing with Avid Media Composer 100 OR Introduction to Editing with Avid Media Composer 100 Fundamentals of Sound Design with Avid Pro Tools 100 OR Introduction to Sound Design with Pro Tools 100	6
Total			18



## LAW ENFORCEMENT LEADERSHIP

The School of Arts & Sciences **advises students in this program.**

### CERTIFICATE PROGRAM REQUIREMENTS

The Law Enforcement Leadership Certificate Program at Atlanta Metropolitan State College is a one-year intensive cohort learning experience that is available only to law enforcement officers and investigators; it requires the successful completion of twenty-one (21) credit hours of academic course work. It is a career development program that prepares individuals for promotions, reassignments, and added leadership responsibilities in a criminal justice organization. Courses completed in the program may apply toward transferring academic credit into the College's 2-year associate in science degree Pathway for Criminal Justice studies, followed by its 4-year bachelor's in science degree in Criminal Justice Degree. The Law Enforcement Leadership Certificate Program is an extension of the training and professional development focus of Atlanta Metropolitan State College's Criminal Justice and Police Sciences Institute.

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

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		21
Required:			
CRJU	1102	Introduction to Criminal Justice	3
CRJU	2801	Law Enforcement Leadership and Administration 1	3
CRJU	2500	Introduction to Homeland Security	3
CRJU	2240	Introduction to Juvenile Delinquency	3
CRJU	2901	Law Enforcement Leadership and Administration 2	3
CRJU	2803	Law Enforcement Liability	3
CRJU	2804	Professional Standards in Law Enforcement	3
Total			21

## CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)

The School of Arts & Sciences **advises students in this program.**

The Certified Phlebotomy Technician (CPT) Certificate Program is an 8-week, 90-hour comprehensive training program designed to prepare students for entry-level positions in healthcare. This program includes classroom instruction, hands-on laboratory practice, and a clinical externship (20 hours) to develop essential skills in blood collection, specimen handling, infection control and patient interaction. Students will be eligible to take the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) Exam, which is a requirement for program completion.

This certificate also serves as a stackable credential, seamlessly integrating into future healthcare training programs at AMSC, such as the Certified Medical Assistant (CMA) Training Certificate Program.

Graduates of the program will be well-prepared for employment in hospitals, clinics, laboratories, and physician offices, meeting the growing demand for skilled phlebotomy professionals in the healthcare industry.

### PROGRAM REQUIREMENTS AND ELECTIVES

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		10
Required:			
PHLB	1501K	Principles of Phlebotomy with Lab	4
PHLB	1502	Professional Development & Certification Preparation	3
PHLB	1503	Clinical Practicum	2
PHLB	1504	Medical Terminology for Allied Health	1
Total			10

## RELIGIOUS STUDIES

The School of Arts & Sciences **advises students in this program.**

The Certificate in Religious Studies is designed to provide a broad-based, foundational education to persons involved in ministry or interested in pursuing further studies in Religion or other areas. The program is a one-year cohort program requiring a total of eighteen (18) hours of coursework.

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

### PROGRAM REQUIREMENTS AND ELECTIVES

Prefix	Number	Title	Hours
Writing & Mathematics:	Communicating in Writing & Mathematics & Quantitative Skills		0
Institutional Priority:	Institutional Requirement (AMIR 1001)		0
Humanities:	Arts, Humanities, & Ethics		0
STEM:	Science, Mathematics & Technology		0
Social Sciences:	Social Sciences		0
Field of Study:	Courses Related to the Field of Study		12
Required:			
RELI	2210	Survey of Christian History	3
RELI	2211	Old Testament Survey/Hebrew Bible Literature	3
RELI	2212	New Testament Survey and Literature	3
RELI	2201	Introduction to Religious Studies	3
Choice of 6 Elective Hours from the following courses:			
RELI	2221	Introduction to Pastoral Ministry	3
RELI	2222	Introduction to Preaching	3
RELI	2223	Introduction to Christian Worship	3
RELI	2300	Introduction to Theological Studies	3
RELI	2301	Eastern Religions and Spirituality	3
Total			18

## SMALL BUSINESS MANAGEMENT AND ENTREPRENEURSHIP

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

### CERTIFICATE PROGRAM REQUIREMENTS

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

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

Prefix	Number	Title	Hours
Writing & Mathematics:		Communicating in Writing & Mathematics & Quantitative Skills	0
Institutional Priority:		Institutional Requirement (AMIR 1001)	0
Humanities:		Arts, Humanities, & Ethics	0
STEM:		Science, Mathematics & Technology	0
Social Sciences:		Social Sciences	0
Field of Study:		Courses Related to the Field of Study	18
<b>Required:</b>			
BUSA	1105	Introduction to Business	3
FINC	1101	Introduction to Personal Finance	3
BUSA	2105	Communicating in the Bus. Environment	3
BUSA	2210	Fundamentals of Entrepreneurship	3
CISM	2101	Fundamentals of Computer Applications	3
BUSA	2201	Principles of Management	3
<b>Total</b>			<b>18</b>

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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 ENGL 0989, ENGL 0999 and MATH 0097, are for institutional credit only. They do not count toward meeting the College's degree requirements, nor are they transferable for degree credit at other colleges in the University System of Georgia. Courses numbered 1000-1149 and 2000-2499 are designed primarily for credit in transfer programs but are also acceptable in a number of career programs. Courses numbered 1500-1999 and 2500-2999 are designed primarily for career programs and are unlikely to be accepted as transfer courses.

Opposite each course title, on the right side of the page, are three code numbers, such as 2-1-3. The first number indicates the number of regular lecture hours for the course per week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. The code numbers 2-1-3 indicate that the course has two regular lecture hours per week, has one hour of laboratory work, and awards three semester hours of credit.

The College reserves the right to cancel courses for which there is insufficient enrollment and at the discretion of the President or his designee.

## ACCOUNTING (SCHOOL OF BUSINESS AND TECHNOLOGY)

School of Business and Technology degree seeking students must complete all ACCT, BITM, BUSA, CISM, ECON, FINC, ITEC courses and their prerequisite courses with a grade of "C" or better unless the course is being used to satisfy a non-program elective requirement.

### 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 an external financial reporting perspective. The course incorporates real world applications, including actual financial statements. Specifically, the course concentrates on the planning, performing, and evaluating aspects of the accounting operating processes and includes translating business activities into accounting information and solving operating problems using information from the accounting system. Prerequisite: Exit or exemption from Learning Support, MATH 1111, MATH 1113 or MATH 1401 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 2101 with a grade of "C" or above.

### ACCT 2225 Federal Income Taxation I

3-0-3

This course is an introduction to Federal income tax fundamentals as they apply to individuals, partnerships, corporations and other forms of business organizations. Prerequisite: ACCT 2101, with a grade of "C" or above.

### ACCT 2226 Federal Income Taxation II

3-0-3

This course provides in-depth treatment of taxation as it applies to partnerships and corporations. Prerequisite: ACCT 2225, with a grade of "C" or above.

### ACCT 2230 Intermediate Accounting I

3-0-3

This course examines the generally accepted accounting principles for assets and liabilities along with related revenue and expense implications. The authoritative literature is also introduced, and alternative concepts are discussed. Prerequisite: ACCT 2102, with a grade of "C" or above.

### ACCT 2231 Intermediate Accounting II

3-0-3

This course examines the generally accepted accounting principles for the owner's equity in business organizations, pensions, leases, income taxes, accounting changes and the effects of changing price levels. The authoritative literature is also discussed, along with alternative concepts. Prerequisite: ACCT 2230, with a grade of "C" or above.

**ACCT 2233 Cost/Managerial Accounting****3-0-3**

This course is an introduction to cost accounting principles and practices. The course also covers approaches to providing accounting information for effective management of profit and non-profit organizations. Prerequisite: ACCT 2102, with a grade of "C" or above.

**ACCT 2234 Auditing****3-0-3**

This course is the study of the principles of internal and independent auditing, the criteria for establishment of internal controls, and the effect of these controls on the audit and reporting process. Prerequisite: ACCT 2102, with a grade of "C" or above.

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**AFRICAN-AMERICAN STUDIES (SCHOOL OF ARTS AND SCIENCES)****AAS 2101 Introduction to African American Studies****3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

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**AMSC INSTITUTIONAL REQUIREMENT (SCHOOL OF ARTS AND 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 written and oral form. Prerequisite: ENGL 1101.

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**ANTHROPOLOGY (SCHOOL OF ARTS AND 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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**ANTH 2105 Prehistoric Peoples and Cultures****3-0-3**

Emphasizing culture, ethnicity and race, this course traces the emergence of major civilizations in Africa, Asia, Europe and the Americas from the emergence of Homo sapiens to the advent of written history. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

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**ART (SCHOOL OF ARTS AND SCIENCES)****ARTS 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. Prerequisite: None

**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/lectures. 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. Prerequisite: None

<b>ARTS 1011 Drawing II</b>	<b>1-2-3</b>
This course is a continuation of Drawing I. Prerequisite: ARTS 1010	
<b>ARTS 1020 Two-Dimensional Design</b>	<b>1-2-3</b>
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. Prerequisite: None	
<b>ARTS 1030 Three-Dimensional Design</b>	<b>1-2-3</b>
This course investigates three-dimensional forms and space through the use of the elements and principles of design, using a variety of materials and methods. Additional studio hours are required. Prerequisite: None	
<b>ARTS 1100 Art Appreciation</b>	<b>3-0-3</b>
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. Prerequisite: None	
<b>ARTS 2010 Art for Early Childhood</b>	<b>3-0-3</b>
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. Prerequisite: None	
<b>ARTS 2201 Studies in the Fine Arts I</b>	<b>1-0-1</b>
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	
<b>ARTS 2210 Arts and Crafts</b>	<b>1-2-3</b>
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, papier-mâché and ink. Additional studio hours are required. Prerequisite: None	
<b>ARTS 2211 The Creative Process</b>	<b>3-0-3</b>
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. Prerequisite: None	
<b>ARTS 2220 Introduction to Printmaking</b>	<b>1-2-3</b>
This course introduces various relief printmaking techniques, including monoprints, Styrofoam prints, linocuts, and collagraphs. Additional studio hours are required. Prerequisite: None	
<b>ARTS 2230 Introduction to Ceramics</b>	<b>1-2-3</b>
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. Prerequisite: None	
<b>ARTS 2240 Introduction to Photography</b>	<b>3-0-3</b>
This course covers basic concepts and practice of digital photography, including understanding and use of the camera, lenses, and other basic photographic equipment. The course will address aesthetic principles as they relate to composition, space, exposure, light and color. Technological requirements of digital formats will be addressed, such as formats and resolution. Basic digital manipulations of images will be taught in preparation for creating a digital portfolio of work. This course requires access to a camera with manual exposure control. DSLR (digital single-lens-reflex) cameras are preferred. It is recommended that students have a working knowledge of PC or Mac computers. Adobe Photoshop Creative Suite and Macintosh Computers will be used for photographic production. Prerequisite: None	

### **ARTS 3020 History of Visual Styles**

**3-0-3**

This course introduces students to the history of visual styles and design practices in art, aesthetics, and the built environment across different cultures. The course teaches students how to identify and analyze distinct visual characteristics from a range of historical periods while also understanding their conceptual foundations.

Prerequisite: FILM 1101

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## **BIOLOGY (SCHOOL OF ARTS AND SCIENCES)**

### **BIOL 1101 General Biology I**

**3-0-3**

This is a lecture course designed to communicate to the non-science major a meaningful understanding of the principles of biology with broad application to other fields and to everyday life. Topics include the physical and chemical basis of life, cellular structure and function, molecular genetics, human genetics, the diversity of life and ecology. Prerequisite: Exit or exemption from Learning Support English or permission of instructor. Corequisite: BLAB 1101. This course does not fulfill the requirements for a major in biology.

### **BLAB 1101 General Biology I Lab**

**0-2-1**

This is the required laboratory component of BIOL 1101, designed to provide the non-science major with a greater knowledge and understanding of experimental processes employed in the biological sciences, primarily through a hands-on approach. Corequisite: BIOL 1101 or permission of instructor. This course does not fulfill the requirements for a major in biology.

### **BIOL 1101K General Biology and Lab II**

**3-2-4**

This is course designed to communicate to the non-science major a meaningful understanding of the principles of biology with broad application to other fields and to everyday life. Topics include the physical and chemical basis of life, cellular structure and function, molecular genetics, human genetics, the diversity of life and ecology. The laboratory topics covered are designed to provide the non-science major with a greater knowledge and understanding of experimental processes employed in the biological sciences, primarily through a hands-on approach. Prerequisite: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

### **BIOL 1102 General Biology II**

**3-0-3**

This lecture course is a continuation of BIOL 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(s): BIOL 1101/BLAB 1101/BIOL 1101K and exit or exemption from Learning Support English or permission of instructor. Corequisite: BLAB 1102. This course does not fulfill the requirements for a major in biology.

### **BLAB 1102 General Biology II Lab**

**0-2-1**

The is the required laboratory component of BIOL 1102 and a continuation of BLAB 1101. This laboratory component emphasizes a hands-on approach to the study of the organ systems of the human body and plant structure and function. Prerequisite(s): BIOL 1101/BLAB 1101/BIOL 1101K and exit or exemption from Learning Support English or permission of instructor. Corequisite: BIOL 1102. This course does not fulfill the requirements for a major in biology.

### **BIOL 1102K General Biology and Lab II**

**3-2-4**

This course is a continuation of Biology 1101K with emphasis on human biology. Topics include homeostasis, hormonal regulation of metabolism, organ systems of the human body and plant structure and function. The laboratory component laboratory component emphasizes a hands-on approach to the study of the organ systems of the human body and plant structure and function. Prerequisite(s): BIOL 1101/BLAB 1101/BIOL 1101K and exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

### **BIOL 1104 Introduction to Environmental Science**

**3-0-3**

This course introduces 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(s) or corequisite(s): MATH 1101 or MATH 1111, ENGL 1101.

### **BIOL 1107 Principles of Biology I**

**3-0-3**

This lecture course is an introduction to general biological principles, including the physical and chemical nature of protoplasm, biological structure and function, transport of materials, energy transformations, molecular and cellular biology and genetics. This required course is primarily intended for science, computer science, and mathematics majors. Prerequisite(s) or corequisite(s): MATH 1101 or MATH 1111, ENGL 1101. Corequisite: BLAB 1107. This course fulfills the requirements for a major in Biology.



**BLAB 1107 Principles of Biology Lab I****0-3-1**

This course is the laboratory component of BIOL 1107. Topics include microscopy, biochemistry, cytology and genetics. Corequisite: BIOL 1107. This course fulfills the requirements for a major in Biology.

**BIOL 1107K Principles of Biology and Lab I****3-3-4**

This course is an introduction to general biological principles, including the physical and chemical nature of protoplasm, biological structure, and function, transport of materials, energy transformations, molecular and cellular biology, and genetics. Laboratory topics include microscopy, biochemistry, cytology and genetics. This required course is primarily intended for science, computer science, and mathematics majors. Prerequisite or corequisite: MATH 1101 or MATH 1111, ENGL 1101. This course fulfills the requirements for a major in Biology.

**BIOL 1108 Principles of Biology Lab II****3-0-3**

This lecture course is a continuation of BIOL 1107 and includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Prerequisite: BIOL 1107/ BLAB 1107/BIOL 1107K. Corequisite: BLAB 1108. This course fulfills the requirements for a major in Biology.

**BLAB 1108 Principles of Biology Lab II****0-3-1**

This is the required laboratory component of BIOL 1108 and a continuation of BLAB 1107. Topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite(s): BIOL 1107/BLAB 1107/BIOL 1107K. Corequisite: BIOL 1108. This course fulfills the requirements for a major in Biology.

**BIOL 1108K Principles of Biology and Lab II****3-3-4**

This course is a continuation of BIOL 1107K, includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Laboratory topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite(s): BIOL 1107/ BLAB 1107/BIOL 1107K. This course fulfills the requirements for a major in Biology.

**BIOL 1109 Principles of Biology III****3-0-3**

This lecture course is a course, a continuation of BIOL 1107 and BIOL 1108, providing an introduction to environmental studies. Topics include classification, biodiversity, evolution, animal behavior and ecology. Prerequisite: BIOL 1108/BLAB 1108/BIOL 1108K.

**BLAB 1109 Principles of Biology Lab III****0-3-1**

This is the required laboratory component of BIOL 1109 and a continuation of BLAB 1108. Topics include biodiversity, evolution, ethology, and ecology. Prerequisites: BIOL 1108/BLAB 1108/BIOL 1108K. Corequisite: BIOL 1109.

**BIOL 2000 Undergraduate Research I****0-3-1**

This course is primarily an independent, faculty-supervised laboratory investigation/research on topics of special interest. This course focuses on student-active learning through research investigations, hands-on research, writing, discussions and presentations. A large percentage of the course will allow students to take the primary role in leading the class and the instructor will guide students as they take leadership roles in discussing their individual research projects or journal articles. Students may conduct full-time research over the summer and help in completing course requirements. This is a variable credit hour course (1-3 credit hours). Prerequisite: BIOL 3245, or approval of instructor.

**BIOL 2001 Biology Seminar I****2-0-1**

A capstone course for students majoring in Biological Science. Students will participate in presentation of scientific reports, discussions lectures on selected topic(s) in the field of Biological Sciences, biotechnological, medical and related topics are examined. Students present seminar topics orally and actively engage in group discussion of scientific journal topics. This course is designed for junior and senior level students. Prerequisite(s): A grade of "C" or better in BIOL 1107 and CHEM 1211, or permission of the instructor.

**BIOL 2010 Medical Terminology****3-0-3**

This course introduces students to medical terminology from an anatomical perspective. Students will learn word origins, affixes, word parts, abbreviations, symbols, pronunciation, spelling, definitions, and usage. A systematic learning approach using derivation and word-building techniques will be emphasized. Pre-requisite: ENGL 1101.

**BIOL 2203 Plant Science****3-0-3**

This lecture course is a study of plant life with emphasis on structure, functions, identification, economic importance, plant care, gardening and ecology. Prerequisite(s): BIOL 1108/BLAB 1108/BIOL 1108K.

**BIOL 2225K Invertebrate Zoology****3-3-4**

This course is an introduction to anatomy, physiology, and evolution of major invertebrate groups. The laboratory component includes surveys of the invertebrate species, macroscopic, and microscopic identification of structural elements and correlation with function. Prerequisite(s): BIOL1107/BLAB 1107/BIOL 1107K and BIOL 1108/BLAB 1108/BIOL 1108K or permission of the instructor.

**BIOL 2245 Introduction to Undergrad. Research: Instrumentation****1-2-2**

This course is a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology and solution preparation and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology or chemistry course.

**BIOL 2246 Topics in Science****1-2-2**

This course provides students with detailed examination of current topics in biology. This course is comparative and interdisciplinary in that the socioeconomic, cultural, ethical, and political aspects of such topics are discussed. Prerequisite: A grade of "C" or better in Biol 1107 and Chem 1211 course; or instructor approval.

**BIOL 2251 Anatomy and Physiology I****3-0-3**

This lecture course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. Prerequisite or corequisite: MATH 1101, ENGL 1101, and BLAB 2251. (Students are urged to complete BIOL 1107).

**BLAB 2251 Anatomy and Physiology Lab I****0-3-1**

This course is the laboratory component of BIOL 2251. It is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include histology, cell structure, skeletal, muscular, and nervous systems. Prerequisite or corequisite: MATH 1101, ENGL 1101, and BIOL 2251. (Students are urged to complete BIOL 1107).

**BIOL 2251K Anatomy and Physiology and Lab I****3-3-4**

This course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. The laboratory component is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include histology, cell structure, skeletal, muscular, and nervous systems. Prerequisite or corequisite: MATH 1101 and ENGL 1101. (Students are urged to complete BIOL 1107K).

**BIOL 2252 Anatomy and Physiology II****3-0-3**

This lecture course is a continuation of BIOL 2251 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 the performance of specific functions of the entire organism. Prerequisite: BIOL 2251. Corequisite: BLAB 2252.

**BLAB 2252 Anatomy and Physiology II****0-3-1**

This course is the laboratory component of BIOL 2252. 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(s): BIOL 2251/BLAB2251/BIOL 2251K. Corequisite: BIOL 2252.

**BLAB 2252K Anatomy and Physiology and Lab II****3-3-4**

This course is a continuation of BIOL 2252 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 the performance of specific functions of the entire organism. The laboratory component is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include nervous system, special senses, circulatory system, respiratory system, digestive system, urinary system, acid-base balance and the reproductive system. Prerequisite(s): BIOL 2251/BLAB2251/BIOL 2251K.

**BIOL 2260 Foundations of Microbiology****3-0-3**

This lecture course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. Prerequisite(s): MATH 1111 and ENGL 1101. Corequisite: BLAB 2260. (Students who have not had Biology are urged to take BIOL 1107/BLAB 1107/BIOL 1107K before registering for this course.)

**BLAB 2260 Foundations of Microbiology Lab I****0-3-1**

This course is the laboratory component of BIOL 2260. Students learn techniques to isolate, stain, and identify microorganisms based on their morphological and biochemical characteristics. Students are required to demonstrate mastery of these techniques by isolating and identifying unknown bacteria from mixed cultures. Corequisite: BIOL 2260.

**BIOL 2260K Foundations of Microbiology and Lab****3-3-4**

This course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. The laboratory component covers techniques used to isolate, stain, and identify microorganisms based on their morphological and biochemical characteristics. Students are required to demonstrate mastery of these techniques by isolating and identifying unknown bacteria from mixed cultures. Prerequisite(s): MATH 1111 and ENGL 1101. (Students who have not had Biology are urged to take BIOL 1107/BLAB 1107/BIOL 1107K before registering for this course.)

**BIOL 3000 Undergraduate Research II****0-3-1**

This course is a continuation of BIOL 2000. Students will conduct experiments and analyze the data from these experiments, which will include the development of graphs and statistical analysis. This course is required and intended for those junior or senior students pursuing laboratory field, or clinical research. Prerequisite: BIOL 3245. This is a 1 credit hour course.

**BIOL 3001 Biology Seminar II****2-0-1**

This course is a continuation of the seminar capstone course BIOL 2001. Students will be introduced to concepts associated with the Design, implementation, and presentation of a research project. Students present seminar topics orally and actively engage in group discussion of scientific journal topics. This course is designed for junior and senior level students. Prerequisite(s): BIOL 3245, and BIOL 2001. This is a 1 credit hour course.

**BIOL 3003 Marine Biology****3-0-3**

This course examines the diversity of marine organisms from the smallest worms to predatory sharks to the largest whales, from the deepest trench to the shore. Students will explore the special adaptations that allow organisms to thrive and create the complex web of ocean life. This course involves field experience and a final project that incorporates a student's interests, majors, and cultural background with course material. Prerequisite(s): BIOL 1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB 1108/BIOL 1108K.

**BIOL 3007 Embryology****4-0-4**

This course provides a contemporary approach to the study of Embryology. Classical descriptions of early embryonic development are supplemented with modern findings in genetics, biochemistry and molecular biology to give the student a solid basis for understanding the mechanisms of human development, growth and differentiation. This course will also focus on the anatomy of vertebrate embryogenesis with specific emphasis on humans. Topics include fertilization, implantation, gastrulation, neurulation and organogenesis of a variety of structures. Prerequisite(s): BIOL 1108/BLAB 1108/BIOL 1108K, BIOL 4201K; BIOL 4000K; or instructor approval.

**BIOL 3009K Comparative Anatomy****3-3-4**

This lecture course examines the similarities of anatomy and phylogenetic relationships of major vertebrate groups. It compares phylogeny, ontogeny (development), and morphology in groups ranging from protochordates to highly derived vertebrates. Structure of anatomical features, emphasizing how anatomy relates to function, including comparisons of specialized features in organisms adapted to different conditions. The laboratory component involves detailed dissection of the lamprey eel (*Petromyzon*), the dogfish shark (*Squalus*), the mud puppy (*Necturus*), and the cat (*Felis catus*). Prerequisite(s): BIOL 1107/BLAB 1107/BIOL 1107K; BIOL 1108/BLAB 1108/BIOL 1108K.

**BIOL 3011K Principles of Microbiology****3-3-4**

This course provides an in-depth exploration of microorganisms, focusing on their structure, physiology, genetics, metabolism, and ecological interactions. Emphasis is placed on prokaryotic organisms, particularly bacteria, while also addressing eukaryotic microbes and viruses. Topics include microbial growth and control, pathogenic mechanisms, host-microbe interactions, and the role of microbes in health, industry, and the environment. The laboratory component complements lecture topics by providing hands-on experience in fundamental microbiological techniques. Students will learn aseptic methods, cultivation, isolation, enumeration, and identification of microorganisms, with particular focus on bacterial species. Additional laboratory exercises cover microscopy, staining, microbial biochemistry, and the effects of physical and chemical agents on microbial growth. Prerequisite(s): Completion of BIOL 1108/BLAB 1108/BIOL 1108K with a grade of C or higher or instructor approval. Corequisite: CHEM 2241K (or equivalent) or instructor approval.

**BIOL 3111K Field Ecology****3-3-4**

This course is a travel experience course to study the effects of glaciation, soil and climate on plant and animal communities. Indicator species, stability, and succession of communities are compared. Identification of communities, vegetation, and animals is required, with an emphasis on field study. The laboratory component provides the student with the laboratory skills to identify and examine a range of species within varied environments. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108.

**BIOL 3113 Nutrition****3-0-3**

This is a lecture course designed to focus on the practical application of scientific concepts. It incorporates the science of the production, processing, evaluation, and utilization of foods and relates scientific concepts and processes to practical applications in nutrition. Prerequisite(s): MATH 1111 and ENGL 1101; BIOL1107/BLAB1107; BIOL1108/BLAB1108.

**BIOL 3114 Principles of Immunology****3-0-3**

This lecture course helps students build a solid foundation in basic concepts of immunology including organization, function, and regulation of the immune system. Students will be trained to build up background for future assimilation and processing of ever-growing mass of new information, to read and understand current literature, to write a scientific report and to attend seminars on topics related to immunology wherever available. Prerequisite(s): BIOL 1107/BLAB 1107, BIOL 1108/BLAB 1108, and BIOL 3011; or instructor approval.

**BIOL 3117 Virology****3-0-3**

This lecture course covers the advanced study of viruses with regard to the basic, biochemical, molecular, epidemiological, clinical, and biotechnological aspects of animal viruses primarily and bacteriophage, plant viruses, viroids, prions, and unconventional agents secondarily. Specific areas of virology, including viral structure and assembly, viral replication, viral recombination and evolution, virus-host interactions, viral transformation, gene therapy, antiviral drugs, and vaccines, are presented. Prerequisite(s): BIOL1107/BLAB1107, BIOL1108/BLAB1108, BIOL 3011; or instructor approval.

**BIOL 3205 Biostatistics****3-0-3**

This lecture course introduces statistical concepts and analytical methods as applied to data encountered in biological and biomedical sciences. It emphasizes the basic concepts of experimental design, quantitative analysis of data, and statistical inferences. The course provides students with a foundation to evaluate information critically to support research objectives and product claims and a better understanding of statistical design of experimental trials for biological products/devices. Prerequisite(s): BIOL 1107/BLAB1107; BIOL 1108; BLAB 1108, MATH 1113; or instructor approval.

**BIOL 3245 Research Design and Instrumentation****3-0-3**

This is an introductory course which examines research processes and design. Also included is a survey of the instruments and techniques commonly used in applied science laboratories. Prerequisite(s): BIOL 1107/BLAB1107; BIOL 1108; BLAB 1108; CHEM 1212K.

**BIOL 4000K Molecular Biology****3-3-4**

This course defines the molecules in cells and describes the major molecular processes that lie behind most biological events (replication of DNA, transcription and processing of RNA, translation of genetic information into proteins). The laboratory component emphasizes techniques and experiments that lead to this information. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108, CHEM/CLAB 2242; and BIOL 4201.

**BIOL 4005 Undergraduate Research III****0-3-1**

This course is a continuation of BIOL 3000. Students will complete their projects and prepare oral and poster presentations of their project. Students will complete the major field paper. This course is required and intended for those junior or senior students pursuing laboratory field, or clinical research. Prerequisite: BIOL 3245. This is a 1 credit hour course.

**BIOL 4007 Biology Seminar III****2-0-1**

This course is the final seminar capstone course. Students will conduct a major review of scientific literature, prepare and present and original research reports orally and in written format. An acceptable Senior Major Field Paper must be completed at least one month prior to the end of semester enrolled in course. Prerequisite(s): BIOL 3001 Biology Seminar II. This is a 1 Credit hour course.

**BIOL 4008 Biology Capstone****1-2-2**

This capstone course provides students majoring in Biological Sciences with the opportunity to present scientific reports and participate in discussion-based lectures on various topics in biology, biotechnology, and medicine. Students will conduct a comprehensive literature review and prepare an original qualitative and/or quantitative research report in oral and written formats. Prerequisite(s): BIOL 2001 and BIOL 3245, or instructor approval.

**BIOL 4010 Evolution****3-0-3**

This lecture course examines the major issues in the history and current status of evolutionary biology and explores the implications of evolution for culture. Issues range from controversies over mechanisms of evolution in natural populations to the conflict between creationists and evolutionists. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108; BIOL 4201; or instructor approval.

**BIOL 4011 Vertebrate Physiology****3-0-3**

An introduction to the functions and relationships of vertebrate organs and organ systems. The course emphasizes physiological adaptations and mechanisms by which vertebrates compensate for environmental variations. Pre-requisites: Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108 and BIOL 3009.

**BIOL 4201K Cellular Biology****3-3-4**

This course examines the essential features that constitute life in terms of the coordinative interactions of small and large molecules. Phenomena explored by students include the cell as common denominator, proteins as agents of specificity, metabolic pathways, cell transport, and the central dogma of molecular genetics and regulation of the flow of information. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108/BIOL 1108K.

**BIOL 4203 Neurobiology****3-0-3**

This lecture course introduces students to the rapidly growing field of neuroscience. The course covers topics ranging from neuronal structure and function, communication at the synapse, membrane receptors and intra- and intercellular signaling systems, to the gross organization of the brain and spinal cord, the processing of sensory information, the programming of motor responses, and higher functions such as learning, memory, cognition, and speech. Prerequisite(s): Completion of BIOL 1108/BLAB 1108/BIOL 1108K with a grade of C or higher; or instructor approval.

**BIOL 4205 Biochemistry****3-0-3**

The lecture course surveys the basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. This course is suitable for pre-majors, for students interested in careers in medicine, dentistry, pharmacy, and medical technology. Prerequisite(s): Completion of BIOL 1108/BLAB 1108/BIOL 1108K, CHEM2242/CLAB 2242/CHEM 2242K with a grade of C or higher; or instructor approval.

**BIOL 4207 Medical Microbiology****4-0-4**

The fundamentals of microbial physiology, genetics, and immunology are presented with important bacterial, viral, parasitic, and mycolic infections discussed from the standpoint of etiology, epidemiology, and pathogenesis. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; BIOL 3011K; or instructor approval.

**BIOL 4209 Biotechnology****4-0-4**

This course surveys the methods and applications of biotechnology and examines the consequences of developments in this area. The course is organized by topic and covers many aspects of biotechnology, including those that relate to animals, microbes, human health, agriculture and the environment. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; BIOL 3011K; BIOL 4000K or BIOL 4800K.; or instructor approval.

**BIOL 4211K Principles of Genetics****3-3-4**

This course examines the basic principles of classical and molecular genetics. Model systems for genetic analysis such as *Drosophila melanogaster*, *Neurospora crassa*, and peas will be covered. The course covers a detailed description of the structure and function of nucleic acids. This includes replication and regulation with emphasis on genetic diseases, mutations, and genetic engineering and its applications will be emphasized. The laboratory component covers Mendelian principles, isolation and characterization of the DNA, polygene chromosomes, karyotyping, Barr bodies, mutagenesis and tests used for detecting mutagens. Prerequisite(s): BIOL 1107/ BLAB 1107/BIOL 1107K; BIOL 1108; BLAB 1108/BIOL 1108K; and MATH 1113 or MATH 2201; or instructor approval.

**BIOL 4685K Animal Histology****3-3-4**

This course provides a detailed study of the microscopic structure and function of animal tissues and organs. Students will gain hands-on experience with histological techniques, emphasizing the relationship between cellular structure and physiological function. Prerequisite(s): Completion of BIOL 1108/BLAB 1108/BIOL 1108K with a grade of C or higher; or instructor approval.

**BIOL 4800K Molecular Cell Biology****3-3-4**

This course explores molecular and cellular mechanisms, including DNA replication, transcription, translation, gene regulation, organelle function, cell signaling, apoptosis, and disease pathology. Emphasis is placed on current research techniques in cellular biology. Prerequisite(s): Completion of BIOL 1108/BLAB 1108/BIOL 1108K with a grade of C or higher or instructor approval.

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**BUSINESS ADMINISTRATION (SCHOOL OF BUSINESS AND TECHNOLOGY)**

School of Business and Technology degree seeking students must complete all ACCT, BITM, BUSA, CISM, ECON, FINC, ITEC courses and their prerequisite courses with a grade of "C" or better unless the course is being used to satisfy a non-program elective requirement.

**BITM 4000 Computer Systems and Network Management****3-0-3**

This course will cover different aspects of computer systems configurations: software, hardware, operating system, and networking. Students will learn the functional concepts of network architectures by examining TCP/IP family of communication protocols, structured cabling systems, fiber optic and wireless systems.

Prerequisite: CISM 3101 or ITEC 1101 or ITEC 2204

**BITM 4200 Information Security Management****3-0-3**

An introduction to the various technical and administrative aspects of Information Security and Assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

Prerequisite: BITM 4000 or ITEC 2205

**BITM 4220 Database Management Systems****3-0-3**

Introduction to database management systems, database processing, data modeling, database design, development, and implementation. An understanding of the physical and logical organization of data and the meaningful representation of data relationships are evaluated. Operational requirements of database management systems are also discussed.

Prerequisite: CISM 3101

**BITM 4010 Project Management****3-0-3**

This course provides the foundational principles and techniques to plan, execute, and manage complex projects. Topics include workflow analysis, quality control, and performance evaluation.

Prerequisite: CISM 2101 or ITEC 1401

**BITM 4300 Management of Digital Forensics and eDiscovery****3-0-3**

This course focuses on the detection, isolation and response to security breaches and attacks. It provides a detailed examination of the entire computer forensic process and presents specific procedures required to respond to a computer crime incident. Subjects include recognizing unauthorized access, identifying file anomalies, and traffic monitoring.

Prerequisite: CISM 3101

**BITM 4302 Business Continuity Planning and Implementation****3-0-3**

This course covers current practices, technologies, methodologies and tools in the design, exercising and implementation of business continuity plans for IT environment. Project and individual research required.

Prerequisite: BITM 4010

**BUSA 4111 Small Business and Venture Management****3-0-3**

This course emphasizes operating and managing small and new business ventures. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan.

Corequisites: BUSA 32201.

**BUSA 1105 Introduction to Business****3-0-3**

This course is an integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.). Prerequisite: None

**BUSA 1401 Introduction to Project Management****3-0-3**

This course introduces students to the function of project leadership in for-profit organizations. The student will explore the project life cycle and gain experience in budget and timeline management. The instructor will provide tools and processes, and practical insights to help them understand how to successfully manage projects. Project management software is used to design project schedules, using tools such as bar charts, program evaluation and review technique (PERT), and critical path method (CPM) to produce project plans to apply to case study solutions. Prerequisite: None

**BUSA 2105 Communicating in a Business Environment****3-0-3**

This course emphasizes both interpersonal and organizational communications, including written and oral exercises appropriate to business practices. Prerequisite: Prerequisite: BUSA 1105 and ENGL 1102.

**BUSA 2106 The Legal Environment of Business****3-0-3**

This course is an introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business, including an overview of the impact of demographic diversity on organizations. Prerequisite: None

**BUSA 2201 Principles of Management****3-0-3**

This course deals with universal concepts of management applicable to all types of enterprises. Students are introduced to basic management philosophies and decision-making processes. Principles of management involving leadership styles, planning, organizing, supervision and control are covered. Prerequisite: BUSA 1105

**BUSA 2202 Management and Supervision****3-0-3**

This course introduces the student to general management principles relevant to all types of business enterprises. Supervisory principles in human relations, grievances, training, evaluations, promotions, quality control and management employee relations are covered. Prerequisites: BUSA 2201.

**BUSA 2203 Personnel Management****3-0-3**

This course introduces students to the methods used in recruiting, selecting, and maintaining an efficient workforce. Topics include employment standards, training, health and safety, and employee services. Job evaluation, interviewing techniques, and application forms are also discussed. Prerequisites: BUSA 32201 BUSA 2201.

- 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.
- BUSA 2206 Production Management and Evaluation** 3-0-3  
This course provides the student with a general understanding of the organization of large-scale industrial organizations for efficient production methodology and evaluation of the production process to meet contracts, etc. Prerequisites: BUSA 2201.
- BUSA 2209 Fundamentals of Business Finance** 3-0-3  
This course is an introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds and capital structure strategies for non-financial corporations. Prerequisite: ACCT 2102.
- BUSA 2210 Fundamentals of Entrepreneurship** 3-0-3  
This course is an introduction to the practical and theoretical considerations involved in entrepreneurship. Course topics include the preparation of business plans, strategies for financing, market assessment, development and protection of business ideas, management and strategies for survival of new business ventures. ~~Prerequisite: BUSA 1105.~~
- BUSA 2211 Small Business and Venture Management** 3-0-3  
This course emphasizes operating and managing small and new business ventures. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan. Prerequisites: ACCT 2101 and BUSA ~~2201~~ BUSA 1105.
- 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: 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 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.
- BUSA 3114 Business Statistics** 3-0-3  
An introduction to statistical concepts used to assist in making decisions under conditions of uncertainty. Topics include the collection and analysis of data, probability and probability distributions, hypothesis testing, linear regression, and correlation. Prerequisite: Math 1101.
- BUSA 3175 Cooperative/Internship** 3-0-3  
Individually designed learning program involving field experience in private or public sector. Prerequisite: Dean's approval required.
- BUSA 3203 Human Resource Management** 3-0-3  
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. Prerequisite: BUSA 3201.
- BUSA 3206 Production/Operations Management** 3-0-3  
This course provides the student with a general understanding of the organization of large-scale industrial organizations for efficient production methodology and evaluation of the production process to meet contracts, etc. Prerequisites: BUSA 3201.
- BUSA 3209 Fundamentals of Business Finance** 3-0-3  
An introduction to the principles of corporate finance and their application in business today, focusing on the measurement and creation of value in a corporation. Topics include financial markets, present value analysis, the theory of risk and return, portfolio theory, asset pricing models, cost of capital, capital budgeting, capital structure, and value-based management. Prerequisite: ACCT 2102.
- BUSA 3213 Strategies for Entrepreneurship** 3-0-3  
This covers the essentials of launching and establishing a business organization with emphasis on new start-ups, buyouts, and franchises. Case studies of successful businesses will be utilized to introduce students to various strategies. Prerequisite: BUSA 3201.

**BUSA 3301 Business Ethics****3-0-3**

This course will emphasize the individual as a decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma. Prerequisite: BUSA 2106.

**BUSA 4010 Contemporary Business Issues and Practices****3-0-3**

This course is designed to integrate the common body of knowledge gained from the business student's program of study. The subject matter stresses decision-making and utilizes cases and other experiential methods. Prerequisites: Senior Standing.

**BUSA 4016 Culture and Diversity Management****3-0-3**

Inclusive workplaces build on equal opportunity principles to create a culture of respect, involvement and success for all employees. This course involves an examination of individual differences and group affiliations that create a diverse workforce. It also considers paradigms that limit and promote inclusion and what each individual student, employers and society as a whole can do to promote inclusive workplaces. Prerequisites: BUSA 3105 and BUSA 3205.

**BUSA 4102 Financing New Business Ventures****3-0-3**

This course is a study of successful techniques used to finance new business ventures: new startups, buyouts, and franchises including traditional and creative approaches. Prerequisites: BUSA 3209.

**BUSA 4111 Small Business and Venture Management****3-0-3**

This course emphasizes operating and managing small and new business ventures. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan. Prerequisites: BUSA 3209.

**BUSA 4115 Organization Behavior****3-0-3**

This course examines management principles and practices in the context of human behavior within organizations. The major focus will be the translation of management and organization behavior theories to such practices which result in organizational efficiency, effectiveness and human resource development. Prerequisites: BUSA 2201.

**BUSA 4117 Management of International Business****3-0-3**

The distinctive circumstances of management arising from the conduct of business in more than one country; international monetary system, trade framework, European economic community and regional groups, home and host country policies in international investments, and international agencies; relevant for the conduct of international business and for the management of the international corporation. Prerequisites: BUSA 2201.

**BUSA 4118 International Marketing****3-0-3**

This course examines the impact of economic, cultural, political, legal and other environmental influences on international marketing. The emphasis will be on developing and executing effective marketing strategies, adapting to rapidly changing technologies, building customer satisfaction and retention, and facilitating communications successfully (from the international organization to the customer as well as from the international customer to the organization). Prerequisites: BUSA2205.

**BUSA 4210 Entrepreneurship and Diversity****3-0-3**

This course will focus on exploring and creating new venture ideas. This will cover characteristics of successful entrepreneurs and how to identify and evaluate entrepreneurial opportunities. The emphasis will be on creativity and innovation in new venture creation. This course will also provide an introduction to the basic business skills needed to start up and establish new entrepreneurial ventures. Prerequisites: BUSA 2201 and BUSA 2205.

**BUSA 4414 Analytics****3-0-3**

This course prepares individuals to manage projects, programs and organizations involving basic and applied research, or specialized technology applications, in the public or private sectors. Includes instruction in all aspects of business management, public health and health information management applied to the leadership and control of scientific, clinical, engineering and social scientific enterprises; the management of related operational, security and logistical issues; and technical competence in one or more industries. Includes instruction in the principles and basic content of the biomedical and clinical sciences, information technology and applications, data and database management, clinical research methodologies, health information resources and systems. Prerequisites: Senior Standing and approval of advisor

**BUSA 4490 Strategic Business Management****3-0-3**

This is course integrates the major functional operating areas of business firms viewed within the broader context of strategic management, i.e., the process of managerial decision making and actions that determine the long-run performance of business organizations. Prerequisites: Senior Standing.



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## CHEMISTRY (SCHOOL OF ARTS AND SCIENCES)

### **CHEM 1151 Survey of Chemistry I**

**3-0-3**

This lecture course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. The course is recommended for humanities, social science, allied health and nursing students. Further, science majors with little or no previous background in chemistry are encouraged to take this course in preparation for the science major's sequence, CHEM 1211-1212. Prerequisite: MATH 1111 or passing score on Math Placement Examination (MPE).

### **CLAB 1151 Survey of Chemistry Lab I**

**0-3-1**

This is the laboratory component of CHEM 1151. Experimental topics include basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. Prerequisite/corequisite: CHEM 1151 or permission of the instructor.

### **CHEM 1151K Survey of Chemistry I with Lab**

**3-3-4**

This lecture/lab course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. Experimental topics include basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. The course is recommended for humanities, social science, allied health and nursing students. Further, science majors with little or no previous background in chemistry are encouraged to take this course in preparation for the science major's sequence, CHEM 1211-1212. Prerequisite: MATH 1111 or passing score on Math Placement Examination (MPE), or by permission of the instructor. Corequisite: CLAB 1151.

### **CHEM 1152 Survey of Chemistry II**

**3-0-3**

This lecture course is a continuation of the general chemistry sequence and includes an introduction to organic and biochemistry. Consumer chemistry topics, such as types of drugs, over-the-counter, legal and illegal, are discussed. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CLAB 1152.

### **CLAB 1152 Survey of Chemistry Lab II**

**0-3-1**

This is the laboratory component of CHEM 1152. Experimental topics include hydrocarbons, alcohols, phenols, mercaptans, carbonyl compounds, preparation and examination of a drug (aspirin), enzymes and chemical reactions. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CHEM 1152.

### **CHEM 1152K Survey of Chemistry II with Lab**

**3-3-4**

This lecture course is a continuation of the general chemistry sequence and includes an introduction to organic and biochemistry. Consumer chemistry topics, such as types of drugs, over-the-counter, legal and illegal, are discussed. Experimental topics include hydrocarbons, alcohols, phenols, mercaptans, carbonyl compounds, preparation and examination of a drug (aspirin), enzymes and chemical reactions. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CLAB 1152.

### **CHEM 1211 Principles of Chemistry I**

**3-0-3**

This lecture course is designed to present the fundamentals of chemistry and demonstrate their application through lecture and problem solving. Topics include measurements, atomic theory, chemical reactions, equations, stoichiometry, solutions and solution stoichiometry, gases and their properties, quantum theory, the periodic table, bonding theories, oxidation-reduction reaction, an introduction to thermochemistry. Prerequisite: MATH 1111 or higher-level mathematics course and ENGL 1101. Corequisite: CLAB 1211.

### **CLAB 1211 Principles of Chemistry Lab I**

**0-3-1**

This is the laboratory component of CHEM 1211. Experimental topics include basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Prerequisite: MATH 1111 or higher-level mathematics course and ENGL 1101.

### **CHEM 1211K Principles of Chemistry I with Lab**

**3-3-4**

This course is designed to present the fundamentals of chemistry and demonstrate their application through lecture and problem solving. Topics include measurements, atomic theory, chemical reactions, equations, stoichiometry, solutions and solution stoichiometry, gases and their properties, quantum theory, the periodic table, bonding theories, oxidation-reduction reaction, an introduction to thermochemistry. Experimental topics include basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Prerequisite: MATH 1111 or higher-level mathematics course and ENGL 1101.

### **CHEM 1212 Principles of Chemistry II**

**3-0-3**

This lecture course is a continuation of CHEM 1212. Topics include solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Prerequisite: CHEM 1211. Corequisite: CLAB 1212. This course fulfills the requirements for students majoring in Chemistry.

**CLAB 1212 Principles of Chemistry Lab II****0-3-1**

This is the laboratory component of CHEM 1212. Topics include acid-base titrations, colligative properties, oxidation-reduction titrations, heats of neutralizations, rates of chemical reactions, preparation and analysis of an inorganic compound. Prerequisite: CHEM 1211/CLAB 1211. Corequisite: CHEM 1212.

**CHEM 1212K Principles of Chemistry II with Lab****3-3-4**

This lecture course is a continuation of CHEM 1212. Topics include solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Experimental topics include acid-base titrations, colligative properties, oxidation-reduction titrations, heats of neutralizations, rates of chemical reactions, preparation and analysis of an inorganic compound. Prerequisite: CHEM 1211. Corequisite: CLAB 1212.

**CHEM 1213 Analytical Chemistry****3-0-3**

This lecture course is designed for students majoring in science or related fields. Topics include qualitative and quantitative analysis, experimental error, statistics and data interpretation, applications of spectrophotometry, volumetric analysis, acid-base titration, EDTA titration, electrodes and potentiometry and atomic spectroscopy. Prerequisites: CHEM 1212; CLAB 1212. Corequisite: CLAB 1213.

**CLAB 1213 Analytical Chemistry Lab****0-3-1**

This course is the laboratory component of CHEM 1213. Experimental topics include qualitative analysis, preparation of standardized solutions, EDTA/Iodometric titrations, coulometric titrations, spectrophotometry, quantitative analysis by gas chromatography or high-pressure liquid chromatography. Prerequisites: CHEM 1212, CLAB 1212. Corequisite: CHEM 1213.

**CHEM 2241 Organic Chemistry I****3-0-3**

This lecture course provides a study of the chemistry of organic compounds including their physical and chemical properties, synthesis and reaction mechanisms. Topics include bonding theories, organic acids and bases, reaction pathways, stereochemistry, nucleophilic substitution and elimination reactions, alkenes and an introduction to spectroscopy. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

**CLAB 2241 Organic Chemistry I Lab****0-4-1**

This course is the laboratory component of CHEM 2241. It is designed to provide basic laboratory techniques necessary for chemical and physical determination. These techniques include crystallization, melting and boiling point determination, distillation, extraction, column and thin layer chromatography as well as gas chromatography. In addition, the student gains experience in optical activity and resolution/analysis of an enantiomeric mixture. Prerequisite and/or corequisite: CHEM 2241.

**CHEM 2241K Organic Chemistry I with Lab****3-4-4**

This lecture course provides a study of the chemistry of organic compounds including their physical and chemical properties, synthesis and reaction mechanisms. Topics include bonding theories, organic acids and bases, reaction pathways, stereochemistry, nucleophilic substitution and elimination reactions, alkenes and an introduction to spectroscopy. The laboratory component is designed to provide basic laboratory techniques necessary for chemical and physical determination. These techniques include crystallization, melting and boiling point determination, distillation, extraction, column and thin layer chromatography as well as gas chromatography. In addition, the student gains experience in optical activity and resolution/analysis of an enantiomeric mixture. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

**CHEM 2242 Organic Chemistry II****3-0-3**

This lecture course is a continuation of the study of the chemistry of carbon compounds. Topics include alcohols, carbonyl compounds, polyenes, enols and enolates, the chemistry of aromatic compounds and mass spectrometry. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

**CLAB 2242 Organic Chemistry Lab II****0-4-1**

The laboratory component of CHEM 2242 and continuation of CLAB 2241. This course provides a study of the techniques using semi-microscale experiments. Experiments include oxidation/reduction, esterification, Grignard Synthesis, Friedel-Crafts Alkylation, Diel-Alder, and Diazo Compound Synthesis. Students use various spectroscopic techniques, including IR, UV-VIS and NMR and GC-MS for structure determination and for identifying unknown liquids and solids. Prerequisites: CHEM 2241; CLAB 2241. Corequisite: CHEM 2242.

**CHEM 2242K Organic Chemistry II with Lab****3-4-4**

This lecture course is a continuation of the study of the chemistry of carbon compounds. Topics include alcohols, carbonyl compounds, polyenes, enols and enolates, the chemistry of aromatic compounds and mass spectrometry. The laboratory component of CHEM 2242 and continuation of CLAB 2241. This course provides a study of the techniques using semi-microscale experiments. Experiments include oxidation/reduction, esterification, Grignard Synthesis, Friedel-Crafts Alkylation, Diel-Alder, and Diazo Compound Synthesis. Students use various spectroscopic techniques, including IR, UV-VIS and NMR and GC-MS for structure determination and for identifying unknown liquids and solids. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

**CHEM 2245 Intro. to Undergrad. 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 (SCHOOL OF ARTS AND SCIENCES)****COMM 1100 Human Communications****3-0-3**

This course consists of a broad approach to oral communication skills, including intrapersonal, interpersonal, small-group, and public speaking. Emphasis is placed on developing speech communication skills pertinent to survival in today's success-oriented society, with emphasis on a diversity of contemporary speaker-listener situations. No prerequisite.

**COMM 1110 Public Speaking****3-0-3**

This course centers on exploration and application of guidelines and principles essential to a variety of formal/professional public speaking modes through preparation and delivery of speeches and the evaluation of these presentations. The organization of materials and the vocal and physical aspects of delivery are emphasized. **No prerequisite.**

**COMM 2110 Advanced Public Speaking****3-0-3**

This course focuses on the study of principles and methods of selected forms of public speaking and oral presentation for various purposes and audiences. Speaking coverage ranges from speeches for special occasions, argumentation and debate, persuasive speaking, extemporaneous speaking and oral interpretation of literature. *Prerequisites: ENGL 1102, COMM 1110.*

**COMM 3035 Organizational Communication****3-0-3**

This course provides an introduction to the fundamental approaches, concepts and theories associated with the study of organizational communication. Students will identify career paths associated with organizational communication and investigate the flow of communication through organizational structures. Emphasis will be placed on content application, teamwork and the study of real-life organizations. Prerequisite: COMM 1100 or COMM 1110 and Junior or Senior standing.

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**COMPUTER APPLICATIONS (SCHOOL OF BUSINESS AND TECHNOLOGY)****CISM 2101 Fundamentals of Computer Applications****3-0-3**

This course introduces students to the broad concepts of computer-based information systems and their applications in the business environment. The course provides hands-on experience in the use of current application software packages (Word processor, Spreadsheet, Database, Presentation software, etc.) in processing data. It is intended study for Business Programs and will not satisfy STEM requirements. Prerequisites: None

**CISM 3101 Management Information Systems****3-0-3**

This course introduces students to computer information systems and their applications in the business environment. Covers the information system development life cycle. Use of data flow diagrams and structure charts; database design, and program development. Utilizes a relational database management system to illustrate system development techniques. Prerequisites: CISM 2101 or CSCI 1301 or ITEC 1101.

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**COMPUTER SCIENCE (SCHOOL OF BUSINESS AND TECHNOLOGY)**

School of Business and Technology degree seeking students must complete all ACCT, BITM, BUSA, CISM, ECON, FINC, ITEC courses and their prerequisite courses with a grade of "C" or better unless the course is being used to satisfy a non-program elective requirement.

**CSCI 1135 Introduction to Computers****3-0-3**

This course is designed to provide an introduction to computer concepts and information processing. The course includes an overview of computer hardware, software, basic networking concepts, history of data processing systems, major trends in information systems, Information Superhighway, social issues and career opportunities in information processing. An integral part of the course is hands-on experience with current applications software in word processing, electronic spreadsheet, database management systems and the internet. Prerequisite: None

**CSCI 1136 Fundamentals of Electronic Spreadsheets****0-3-1**

This course provides the knowledge, skills and hands-on experience needed to gain proficiency in using spread sheet applications in various disciplines. It is designed for both non-science and science majors with special attention given to the preparation of reports and the display of data in different formats. Prerequisite: None

**CSCI 1137 Fundamentals of Database Management****0-3-1**

This course provides the knowledge, skills and hands-on experience needed to gain proficiency in using database applications in various disciplines. It is designed for both non-science and science majors. Prerequisite: None

**CSCI 1138 Introduction to Cyberspace Technologies****0-3-1**

This course provides the knowledge, skills and hands-on experiences needed to gain proficiency in accessing and using the internet and e-mail. It is designed for both non-science and science majors. Prerequisite: None

**CSCI 1142 Introduction to C Programming****3-0-3**

This course provides an introduction to the fundamentals of the C programming language: variables, input/output statements, operators, loops, decision-making, functions, arrays, strings, files, standard input, binary mode, record input and random access. Prerequisites: None

**CSCI 1143 BASIC: Interactive Programming****3-0-3**

This course is designed to develop the student's ability to program in BASIC in either a business or an educational setting. It has a problem-solving orientation with an emphasis on string manipulations, formatting output, file manipulation and logical structuring of procedures. Students are also introduced to the additional capabilities of a microcomputer (such as graphics and sound) as well as system analysis and design. Prerequisites: None

**CSCI 1145 COBOL: Business Programming****3-0-3**

This course provides an introduction to the computer programming file language of COBOL. A structured problem-solving approach is used to present COBOL data structures and data manipulation within business-oriented settings. Prerequisites: CSCI 1135.

**CSCI 1146 Introduction to JAVA Programming****3-0-3**

This course provides an introduction to the fundamentals of the JAVA Programming Language, problem solving and algorithm development, simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, classes, methods, applets and fundamentals of Object-Oriented programming. Prerequisite: CSCI 1135

**CSCI 1248 Introduction to Cyber Security****3-0-3**

This course provides an introduction to concepts of cybersecurity principles, functions, applications, and technologies. Fundamental topics include cyber threats and vulnerabilities, information security frameworks, network security, cryptography, system defense, information security policy, legal and political issues, and security management. The course maps to the CompTIA Security+ exam. Corequisite: CSCI 1135

**CSCI 1301 Computer Science I****3-0-3**

This course provides an overview of computers and programming with emphasis on problem-solving and algorithm development. Topics include simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays (one-and-two-dimensional), procedural abstraction and software design, modular programming (including subprograms or the equivalent). The principles/concepts outlined above are implemented using a high-level programming language. Corequisite: CSCI 1135.

**CSCI 1302 Computer Science II****3-0-3**

This course is a continuation of CSCI 1301. Topics include an overview of abstract data types (ADT's): arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm (including Big-O); recursion; pointers and linked lists; software engineering concepts; and dynamic data structures (stacks, queues, trees). Prerequisite: CSCI 1301.

**CSCI 2212 Computer Graphics****3-0-3**

This course provides an introduction to graphics programming. Topics include graphic presentation of data, interfacing graphics with text, multimedia, and a survey of graphics software packages. Students use a high-level programming language to create a color graphics package. Prerequisite: CSCI 1142 or CSCI 1143, CSCI 1146 or CSCI 1301.

**CSCI 2214 Computer Organization and Assembler Language****3-0-3**

This course provides an introduction to computer structure, machine language instruction, addressing techniques and digital representation of data. Symbolic coding and assembly systems, macro definition and generation, and program segmentation and linkage. Programming assignments to illustrate machine structure and programming techniques. Prerequisite: CSCI 1142 or CSCI 1143 or CSCI 1145 or CSCI 1301.

**CSCI 2216 Survey of Programming Languages****3-0-3**

This course provides a comparative study of programming languages to prepare the student to evaluate such languages. Programming assignments are given to illustrate the features of each language. Prerequisite: CSCI 1301.

**CSCI 2222 Scientific Programming****3-0-3**

This course includes the following topics: file processing operations for sequential and random-access files and sorting techniques. Some programming assignments are derived from elementary statistics, combinatorics, matrix operations and systems of equations, iterative methods for solving equations, elements of numerical differentiation and integration, and operations with complex numbers. Prerequisite: CSCI 1301.

**CSCI 2245 File Processing and Database Management****3-0-3**

This course is a continuation of the development of the design, implementation, testing and documentation skills introduced in CSCI 1301, with emphasis on the techniques of algorithm development and structured programming. Topics include an overview of file processing, data representation and validation, algorithms for report preparations and sequential file processing. Prerequisites: CSCI 1301.

**CSCI 2250 Computer Architecture****3-0-3**

This course provides a study of hardware, software and local area networks. Topics include input/output systems, memory management storage devices, operating systems, microprogramming and microcomputers. Assignments provide hands-on experience. Prerequisite: CSCI 2214.

**CSCI 2290 Cyber Security Analysis and Practice****3-0-3**

This course is designed to provide the basic technology, practices, and processes for securing computer systems, networks, and information from damage, corruption, or theft. The course examines basic tools, techniques, and technologies used in the protection of information assets. It covers practical applications of concepts taught in previous Cyber Security course(s) that covered computer hardware and software, online-environment security, communication security, infrastructure security, cryptography and organizational operations security in preparation for the CompTIA Security+ exam. Mapped CompTIA: Security+ certification. Corequisite: ITEC 2205 or approval of the advisor or instructor.

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**CRIMINAL JUSTICE (SCHOOL OF ARTS AND 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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 1105 Introduction to Law Enforcement****3-0-3**

This course presents a review of: (a) patterns of organization of law enforcement in society; (b) foundations, methods, types, and effects of law enforcement agencies at local, state and federal levels; and (c) the relationship between law enforcement and societal problems in ethnic diversity, community relations, and the police subculture. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 1106 Introduction to Corrections****3-0-3**

This course presents an overview of: (a) correctional approaches, with primary emphasis on incarceration; (b) local, state, and federal levels of prison systems; (c) types of prisons; (d) internal structures and procedures for modern prisons; and (d) inmate social structures within male and female institutions. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 2105 Introduction to Criminology****3-0-3**

This course provides an introduction to the definitions, nature, distribution, and causes of crime and criminal behavior. Historical and contemporary theoretical explanations are explored. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 2200 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 substantive criminal law. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 2230 Interpersonal Relations in Law Enforcement****3-0-3**

This course offers an introduction to the methods of “community-oriented policing” establishing a partnership between law enforcement agencies and communities. The goal is to prepare students to understand and appreciate cultural diversity and to be able to communicate effectively with residents of high crime areas, as well as with advocates of programs for improving law enforcement practices. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 2240 Introduction to Juvenile Delinquency****3-0-3**

This course examines (a) the nature, causes, development and consequences of juvenile delinquency; (b) the changing societal perceptions and reactions to juvenile delinquency and to juveniles who commit adult crimes; and (c) the adjudication, punishment and special needs of the juvenile offender. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

**CRJU 2251 Practicum in Criminal Justice****3-0-3**

A placement in one of the three primary divisions of the criminal justice system-- law enforcement, corrections and the judicial system-- is provided to each student. Prerequisite: CRJU 1102.

**CRJU 2500 Introduction to Homeland Security****3-0-3**

This course is designed to serve as a primary course for those interested in Homeland (or Domestic) Security and will also serve as an ancillary course in introductory criminal justice or terrorism related courses. It covers the 9/11 attacks, the roles of national and state agencies and the private sector in the quest.

**CRJU 2801 Law Enforcement Leadership and Administration I****3-0-3**

This course is an introduction to the principles and roles of leadership in the area of law enforcement management. Primary focus will be placed on theories of leadership and management, motivation, organization and application. A review of leadership typologies will also be included. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101 and passing a multi-level criminal background check.**

**CRJU 2803 Law Enforcement Liability****3-0-3**

This course is designed to introduce the student to legal liability issues involved in supervision and management within a Law enforcement agency, including the various levels of liability from officer misconduct to agency negligence. The student will become familiar with the importance of agency policies and the concept and definitions of Torts, Negligence, 42-U.S.C. sec. 1983, and 18 U.S.C. sec. 242 violations. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101 and passing a multi-level criminal background check.**

**CRJU 2804 Professional Standards in Law Enforcement****3-0-3**

This course will develop the skills required to understand professional standards set forth by professional law enforcement agencies. An overview of professional standards will be facilitated to include development of model policies and their purpose, general orders and procedures, as well as their application. Students will be also introduced to internal affairs investigations, and their role in maintaining professional standards within a law enforcement agency. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101 and passing a multi-level criminal background check.**

**CRJU 2901 Law Enforcement Leadership and Administration II****3-0-3**

This course focuses on issues associated with law enforcement leadership roles. Topics include effective time management, stress management, and characteristics of a healthy workplace. Other topics include dealing with diverse personalities as well as a strong emphasis on understanding and developing communication skills within a law enforcement environment. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101 and passing a multi-level criminal background check.**

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**ECONOMICS (SCHOOL OF BUSINESS AND TECHNOLOGY)**

School of Business and Technology degree seeking students must complete all ACCT, BITM, BUSA, CISM, ECON, FINC, ITEC courses and their prerequisite courses with a grade of “C” or better unless the course is being used to satisfy a non-program elective requirement.

**ECON 1101 The Economics of Financial Literacy****3-0-3**

This course explores the microeconomic and macroeconomic principles that underpin financial literacy, emphasizing the importance of informed decision-making in personal finance. In this class, students will learn how to apply economic thinking to real-world financial situations and develop the skills necessary to make sound financial decisions. Specifically, students will learn how to use economic theories and concepts to make informed decisions about budgeting, cash flow management, maximizing their earnings potential, tax planning, obtaining and using credit, saving and investments, insurance and risk management, and retirement. The course will emphasize the importance of understanding the broader economic context when developing and implementing financial plans.

**ECON 1105 Introduction to Economics****3-0-3**

This course provides an analysis of the economic operations of modern industrial society, as well as economic concepts and their application in a free-enterprise system. Prerequisite: None

**ECON 2105 Principles of Macroeconomics****3-0-3**

This principles course introduces students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Prerequisite: None

**ECON 2106 Principles of Microeconomics****3-0-3**

This principles course introduces students to concepts that will enable them to understand and analyze the structure and performance of the market economy. Prerequisite: None

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**EDUCATION (SCHOOL OF ARTS AND SCIENCES)**

In each EDUC 2120 and 2130, students must complete twenty hours of field experiences as part of the requirements. Prior to beginning the field experience the student must purchase liability insurance. The course instructor or the Coordinator of Teacher Education Field Experience will provide details. In some cases, a criminal background check might be required. Check with the institution where you are placed for the field experience as to this requirement. Institutions 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 2105 Exceptional Children****3-0-3**

This course focuses on the identification, characteristics and techniques of teaching exceptional children and youth in the regular classroom. Ten hours of field experience are required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111; EDUC 1105 and EDUC 2101.

**EDUC 2110 Investigating Critical & Contemporary Issues in Education****3-0-3**

Investigating Critical and Contemporary Issues in Education. This course engages students in observations, 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. Prerequisite: Completing or exempting Support level ENGL.

**EDUC 2120 Exploring Socio-Cultural Perspectives in Education****3-0-3**

This course is designed for students to examine (a) the nature and function of culture; (b) the development of individual identities and group cultural identity; (c) systems of privilege, power, and oppression; (d) definitions and implications of diversity; (e) the influences of sociocultural factors on learning, development, and pedagogy; and (f) the foundations and applications of social justice education. A minimum of 20 hours of field experience in a setting chosen by the instructor is required.

**EDUC 2130 Exploring Learning and Teaching****3-0-3**

Exploring Learning and Teaching. Future educators will understand how opportunities, access, and engagement intersect to contribute to P-12 student success. Educators will explore key aspects of learning and teaching, reflect on their own learning processes and those of others, and apply their knowledge to equitably meet diverse learning needs of P-12 students in a variety of educational settings and contexts. A minimum of 20 hours of field experience in a setting chosen by the instructor is required.

**ECE 2250 Child Development and Early Learning****3-0-3**

This course addresses theories of human development from conception to middle childhood (age eleven years) with attention to the social, emotional, physical and cognitive domains. Issues relating to family, diversity, and culture will be addressed as they relate to development and supporting children's learning. Students will also explore effective learning environments, health, safety & nutrition for children. Fifteen (15) hours of field experience in natural settings is required.

**EDUC 2253 Curriculum & Programming for Children's Serv.****3-0-3**

This course studies the various children's services programs used in both academic and community settings. Students also study program design and development for traditional and nontraditional settings. Prerequisite: ENGL 1101

**ECE 2540 Health, Wellness, and the Young Child****3-0-3**

This course is designed to provide students with opportunities to understand the importance of a healthy and safe environment for young children. Issues include infectious disease control, injury and accident prevention, chronic health care conditions and illnesses, child abuse and neglect, and proper meal planning and nutrition. Upon successful completion of this course, students will be awarded certification in Basic First Aid and CPR for infants and young children.

**ECE 2590 Families, Communities, and Schools: Partners in Education****3-0-3**

This course analyzes family, school and community resources as related to the family life cycle; explores environmental approaches; and explores careers related to children and families. Strategies to improve communication and collaboration are emphasized with a focus on family types, cultures, languages, economic conditions, school systems, community services, political forces, advocacy groups and other factors that impact young children and their families. Fifteen hours of service learning at an approved site is required.

Prerequisite(s): Exit or exemption from Learning Support Reading

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**ENGINEERING DRAWING (SCHOOL OF ARTS AND SCIENCES)****CADD 1111 Engineering Drawing I****0-2-2**

This course provides an introduction to a broad range of engineering graphics topics, including the use of instruments, orthographic projections, sectional views, and computer-aided design. Prerequisites: MATH 1113 and ENGL 1101.

**CADD 1112 Engineering Drawing II****0-2-2**

This course involves the graphic development of the spatial relationships of points, lines, and the intersections of surfaces. Emphasis is placed on a thorough understanding of projection principles, so the visualization of exact space conditions is developed. Considerable attention is given to the use of computer-aided designs to develop engineering design projects that meet industry and ANSI standards. Prerequisite: CADD 1111.

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**ENGLISH (SCHOOL OF ARTS AND SCIENCES)****ENGL 0999 Support for English Composition I****0-2-1**

This Learning Support course provides corequisite support in reading and writing for students enrolled in ENGL 1101, English Composition I. Topics will parallel those being studied in ENGL 1101 and the course will provide support for the essential reading and writing skills needed to be successful in the course. Taken with ENGL 1101, this is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills;(Institutional credit only).

Corequisite Requirement: Enrollment in ENGL 1101, English Composition I

**ENGL 1101 English Composition I****3-0-3**

This composition course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation

Corequisite: ENGL 0999, unless exempt from Learning Support English

**ENGL 1102 English Composition II****3-0-3**

This composition course develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasis is placed on interpretation, evaluation and the development of advanced research methodologies.

Prerequisite: 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. Prerequisite: ENGL 1101

**ENGL 2105 Business and Technical Writing****3-0-3**

Technical writing combines technical knowledge with writing skills to communicate technology to the world. This course introduces the fundamental principles of technical communication, and the tools commonly used in the technical writing profession. Topics include user and task analysis, information design, instructional writing and usability testing. Students learn to use the technical writing process to create user-centered documents that combine text, graphics, and visual formatting to meet specific information needs. Students create a portfolio of both hardcopy and online documentation, using professional tools such as Adobe Frame Maker, Adobe Acrobat, and Adobe. Prerequisite: ENGL 1102

**ENGL 2111 World Literature I****3-0-3**

This course surveys important works of world literature from ancient times through the mid-seventeenth century. Prerequisite: ENGL 1101

**ENGL 2112 World Literature II****3-0-3**

This course surveys important works of world literature from mid-seventeenth century to the present. Prerequisite: ENGL 1101

**ENGL 2130 American Literature****3-0-3**

This course surveys important works of American Literature. Prerequisite: ENGL 1101

**ENGL 2131 American Literature I****3-0-3**

This course surveys American Literature from the Pre-Colonial Period through the mid-nineteenth century. It begins with the Age of European Exploration and interaction with Native American cultures and continues through the 18th century Enlightenment, the American Renaissance, and the Romantic movement, ending with the beginning of American Realism. Prerequisite: ENGL 1101

**ENGL 2132 American Literature II****3-0-3**

A chronological study of American literature from the Civil War to the present, this course presents a broad overview of American literature from the mid-nineteenth century to the present. Students will utilize various critical approaches and reading strategies as they examine important authors and themes of this period. The course will pay attention to literary movements, regional writing, native and immigrant cultures, and multiple perspectives. Prerequisite: ENGL 1101

**ENGL 2205 Introduction to Creative Writing****3-0-3**

This course offers the student an opportunity to experiment with poetry, prose and/or drama in the development of his or her own writing style, using representative works as a guide. Prerequisite: None

**ENGL 3255 Visual and Digital Rhetoric****3-0-3**

Although much of the rhetorical tradition focuses on how speech and writing persuade audiences, visual elements continue to be important. In this course students will develop a strong understanding of visual rhetorical theories and the ways these theories guide critical interpretation of visual texts. Through an analysis of a diverse set of communication media—including photographs, television programs, advertisements, political campaigns, museums, and monuments—students will consider the ways that visual texts move individuals, communities, and publics to rhetorical action. Prerequisites: ENGL 2205

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**ENGINEERING (SCHOOL OF ARTS AND SCIENCES)****ENGR 1371 Computing for Engineers****2-2-3**

This lecture course provides foundations of computing through an introduction to the design and analysis of algorithms and the design and construction of programs used in engineering problem-solving. Prerequisites: MATH 1113.

**ENGR 2201 Engineering Statics****3-0-3**

This lecture course provides a study of the principles of statics in two and three dimensions. Topics include force vectors, free-body diagrams, and equilibrium of rigid bodies, distributed loads, trusses, beams, frames, centroids, moments of inertia, and friction. Prerequisites: PHYS 2211. Co-requisite: MATH 2202.

**ENGR 2202 Dynamics****3-0-3**

This lecture course provides a study of the principles of dynamics in one, two, and three dimensions. Topics include kinematics and kinetics of particles and rigid bodies, work-energy concepts, and impulse-momentum concepts. Prerequisites: ENGR 2201.

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**FILM & ENTERTAINMENT STUDIES (SCHOOL OF ARTS AND SCIENCES)****FILM 1100 Film Appreciation****3-0-3**

This course introduces the student to the principles of film theory and criticism. Included in this course is a discussion on cinematography, film history, the language of film, film technology, and film language. The student will learn to analyze films to determine relationships between form, idea, and function. Prerequisite: None

**FILM 1101 Intro to Film and Entertainment Studies****3-0-3**

This course introduces students to the modern entertainment industry across various entertainment segments. Students learn how different entertainment platforms have worked together and have led to the invention of new platforms. Students also explore how entertainment platforms are evolving and what it means for the future of entertainment. Prerequisite: None

**FILM 1105 Performance Studies****3-0-3**

This course provides students with an opportunity to select, interpret, and present various styles of prose and poetry. Presentational skills focus on voice and breath. Prerequisite: None

**FILM 2113 Introduction to Recording and Production****3-0-3**

Introduction to Recording and Production is an introduction to modern recording techniques and applications of recorded sound. Students will be exposed to professional recording studio procedures, including audio theory, psychoacoustics, console operation, microphone technique, monitor systems, and noise reduction. Prerequisite: None

**FILM 2114 Introduction to Music Management****3-0-3**

Introduction to Music Management is a survey of the various management fields in music, including recording, studio management, artist management, and other business applications in music. Students will learn introductory techniques in contract negotiations, booking, promotions, securing employment in the music business, and other music-related business skills. Prerequisite: None

**FILM 3010 Screenwriting I****3-0-3**

Using the three-act story structure, students will learn to create a cohesive and adequately formatted screenplay for film and television production and compelling craft characters. Prerequisite: ENGL 1102

**FILM 3120 History of American Cinema to 1954****3-0-3**

Course Description: American cinema originated from nineteenth-century technological experimentation through the aftermath of war in Europe. Weekly screenings are required. Prerequisites: None

**FILM 3121 History of American Cinema since 1954****3-0-3**

American cinema from mid-century to the present. Weekly screenings are required. Prerequisites: FILM 3120.

**FILM 3340 Intro to Digital Film Production****3-0-3**

An introduction to the field of digital film production by studying the origins and principles of visual storytelling, the art of screenwriting, and basic editing techniques. Students will also learn film production terminology and about various crew positions. Students will produce a comprehensive project at the end of the semester. Prerequisite: None

**FILM 3350 Intro to Motion Graphics****3-0-3**

An introduction to the technologies, theories, practices, and techniques used to create motion graphics in animations, gaming environments, and unique effect videos. Students learn to turn static artwork into fluid motion graphics. Projects focus on narrative storytelling through storyboarding sequencing while employing kinetic images and type. Students will apply basic moving image design theory to create and manage moving images, graphics, illustrations, and effects. Prerequisites: FILM 3340.

**FILM 4367 Semiotics of Popular Culture****3-0-3**

This writing-intensive course explores the study and use of semiotics (or symbolic meaning) in the development of advertising and other creative works that contribute to the content of popular culture. Interdisciplinary in scope, the course explores how advertising uses symbolic language from diverse disciplines such as literature, cinema, television, performing arts, architecture, fashion, and other fields shaping popular culture. Prerequisites: FILM 1101 and FILM 3340

**FILM 4435 Narrative Filmmaking I****3-0-3**

Having successfully completed Intro to Digital Film Production, students will practice the art of visual storytelling by writing, directing, and editing several short films over the semester. Prerequisite: Intro to Digital Film Production FILM 3340

**FILM 4445 Narrative Filmmaking II****3-0-3**

Upon successfully completing Narrative Filmmaking I, students learn to create more complex short films using more advanced editing techniques, motion graphics, and writing and directing a comprehensive project over the semester. Prerequisite: FILM 4435

**FILM 4550 Screenwriting II****3-0-3**

Following the successful completion of Screenwriting I, with a C or better, students will develop more complex screenplays, emphasizing world-building for science and speculative fiction and character development for film and television. Prerequisite: FILM 3010

**FILM 4560 Post Production****3-0-3**

Instruction in best practices and workflows for post-production, including video capture, basic editing, color correction, monitoring, standards compliance, rendering, basic compression schemes, and exporting high-quality video for broadcast, film, game consoles, web, and mobile devices. This course teaches concepts in capturing, editing, assembling, and outputting video and audio elements. Prerequisites: FILM 4435 and FILM 3350

**FILM 4470 Communications Law****3-0-3**

A study of the laws governing print and electronic journalism; legal codes dealing with slander, libel, and privacy rights; current FCC rulings as well as the examination of historical cases that have set a precedence in media law. Prerequisites: FILM 1101 and FILM 3340

**FILM 4500 Documentary Filmmaking****3-0-3**

Students will explore the origins of non-fiction, reality-based films, and the six types of documentary films by viewing documentaries and writing, directing, and producing their short documentaries. Prerequisite: FILM 4435

**FILM 4550 Screenwriting II****3-0-3**

Following the successful completion of Screenwriting I, with a C or better, students will develop more complex screenplays, emphasizing world-building for science and speculative fiction and character development for film and television. Prerequisite: FILM 3010

**FILM 4560 Post Production****3-0-3**

Instruction in best practices and workflows for post-production, including video capture, basic editing, color correction, monitoring, standards compliance, rendering, basic compression schemes, and exporting high-quality video for broadcast, film, game consoles, web, and mobile devices. This course teaches concepts in capturing, editing, assembling, and outputting video and audio elements. Prerequisites: FILM 4435 and FILM 3350

**FILM 4730 Selected Topics****3-0-3**

Students will examine selected topics related to film and entertainment as identified by the instructor to gain a deeper understanding of the entertainment industry. Prerequisites: None

**FILM 4800 Internship****3-0-3**

This course is designed to provide students with the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course, and regular contact with the assigned faculty advisor is required. Students may earn cooperative education or internship credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. Prerequisites: The following coursework with a grade of at least a C in each course: FILM 4435, FILM 4445, FILM 4560 and Criminal Background Check.

**FILM 4830 Senior Portfolio****3-0-3**

A capstone course, this class prepares students for working as professionals in Digital Media. The course includes portfolio review and writing theory along with a collaborative workshop environment. Students develop a professional portfolio of sample works based on course projects, internship experiences, and/or work history. In addition, students write a reflective paper examining their growth and maturity as media artists and new media practitioners. Interviewing techniques, resume writing, and the job search process are included. Prerequisites: FILM 4800 or concurrent and a minimum of twenty-one hours of courses in the major films (School of Arts and Sciences)

## GEORGIA FILM ACADEMY COURSE

The Georgia Film Academy is a collaborative effort of the University System of Georgia and Technical College System of Georgia supporting workforce needs of the film and digital entertainment industries. In partnership with the Georgia Film Academy (GFA), Atlanta Metropolitan State College is excited to offer the first Bachelor of Arts in Digital Media that includes an 18-credit GFA Certification in Film Production. This four-year, 120-credit program is for those interested in pursuing a career in the digital media, new media and film industry, and for those already working in the industry that are seeking an opportunity to earn both a college degree and GFA Certification. The academy certifies workforce ready employees in needed areas, connects students and prospective employees with employers, and offers a unique capstone experience for top students that will provide them a path to employment in Georgia. Special partnerships include Pinewood Studios located in Fayetteville, Georgia.

### FILM & TELEVISION PRODUCTION PATHWAY

#### **GFA 1000 Introduction to Film & Television Production**

**(6-0-6)**

*Prerequisite for all courses in Pathway*

GFA 1000: Introduction to Film & Television Production provides students with a basic set of skills and insights sufficient to be integrated onto the sets of working film productions. This course is the first of an 18-credit hour certification in "Film & Television Production." The course will provide an introduction to the skills used in on-set film production, including all forms of narrative media which utilize film industry-standard organizational structure, professional equipment and on-set procedures.

#### **GFA 2000 Film, Television & Digital Entertainment Internship**

**(2-12-6)**

*By application/acceptance only*

Prerequisites: **GFA introductory course AND 1 GFA specialty craft course**

GFA 2000: Film, Television & Digital Entertainment Internship provides students with experiential learning in professional working film/television or esports/game development environments, such as shooting sets, production offices, sceneshops, post-production, esports and/or game development facilities and ancillary businesses, under the personal advisement of industry experts. The course is offered in cooperation with IATSE 479 and major film and television production and digital entertainment companies like Disney, Netflix, HBO, Skillshot Media, Axis Replay and others.

#### **GFA 2010 Set Construction & Scenic Painting**

**(6-0-6)**

GFA 2010: Set Construction & Scenic Painting provides students with the knowledge and practical skills necessary to build a fully constructed and painted film set through the stages of conceptualization, execution and presentation for a professional art department in the film industry.

#### **GFA 2020 Lighting & Electric**

**(6-0-6)**

GFA 2020: Lighting & Electric equips students with the skills and knowledge of electrical distribution and operations of set lighting on a motion picture or episodic television set in order to facilitate their entry and advancement in the film business.

#### **GFA 2030 Grip & Rigging**

**(6-0-6)**

GFA 2030: Grip & Rigging is an introduction to the practice of rigging and supporting grip equipment for lighting, cameras, vehicles and other physical/mechanical devices. This class is designed to move cameras from beyond sticks, and lights from beyond stands.

#### **GFA 2050 Introduction to Special Makeup Effects**

**(6-0-6)**

GFA 2050: Introduction to Special Makeup Effects provides students with entry-level skills and fundamental knowledge of industry standards in practical Special Makeup Effects for major film and television production.

#### **GFA 2060 Production Accounting & Office Management**

**(6-0-6)**

GFA 2060: Production Accounting & Office Management provides students with a broad understanding of the processes, protocols, paperwork and computer programs utilized within the Production Accounting and Production Office departments in the film and television industry, focusing on the knowledge, practical skills and work routines required for entry-level jobs.

#### **GFA 2070 Introduction to Film & Television Costumes**

**(6-0-6)**

GFA 2070: Introduction to Film & Television Costumes equips students with industry-standard, fundamental knowledge and essential entry-level skills in costuming and wardrobe to facilitate their entry and advancement in film and television production.

#### **GFA 2080 Introduction to the Camera Department**

**(6-0-6)**

GFA 2080: Introduction to the Camera Department equips students with the practical skills and knowledge of camera gear and job functions on a motion picture or episodic television set to facilitate their entry and advancement in the film business.

**GFA 2100 Production Crew Externship****(6-0-6)**

Prerequisites: **GFA introductory course AND 1 GFA Production specialty craft course**

GFA 2100: Production Crew Externship provides students with career development through experiential learning in film and television production by supporting graduate candidates as crew on their thesis films, for the duration of their film. The course is offered in cooperation with GFC graduate partner institutions. Externship students will also research best practices and have a thorough understanding of industry safety procedures.

**GFA 3010 Production Design I****(6-0-6)**

GFA 3010: Production Design I provide students with the fundamental knowledge and practical skills necessary to create and implement a production design through the stages of conceptualization, execution and presentation for a professional art department in the film and television industry.

**GFA 3020 Motion Picture Set Lighting I****(6-0-6)**

GFA 3020: Motion Picture Set Lighting I equip students with the practical skills and knowledge of electrical distribution and operations of set lighting, as well as the fundamental understanding of lighting theory, necessary to facilitate entry-level jobs in film and television production.

**GFA 3030 Motion Picture Gripping****(6-0-6)**

GFA 3030: Motion Picture Gripping is an introduction to the practice of rigging and supporting grip equipment for lighting, cameras, dollies, vehicles, and other physical/mechanical devices. This course also explores the mindset required to be a safe and effective grip on a film set and will illuminate the thought processes needed to interpret artistic ideals into actionable tasks.

**GFA 3060 Production Management & Film Accounting****(6-0-6)**

GFA 3060: Production Management & Film Accounting provides students with a broad base of knowledge of the processes, protocols, paperwork and computer programs utilized within the Production Accounting and Production Office departments in the film and television industry, focusing on the knowledge, practical skills, and work routines required for entry-level jobs. Students will also gain a fundamental understanding of budget and scheduling procedures and an introduction to software platforms utilized for production.

**GFA 3070 Film & Television Costumes and Wardrobe****(6-0-6)**

GFA 3070: Film & Television Costumes and Wardrobe equips students with industry-standard, fundamental knowledge and essential entry-level skills in costuming and wardrobe to facilitate their entry and advancement in film and television production. Special emphasis is placed on design inspiration and construction techniques.

**GFA 3080 The Camera Department for Film and Television****(6-0-6)**

GFA 3080: The Camera Department for Film and Television equips students with the practical skills and knowledge of camera gear and job functions on a motion picture or episodic television set to facilitate their entry and advancement in the film business. A fundamental understanding of the pre-production process for a Director of Photography will be developed and students will learn how to film and transition smoothly in a multi-scene production while defending their shot choices.

**GFA 4000 Film, Television & Digital Entertainment Apprenticeship****(2-12-6)**

*By application/acceptance only*

Prerequisites: **GFA introductory course AND 1 GFA specialty craft course**

GFA 4000: Film, Television & Digital Entertainment Apprenticeship provides students with career development through experiential learning in film/television or esports/game development environments, such as shooting sets, production offices, post-production, esports and/or game development facilities and ancillary businesses, under the advisement of industry experts. The course is offered in cooperation with IATSE 479 and companies like Disney, Netflix, HBO, Skillshot Media, Axis Replay and others. Apprentices will research career paths and develop a portfolio of work.

**GFA 4010 Production Design II****(6-0-6)**

Prerequisite: **GFA 2010: Set Construction & Scenic Painting OR GFA 3010: Production Design I**

GFA 4010: Production Design II equips students with advanced skills and knowledge of the creative, technical and logistical processes of the Art Department, focusing on the design and construction of sets, props and effects to professional standards.

**GFA 4020 Motion Picture Set Lighting II****(6-0-6)**

Prerequisite: **GFA 2020: Lighting & Electric OR GFA 3020: Motion Picture Set Lighting I**

GFA 4020: Motion Picture Set Lighting II equips students with the advanced skills and knowledge of set lighting on a motion picture or episodic television set for development of long-term careers. This course will focus on the design, planning and practical execution of lighting scenarios to a professional standard for sets and locations.

**GFA 4100 Production Crew Practicum****(6-0-6)**

Prerequisites: **GFA introductory course AND 1 GFA Production specialty craft course**

GFA 4100: Production Crew Practicum provides students with career development through experiential learning in film and television production by supporting graduate candidates as crew on their thesis films, for the duration of their film. The course is offered in cooperation with GFC graduate partner institutions. Practicum students will also research career paths and develop a portfolio of work.

**FILM & TELEVISION POST-PRODUCTION PATHWAY****GFA 1040 Introduction to Film & Television Post-Production****(6-0-6)**

*Prerequisite for all courses in Pathway*

GFA 1040: Introduction to Post-Production trains students in the essential system operations and technical functions of non-linear editing platforms used in professional film and television post-production. Students perform practical exercises in alignment with fundamental skills for developing careers in professional postproduction. This course is the first of an 18-credit hour certification in "Film & Television Post-Production."

**GFA 2000 Film, Television & Digital Entertainment Internship****(2-12-6)**

*By application/acceptance only*

Prerequisites: **GFA introductory course AND 1 GFA specialty craft course**

GFA 2000: Film, Television & Digital Entertainment Internship provides students with experiential learning in professional working film/television or esports/game development environments, such as shooting sets, production offices, sceneshops, post-production, esports and/or game development facilities and ancillary businesses, under the personal advisement of industry experts. The course is offered in cooperation with IATSE 479 and major film and television production and digital entertainment companies like Disney, Netflix, HBO, Skillshot Media, Axis Replay and others.

**GFA 2040 Fundamentals of Editing with Avid Media Composer 100****(6-0-6)**

GFA 2040: Fundamentals of Editing with Avid Media Composer 100 provides students with a broad base of knowledge that will prepare them for entry-level positions within a post-production team. Topics include, but are not limited to, the equipment, techniques, terminology, communications, and processes used in the postproduction department. During the course, students will have the opportunity to certify as an Avid Media Composer Certified User.

**GFA 2140 Fundamentals of Sound Design with Avid Pro Tools 100****(6-0-6)**

GFA 2140: Fundamentals of Sound Design with Avid Pro Tools 100 provides students with a broad base of knowledge that will prepare them for entry-level positions within a post-production sound design team. Topics include, but are not limited to, the equipment, techniques, terminology, communications, and processes used in the post-production sound design department. During the course, students have the opportunity to certify as an Avid Pro Tools Certified User.

**GFA 3040 Introduction to Editing with Avid Media Composer 100****(6-0-6)**

GFA 3040: Introduction to Editing with Avid Media Composer 100 is a skills-based course to learn the tools and techniques of post-production for careers in editing. Students participate in creative, narrative editing projects to demonstrate fundamentals of post-production theory and practice. During the course, students have the opportunity to certify as an Avid Media Composer Certified User.

**GFA 3140 Introduction to Sound Design with Avid Pro Tools 100****(6-0-6)**

GFA 3140: Introduction to Sound Design with Avid Pro Tools 100 is a skills-based course to learn the tools and techniques of post-production sound design for careers in sound editing. Students participate in creative, narrative sound design projects to demonstrate fundamentals of post-production sound design theory and practice. During the course, students have the opportunity to certify as an Avid Pro Tools Certified User.

**GFA 4000 Film, Television & Digital Entertainment Apprenticeship****(2-12-6)**

*By application/acceptance only*

Prerequisites: **GFA introductory course AND 1 GFA specialty craft course**

GFA 4000: Film, Television & Digital Entertainment Apprenticeship provides students with career development through experiential learning in film/television or esports/game development environments, such as shooting sets, production offices, post-production, esports and/or game development facilities and ancillary businesses, under the advisement of industry experts. The course is offered in cooperation with IATSE 479 and companies like Disney, Netflix, HBO, Skillshot Media, Axis Replay and others. Apprentices will research career paths and develop a portfolio of work.

### **GFA 4040 Advanced Editing with Avid Media Composer 200 (6-0-6)**

Prerequisite: **GFA 2040: Fundamentals of Editing with Avid Media Composer 100 OR GFA 3040: Introduction to Editing with Avid Media Composer 100**

GFA 4040: Advanced Editing with Avid Media Composer 200 is a skills-based course to further develop the tools and techniques of post-production for advanced careers in editing. Students participate in creative, narrative editing projects to demonstrate proficiency in post-production theory and practice. During the course, students have the opportunity to certify as an Avid Media Composer Certified Professional.

### **GFA 4140 Advanced Sound Design with Avid Pro Tools 200 (6-0-6)**

Prerequisite: **GFA 2140: Fundamentals of Sound Design with Avid Pro Tools 100 OR GFA 3140: Introduction to Sound Design with Avid Pro Tools 100**

GFA 4140: Advanced Sound Design with Avid Pro Tools 200 is a skills-based course to further develop the tools and techniques of post-production sound design for advanced careers in sound editing. Students participate in creative, narrative sound design projects to demonstrate proficiency in post-production sound design theory and practice. During the course, students have the opportunity to certify as an advanced Avid Pro Tools Certified Professional.

## **DIGITAL ENTERTAINMENT, ESPORTS & GAME DEVELOPMENT PATHWAY**

### **GFA 1500 Introduction to Digital Entertainment, Esports & Game Development (6-0-6)**

*Prerequisite for all courses in Pathway*

GFA 1500: Introduction to Digital Entertainment, Esports & Game Development provides students with basic skills related to digital media, Esports, and game development, in addition to exposure to the numerous career paths and opportunities within these industries. The course is offered in collaboration with Skillshot Media. This course is the first of an 18-credit hour certification in "Digital Entertainment, Esports & Game Development."

### **GFA 2000 Film, Television & Digital Entertainment Internship (2-12-6)**

*By application/acceptance only*

Prerequisites: **GFA introductory course AND 1 GFA specialty craft course**

GFA 2000: Film, Television & Digital Entertainment Internship provides students with experiential learning in professional working film/television or esports/game development environments, such as shooting sets, production offices, sceneshops, post-production, esports and/or game development facilities and ancillary businesses, under the personal advisement of industry experts. The course is offered in cooperation with IATSE 479 and major film and television production and digital entertainment companies like Disney, Netflix, HBO, Skillshot Media, Axis Replay and others.

### **GFA 2510 Event Management for Digital Entertainment, Esports & Game Development (6-0-6)**

GFA 2510: Event Management for Digital Entertainment & Esports focuses on the technical production knowledge and skills required for professional positions in the live digital entertainment and Esports events industry. Students will demonstrate learned skills through practical application exercises, culminating in a final class project.

### **GFA 2520 Hosting & Casting for Digital Entertainment, Esports & Game Development (6-0-6)**

GFA 2520: Hosting & Casting for Digital Entertainment & Esports provides students with the knowledge and practical skills required of a professional live-casting and hosting talent. Students will study live-casting for Digital Entertainment and Esports of various genres, and hosting for interviews and analyst desks.

### **GFA 3510 Digital Entertainment & Esports Event Design (6-0-6)**

GFA 3510: Digital Entertainment and Esports Event Design provides the specialized skills and insight needed for the creation of live digital entertainment and Esports events, including the necessary steps to propose, plan, produce, and market a professional event. Students will demonstrate learned skills through practical application exercises, culminating in a final class project.

### **GFA 3520 Digital Entertainment & Esports Creative Development (6-0-6)**

GFA 3520: Digital Entertainment & Esports Creative Development provides students with the knowledge and practical skills required of a professional live-casting and hosting talent, as well as the theoretical context for various performances. Students will study live-casting for Digital Entertainment and Esports of various genres, and hosting for interviews and analyst desks, while developing skills for career advancement in the field.

### **GFA 4000 Film, Television & Digital Entertainment Apprenticeship (2-12-6)**

*By application/acceptance only*

Prerequisites: **GFA introductory course AND 1 GFA specialty craft course**

GFA 4000 Film, Television & Digital Entertainment Apprenticeship provides students with career development through experiential learning in film/television or esports/game development environments, such as shooting sets, production offices, post-production, esports and/or game development facilities and ancillary businesses, under the advisement of industry experts. The course is offered in cooperation with IATSE 479 and companies like Disney, Netflix, HBO, Skillshot Media, Axis Replay and others. Apprentices will research career paths and develop a portfolio of work.

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## **FINANCE (SCHOOL OF BUSINESS AND TECHNOLOGY)**

School of Business and Technology degree seeking students must complete all ACCT, BITM, BUSA, CISM, ECON, FINC, ITEC courses and their prerequisite courses with a grade of "C" or better unless the course is being used to satisfy a non-program elective requirement.

### **FINC 1101 Introduction to Personal Finance 3-0-3**

This is an introductory finance course that exposes students to the core concepts in business finance, including consumer finance, business application, and decision-making strategies. It will also cover the time value of money, risk and return, and household and project budgeting. Prerequisite: None

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## **FINANCIAL TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)**

### **FTA 2400 Introduction to Financial Technology**

**3-0-3**

This course introduces the fundamentals of Financial Technology. It explores what new financial technologies are emerging and how the technological advances in data analytics are enabling innovation in the financial industry. It also examines new services and business models in various areas of banking, insurance and financial asset management.

Prerequisite: None

### **FTA 2410 Coding for FinTech**

**3-0-3**

This course covers the design and development of dynamic, data-driven financial applications using client and server-side architecture. It focuses on various application development techniques for users and mobile friendly design. It also introduces how to develop financial applications conforming to the industry standards.

Prerequisite: None

### **FTA 2420 Data Analytics for FinTech**

**3-0-3**

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze financial datasets. Students will learn how to interpret outcomes from data analysis for efficient and effective decision-making, consumer/business intelligence, problem identification and forecasting.

Prerequisite: None

### **FTA 2430 Cybersecurity for FinTech**

**3-0-3**

This course covers cybersecurity principles of financial technologies. Students will learn about threats, vulnerabilities, risks, and the controls to handle them. The course will introduce legal, ethical, and compliance issues that arise when working with financial infrastructure in a global economy.

Prerequisite: None

### **FTA 2440 Financial Technologies and Services**

**3-0-3**

This course covers the foundations of financial technologies and services. It focuses on the usage of technology that powers financial ecosystems, digital finance platforms, mobile payments, and digital asset management. Students will explore the characteristics and functions of electronic and mobile payment systems.

Prerequisite: None

### **FTA 4001 Foundations of FinTech**

**3-0-3**

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem-solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, robo-advising, and InsurTech. Prerequisite: None

### **FTA 4002 Financial Technologies**

**3-0-3**

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data.

Prerequisite: FTA2240



**FTA 4003 Commercial Banking and FinTech****3-0-3**

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech evolution, including traditional and emergent competitors as well as demographic, social, and technological forces driving change in the industry, will be integrated throughout the entire course. Prerequisite: None

**FTA 4005 Introduction to Financial Data Analytics****3-0-3**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, tree regression, and model assessment and selection using cross validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems.

Prerequisite: FTA 2420

**FTA 4100 Introduction to Information Security for FinTech****3-0-3**

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations.

Prerequisite: FTA2430

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**FORENSIC SCIENCE (SCHOOL OF ARTS AND SCIENCES)****FORS 1101 Introduction to Forensic Science I****0-4-4**

This course introduces the basic principles and relationships between the applications of chemistry, biology, and physics to forensic science as they relate to the criminal investigative process. The course is designed to give students insight into the many areas of forensic science and to study the newest techniques used by forensic laboratories. Pre-requisite(s): BIOL 1107K

**FORS 1102 Introduction to Forensic Science II****0-4-4**

This course introduces concepts in chemistry relevant to forensic chemistry. The theory and practice of instrumentation used in forensic chemistry including quantitative chemical analysis, chemical spectroscopy and instrumental methods of analysis: UV-Visible spectrophotometry, Fourier transform IR, flame atomic absorption and emission for structures and molecular stereochemistry; chromatographic methods of separation-TLC, HPLC, LCMS and GC-MS. Pre-requisite(s): BIOL 1107K

**FORS 1201 Analytical Methods in Forensic Science I****0-4-4**

Introduction to laboratory examinations of physical properties for the identification and individualization of human biological materials such as blood, fibers, hair, saliva, and semen. Pre-requisite(s): FORS 1101

**FORS 1202 Analytical Methods in Forensic Science II****0-4-4**

This course will introduce the concepts, theories and principles used in biological evidence and their forensic identification. The course will cover the characterization of body fluids including the determination and its human origin. The laboratory hands-on techniques will be used to identify biological fluids for DNA, extraction, quantitation, amplification, DNA profiling, and interpretation. Pre-requisite(s): FORS 1201

## FRENCH (SCHOOL OF ARTS AND SCIENCES)

### FREN 1001 Elementary French I

3-0-3

This course provides an introduction to French, using all four skills: listening, speaking, and writing. The culture of French-speaking regions is integrated into the course. Note: This course will not meet degree requirements at some University System of Georgia institutions.

### FREN 1002 Elementary French II

3-0-3

This course continues and completes the introduction of major grammatical points begun in French 1001. All four language skills are included. Study of the culture of French-speaking regions is continued. Prerequisite: FREN 1001, or one year of high school French, or equivalent.

### FREN 2001 Intermediate French I

3-0-3

The finer points of grammar are introduced, with extensive speaking and reading comprehension practice. Prerequisite: FREN 1002, or two years of high school French, or equivalent.

### FREN 2002 Intermediate French II

3-0-3

This course continues the work of French 2001. Emphasis in this course is on working with original French texts. Prerequisite: FREN 2001, or three years of high school French, or equivalent.

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## GENERAL SCIENCE (SCHOOL OF ARTS AND SCIENCES)

### GSCI 1101 General Science I

3-0-3

This lecture course is an interdisciplinary course designed to communicate to the non-science major fundamental concepts related to life, physical and earth sciences. Topics include the methods of science, matter, energy, sound, light and conservation. This course is especially well-suited to the needs of students majoring in elementary science. Prerequisite: Exit or exemption from Learning Support English or permission of the instructor. \*Satisfies Required High School Curriculum (RHSC) requirement in Natural Science when cross-referenced as GSCI 1630 and taken with GSCL 1630, the lab portion of this course; GSCI 1101 cannot be repeated for credit if taken to satisfy an RHSC requirement.

### GSCL 1101 General Science Lab I

0-2-1

This is the laboratory component of GSCI 1101. Topics include scientific measurement, laboratory techniques, scientific literature, the chemical nature of matter, light, sound, energy and ecology. Prerequisite or corequisite: GSCI 1101 or permission of the instructor. \*Satisfies Required High School Curriculum (RHSC) requirements in Natural Science when cross-referenced as GSCL 1630 and taken with GSCI 1630, the lecture portion of this course; GSCL 1101 cannot be repeated for credit.

### GSCI 1102 General Science II

3-0-3

This lecture course is a continuation of GSCI 1101. This course is designed to communicate to non-science majors a broad and basic understanding of natural sciences. It attempts to demonstrate the connectivity of the sciences and to relate science to everyday life. Topics include but are not limited to Genetics, Ecology, Environment, Biochemical molecules, Measurements, and the metric system. Prerequisite: Exit or exemption from Learning Support English or permission of the instructor.

\*Satisfies Required High School Curriculum (RHSC)

### GSCL 1102 General Science Lab II

0-2-1

This is the laboratory component of GSCI 1102. Topics include the microscope, mitosis, prokaryotic and eukaryotic cells, lipids, proteins, carbohydrates and nucleic acids. Prerequisite or corequisite: GSCI 1102 or permission of the instructor

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## GEOGRAPHY (SCHOOL OF ARTS AND 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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

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## GEOLOGY (SCHOOL OF ARTS AND SCIENCES)

### **GEOL 1121 Principles of Physical Geology**

**3-0-3**

This course provides an introduction to the materials of Earth (minerals and rocks); the geologic processes which form them and their geologic distribution; the geologic process of gradation and the origin of landforms; the structure of Earth; and Earth's place in the universe. This course is primarily for science majors. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

### **GLAB 1121 Principles of Physical Geology Lab**

**0-3-1**

This course is the laboratory component of Geology 1121. Topics include rocks, minerals, erosion and field studies. Corequisite: GEOL 1121 or permission of the instructor.

### **GEOL 1122 Principles of Historical Geology**

**3-0-3**

This course provides an introduction to geologic time; the principles of reconstructing the past, and the meaning of fossils; the physical history of Earth from its cosmic beginning to the present, with emphasis on North America, including the problems of continental drift and the secretion of continents, and the history of life. This course is primarily for science majors. Prerequisites: GEOL 1121, GLAB 1121 or permission of the instructor.

### **GLAB 1122 Principles of Historical Geology Lab**

**0-3-1**

This course is the laboratory component of Geology 1122. Topics include the geological time scale, evolution and field studies. Prerequisite and corequisite: GEOL 1121; GLAB 1121; GEOL 1122.

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## HISTORY (SCHOOL OF ARTS AND 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: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

\*Satisfies Required High School Curriculum [RHSC] requirements in history when cross-referenced as HIST 0111; cannot be repeated for credit if taken to satisfy an RHSC requirement.

### **HIST 1112 World Civilization II**

**3-0-3**

This course is a survey of world history from early modern times to the present. World societies and cultures from 1500 will be studied. The integration of events and values, as well as political, economic, social, philosophical and environmental factors influencing the present will be emphasized.

\*Satisfies Required High School Curriculum [RHSC] requirements in history when cross-referenced as HIST 0112; cannot be repeated for credit if taken to satisfy an RHSC requirement.

### **HIST 2111 United States History I**

**3-0-3**

This course is a survey of United States history to the post-Civil War period. Topics include Native American cultures, English colonization, the American Revolution and Early Nationalism; international relations; Antebellum society, industrialization, and inter-group relations; sectionalism, the American Civil War, and the abolition of slavery; and the place of Georgia in United States history to the Civil War. This course satisfies the State of Georgia law requiring the study of United States and Georgia history.

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Division Dean, take and pass Hist 2114-Georgia History.)

### **HIST 2211 Honors United States History I**

**3-0-3**

This will cover the Pre-Columbus period, British Colonial America, The American Revolution, Abolitionism, the Civil War and Reconstruction Era. It will also take a look at the contributions Georgia made in helping shape the foundation of America. Emphasis is placed upon critical reading, advanced research papers and reports, and student-led discussions and debates. This course satisfies the State of Georgia law requiring the study of United States and Georgia history. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Dean of the School of Arts & Sciences, take and pass Hist 2114-Georgia History.)

**HIST 2112 United States History II****3-0-3**

This course explores American history from the Reconstruction Era, the years following the Civil War, to the present. It will examine the political, social, economic, and cultural aspects of these periods, interpreting the impact of past events that helped shape the development of late 19th-century America to the 21st century. It will also delve into understanding the role that Georgia played in these past events. The course begins with the Reconstruction Era, the Gilded Age, the Progressive Period, the First and Second World Wars as well as the Interwar Years, into the Cold War Era, the Civil Rights Movement and the American Conservative Movement. Students will explore the significance of ethnicity, gender, race and class and how these factors contributed to change and progress over time.

(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 examines the historical experiences, struggles, and contributions of minority groups in the United States from the colonial era to the present. Through a critical exploration of African American, Native American, Latinx, Asian American, and other marginalized communities, students will gain insight into how race, ethnicity, class, gender, and immigration have shaped the American experience. The course emphasizes both systemic challenges—such as slavery, displacement, segregation, labor exploitation, and discrimination—and the resilience and activism of minority communities in demanding equity and justice. Using a variety of primary and secondary sources, students will analyze how these groups have influenced and been influenced by broader national developments in politics, economics, culture, and identity.

**HIST 2114 Georgia History****3-0-3**

This course offers a comprehensive survey of Georgia's history from pre-colonial times to the present day. Students will explore the state's diverse cultural, political, and economic developments within the broader context of Southern and American history. Topics include Indigenous cultures before European contact, the founding of the Georgia colony, slavery and plantation life, Georgia's role in the Civil War and Reconstruction, the Jim Crow era, the civil rights movement, and the state's transformation in the 20th and 21st centuries. Special attention will be paid to the experiences of marginalized communities, the evolution of Georgia's political identity, and the shifting dynamics between rural and urban life. Through analysis of historical documents, scholarly texts, and local case studies, students will develop a nuanced understanding of how Georgia's past continues to shape its present.

**HIST 2232 African American History****3-0-3**

This course explores the rich and complex history of African Americans from the transatlantic slave trade to the present. It traces the journey of African-descended peoples in the United States, highlighting their central role in shaping the nation's social, political, economic, and cultural landscapes. Key themes include slavery and resistance, emancipation and Reconstruction, the rise and impact of Jim Crow laws, the Great Migration, the Harlem Renaissance, civil rights and Black Power movements, and contemporary issues in race and justice. Students will examine the lived experiences of African Americans through primary sources, historical scholarship, and cultural expression—including music, literature, and art. The course emphasizes not only the struggles against systemic oppression but also the resilience, leadership, and innovations that have defined African American life across generations. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

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**HUMANITIES (SCHOOL OF ARTS AND SCIENCES)****HUMA 1101 Exploring Selected American Cultures****3-0-3**

This course is designed to survey the cultural experiences of African Americans, Hispanic Americans and Asian Americans, in the areas of drama, music and art, with an emphasis on the diversity and commonalities of world cultures and those forces which help shape and define human culture.

**HUMA 1102 African American Culture****3-0-3**

This course presents an introduction to studies of African American culture, primarily through readings in literature and philosophy.

**HUMA 2000 Exploring Global Cultures****3-0-3**

This course allows students to receive course credit for study and travel opportunities abroad. Experiences include the study of a country's history, literature, language, art, government, civilization, and culture. This course is only for students who are taking Atlanta Metropolitan State College's Study Abroad trip.

## INTEGRATED SCIENCE (SCHOOL OF ARTS AND SCIENCES)

### ISCI 2001 Integrated Science I

2-2-3

This is a content-specific course for preservice teachers (grades K-5). The scientific content to be covered will encompass the concepts required for successful delivery and assessment of the Georgia Standards of Excellence (GSE) for grades K-5. Specifically, this content will be centered around the following unit topics: Solar System, Earth-Sun-Moon System, Earth's Changing Surface, Geology, Cells, Interdependence of Life and Weather. Three-dimensional learning as proposed in the Frameworks for K-12 Science Education (NAP, 2012) will be implemented with an emphasis on Science & Engineering Practices and Cross Cutting Concepts. While the accumulated body of knowledge is important and required to understand the modern world, science at its core is an active discipline that operates at the frontiers of knowledge. Science is one of the most radical academic disciplines with the power to fundamentally alter our understanding of and interaction with the natural world. This will be a rigorous science class where students will be expected to learn a wide range of scientific topics as well as learn to approach problems from the scientific perspective and develop testable solutions to problems.

### ISCI 2002 Integrated Science II

2-2-3

ISCI 2002 is a Field of Study content-specific course for pre-service, early childhood education majors (K-5) that focuses on the most fundamental components of physics and chemistry. The scientific content to be covered will encompass the concepts required for successful delivery and assessment of the Georgia Standards for Excellence (GSE). Understanding through exploration, experimentation, and problem solving are to be employed to develop lasting connections to the varied subcomponents that present themselves in teaching the physical sciences. The course, as designed, is a fully integrated laboratory course with a flipped-classroom instructional model. This course is three semester hours of credit upon successful completion. Prerequisite: MATH 1111 highly recommended.

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## INFORMATION TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)

School of Business and Technology degree seeking students must complete all ACCT, BITM, BUSA, CISM, ECON, FINC, ITEC courses and their prerequisite courses with a grade of "C" or better unless the course is being used to satisfy a non-program elective requirement.

### ITEC 1101 Fundamentals of Information Technology I

3-0-3

This course is a survey of the critical topics in Information Technology and is the first of a series that aims to prepare you for a role as an entry-level IT Support Specialist. The course content will include technical theory, networking, computer programming, operating systems, and computer hardware. Students will learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. Depending on the specific major, students may also learn about database management, cyber security, website development, and IT management through a hands-on approach. Prerequisite: None

### ITEC 1201 Fundamentals of Information Technology II

3-0-3

This course will be a continuation and built on the topics covered in survey I. The course content will include advanced concepts in technical theory, networking, computer programming, operating and computer hardware. We'll cover everything from the fundamentals of modern networking technologies and protocols to an overview of the cloud to practical applications and network troubleshooting. Through a combination of video lectures, demonstrations, and hands-on practice -- you'll learn about the main components of an operating system and how to perform critical tasks like managing software and users and configuring hardware. Depending on the specific major, students may also learn about advanced concepts in database management, cyber security, website development, and IT management through a hands-on approach. Prerequisite: ITEC 1101

### ITEC 2204 Oper. Systems & PC Hardware Fundamentals

3-0-3

This course covers the installation, configuration, diagnosing, troubleshooting and upgrading of microcomputers and operating systems. It will also cover basic networking concepts and preventive maintenance of printers and microcomputers. Corequisite: CISM 2101 or CSCI 1135.

### ITEC 2205 Data Communication and Networking

3-0-3

This course covers data communication and networking. Topics include LAN, MAN, and WAN communication standards, network protocols, OSI model, network topologies, networking equipment, and network operating systems. Prerequisite: ITEC 2204

### ITEC 2210 Network Client Administration

3-0-3

This course covers the installation, configuration, administration and troubleshooting of a desktop operating system in a networked environment. This course will also cover the configuration and management of computers in a peer-to-peer networking environment. Prerequisite: ITEC 2205

**ITEC 2215 Network Server Administration****3-0-3**

This course covers the installation, configuration, administration and troubleshooting of a network operating system in a network environment. This course will also cover the configuration and the management of servers and workstations in a client-server environment. Prerequisite ITEC 2210.

**ITEC 2216 Network Infrastructure Administration****4-0-4**

This course covers the skills required to install, configure, manage, monitor and troubleshoot various network infrastructures. The course also covers Network Address Translation and Certificate Services. Prerequisites: ITEC 2210 and ITEC 2215.

**ITEC 2217 Network Director Service Administration****4-0-4**

This course covers the installation, configuration, and administration of director services. The course also covers the skills required to manage, monitor and optimize desktop environment and computers using group policy. Prerequisites: ITEC 2210 and ITEC 2215.

**ITEC 2219 Network Directory Services Design****4-0-4**

This course covers the skills required in analyzing and selecting the appropriate technology required to design a particular directory service and desktop management. The course will analyze the business requirements and design appropriate services and desktop management services to meet the business requirements. Prerequisite: ITEC 2217.

**ITEC 2220 Network Security Design****4-0-4**

This course covers design and management of network security. The course will analyze the business requirements for security and design the appropriate security solution to meet the business requirements. Prerequisite: ITEC 2210 and ITEC 2215.

**ITEC 2221 Network Infrastructure Design****4-0-4**

This course is designed to teach students how to analyze business network infrastructure needs, select appropriate technologies, and design infrastructures to meet business requirements. Prerequisite: ITEC 2216.

**ITEC 2222 Network Systems Upgrade****3-0-3**

This course covers the required skills, knowledge and criteria for restructuring and upgrading your network operating system. Prerequisite: ITEC 2204.

**ITEC 2223 Communicating in Cyberspace****3-0-3**

This course is designed to teach students to utilize tools for effective communication in cyberspace with emphasis on e-mail, news and chat groups, navigating the web, search engines, and web presentation of information. Prerequisite: None

**ITEC 2224 Spreadsheet Applications****3-0-3**

This course covers skills required to create, edit and modify spreadsheets. Topics include importing and exporting data, using templates, macros, analysis tools, and multiple workbooks, working with ranges and toolbar, printing workbooks, auditing worksheets, collaborating with workgroups, formatting and displaying data. Prerequisites: None

**ITEC 2225 Word Processing Applications****3-0-3**

This course will cover the skills required to create, edit, and modify paragraphs and documents. Topics include working with documents, tables, pictures and charts, using mail merge and collaborating with workgroups. It will also cover some selected advanced features of word-processing application software. Prerequisites: None

**ITEC 2226 Database Applications****3-0-3**

This course will cover the skills required to create, edit and modify a database. Topics include planning and designing databases, building and modifying tables, forms, defining relationships, producing reports, viewing and organizing information, integrating other applications and using database tools. Prerequisites: CISM 2101 or CSCI 1135.

**ITEC 2227 Electronic Presentations and Multimedia****3-0-3**

This course covers the skills required to create, edit, and modify electronic presentations. It will also cover the integration of multimedia in a presentation document. Topics include creating and modifying presentations, working with text and visual elements, customizing presentations, creating outputs, managing files and incorporating music, voice, sounds, hypertext, graphics, animation and video. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2228 Desktop Management Applications****3-0-3**

This course covers the use of desktop applications to manage and organize e-mail, messages, calendar, contacts, notes and daily tasks. This course will also cover the integration and creation of word processing, spreadsheets, and database documents within the desktop management application. Prerequisites: CISM 2101 and ITEC 2223.

**ITEC 2229 Web Publishing****3-0-3**

This course covers the skills required to create, update, and maintain web documents using selected application software. Prerequisites: CISM 2101.

**ITEC 2230 Integrated Applications & Desktop Publ.****3-0-3**

This is a hands-on course in the design, layout, and development of publications such as business reports, trade journals, newsletters, ads and brochures. Students learn the basic concepts of designing, multiple font styles and sizes to produce high quality documents. Prerequisites: ITEC 2228.

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**MASS COMMUNICATIONS (SCHOOL OF ARTS AND SCIENCES)****FILM 1101 Introduction to Mass Communications****3-0-3**

This course is designed to acquaint students with mass media as an industry. Students investigate the areas of print journalism, broadcast journalism, public relations, and advertising. Emphasis is placed on preparing competent communicators in written and oral presentations. Prerequisite: NONE

**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 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 applications of relevant theories and techniques to practical experiences in specific areas of interest. Students are required to develop a research project which reflects a specific career or academic interest. Research topics must be selected and then approved by the instructor at the beginning of the course. Projects must be presented both orally and in writing.

Prerequisite: ENGL 1102

**MCOM 3259 Feature Writing****3-0-3**

Advanced expository course in developing the skills necessary to write informative, accurate, and interesting feature articles suitable for publication in newspapers, magazines and other media. Students learn interviewing and reporting skills, as well as feature genres, style, and structure.

Prerequisites: MCOM 2201

**MCOM 3720 Public Affairs and Community Journalism****3-0-3**

The course will introduce the student journalist to specialized reporting and writing in the areas of community, public affairs, health, nutrition, environment, education and local government. Instruction and practice in basic public affairs reporting, with emphasis on responsible coverage of courts, schools, and city and county government. Particular emphasis will be focused on proper and professional methods of gathering information; interviewing experts, community and local government leaders and representatives; and writing informative and interesting stories for the public. This course is important in that it gives students specialized journalistic skills in covering issues of public interest, relevance and concern.

Prerequisite: MCOM 2201

**MCOM 3740 Investigative Journalism and the Web****3-0-3**

In this class, students will be introduced to basic investigative techniques. Students will learn first-hand how to scan police records, court records, land records and such. This is a hands-on class where students learn the basics of computer-assisted reporting, database reporting and mapping the results of their investigations. This will be a project-oriented class with students in the class reporting and investigating a topic for the majority of the semester. Prerequisite: MCOM 2202

**MCOM 3782 Entrepreneurship and the Media****3-0-3**

Study of the literature and theory of entrepreneurship. Students will focus on innovation of products and processes and management issues. Each student devises a research project based on relevant subject matter during the course. Prerequisites: None

## MATHEMATICS (SCHOOL OF ARTS AND SCIENCES)

### MATH or STAT 0996 Support for Elementary Statistics

0-2-1

This Learning Support course provides corequisite support for students enrolled in MATH or STAT 1401 – Elementary Statistics. Topics will parallel topics being studied in MATH/STAT 1401 and the course will provide support for the essential skills needed to be successful in MATH/STAT 1401. Taken with MATH/STAT 1401, topics to be covered will include descriptive statistics, probability theory, confidence intervals, hypothesis testing, and other selected statistics topics.

**Pre-requisite:** None

**Co-requisite:** MATH or STAT 1401 Elementary Statistics

### MATH 0998 Support for Mathematical Modeling

0-2-1

(1 Institutional Credit Hour)

This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1101 – Introduction to Mathematical Modeling. Topics will parallel the topics being studied in MATH 1101 and the course will provide support for essential quantitative skills needed to be successful in MATH 1101. Taken with MATH 1101, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.

**Pre-requisite:** None

**Co-requisite:** MATH 1101 Introduction to Mathematical Modeling

### MATH 0999 Support for College Algebra

0-2-1

This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1111 – College Algebra. Topics will parallel topics being studied in MATH 1111 and the course will provide support for the essential quantitative skills needed to be successful in MATH 1111. Taken with MATH 1111, this course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise, defined, rational, polynomial, exponential and logarithmic functions.

**Prerequisites:** Credit for MATH 1001, MATH 1101 or MATH/STAT 1401 with an earned grade of “D”, OR high school GPA 3.2 or higher OR ACT Mathematics score of 17 or higher OR “old” SAT Mathematics score of 400 or higher OR “new” SAT Math section score of 22 or higher OR a Math Placement Index of 1165 OR Accuplacer Elementary Algebra score of 67 or higher OR Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of 258 or higher.

**Corequisite:** MATH 1111 College Algebra

### MATH 1101 Introduction to Mathematical Modeling

3-0-3

This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology and an effective communication of quantitative concepts and results. (This course is an alternative in Writing & Mathematics of the Core Curriculum and is not intended to supply sufficient algebraic background for students who intend to take Pre-Calculus or the calculus sequences for mathematics and science majors)

**Pre-requisite:** None

**Corequisite:** MATH 0998, unless exempt from Placement into a corequisite Mathematics course.

### MATH 1111 College Algebra

3-0-3

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis is placed on the study of functions and their graphs, inequalities, and linear, quadratic, rational, polynomial, exponential, and logarithmic functions. Appropriate applications are included.

**Corequisite:** MATH 0999, unless exempt from Placement into a corequisite. Mathematics course.

**Note:** students who have successfully completed MATH 1101 or MATH 1001, may enroll in this course.

### MATH 1113 Precalculus

3-0-3

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Prerequisite: A grade of “C” or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

### MATH 1114 Elementary Statistics

3-0-3

This course in basic statistics is especially designed for Allied Health, Business Administration and Social Science majors. Topics include descriptive statistics, distributions, inference hypothesis, and other statistical tests. Special attention is given to statistical analyses utilizing current technologies, especially computer software. A grade of “C” or better in College Algebra (MATH 1111) or Introduction to Mathematical Modeling (MATH 1101) or satisfactory performance on a mathematics exemption examination or permission of the instructor.



**MATH 1128 Discrete Mathematics****3-0-3**

This course introduces mathematical concepts germane to computer science. Topics include binary number systems, sets, combinatorics, symbolic logic, Boolean algebra, recurrence relations, mathematical induction and graphs. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

**MATH 1401 Introduction to Statistics****3-0-3**

This course is non-calculus introductory statistics. Topics include methods for describing sets of data, including descriptive statistics and histograms. Simple linear regression. Probability of discrete and continuous random variables, including the binomial and normal random variables. Sampling distributions, including the Central Limit Theorem, Hypothesis testing and Confidence intervals.

**MATH 1711 Finite Mathematics****3-0-4**

This course is designed to introduce the fundamental concepts of probability and matrix algebra. Prerequisites: Students must have a grade of "C" or better in MATH 1113 Precalculus or SAT score 550 or above or permission of the instructor.

**MATH 1712 Survey of Calculus****3-0-3**

This course covers functions, the derivative, applications of the derivative, techniques of differentiation, integration, and applications of integration to probability and statistics, multidimensional calculus. Prerequisites: Students must have a grade of "C" or better in MATH 1113 Precalculus or SAT score 550 or above or permission of the instructor.

**MATH 2008 Foundations of Numbers and Operations****3-0-3**

This course is designed for K-5 pre-service teachers and emphasizes the understanding and use of the major concepts of number and operations. Topics include problem-solving strategies; inductive and deductive reasoning; numeration systems and place value; operations and algorithms; identity elements and inverse operations; rational and irrational numbers; integers and number theory; special sets of numbers; exponents and decimals; ratios, percentages, and proportional reasoning. Prerequisite: Three credits of college-level Mathematics with a grade of C or higher.

**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 tests will be proctored. This course is designed for students transferring to Georgia Tech for MATH 1501.

**MATH 2202 Calculus II****3-2-4**

This course is a continuation of MATH 2201. Topics include anti-derivatives, integration, applications of the integral, logarithmic and exponential functions, trigonometric functions and further integration and differentiation techniques. Prerequisite: MATH 2201 or permission of the instructor.

**MATH 2203 Calculus III****3-2-4**

This course is a continuation of MATH 2202. It provides an introduction to the calculus of several variables. Topics include partial derivatives, vectors, parametric curves, directional derivatives, multiple integrals and change of coordinate systems. Prerequisite: MATH 2202 or permission of the instructor.

**MATH 2204 Calculus IV****3-0-3**

This course is designed to introduce mathematical methods of studying physical processes by means of differential equations. Topics include first-order, second order and higher-order ordinary linear differential equations, and power series solutions. Prerequisite: MATH 2203 or permission of the instructor.

**MATH 2208 Linear Algebra****3-0-3**

This is a course for mathematics majors and students in some areas of the social and natural sciences. Topics include vectors and vector spaces, simultaneous equations and matrix algebra. Prerequisite: MATH 1112 or MATH 1113 or permission of the instructor.

## MUSIC (SCHOOL OF ARTS AND SCIENCES)

### **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. Students will learn introductory techniques in contract negotiations, booking, promotions, securing employment in the music business, and other music business skills. Prerequisite: MUSC 1100, MUSC 1101 or MUSC 1111.

### **MUSC 2115 Sight-singing and Eartraining**

**3-0-3**

Sight-singing and eartraining focuses on the development of the student's ability to read, comprehend, and perform standard music notation at sight, without rehearsal. Studies include scales, interval recognition, sight-singing, exercises in rhythmic, melodic, and harmonic dictation. Actual examples from music literature are perused. Prerequisite: MUSC 1101 or MUSC 1111.

## APPLIED MUSIC COURSES (SCHOOL OF ARTS AND SCIENCES)

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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## HEALTH SCIENCE (NURSING) (SCHOOL OF ARTS AND SCIENCES)

### **NURS 1105 Introduction to Nursing** **3-0-3**

This course provides a general introduction to nursing and the scope of the professional practice of nursing. It is designed for students considering nursing as an academic option. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

### **ORGL/POLS 1100 Leadership in a Global Society**

Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.

### **ORGL/POLS 1500 Profiles for Leaders**

The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.

### **ORGL/ENGL 2100 Writing for Leadership**

Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include How to Inspire, How to Navigate Change, and How to Change Minds.

### **ORGL/POLS 2601 Introduction to Public Administration**

This course introduces students to Public Administration, which is a sub-field of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning.

### **ORGL/PHIL 2800 Ethics and Leadership**

The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. Teaches students to develop ethical decision-making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.

### **ORGL 2900 Program and Policy Evaluation for Leaders**

Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policymakers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.

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## **ORIENTATION (SCHOOL OF ARTS AND SCIENCES)**

### **FYEX 1630 First Year Experience**

**1-0-1**

FYEX 1630 is designed to enhance students' personal development and to provide students with a holistic understanding of what college requires. Students explore academic majors, career opportunities, and affective issues related to personality, learning strategies and academic performance. This course must be completed by the end of the second semester of enrollment. No prerequisite.

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## **PHILOSOPHY (SCHOOL OF ARTS AND SCIENCES)**

### **PHIL 2010 Introduction to Philosophy**

**3-0-3**

An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external world, the relation of language to the world, meaning, and truth. Critical thinking and communication skills are emphasized. Prerequisite(s): A grade of C or better in ENGL 1101 required; ENGL 1102 recommended.

### **PHIL 2020 Logic and Critical Thinking**

**3-0-3**

This course provides for the development of practical, symbolic logical skills with emphasis on the composition of argumentative essays. Students study logical definitions, fallacious and deceptive arguments. Assigned readings are selected from a variety of contemporary social, cultural and political issues as well as from classic western philosophers. Prerequisites: Exit or exemption from Learning Support English.

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## PHLEBOTOMY (SCHOOL OF ARTS AND SCIENCES)

### PHLB 1501K Principles of Phlebotomy with Lab

4

This foundational course introduces students to the essential knowledge and skills required for safe and effective phlebotomy practice. Topics include anatomy and physiology of the circulatory system, venipuncture techniques, infection control, safety protocols, specimen handling, and quality assurance procedures. Through a combination of lecture and hands-on lab activities, students will develop proficiency in blood collection methods, proper use of equipment, and adherence to OSHA and CLIA guidelines.

Prerequisite/Corequisite: None

### PHLB 1502 Professional Development & Certification Preparation

3

This course prepares students for entry into the healthcare workforce and national certification as a phlebotomy technician. Students will engage in resume writing, interview preparation, healthcare communication, legal and ethical principles, and professionalism in clinical settings. The course also includes structured review sessions and practice materials aligned with the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam. Students are required to sit for the national exam as a condition of program completion.

Prerequisite/Corequisite: PHLB 1501K or concurrent enrollment

### PHLB 1503 Clinical Practicum

2

This supervised clinical course provides students with real-world phlebotomy experience in a healthcare setting. Students are required to complete a minimum of 30 successful venipunctures and 10 capillary/finger sticks under the supervision of qualified clinical professionals. The practicum allows students to demonstrate competence in phlebotomy techniques, patient interaction, safety procedures, and professionalism. Clinical hours are scheduled in collaboration with partner facilities and must be documented and evaluated by an approved preceptor.

Prerequisite: PHLB 1501K | Corequisite: PHLB 1502

### PHLB 1504 Medical Terminology for Allied Health

1

This online, asynchronous course introduces students to the language of healthcare. Emphasis is placed on building a strong foundation in medical word structure including prefixes, suffixes, root words, abbreviations, and terms related to body systems, pathology, diagnostic procedures, and clinical care. This course enhances students' comprehension of medical documentation, patient communication, and foundational science concepts encountered in phlebotomy and other allied health fields.

Prerequisite/Corequisite: None

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## PHYSICS (SCHOOL OF ARTS AND SCIENCES)

### PHYS 1111 Introductory Physics I

3-0-3

This lecture course is the first in a two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: MATH 1113. Corequisites: PLAB 1111.

### PLAB 1111 Introductory Physics Lab I

0-3-1

This is a laboratory to accompany PHYS 1111. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics, and thermodynamics. Corequisites: PHYS 1111.

### PHYS 1111K Introductory Physics I with Lab

3-3-4

This course is the first in a two-course sequence which introduces basic physics concepts. Topics include classical mechanics and thermodynamics. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics, and thermodynamics. Prerequisites: MATH 1113. Corequisites: PLAB 1111.

### PHYS 1112 Introductory Physics II

3-0-3

This lecture course is the second in a two-course sequence which provides an introduction to basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Prerequisites: PHYS 1111 and PLAB 1111. Corequisites: PLAB 1112.

### PLAB 1112 Introductory Physics Lab II

0-3-1

This is a laboratory to accompany PHYS 1112. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 1111 and PLAB 1111 or permission of the instructor. Corequisites: PHYS 1112.

**PHYS 1112K Introductory Physics II with Lab****3-3-4**

This lecture course is the second in a two-course sequence which introduces basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 1111 and PLAB 1111. Corequisites: PLAB 1112.

**PHYS 2211 Principles of Physics I****3-0-3**

This lecture course is the first in a calculus-based two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: MATH 2201. Corequisites: PLAB 2211.

**PLAB 2211 Principles of Physics I Lab****0-3-1**

This is a laboratory to accompany PHYS 2211. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics and thermodynamics. Corequisites: PHYS 2211

**PHYS 2211K****3-3-4**

This course is the first in a calculus-based two-course sequence which introduces basic physics concepts. Topics include classical mechanics and thermodynamics. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics and thermodynamics. Prerequisites: MATH 2201. Corequisites: PLAB 2211.

**PHYS 2212 Principles of Physics II****3-0-3**

This lecture course is the second in a calculus-based two-course sequence which provides an introduction to basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Prerequisites: PHYS 2211 and PLAB 2211. Corequisites: PLAB 2212.

**PLAB 2212 Principles of Physics II Lab****0-3-1**

This is a laboratory to accompany PHYS 1112. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 2211 and PLAB 221. Corequisites: PHYS 2212.

**PHYS 2212K Principles of Physics II with Lab****3-3-4**

This lecture course is the second in a calculus-based two-course sequence which introduces basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 2211 and PLAB 2211. Corequisites: PLAB 2212.

**PHYS 2245 Introduction to Undergraduate Research Instrumentation****1-2-2**

This course includes a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology, solution preparation and data collection with remote sensing equipment and techniques. Prerequisite or Corequisite: MATH 2201, CHEM 1211 and PHYS 1111.

**PHYS 2246 Topics in Science****1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology and earth systems science are discussed. Prerequisite or Corequisite: MATH 2201, CHEM 1211, and PHYS 1111.

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**PRIOR LEARNING ASSESSMENT DOCUMENTATION****PLA 2000 Prior Learning Documentation****2-0-2**

Atlanta Metropolitan State College students may also enroll in PLA 2000 course to document their prior learning. This course teaches students how to prepare and submit a portfolio that documents their prior learning experiences, competencies, training, and certifications in a way that aligns with specific course learning objectives. Institutional credit only.

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## **POLITICAL SCIENCE (SCHOOL OF ARTS AND 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 or by taking and passing the Georgia History and Constitutional Requirement Challenge Exam that is administered by the School of Arts and Sciences.) Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 1201H Honors American Government**

**3-0-3**

This course is a study of the American system of government focusing on the structure, institutions, functions and processes for participation in the American political system. Attention is also focused on Georgia government. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College or by taking and passing the Georgia History and Constitutional Requirement Challenge Exam that is administered by the School of Arts and Sciences.) Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2101 Introduction to Political Science**

**3-0-3**

This course introduces students to political science and its sub-fields, focusing on theories, ideologies, methodologies, foundations, institutions, and organizations. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2103 Introduction to American Public Policy**

**3-0-3**

This course examines the policy-making process in the United States and the politics of policymaking, including the major actors that impact decision-making. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2301 Introduction to Comparative Politics**

**3-0-3**

This course introduces students to comparative politics, which is a sub-field of political science. Theories, methodologies, foundations, structures, institutions, functions, implementation, and processes of political systems of the world will be compared and contrasted. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2401 Global Issues**

**3-0-3**

This course introduces students to global issues and world politics. World issues such as war, hunger, poverty, globalization, trade, global warming, genocide, immigration, human rights, population control, terrorism, natural resources, development, and world politics will be compared and contrasted. Post-industrial, industrializing, and developing countries, as well as multi-national corporations, world organizations, trade organizations, and trading blocs will also be analyzed. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 2601 Introduction to Public Administration**

**3-0-3**

This course introduces students to public administration, which is a sub-field of political science. Administrative aspects of political science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning. Research will focus on public policy issues that impact the rapid growth that has been experienced in Georgia, especially the Atlanta metropolitan area, over the past two decades. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **POLS 4470 Alternative Dispute Resolution**

**3-0-3**

This course offers a survey of theories and methods related to alternative dispute resolution and conflict management through lectures, discussions, and experiential activities. Emphasis will be placed on interpersonal conflict and mediation skills. Prerequisites: None

## PSYCHOLOGY (SCHOOL OF ARTS AND 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### PSYC 2101 Introduction to the Psychology of Adjustment

3-0-3

This course consists of an introductory examination of applied psychological theory and research concerning mental health and well-being. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

### PSYC 2102 Psychology of Child Development

3-0-3

This course provides an introduction to child development from birth to adolescence. The nature of developmental changes during infancy and childhood are discussed, as well as theory, research methods and the interpretation of empirical findings. Prerequisites: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

### PSYC 2103 Human Growth and Development

3-0-3

This course is an introductory, non-laboratory-based examination of human development across the life span with emphasis on normal patterns of physical, cognitive, and social development. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

### PSYC 2201 Honors Introduction to General Psychology [OBJ]

3-0-3

This Honors course offers an intense examination of major historical and contemporary theories in psychology. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101

### PSYC 2211 Introduction to Abnormal Psychology

3-0-3

This course emphasizes behavioral and mental disorders, their distribution, sources, symptoms, life history, and treatment. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

### PSYC 2212 African American Psychology

3-0-3

This course examines issues related to African American personality development and well-being, as well as social, psychological, political, and historical causes and consequences of racism, prejudice, bigotry, discrimination, and ethnocentrism. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

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## RELIGION (SCHOOL OF ARTS AND SCIENCES)

### RELI 2201 Introduction to Religious Studies

3-0-3

This course introduces the study of religion as a personal, cultural and cross-cultural phenomenon. Attention is given to the relationship between religious writings and religious beliefs, to the development of religious traditions, and to the impact of religious ideas on personal and social values in the United States. Prerequisite: A grade of C or better in ENGL 1101.

### RELI 2210 Survey of Christian History

3-0-3

This course will provide a historical overview of the development of doctrine and practice in the historic Christian churches from the post-apostolic ear of the 1<sup>st</sup> century C.E. through the 20<sup>th</sup> century. Emphasis will be placed on the development of Christian Theology, Church practices, and the formation of various denominations.

### RELI 2211 Old Testament/Hebrew Bible Literature

3-0-3

This course studies the nature, context, and problems of the Old Testament/Hebrew Bible, with attention given to historical data, literary forms, and ancient New Eastern cultural backgrounds.



**RELI 2212 New Testament Literature****3-0-3**

This course studies the nature, content, and problems of New Testament literature with particular attention given to the historical and social setting of the writings, canonization and textual transmission, and method of interpretation.

**RELI 2221 Introduction to Pastoral Ministry****3-0-3**

This course surveys various issues that are encountered in pastoral ministry in ecclesial and non-ecclesial contexts.

**RELI 2222 Introduction to Preaching****3-0-3**

This course surveys the art of preaching in historical and contemporary contexts. Various homiletical techniques and approaches are studied as well as some of the most significant sermons in Christian history. Emphasis is placed on the composition and delivery of sermons.

**RELI 2223 Introduction to Christian Worship****3-0-3**

This course surveys approaches to Christian worship in historical and contemporary contexts. Traditional liturgical forms are studied as well as contemporary approaches to worship.

**RELI 2300 Introduction to Theological Studies****3-0-3**

This course introduces students to theological thinking, with an emphasis on constructive, systematic theology. The writings of major theologians from various traditions are surveyed with an eye on understanding various approaches and interpretive strategies.

**RELI 2301 Eastern Religions and Spirituality****3-0-3**

This course surveys the foundational teachings and practices of traditional Asian religions, with particular emphasis on Hinduism and Buddhism.

**RELI 2302 Islam****3-0-3**

This course surveys the history, theology, and spirituality of Islam with special attention paid to Islam as it is practiced in the contemporary world.

**RELI 2310 Religion in the United States****3-0-3**

This course surveys the history of religion in the United States, focusing on the historical development of various religious denominations and the contributions of religious people to American society and culture.

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**SOCIOLOGY (SCHOOL OF ARTS AND 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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

**SOCI 1206 Introduction to Gerontology****3-0-3**

This course is an introduction to sociological study which examines institutional and social interactive factors involved in the process of aging in our society. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**SOSC 2101 Introduction to African American Studies****3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101. Course is cross listed with AAS 2101/Introduction to African American Studies.

**SOCI 2201 Introduction to Urban Studies****3-0-3**

This course offers an introduction to the study of the process of urbanization and its consequences on people and society as seen by comparing lifestyles along the rural-urban continuum; the relationship of the emergence of the city to events of historical, social, and political economic significance; and the nature and solution of urban problems. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**SOCI 2216 Introduction to Urban Services****3-0-3**

This course provides an overview of human and urban services, their role and delivery, and the types of agencies and their functions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**SOCI 2217 Problems in Urban Life****3-0-3**

This course is a study of selected topics and conditions in the urban environment with emphasis upon an analysis of contemporary problems in urban societies and possible solutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101, and SOCI 2201.

**SOCI 2250 Society, Culture and Personality Stress****3-0-3**

This course provides an introduction to social institutions as expressions of cultures, to patterns and quality of social relationships evolved through institutions, and to their influences on personality status. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**SOCI 2283 Introduction to Human Sexuality****3-0-3**

This course introduces psychological, social, and cultural dimensions of human sexuality through study of religious philosophies and the theories and findings of both natural science (biology) and the social and behavioral sciences (anthropology, sociology, and psychology). Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**SOCI 2293 Introduction to Marriage and the Family****3-0-3**

This course offers an introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

**SOCI 3370: Strategies for Conflict Transformation: Theories & Tools****4-0-4**

This 4 hr- credit course covers theories that explain the origins of conflict, factors that contribute to escalation and de-escalation, and the theories and strategies of conflict transformation. Because this class is about strategies for conflict transformation, it may be particularly appealing if you are considering a career in government, the non-profit community, consulting, academia, law, business, public administration, social work or education. People in these professions are frequently charged with summarizing, analyzing, and conducting research. And this is certainly a useful course for anyone considering an advanced degree in social science disciplines. But again, this is a course designed for anyone interested in gaining skills of solving conflicts in the workplace and society.

Prerequisites: None

**SOCI 3374 Sociology of Work and Occupations****3-0-3**

This course examines the world of work, the changing nature of work, and the implications of these changes for individuals and families. Key themes include theories of work and labor process, intersections of race, ethnicity, and gender, job satisfaction and motivation, labor unions, technological and global challenges, and the structure of professions and occupations.

Prerequisites: None

**SOCI 4405: Applied Workplace Interpersonal Skills****3-0-3**

This course provides a substantial experiential learning opportunity that links student interest and sociological principles in an applied workplace setting. Through direct observation, reflection, and evaluation, students gain an understanding of the organizational site, including its structure, mission, interpersonal relationships, power dynamics, conflict, and how these relate to opportunities for possible constructive organizational change. Students produce critical reflection on their experience demonstrating how they have addressed specific learning goals.

**Prerequisites:** SOCI 3374 Sociology of Work and Occupations or declared Workplace Interpersonal Relationships Certificate (WIRC) program student.

## SOCIAL SCIENCE (SCHOOL OF ARTS AND 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: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **SOSC 2101 Introduction to African American Studies**

**3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **SOSC 2125 Introduction to Social Science Research Methods**

**3-0-3**

This course provides a conceptual and practical introduction to social science research methods. Prerequisites: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

### **SOSC 2225 Statistics for the Social Sciences**

**3-0-3**

This course examines descriptive and inferential methods of statistical analysis with emphasis on the application and interpretation of statistics in social science disciplines. Prerequisite: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

### **SOSC 2245 Introduction to Women's Studies**

**3-0-3**

This course examines the current status of theory and research on women's psychology, sociology, educational and economic experiences and behaviors. Emphasis is placed on class, racial, and ethnic variations in experience. Coverage includes historical perspectives, and issues of choice as they relate to stereotypes, status, psychological adjustment, and diversity in women. Gender differences and the theories advanced to understand such differences are evaluated critically. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

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## SOCIAL WORK (SCHOOL OF ARTS AND 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. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **SOWK 2100 Introduction to Social Welfare**

**3-0-3**

This course provides an overview of the public welfare field, its origins, historical development, functions, and contemporary concerns. The emphasis is on the practice of social work in public and private welfare agencies. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

### **SOWK 2200 Human Behavior in the Social Environment**

**3-0-3**

This course represents a foundation for developing social work techniques and practices with individuals, families and groups. Students will examine human behavioral theory and social institutional applications in current social welfare practices. The intent is to develop an initial working repertoire of social work skills used in various direct family and individual, clinical, and community practice applications. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology, and SOWK 2000 Introduction to Social Work.

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## SPANISH (SCHOOL OF ARTS AND SCIENCES)

### **SPAN 1001 Elementary Spanish I**

**3-0-3**

This course is designed to introduce students to Spanish, using all four skills: listening, speaking, reading and writing. The culture of Spanish-speaking regions is integrated into the course. Corequisite: Enrollment in ENGL 1101. Not open to native speakers of Spanish. Note: This course will not meet degree requirements at some University System of Georgia institutions.

### **SPAN 1002 Elementary Spanish II**

**3-0-3**

This course continues and completes the introduction of major grammatical points begun in SPAN 1001. All four language skills are included. Prerequisites: Spanish 1001, or one year of high school Spanish, or the equivalent. Not open to native speakers of Spanish.

**SPAN 2001 Intermediate Spanish I****3-0-3**

This course is a continuation of SPAN 1002, with an emphasis on advanced grammar skills. Extensive speaking and reading comprehension are practiced. Prerequisite: SPAN 1002, or two years of high school Spanish, or the equivalent.

**SPAN 2002 Intermediate Spanish II****3-0-3**

This course continues the work of SPAN 2001, including extensive practice in reading, writing and true conversational Spanish. Spanish culture is also emphasized. Outside readings are used. Prerequisite: SPAN 2001, or three years of high school Spanish, or the equivalent.

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**THEATER (SCHOOL OF ARTS AND SCIENCES)****THEA 1100 Theater Appreciation****3-0-3**

This course provides a survey and critical appreciation of theater. It brings together historical perspectives, basic elements of theater, and critical analysis; emphasis is placed on developing a sense of theater aesthetics.

**THEA 1105 Performance Studies****3-0-3**

This course provides students with an opportunity to select, interpret and present various styles of prose and poetry. Presentational skills focus on voice and breath.

## ECORE COURSE DESCRIPTIONS

### ENVS 2202 Environmental Science

3

Environmental Science, the study of interactions between humans and the environment, is an interdisciplinary science course that integrates principles from biology, chemistry, ecology, geology, and non-science disciplines. Issues of local, regional, and global concern will be used to help students explain scientific concepts and analyze practical solutions to complex environmental problems. Emphasis is placed on the study of ecosystems, human population growth, energy, pollution, and other environmental issues as well as important environmental regulations.

Prerequisites: See your home institution's prerequisite requirement.

### CHEM 1211K Principles of Chemistry I and Lab

4

The first course is a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.

Prerequisites: See your home institution's prerequisite requirement.

### CHEM 1212K Principles of Chemistry II and Lab

The first course is a two-semester sequence covering the fundamental principles and applications of chemistry designed for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.

Prerequisites: See your home institution's prerequisite requirement.

### CSCI 1301K Computer Science I

4

The course includes an overview of computers and programming; problem solving and algorithm development; 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).

Prerequisites: See your home institution's prerequisite requirement.

### DATA 1501 Introduction to Data Science

4

This course is intended to provide an introduction to the field of Data Science. Students will develop skills in appropriate technology and basic statistical methods by completing hands-on projects focused on real-world data and addressing the social consequences of data analysis and application.

Prerequisites: See your home institution's prerequisite requirement.

### BIOL 1011K Introductory Biology and Lab

An introduction to fundamental unifying principles in biology. Topics covered in the course include chemistry of life, cell structure and membranes, cellular functions (metabolism, respiration, photosynthesis, communication, and reproduction), genetics (inheritance patterns, DNA structure and function, gene expression, and biotechnology), and evolution. This course involves both lecture and lab components.

Prerequisites: See your home institution's prerequisite requirement.

### BIOL 1012K Introductory Biology II and Lab

This course covers the evolution and diversity of organisms, including microbes, protists, fungi, plants, and animals. Additional topics include body systems, the immune system, reproduction and development, and ecology. For non-biology majors only.

Prerequisites: See your home institution's prerequisite requirement.

### GEOL 1121K Introductory Geosciences I and Lab

4

This is a 4 semester-credit-hour course, equivalent to an on-campus geology lecture course combined with a geology laboratory course. This course covers Earth materials and processes.

Prerequisites: See your home institution's prerequisite requirement.

### PHYS 2211K Principles of Physics I and Lab

4

Principles of Physics I and Laboratory is a 4-semester credit hour introductory course which will include material such as mechanics, thermodynamics and waves. Elementary differential calculus will be used. An introductory course that will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. This course has a laboratory component that requires a lab kit. Students enrolling in eCore lab science courses are advised to consult with a transferring institution to determine transferability of course credits.

Prerequisites: See your home institution's prerequisite requirement.

### PHYS 2212K Principles of Physics II and Lab

4

An introductory course that will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. This course has a laboratory component that requires a lab kit. Students enrolling in eCore lab science courses are advised to consult with a transferring institution to determine transferability of course credits.

Prerequisites: See your home institution's prerequisite requirement.

- ENGL 1101 English Composition I** 3  
A composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation. The course includes an introductory use of a variety of research skills.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 1102 English Composition II** 3  
A composition course that develops writing skills beyond the level of proficiency required by English Composition I. English Composition II emphasizes interpretation and evaluation and incorporates a variety of more advanced research methods.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2111 World Literature I** 3  
A survey of important works of world literature from ancient times through the mid-seventeenth century.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2112 World Literature II** 3  
A survey of important works of world literature from the mid-seventeenth century to the present.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2131 American Literature I** 3  
This course surveys American Literature from the Pre-Colonial Period through the mid-nineteenth century. It begins with the Age of European Exploration and interaction with Native American cultures and continues through the 18th century Enlightenment, the American Renaissance, and the Romantic movement, ending with the beginning of American Realism.  
  
Literature is studied within the context of history and culture and with an emphasis on literary periods. Students will utilize various critical approaches and reading strategies as they examine important authors and themes of these periods.  
Prerequisites: See your home institution's prerequisite requirement.
- ENGL 2132 American Literature II** 3  
A chronological study of American literature from the Civil War to the present, this course presents a broad overview of American literature from the mid-nineteenth century to the present. Students will utilize various critical approaches and reading strategies as they examine important authors and themes of this period. The course will pay attention to literary movements, regional writing, native and immigrant cultures, and multiple perspectives.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1101 Introduction to Mathematical Modeling** 3  
This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1111 College Algebra** 3  
This course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1113 Precalculus** 3  
This course is an intensive study of the basic functions needed for the study of calculus. Topics include algebraic, functional, and graphical techniques for solving problems with algebraic, exponential, logarithmic, and trigonometric functions and their inverses.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1001 Quantitative Reasoning** 3  
This course emphasizes quantitative reasoning skills needed for informed citizens to understand the world around them. Topics include logic, basic probability, data analysis and modeling from data.  
Prerequisites: See your home institution's prerequisite requirement.
- MATH 1401 Elementary Statistics** 3  
A course in basic statistics. Topics include descriptive statistics, probability, distributions, hypothesis testing, inferences, correlation, and regression.  
Prerequisites: See your home institution's prerequisite requirement.

- MATH 1501 Calculus I** 4  
This course includes material on functions, limits, continuity, the derivative, anti-differentiation, the definite integral, and techniques of integration.  
Prerequisites: See your home institution's prerequisite requirement.
- COMM 1100 Human Communications** 3  
A broad approach to oral communication skills including intrapersonal, interpersonal, small group, and public speaking.  
Prerequisites: See your home institution's prerequisite requirement.
- ETEC 1101 Electronic Technology in the Educational Environment** 2  
This course is an introduction to using personal computers to communicate with individuals and groups and to locate, analyze, organize, and present information. Emphasis is on exploring the role of technology in present and future learning experiences. Topics include the digital divide, hardware, software, the internet and networks, privacy and security, and intellectual property in cyberspace. Students will use their practical technology skills to create formatted word-processed documents and an electronic presentation.  
Prerequisites: See your home institution's prerequisite requirement.
- PHIL 2010 Introduction to Philosophy** 3  
Introduction to the central issues, questions, and theories of Western Philosophy. Topics covered include logic & critical thinking; religion; knowledge & skepticism; philosophy of mind; freedom and determinism; and ethics.  
Prerequisites: See your home institution's prerequisite requirement.
- HIST 1111 Survey of World History I** 3  
A survey of world history to early modern times.  
Prerequisites: See your home institution's prerequisite requirement.
- HIST 1112 Survey of World History II** 3  
This course is a survey of world history from the early modern period to the present. Modern world societies and cultures from 1500 and onward will be closely studied. The interpretation of past events and values, as well as political, social, economic, philosophical and environmental impulses that have and continue to influence the present will be examined.
- HIST 2111 U.S. History I** 3  
The course explores American history from the early European colonization period to the Civil War and Reconstruction period. It explores the political, social, economic, and cultural aspects of these periods, examining the impact of past events that helped shape the development of the young republic, and the role that Georgia played in them. Students will explore the significance of ethnicity, gender, race and class and how these factors contributed to change and progress over time.
- HIST 2112 United States History II** 3  
History 2112 explores the major themes and issues in American history from the end of the Civil War to the present. Emphasizes the political, social, economic, and cultural dimensions of United States history; causal relationships and patterns of change and continuity over time; and the significance of ethnicity, gender, race, and class in historical events.  
Prerequisites: See your home institution's prerequisite requirement.
- POLS 1101 American Government** 3  
A study of government and politics, including the philosophical and constitutional foundations, governing institutions, political behavior and major public policy issues. This course satisfies the State legislative requirement concerning the United States Constitution and the Georgia Constitution.  
Prerequisites: See your home institution's prerequisite requirement.
- PSYC 1101 Introduction to General Psychology** 3  
A broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, and personality.  
Prerequisites: See your home institution's prerequisite requirement.
- SPAN 2001 Intermediate Spanish I** 3  
A rapid review of grammar with continued use of listening, speaking, and reading and writing skills in Spanish, all with a cultural emphasis.  
Prerequisites: See your home institution's prerequisite requirement.
- SPAN 2002 Intermediate Spanish II** 3  
This course focuses on listening, speaking, and reading and writing skills in Spanish in an introduction to literature and within a cultural context.  
Prerequisites: See your home institution's prerequisite requirement.

**SOCI 1101 Introduction to Sociology****3**

A survey of the discipline of sociology. Topics will include sociological theory, methods and selected substantive areas.

Prerequisites: See your home institution's prerequisite requirement.

**MUSC 1100 Music Appreciation****3**

An introduction to music history, music literature, and critical listening skills.

Prerequisites: See your home institution's prerequisite requirement.

**ARTS 1100 Art Appreciation****3**

ARTS 1100 is a 3 semester-credit-hour course focused on fostering an awareness, understanding, and appreciation for the visual arts. Through exposure to cross-cultural art images throughout history, students will build a global artistic vocabulary that allows for the constructive analysis of art objects. Students will also gain an understanding of the influence of art on other important aspects of culture including politics, history, religion, and science

Prerequisites: See your home institution's prerequisite requirement.

**ECON 2105 Principles of Macroeconomics****3**

ECON 2105 is the study of how the economy, as a whole, functions. The course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies.

Prerequisites: See your home institution's prerequisite requirement.

**ECON 2106 Principles of Microeconomics****3**

This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze structure and performance of the market economy.

Prerequisites: See your home institution's prerequisite requirement.



## EMAJOR COURSE DESCRIPTIONS

- ACCT 2101 Accounting Principles I** 3  
This course provides an introduction to the objectives, principles, assumptions, and concepts of financial accounting. It focuses on procedures from the accounting cycle including financial statement presentation for both service and merchandising businesses.  
Prerequisites: MATH 1111 Minimum Grade: C or MATH 1113 Minimum Grade: C or MATH 1101 Minimum Grade: C or MATH 1120 Minimum Grade: C
- ACCT 2102 Accounting Principles II** 3  
A study of the underlying theory and application of managerial accounting concepts.  
Prerequisites: ACCT 2101 Minimum Grade: C or ACCT 205 Minimum Grade: C
- ACCT 3250 Intermediate Accounting I** 3  
Accounting theory and practice related to preparation and presentation of corporate financial statements in accordance with GAAP. Emphasis on acquisition of assets and services.  
Prerequisites: ACCT 2101 Minimum Grade: C (or ACT 205 Minimum Grade: C) and ACCT 2102 Minimum Grade: C (or ACT 206 or ACT 327 Minimum Grade: C)
- ACCT 3260 Intermediate Accounting II** 3  
Accounting theory and practice related to preparation and presentation of corporate financial statements in accordance with GAAP. Continuation of ACCT 3250 with emphasis on fixed assets, liabilities, stockholders, equity, and investments.  
Prerequisites: ACCT 3250 or ACT 310 minimum grade of C
- ACCT 3270 Intermediate Accounting III** 3  
Continuation of ACCT 3260 with emphasis on special issues related to income measurement, asset and liability valuation and recent developments in the accounting profession.  
Prerequisites: ACCT 3250 or ACT 310 Minimum Grade of C
- ACCT 3280 Cost Accounting** 3  
The basic theory and practice related to determination of cost of products and services provided by a business and providing accounting information to management.  
Prerequisites: ACCT 2102 or ACT 327 or ACT 206 (minimum grade of C)
- ACCT 4210 Accounting Systems** 3  
Covers the theory and design of automated procedures of accumulation and reporting information with special emphasis on internal control.  
Prerequisites: ACCT 2102 Minimum Grade: C (or ACT 206 or ACT 327 Minimum Grade: C)
- ACCT 4220 Data Analytics in Accounting** 3  
This course is the study of data analytics and its application in accounting with an emphasis on data preparation, modeling, analysis, interpretation, and visualization. Students will be introduced to a methodology for analyzing data for further application.  
Prerequisites: ACCT 2102 and BUSA 2010 Minimum Grade: C
- ACCT 4230 Income Tax Accounting** 3  
An introduction to the income tax laws with emphasis on taxation of individuals.  
Prerequisites: ACCT 2102 Minimum Grade: C or ACT 327 Minimum Grade: C or ACT 206 Minimum Grade: C
- ACCT 4235 Advanced Income Tax Accounting** 3  
A continuation of ACCT 4230 with emphasis on taxation of property transactions and business organizations, particularly corporations' partnerships and S-corporations.  
Prerequisites: ACCT 4230 Minimum Grade: C
- ACCT 4240 Not-for-Profit Accounting** 3  
A continuation of ACCT 4230 with emphasis on taxation of property transactions and business organizations, particularly corporations, partnerships, and S-corporations.  
Prerequisites: ACCT 3250 Minimum Grade: C
- ACCT 4250 Advanced Cost Accounting** 3  
Advanced Cost Accounting topics include Budgeting (both Static and Flexible), Strategic Pricing and Cost Measurement, Strategic Performance Measurement, Service and Split-off cost allocation, Responsibility Accounting, and Measuring and Assigning Costs for Income Statements.  
Prerequisites: ACCT 3280 Minimum Grade: C or ACT 315 Minimum Grade: C

- ACCT 4280 Contemporary Issues in Accounting** 3  
Study of accounting history, accounting theory, accounting institutions and contemporary issues in accounting.  
Prerequisites: ACCT 3260 Minimum Grade: C or ACT 311 Minimum Grade: C or ACCT 3270 Minimum Grade: C or ACT 312 Minimum Grade: C. Other students: Enrolled with permission of instructor.
- ACCT 4290 Internal Controls and Auditing** 3  
A study of systems of internal accounting control in organizations, their design and evaluation, and an introduction to the basic principles and techniques of auditing.  
Prerequisites: Minimum grade of C in one of the following courses: ACCT 3260, ACT 311, ACCT 3270, ACT 312
- ACCT 4390 Accounting Internship** 3  
Professional accounting experience obtained by employment with a public accounting firm, a business, or other organization while under the supervision of a partner, manager, or other office of the sponsoring organization. Permission of the Dean required.  
Prerequisites: ACCT 3250 Minimum Grade: C or ACCT 5250 Minimum Grade: C
- ACCT 6200 Accounting for Managers** 3  
A study of the concepts of analysis and interpretation of financial data as a basis for business decisions.  
Prerequisites: ACCT 2101 Minimum Grade: C
- BUSA 2010 Microcomputer Applications in Business** 3  
This course is designed to provide an introduction to the use of microcomputer applications in business. The course will emphasize the use of spreadsheets and the integration of these in analysis of business decisions.
- BUSA 2106 The Environment of Business** 3  
This course provides the business student with a study of the interrelationship of law, ethics and regulation in business. The course also covers government regulation of business activities and the legal environment within which business must operate. One of the main objectives of this course is to provide the student with enough knowledge to spot legal business issues and to know when it is prudent to seek legal advice. This course is not designed to provide adequate knowledge to understand how to solve legal dilemmas, but the information contained in this course should be helpful to assist a student in recognizing that a decision to seek competent legal advice is needed.
- BUSA 3050 Business Statistics** 3  
Emphasizes applications of statistics in business. Designed to provide the student with the ability to understand the basic tasks of statistics and to develop a working knowledge of the concepts and principles of the basic practice of statistics. Topics include methods of presenting data, numerical measures and correlation, probability theory and probability distributions, sampling distributions, estimation, and hypothesis testing.
- BUSA 3060 Quantitative Management** 3  
The second course of statistics, including analysis of variance, regression analysis, A second course in business statistics, focusing on applications of inferential statistical tools in a business environment. Topics covered include inferences of difference of two population means or proportions, influences of variances of one or two populations; goodness of fit and independent tests; ANOVA analysis; and regression models.  
Prerequisites: BUSA 3050, Minimum Grade: C
- BUSA 3090 Business Law** 3  
This course provides an examination of the civil and business organization systems as it pertains to business and business formation. The course will help those with a business background, or seeking a business degree, to have a better understanding of business and corporate structure, business liability, contract issues, sales, personal and real estate property issues encountered by business owners and business managers.
- BUSA 3105 Communications in the Business Environment** 3  
Theory and practice in the use of correct, forceful English in business letters, reports, and other written and oral communication formats found in the business world, as well as an examination of non-verbal means of communication.  
Prerequisites: A minimum grade of "C" in ENGL 1102.
- BUSA 3150 Business Finance** 3  
BUSA 3150 is an introduction to financial management for business students. The course will create a solid foundation for the fundamental concepts of finance for all students in business majors. The goal of the course is to introduce the core concepts of finance in a way that connects the student to his or her personal financial experience and then uses such experiences as a springboard into the world of corporate finance. Students are expected to develop the skills to make the types of comparisons among loan options, investments, projects, and so on that turn them into knowledgeable, confident financial consumers and managers. By learning to apply the core concepts of financial management, students are expected to make connections with the real world, with careers, and with different kinds of businesses.  
Prerequisites: ACCT 2101: Principles of Accounting I, Minimum Grade: C

**BUSA 3400 e-Commerce****3**

This course examines the foundation, operation, and implications of state-of-the-art Internet economy. By experiencing Internet shopping and analyzing e-commerce companies, students will learn the components needed to engage in electronic commerce. Students will have hands on exercises in creating e-commerce based on these technologies.

Prerequisites: BUSA 2010 Minimum Grade: C

**BUSA 3500 Agricultural Economics****3**

This course provides the basic principles of agricultural economics. Production and consumer economics, agricultural policy, food marketing, futures markets, marketing of agricultural products, the farm services sector, and the world food situation are topics to be covered.

Prerequisites: ECON 2105 Minimum Grade: C or ECON 2106 Minimum Grade: C

**BUSA 4970 Business Practicum****3**

Practical experience gained by "employment" in the workplace and in the accomplishment of one or more special projects pertinent to the activities of the sponsoring agency or organization.

**CIS 2000 Desktop Publishing/Multimedia Presentation****3**

This course is developed as an introductory hands-on course on Web design, Web development, related multimedia and document processing. This course will cover: 1) authoring languages and presentation software for multimedia processing, for media types such as text, sound, still images, animation, and video; 2) fundamental tools for Web design and development, including HTML, CSS and optional JavaScript client-side programming. A hands-on and lab-based approach will be emphasized. (3-0-3)

**COMM 3330 Advanced Communication Skills****3**

Analysis and application of interpersonal, small group, and mediated communication skills as effective speaking, listening, negotiation, conflict management, presentation, and media interviewing.

Prerequisites: COMM 1110: C or better or COMM 1100: C or better

**CRJU 1100 Introduction to Criminal Justice****3**

Introduces the structure, functions, and operations of criminal justice agencies, including the police, the courts, and corrections.

**CRJU 2100 Introduction to Law Enforcement****3**

Provides an overview of law enforcement in a free society and the relationship of police to the criminal justice system as a whole. History, organization, operations, and selected issues are examined.

**CRJU 2200 The Judicial Process****3**

Provides an overview of the judicial component of the criminal justice system which focuses on the structure, role, jurisdiction, and operation of the courts and the courtroom workgroup in the adjudicatory and appellate process at the local, state, and federal levels.

**CRJU 3100 Criminal Law****3**

Offers an overview of both substantive and procedural law related to the definitions, investigations, processing, and punishment of crimes. The course will introduce students to the legal idea of criminal responsibility, the concept and elements of criminal responsibility, required state of mind (*mens rea*), and prohibited conduct (*actus reus*). The course discusses the substantive content, structure, and sources of major crimes against persons and property and provides a comprehensive evaluation of various legal defenses to criminal liability under both common law (case law) and statutory law (legislative law) approaches.

Prerequisites: CRJU 1100

**CRJU 3110 Criminal Procedure****3**

A study of the nature and function of the law regulating the criminal processes, policies, and procedures in the administration of criminal justice. Special attention will be given to United States Supreme decisions.

Prerequisites: CRJU 1100

**CRJU 3200 Criminology****3**

A study of the nature and scope of crime in society with an emphasis on criminological theories.

Prerequisites: CRJU 1100

**CRJU 3250 Crime and the Media****3**

Analyzes the role the mass media has on human behavior, subsequently affecting human judgment, attitudes, perceptions of crime, and societal reactions to crime in general. This course analyzes how the general public processes the "criminal event" and other pertinent information regarding crime and how this process is fundamentally derived from the media and is an instrumental element in the creation of fear of crime.

Prerequisites: CRJU 1100

- CRJU 3300 Corrections** 3  
A study of the history, structure, and functions of corrections as well as the legal and philosophical basis for the punishment of criminal offenders.  
Prerequisites: CRJU 1100
- CRJU 3350 Drugs in America** 3  
Explores and analyzes the complex experience of illicit drug use in America from multiple angles with specific attention to the ways that our culture understands drugs, drug use, and drug policy as a social/criminal justice problem. Topics include punishment, interdiction, prevention, and or rehabilitation.  
Prerequisites: CRJU 1100
- CRJU 3400 Juvenile Delinquency and Justice** 3  
Reviews the juvenile justice system, including the impact of Supreme Court decisions, and examines the theories of juvenile delinquency and the implication of those theories for preventing and controlling juvenile deviance.  
Prerequisites: CRJU 1100
- CRJU 3500 Criminal Investigation** 3  
An overview of principles, techniques, law and procedure involved in the criminal investigative process from its inception to culmination.  
Prerequisites: CRJU 1100
- CRJU 3501 Criminal Investigation I** 3  
Continues information introduced in CRJU 3500, with special focus on the investigation of the crimes of burglary, robbery, forgery, homicide, assault, and bombings. Providing testimony in court, assessing modus operandi, and developing personality profiles will also be examined, as well as obtaining fingerprints and other types of latent evidence.  
Prerequisites: CRJU 3500 or Instructor Approval
- CRJU 3600 Criminal Justice Administration** 3  
Introduction to criminal justice management theory, practice, and policy. This course includes a review of traditional schools or organizational theory, including bureaucracy, scientific management, human relations, and the behavioral approach, with particular emphasis on how each applies to criminal justice agencies.  
Prerequisites: CRJU 1100
- CRJU 3700 Criminal Justice Research Methodology** 3  
An introduction to criminal justice research methodologies, with a focus on research design, ethical concerns, conceptualization, sampling, data analysis, interpretation of research results, report writing, and application of research findings.  
Prerequisites: CRJU 3200
- CRJU 3710 Special Topics in Criminal Justice** 3  
An intensive study of a specific topic relevant to criminal justice, including sex crimes, terrorism, drug law, or capital punishment. This course may be taken three times for a total of nine credit hours when topics vary.  
\*Course syllabi and learning outcomes will vary based on the topic.  
Prerequisites: CRJU 1100
- CRJU 3800 Race, Ethnicity, and Criminal Justice** 3  
Addresses the racial impact of criminal laws enacted by the people's elected representatives, the actions and policies of law enforcement agencies, the courts, correctional institutions, the juvenile justice system, and the death penalty. Raises awareness and promotes critical thinking about the problems that exist in our system, how those problems originated and evolved, and possible solutions for these problems.  
Prerequisites: CRJU 1100
- CRJU 3810 Victimology** 3  
Addresses the physical, emotional, and financial impact of crime victimization; the relationship between victims and offenders; how the criminal justice systems interact with crime victims; and the policies designed by the government to offer assistance to individuals who are victimized by crime. Raises awareness and promotes critical thinking and problem solving about the most effective strategies for interaction with crime victims, the measurement of crime victimization, and victim trends.  
Prerequisites: CRJU 1100
- CRJU 4000 Internship in Criminal Justice** 3  
Supervised, practical experience in an appropriate criminal justice agency. This course allows students the opportunity to discover the integration between theory and practice. This course may be taken three times for a total of nine hours of credit.  
Prerequisites: CRJU 1100 Permission of Instructor & 12 credit hours of upper-level CRJU courses

- CRJU 4110 The Law of Criminal Evidence** 3  
An examination of the rules of evidence used in criminal prosecutions, including burden of proof, presumptions, inferences and stipulations, relevancy of evidence and competency of witnesses, expert testimony, hearsay, and constitutional limitations.  
Prerequisites: CRJU 1100
- CRJU 4200 Profiling the Serial Offender** 3  
An examination of the type and patterns of crimes committed by serial offenders and the process by which profiles are developed to solve these crimes.  
Prerequisites: CRJU 1100
- CRJU 4210 Terrorism and Criminal Justice System** 3  
An examination of the motives and actions of terrorists, the governmental response to terrorism, especially in the wake of 9/11, and the legal and constitutional restraints on the government. Included will be issues such as surveillance of American citizens, detention of suspected terrorists, enemy combatants, limits on the methods of interrogation, and use of military tribunals.  
Prerequisites: CRJU 1100
- CRJU 4300 Community Corrections** 3  
An examination of alternatives to incarceration. Special emphasis will be given to the issues of probation and parole, as well as diversion, community service, electronic monitoring, and various treatment programs.  
Prerequisites: CRJU 1100 & CRJU 3300
- CRJU 4350 Family Violence** 3  
Explores a range of crimes that occur in the family setting, including violence between intimate partners, child abuse, and neglect. Theoretical factors, as well as how the criminal justice system responds to both victims and perpetrators of family violence, will be examined.  
Prerequisites: CRJU 1100 & CRJU 3300
- CRJU 4500 Management of Forensics** 3  
The scientific investigation of crime with emphasis on the collection, analysis, comparison, and identification of physical evidence.  
Prerequisites: CRJU 1100 & CRJU 3500
- CRJU 4600 Police Practices and Issues** 3  
An advanced examination of policing, exploring topics including the police subculture, the police use of discretion, the broken-windows approach, community policing, and problem-solving approaches.  
Prerequisites: CRJU 1100
- CRJU 4700 Ethical Issues in Criminal Justice** 3  
An examination of the philosophical theories underlying ethics and how they relate to issues involving the police, courts, corrections, law, and principles of justice.  
Prerequisites: CRJU 1100
- CRJU 4800 Senior Capstone** 3  
Serves as the comprehensive experience in criminal justice utilizing the students' knowledge and academic skills, including pursuing archival research, journal keeping, note taking and report writing to address a topic or issue of contemporary interest in criminal justice or one of its subfields. The course will be taught at the senior level and will focus on criminal justice issues at the national and international levels. In addition to the course requirements, students will complete a major research paper that results in an end-of-semester presentation to the class. This course serves as a capstone course for criminal justice majors.  
Prerequisites: CRJU 3700
- ECON 2105 Principles of Macroeconomics** 3  
The principles of the macroeconomics course are intended to introduce students to the basic concepts that govern economic activity as well as methods used to measure important economic indicators. The basic concepts of supply and demand as well as elasticity are introduced. Monetary policy as handled by the Federal Reserve System; the measurement of economic activity using Gross Domestic Product; the Consumer Price Index measure of price level change; government intervention in markets and its implications for efficiency; international trade and its rationale and benefits are some of the topics covered in this course.
- ECON 2106 Principles of Microeconomics** 3  
These principles of microeconomics course are intended to introduce students to concepts that will enable them to understand and analyze alternative market structures, market failure, and appropriate market interventions by government.  
Prerequisites: ECON 2105 Minimum Grade: C or ECO 205 Minimum Grade: C or ECON 2105H Minimum Grade: C

**ECON 3510 Money and Banking****3**

Monetary theories and role of banking institutions in capital formation, price determination, interest rates, and discount policies.

Prerequisites: ECON 2105 Minimum Grade: C

**ENGL 3405 Professional and Technical Writing****3**

This course will introduce students to basic ethical and rhetorical concepts that govern a multitude of professional and technical situations. Highlighting the importance of the writing process, this course will concentrate on the fundamentals within professional writing communities in order to train students in effective and persuasive communication. Students will gain intensive practice in composing powerful audience-driven documents such as letters, memos, and job application materials, as well as instructions and formal reports. Covering a wide range of business principles- from gathering data through primary and secondary research to the planning and organizing of workplace genre sets- this provides practical advice regarding the professional standards that students will encounter in their future careers. Moreover, students will learn to craft effective presentations supported with appropriate documentary and visual aids as they collaborate on technical research and reporting projects with peers.

Prerequisites: ENGL 1102

**ENTR 3510 Accounting for Entrepreneurs****3**

Accounting for Entrepreneurs covers the knowledge and skills that entrepreneurs need to operate a profitable business. The course will address the preparation and analysis of financial statements and operational budgets and the preparation of tax forms associated with entrepreneurial activities.

Prerequisites: MATH 1101, 1111, 1113, or 1120

**ENTR 3520 Financing the Business Venture****3**

Financing the Business Venture covers the financial aspects of startups and small businesses for entrepreneurs. Its objective is to give students an understanding of how new ventures are financed, and the major financial problems faced by entrepreneurs. We focus on business ownership, capital management, time value for money and their applications.

Prerequisites: ENTR 3510

**FTA 2400 Introduction to Financial Technology****3**

This course introduces the fundamentals of Financial Technology. It explores what new financial technologies are emerging and how the technological advances in data analytics are enabling innovation in the financial industry. It also examines new services and business models in various areas of banking, insurance and financial asset management.

**FTA 2410 Coding for FinTech****3**

This course covers the design and development of dynamic, data-driven financial applications using client and server-side architecture. It focuses on various application development techniques for users and mobile friendly design. It also introduces how to develop financial applications conforming to the industry standards.

**FTA 2420 Data Analytics for FinTech****3**

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze financial datasets. Students will learn how to interpret outcomes from data analysis for efficient and effective decision-making, consumer/business intelligence, problem identification and forecasting.

**FTA 2430 Cybersecurity for FinTech****3**

This course covers cybersecurity principles of financial technologies. Students will learn about threats, vulnerabilities, risks, and the controls to handle them. The course will introduce legal, ethical, and compliance issues that arise when working with financial infrastructure in a global economy.

**FTA 2440 Financial Technologies and Services****3**

This course covers the foundations of financial technologies and services. It focuses on the usage of technology that powers financial ecosystems, digital finance platforms, mobile payments, and digital asset management. Students will explore the characteristics and functions of electronic and mobile payment systems.

**FTA 3100 Foundations of Data Analytics****3**

This course is designed to provide a comprehensive overview of the various modeling and analytical techniques used in the business world to make informed decisions based on data. The course teaches students how to interpret data, as well as how to perform basic descriptive statistics and make meaningful inferences. In addition, the course also covers the various statistical models and methods used in business data analytics, such as regression and time series analysis, forecasting, linear programming models, etc. Students will apply learned skills to real-world business scenarios.

### **FTA 3200 Data Visualizations & Analytics**

**3**

Data visualization is an essential skill that we use to share information with others. FinTech companies all use data visualization techniques to learn facts, identify problems, and communicate information. The course is built with an emphasis on the application where students learn skills, such as data visualization techniques, via hands-on experience. Students will learn data manipulation techniques to organize the data better to answer specific questions, use basic visual objects to describe the data, create visual objects to analyze existing relationships, and link visual objects that allow a deeper understanding of these relationships. Students will also create dynamic visual objects, use automated analysis, and generate forecasts.

### **FTA 3360 Financial Management & Digital Transformation**

**3**

This course provides an in-depth analysis and link between financial theory and the practice of corporate financial management. The course is designed to cover the traditional areas of capital budgeting, working capital management, business valuation, financial planning, options in corporate finance and international finance, as well as the prominent trends in finance such as FinTech, AI (Artificial Intelligence), and Big Data. Students will also understand the technologies that are impacting the economy, especially banking and finance, know the most recent trends of digital innovation, pursue digital transformation, and finally, write SAS (Statistical Analysis System) programming codes for data curation to make data-driven decisions.

### **FTA 3810 Payment Processing**

**3**

This course focuses on the payment process ecosystem, lifecycle, regulation, security, fraud protection, and payment networks. The student will learn the products and services of the payments, fraud and risk reduction strategies, and roles & responsibilities of card issuers, acquirers, merchants, and strategies for maximizing card usage while minimizing loss associated with card use. The student will also learn about payments negotiations, risk management, customer relationships, principles of authorization, settlement, chargeback, and procedures, strategies, and best practices for acquiring merchants.

### **FTA 3850 Payments Security**

**3**

This course examines security issues in the Payments vertical. Students explore application security addressing the challenges and weak points of applications, learn the tools and techniques of machine learning as a defensive security strategy overcoming the continuous automatic attack generated by machines, and engage in hands-on practice in penetration testing. Payment's framework and standards including NIST cybersecurity framework, ISO 27001 information security management, and Payment Card Industry Data Security Standards (PCI DSS) will be discussed. Administration of the information security function including strategic planning process, policies, procedures, and staffing functions necessary to organize and administer ongoing security functions will be discussed. In addition, fraud, regulation, security practices, security architecture, competitive intelligence, and operating environments are emphasized throughout the course.

### **FTA 3860 Emerging Payments Technology**

**3**

Electronic payments are the life blood of e-Commerce. They are expanding rapidly and changing because of the pervasive use of electronic devices, whose use is not confined to consumer transactions. The course covers a wide variety of electronic payment mechanisms used to make payments worldwide. The course is designed to stimulate creative thinking about the use of new technologies in the movement of money, from small peer-to-peer transactions through the largest interbank payments. Even though everyone is familiar with money on a day-to-day basis, very few people understand how money actually moves. Payments are complex because they usually involve at least five parties -- in addition to the buyer and seller there are also the buyer's bank, the seller's bank and the country's central bank, and this does not even include service providers who transmit payment data and aggregate transactions. The buyer and seller must communicate with each other concerning the transaction, then instructions must be transmitted to the buyer's bank, which then takes action at the central bank to cause money to appear in the seller's account in the seller's bank. When different currencies are involved, the central banks of two countries are involved. Every payment system must provide secure communication of payment orders. The course covers banking systems, e-payment security, foreign exchange, Internet banking, wireless payments, stored-value cards, micropayments, peer-to-peer payments, large-scale B2B payments and the future of money.

### **FTA 3890 Experiential Learning in Payments**

**3**

Students engage in team-based interactive virtual experiential learning with a collaborating industry partner to gain on-the-job experience. A virtual collaboration platform is used to enroll, onboard, empathize, reboot, experiment, and deliver business solutions for client problems. Students get mentored, trained, and practice tools and techniques used in industry. Student progress is tracked using a feedback loop to improve their learning. Prototyping and experimentation are encouraged to understand "real world" issues. Partner companies share their anonymized dataset, tools and techniques. Coaching activities including design thinking, backlog management, and business modeling are used in this course.

### **FTA 4001 Foundations of FinTech**

**3**

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem-solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, robo-advising, and InsurTech.

**FTA 4002 Financial Technologies****3**

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data.

**FTA 4003 Commercial Banking and FinTech****3**

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech evolution, including traditional and emergent competitors as well as demographic, social, and technological forces driving change in the industry, will be integrated throughout the entire course.

**FTA 4005 Commercial Banking and FinTech****3**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, tree regression, and model assessment and selection using cross validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems.

**FTA 4100 Introduction to Information Security for FinTech****3**

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations.

**HADM 3301 Health Care Organizations****3**

This project-based course is intended for those interested in a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. While based on state-of-the art organizational theory and research, the emphasis is on application. Students will go beyond the traditional focus of health care in hospitals and other provider organizations to include suppliers, buyers, regulators, public health and financing organizations, and examine a more comparative global perspective of how the United States and other countries address issues of health and health care. Case studies, practical scenarios, and controversial issues are highlighted in each chapter to challenge the student to provide solutions and philosophical positions on a variety of issues.

**HADM 3302 Health Care Economics**

This course is intended for those interested in an analytical approach to the study of medical services, and, through the use of numerous applications and figures, to illustrate the usefulness of economics as is applicable to the understanding of public policy issues affecting this sector.

**HADM 3303 US Health Care Systems****3**

Fundamental concerns such as cost, access, quality, financing, health workforce, and public health represent key topics. We will apply these topics or problems to real-life situations. The approach will be purposeful to allow the successful student to recognize how these topics interact with each other within the whole health care system.

**HADM 3304 Health Care Communication**

There is a growing awareness that communication not only affects but is inextricably linked with issues of health and medicine. This is true on a personal level in the way patients and caregivers interact in the examination and hospital room. It is also true on an organizational level in that policies and community relations affect the way health care is provided and the way people feel about providers. It is also evident in media campaigns that seek to educate people about health. Consequently, this course is intended for those interested in the Health Industry and those with a research interest in Health Communication including caregivers, public relations professionals, media planners and producers, public health promoters, marketing professionals, educators, human resources personnel, health care administrators, researchers, educators and others. The course explores the diverse perspectives of people involved in health communication by presenting cultural ideas about health, stimulating discussions of ethical issues and examining the role that race, age, ability, language, sexual orientation, to mention a few, play in health communication.



### **HADM 4301 Designing Health Communication Messages** 3

Health communication messages inform, convince, and motivate their audience for a change in behavior. This course illustrates the importance of effective communication in disease prevention and health promotion. It highlights the importance of building theory-based messages while being responsive to diverse audience needs. It also illustrates core health communication principles and processes for designing effective messages for health communication interventions and campaigns. Perspectives from multiple areas including psychology, public health, and social marketing are integrated.

Prerequisites: HADM 3304.

### **HADM 4401 Health Care Compliance** 3

This course provides a comprehensive overview of health law, which is relevant to students seeking the basic management skills required to work in health care organizations, and students currently working in health care organizations. We will focus on an overview of specific health laws and affordable health care to producers of medical products and the future of health care in the U.S. The course concludes with a summary of improved medical technologies and the future of personalized health care.

### **HADM 4402 Health Information Mgmt.** 3

A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filling, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and register, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

### **HRMT 3390 Employment Law** 3

The current status of legal statutes and issues in human resource management is analyzed. Emerging issues and trends are explored.

Prerequisites: MGNT 3600, may be taken as a corequisite.

### **HRMT 3670 Introduction to Human Resources** 3

This course is intended as an overview of the field of human resource management for the non-major. Emphasis will be placed on management responsibilities regarding the organization's human resources.

### **HRMT 3850 Talent Development** 3

This course provides students with knowledge and understanding of the process of identifying training needs in an organization, from new hire to employee growth, and with perspectives on how to develop and then assess effective training programs.

Prerequisites: HRMT 3670 Minimum Grade: C

### **HRMT 4650 Performance Management** 3

This course covers the continuous cyclical process of developing employees and positioning them for success, with emphasis on orientation programs, training and development, performance appraisals and feedback, talent management, employee relations, discipline, retention, and termination.

Prerequisites: HRMT 3670 Minimum Grade: C

### **HRMT 4670 HR Staffing** 3

An overview of the personnel management function in organizations. It serves as an introductory course for the prospective personnel officer and as a survey of personnel responsibilities and activities for any manager with supervisory responsibilities.

Prerequisites: HRMT 3670 or MGNT 3670 (minimum grade C)

### **HRMT 4680 Compensation Management** 3

This course covers the broad area of financial management and deals with rewards for the supply of labor. It addresses the ways in which both tangible and intangible forms of compensation may be used to motivate and reward employee performance. The course also deals with job analysis, job description and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. Additionally, compensation management analyzes the influence of unions and government in determining the compensation of the labor force. It deals with the compensation of both hourly workers and managerial employees.

Prerequisites: MGNT 3670 with a grade of C or higher or HRMT 3670 with a grade of C or higher.

### **HRMT 4690 Labor Management Relations** 3

An analysis of the industrial relations problems between organized labor and management, and the interrelationships of the union, its members, and the nonunion workers.

Prerequisites: MGNT 3600 or MGT 312 minimum grade of C

### **HRMT 4790 Current Issues in Human Resources** 3

This course is designed as a capstone course for students majoring in Human Resource Management and will be conducted as a seminar. Current issues in the HR arena will serve as the springboard for research and discussion. Students will have the opportunity to engage others in the field and the instructor in a collegial atmosphere designed to stimulate an appreciation and thorough understanding of the issues in the field. In addition, students will have an opportunity to engage in a project that allows them to apply learning from prior classes.

Prerequisites: MGNT 4670 Minimum Grade: C

### **ITEC 2400 Industry Trends and Disruptive Technology** 3

This course is a survey of new and emerging IT trends and disruptive technologies in industry. Emphasis will be given to the way technologies create a competitive edge and generate business value.

### **ITEC 2410 Web Application Programming** 3

This course covers the design and development of dynamic, data-driven web-based applications using client and server-side technologies. Other topics include security, legal, and ethical issues associated with web applications.

### **ITEC 2420 Big Data Analytics** 3

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze big datasets and interpret outcomes from data analysis for efficient decision-making, business intelligence, and scientific discovery.

### **ITEC 2430 Cybersecurity** 3

This course provides a fundamental overview of the objectives in cybersecurity systems and lays a foundation for subsequent topical courses in the area of cybersecurity systems. Topics covered include security risk assessment and management; policies, procedures and guidelines for information security programs; IT security controls and technologies, security standards, compliance, and cyber laws; IT auditing; cyber insurance strategies; and emerging topics.

### **ITEC 2440 IT Entrepreneurship and Innovation** 3

This course covers the foundations of entrepreneurship and innovation, the creation of a new business model, the planning for an effective, scalable startup organization, and the planning for growth change, and sustainability of a new organization.

### **ITW 1130 Introduction to Information Technology** 3

An introduction to IT as an academic discipline and the structure of the Bachelor of Science in Information Technology degree. It also provides students with an introduction to the range of applications of Information Technology. Finally, it introduces students to some of the techniques that they will need for later courses.

### **ITW 1330 Programming for Information Technology** 3

Introduction to basic concepts and techniques of a contemporary programming language. Topics include language syntax, variables, decision structures, loop structures, functions, and IDE. Development of modular programs for event-driven applications.

### **ITW 1430 Web Page Development** 3

A thorough introduction to the languages used to create web pages. Throughout it stresses the importance of good coding style. The course also introduces students to the principles of good human computer interface design, including design for people with disabilities. Finally, The Course introduces students to an object-based language.

### **ITW 2140 Discrete Mathematics for Information Technology** 3

Covers important discrete mathematical objects such as sets, relations and functions, graphs and trees as it relates to the field of Information Technology. An introduction to mathematical logic and reasoning, and the concept of an algorithm and its complexity will be covered.

Prerequisites: A minimum grade of "C" in MATH 1111.

### **ITW 2333 IT Infrastructure** 3

This course allows students to develop a thorough understanding of the IT infrastructure which includes computer hardware and networks that support various IT applications, and network security. This course allows students to develop this knowledge as well as some fundamental skills in server, network system administration and management, and to become aware of the importance of information assurance and security in the design, implementation and administration of an IT Infrastructure.

Prerequisites: A minimum grade of "C" in all of the following: ITW 1130 and prior or concurrent enrollment in STAT 1401.

### **ITW 2430 Data Programming I** 3

The course provides students with an introduction to the main concepts in programming including variables, expressions, statements, conditional execution, functions, iteration, strings, and files.

Prerequisites: A minimum grade of "C" in all of the following: ITW 1130, ITW 1430, MATH 2130 and STAT 1401.

### **ITW 2431 Data Programming II** 3

The course provides students with an introduction to the main concepts in programming related to data. The course focuses on data storage and the use of regular expressions to search data. The course also includes an overview of object-oriented concepts.

Prerequisites: A minimum grade of "C" in ITW 2430 and prior or concurrent enrollment in MATH 1232 or MATH 1441.

### **ITW 2530 Operating Systems** 3

Principles of the management of memory, processors, processes and deadlocks, synchronization of computing tasks, files, devices, and systems. Principles of network organization and network operating systems. Analysis and evaluation of comparative operating systems.

Prerequisites: A minimum grade of "C" in ITW 1130 or ITW 2333.

### **ITW 2531 Introduction to Cyber Security** 3

This course teaches the fundamental concepts and principles of cyber security techniques. Topics include computer and network security, cyber stalking, social networks, fraud and abuse, web security, malware, computer viruses, encryption, techniques used by hackers and how to combat them, simulation and identification of different threat models, software vulnerabilities analysis, risk assessment and mitigation, prediction of potential attack vectors through data analysis and evaluation. Hands on activities will be performed with emphasis on personal cyber and information security.

### **ITW 3133 E-Commerce** 3

This course examines the foundation, operation, and implications of state-of-the-art Internet economy. By experiencing Internet shopping and analyzing e-commerce companies, students will learn the components needed to engage in electronic commerce. Students will have hands on exercises in creating e-commerce based on these technologies.

Prerequisites: BUSA 2010 Minimum Grade: C

### **ITW 3230 Data Visualization** 3

This course introduces students to the field of data visualization. The course covers basic design and evaluation principles to prepare and analyze large datasets, and standard visualization techniques for different types of data. The course prepares students to communicate clearly, efficiently, and in a visually compelling manner to a variety of audiences.

Prerequisites: A minimum grade of "C" in ITW 3233 and STAT 1401.

### **ITW 3231 Data Communications** 3

Fundamentals of practical aspects of computer networks and data communications; standards, protocols, topologies, architectures, routing devices, wireless technologies, and monitoring and management.

Prerequisites: A minimum grade of "C" in ITW 2530.

### **ITW 3233 Database Design and Implementation** 3

The course provides students with the opportunity to develop in-depth knowledge of database design, implementation, and systems development. The course covers data modeling concepts, approaches and techniques, and stages in database development processes (conceptual and logical design, implementation and maintenance). The course also covers methods and approaches used in system analysis and design, including the system development life cycle. To reinforce the course concepts, students will carry out projects based on real world situations.

Prerequisites: A minimum grade of "C" in all of the following: CSCI 1236 or ITW 2430, MATH 2130.

### **ITW 3234 Systems Acquisition, Design, and Implementation** 3

This course provides a study of the acquisition, design, and implementation of information technology systems, including methods for investigating solutions, project planning and control, documentation, and specifications.

Prerequisites: A minimum grade of "C" in ITW 3233.

### **ITW 3432 Analytics Programming** 3

The course provides students with the necessary tools and techniques to manipulate, process, clean and analyze data at an advanced level using Python. Specifically, students will use Python, NumPy, and pandas to load, clean, transform, visualize and analyze data.

Prerequisites: A minimum grade of "C" in ITW 2431 and ITW 3233.

### **ITW 3530 Fundamentals of Information Systems Security** 3

Current standards and best practice in information assurance and security. Topics include the evaluation of security models, threat analysis, security risk assessment and risk mitigation, disaster recovery planning, cryptography and encryption algorithms, and security policy formation and implementation.

Prerequisites: A minimum grade of "D" in CSCI 2120.

**ITW 3531 Digital and Computer Forensics****3**

This course introduces the processes and methodologies of Digital and Computer Forensics. Topics include the proper acquisition, preservation, analysis, and presentation of digital evidence. The course also covers the fundamental knowledge and lab-based skills of digital forensics across various platforms, operating systems, networks and in the cloud. This includes file systems such as NTFS and EXT3/4, partitions, inodes, data sectors and clusters, slack space, Linux and Windows scripting and commands, as well as open source and proprietary digital forensic tools.

Prerequisites: A minimum grade of "C" in ITW 2531.

**ITW 4130 IT Issues and Management****3**

Covers case studies of IT development projects to assist the student in the recognition of the need of an IT development project. The student will study and critique the development, implementation and management of both successful and unsuccessful projects.

Prerequisites: A minimum grade of "C" in ITW 3234.

**ITW 4135 Data Analytics****3**

This course covers the basic issues involved in building and populating a data mart to support the planning, designing and building of business intelligence applications and data analytics. Core concepts related to business intelligence and analytics are covered.

Prerequisites: A minimum grade of "C" in all of the following: ITW 3233, STAT 1401 or BUSA 3131.

**ITW 4136 Knowledge Discovery and Data Mining****3**

The course covers the process of automatically extracting valid, useful, and previously unknown information from data sources and using the information to make decisions. This course is designed to provide students with a solid understanding of the knowledge discovery process and the use of data mining concepts and tools as part of that process.

Prerequisites: A minimum grade of "C" in all of the following: ITW 3233, STAT 1401 or BUSA 3131.

**ITW 4336 Network Security****3**

Concepts of network security, including countermeasures and safeguards to networks such as remote access controls, firewalls, intrusion detection systems, data encryption, and virtual private networks.

Prerequisites: A minimum grade of "D" in ITW 3530.

**ITW 4337 Ethical Hacking****3**

Concepts of hacker techniques and tools, including cryptographic concepts, a technical overview of hacking, including port scanning, enumeration of computer systems, wireless vulnerabilities, web and database attacks, malware, and penetration testing. Social aspects of hacking, including social engineering. Incident response.

Prerequisites: A minimum grade of "D" in ITW 3530.

**ITW 4530 Senior Capstone Project****3**

This course provides students with the opportunity to develop in-depth knowledge of IT project design and implementation. The course covers the main topics of IT project management including requirements specification, project integration, scope, time, cost, quality, human resources, communications, and risk management. In addition, techniques and methods used in IT project management will be covered. To reinforce the course concepts, students will complete projects related to their specialization.

Prerequisites: A minimum grade of "C" and prior or concurrent enrollment in ITW 3234 and Senior standing.

**ITW 4790 Internship in Information Technology****3**

A campus-approved and coordinated IT-experience-based internship will be required of each student. The internship will include at least 280 hours of work. A written report by the student, along with an employer evaluation of the student's work will be required.

Prerequisites: Permission of the Instructor.

**LEAS 3220 Business Entities****3**

The study of corporate, partnership, and agency law. This course will examine the applicable law as well as the formation and dissolution of various types of business entities.

Prerequisites: LEAS 1100

**LEAS 4210 Consumer Law****3**

The study of the laws that govern consumer practices. The law surrounding commercial paper, contracts, sales, and secured transactions will be emphasized.

Prerequisites: LEAS 1100

**LEAS 4220 Administrative Law****3**

The study of laws governing administrative agencies of government. Special emphasis will be placed on the role of the paralegal in dealing with various administrative agencies.

Prerequisites: LEAS 1100

**LEAS 4802 Special Topics: Human Resource Law** 3

This course presents important legal issues defining employer-employee relationships from hiring through termination and explores the sources of human resource law created by statute, common law, and administrative regulations as applied to both the public and private sectors. Students who are pursuing careers in legal assistant studies or human resource management will benefit from this course. Any student can profit from the course because an understanding of human resource law is vital in understanding employer-employee rights and obligations and in identifying potential legal implications for situations that might arise in any work environment.

Prerequisites: LEAS 1100

**MGNT 3600 Principles of Management** 3

This course covers management principles applicable to all types of cooperative enterprises. The vital functions of the managers are studies in detail.

**MGNT 3610 Operations Management** 3

The application of management science principles to the actual management of an industrial plant. Through the application of these techniques, improved decisions are made as to hiring, firing, training, output planning and controlling, raw material acquisition, quality control budgeting, and maintenance expenditures as concerns the manufacturer of products.

Prerequisites: BUSA 3050 Minimum Grade: C and MGNT 3600 Minimum Grade: C

**MGNT 3620 Supply Chain Management** 3

This course covers the sequential roles of internal and external organizational units in supply chain management. Topics covered are inventory management, warehousing, distribution, and facility location decisions in the business environment.

Prerequisites: MGNT 3600 Minimum Grade: C

**MGNT 3650 Introduction to International Business** 3

An introduction to the nature and environment of international business, multinational and multi-cultural business operations, and the future of international business.

**MGNT 3680 Organizational Theory-Behavior** 3

This course is designed to explore the theory and application of behavioral interaction within organizations. Extensive use is made of practice exercises that require organizational effort in the classroom.

Prerequisites: MGNT 3600 or MGT 312

**MGNT 3700 Information System for Management** 3

This course covers the fundamental principles of information technology and illustrates the effective use of information technology in managerial decision making. The focus will be on the role of IT in formulating and implementing strategies for competitive advantage.

Prerequisites: BUSA 2010 Minimum Grade: C or CIS 1000 Minimum Grade: C

**MGNT 4190 Strategic Management** 3

A study of business strategy and strategic planning in relation to company resources, the environment, and changes which may bring opportunities or threats. An opportunity to apply one's skills through strategic case analysis and through the management of a manufacturing firm in a computer-simulated business situation.

Prerequisites: MGNT 3600 Minimum Grade: C or MGT 312 Minimum Grade: C) and (MKTG 3800 Minimum Grade: C or MKT 320 Minimum Grade: C) and (BUSA 3150 Minimum Grade: C or BUS 313 Minimum Grade: C) and (BUSA 3050 Minimum Grade: C or BUS 350 Minimum Grade: C

**MGNT 4260 Small Business Entrepreneurship** 3

An introduction to the world of small business including the principles of successful small business management.

Prerequisites: MGNT 3600 OR MGT 312 minimum grade: C

**MGNT 4660 Business Forecasting** 3

This course is an introduction to the analysis of business fluctuations as a major factor in forecasting business activity on a general level as well as for the individual firm. The importance of forecasting is included along with consideration of macro-economic forces which affect forecasts and various methods of analysis for determination of cyclical factors and other methods of preparing and documenting forecasts.

Prerequisites: BUSA 3050 Minimum Grade: C

**MKTG 3800 Principles of Marketing** 3

This course focuses on principles and methods involved in the movement of goods and services from producer to consumer.

- MKTG 3805 Real Estate Marketing & Property Management** 3  
Emphasis on principles and fundamental concepts of buying, managing, and investing in real estate. Course provides basic information for the student preparing for a career in real estate with emphasis on property management.
- MKTG 4800 Personal Selling** 3  
This course is designed to provide the basic concepts and theories involved with developing and maintaining personal exchange relationships. Students participate in experiential exercises and selling role-playing to develop an understanding and appreciation of the skills required in being a successful salesperson.  
Prerequisites: Marketing 3800: Principles of Marketing
- MKTG 4820 Consumer Behavior** 3  
This course is a natural blending of psychology, social psychology, cultural anthropology, sociology, and marketing. Based on empirical research on what the consumer does and why, the course focuses on practical guidelines for the marketing manager. Decision-making models are analyzed, and implications for influencing decisions are highlighted. Although heavily laden with the conceptual frameworks of behavioral science, Consumer Behavior is taught as a marketing course.
- MKTG 4830 Marketing Communications** 3  
An overview of methods, procedures, strategies, and applications in communicating with consumer and business markets as an integral part of the promotion function with respect to mass communications (advertising and public relations), personal selling, direct marketing, and sales promotion. The various media which may be employed in these forms of the promotion function and the effects upon resulting buyer behavior will be evaluated and considered in their specific applications.  
Prerequisites: MKTG 3800
- MKTG 4840 Social Media Marketing** 3  
Provides students with knowledge and understanding of the history, importance, and real-world application of social media as a part of marketing strategy. Students will learn about current social media platforms and their application in social media marketing strategies of current industry leaders.
- MKTG 4850 Marketing Channels** 3  
An overview of methods, procedures, strategies, and applications in the management of channels of distribution of products and services from producer to final consumer sale. This includes retailing for consumer goods, personnel selling and sales management for business goods, as well as transportation and logistics services. Consumer behavior for household purchasing in the retail market and business buying behavior in the business market are also included.  
Prerequisites: MKTG 3800
- MKTG 4870 Sports Marketing** 3  
Sports Marketing will build upon a marketing knowledge base and provide an overview of all the issues faced by marketing managers within the sports industry and outside the industry who market through sports. Students will be introduced to the unique qualities of the sports product and also examine the promotion mix, pricing and distribution issues as they related to the sports industry.  
Prerequisites: MKTG 3800 Minimum Grade: C
- MKTG 4875 Service Marketing** 3  
An analysis of the marketing aspects of the largest and most rapidly growing sector of the global economy. The principles and concepts of marketing are applied within the context of both consumer and business services, in both domestic and international settings. Emphasis is placed upon the unique problems and opportunities associated with marketing services and the design and implementation of marketing strategies for service organizations.  
Prerequisites: MKTG 3800 Minimum Grade: C
- MKTG 4890 Marketing Management** 3  
An extension of the descriptive aspects of marketing principles into the arena of application. Emphasis is placed on the marketing planning process, environmental analysis, strategic marketing, and the effective implementation of marketing plans.  
Prerequisites: MKTG 3800 Minimum Grade: C and MGNT 3600 Minimum Grade: C
- MKTG 4895 Marketing Analytics** 3  
Provide students with a theoretical and practical understanding of marketing analytics and techniques to improve marketing decisions. Students will actively engage in applying tools and techniques in order to make data-driven marketing decisions then communicate those conclusions. (3-0-3) May not be enrolled in one of the following classes(es): Freshman
- MKTG 4910 Marketing Research** 3  
A course to provide the student with a working knowledge of the principles and theory of business research applied specifically to the marketing environment. The course stresses both concepts and application.  
Prerequisites: BUSA 3050 Minimum Grade: C MKTG 3800 Minimum Grade: C BUSA 2010 Minimum Grade: C

### **NURS 3194 Applied Pathophysiology** 3

This course provides an overview of the pathophysiology of selected conditions focusing on the etiology, pathogenesis, physiological changes, and clinical manifestations of common health problems. Genetic and cultural influences on health will also be addressed. Emphasis is upon both the physiological changes that contribute to disease production, physiological changes that occur as a result of disease and the body's compensation for these changes, as well as the application of this knowledge to the assessment of patients with commonly occurring disease and injury processes.

Prerequisites: Admission to the RN-BSN Program

### **NURS 3197 Professional Nursing Practice** 3

This course is designed to enhance and facilitate the development of the RN student to the role of a BSN prepared professional nurse. The focus is on developing personal and professional growth to promote better advocacy, critical thinking, educator skills, effective communication, and leadership abilities in a complex healthcare environment. Course content includes concepts from historical contributions and theories that have guided the profession, to promoting professional philosophies, visions, and practices to help prepare for future trends in healthcare. Topics relate to culture and diversity, professional ethics, political and legal issues in nursing, and technology. Students will apply knowledge of standards of practice, evidence-based practice, and caring science to course topics.

### **NURS 3297 Nursing Research Application** 3

This course is designed to provide the registered nurse with an overview of the major research concepts as applied to the profession of nursing, to scholarship, and to clinical practice. Analysis, critique, and interpretation of qualitative and quantitative research approaches, including ethical implications, for evidence-based nursing practice will be examined. Emphasis is placed on how to critique, analyze, and apply published and empirical research findings to evidence-based nursing practice.

### **NURS 3397 Health Assessment** 3

This course is a study of the advanced knowledge and skills beyond the associate degree in nursing, designed to enhance health assessment for nursing practice in the care of individuals across the lifespan. Theory and skills essential to completing a comprehensive and holistic health history and physical examination are emphasized. In addition, the holistic delivery of care will include cultural, spiritual, nutritional, alternative, complementary therapies, and health promotion for the delivery of safe and person-centered care. The importance of comprehensive and accurate documentation as a tool for effective communication amongst the interdisciplinary team is reviewed.

### **NURS 3497 Health Assessment Lab** 2

This course is a lab course designed to enhance health assessment for nursing practice in the care of individuals across the lifespan. Assessment skills essential to completing a comprehensive and holistic health history and physical examination are practiced.

Prerequisites: Enrollment limited to students majoring in RN to BSN.

### **NURS 3555 Selected Topics in Professional Nursing** 3

Specialized topics from nursing taught by means of lecture, discussion, special seminar, guided independent study, directed experience in the field of nursing, online learning activities, clinical investigation and/or other methods as appropriate. May be repeated once with different topic for credit. An independent study allows the undergraduate nursing student to explore, extend and enrich content introduced in courses in the BSN program. Students may elect to use these hours on a topic related to their area of focus or on a topic or method related to their proposed BSN project.

Prerequisites: Admission to the RN-BSN Program

### **NURS 4497 Community Health Nursing** 3

This course is designed to examine the concepts and principles of community and population health nursing. The course will provide an overview of health issues that transcend borders, class, race, ethnicity, and culture. Emphasis is placed on roles, levels of prevention, principles of epidemiology, public health policy, and disaster preparedness.

### **NURS 4498 Community Health Clinical Nursing** 3

This course will introduce students to community and population health nursing. Special emphasis will be placed on health promotion and disease prevention across the lifespan in ethnically diverse and vulnerable populations. Students will enhance critical thinking skills by planning and implementing a service-learning project within their community.

### **NURS 4597 Leadership & Management** 3

This course introduces the leadership roles and management functions of professional registered nurses within the structure of an organization. The management process provides the foundational structure for the course, while the theoretical framework for this course is established through exploration of leadership styles, organizational theory, and management theory. Quality assurance and the provision of evidence-based, patient-centered care and collaborative relationships are emphasized. The impact of political and legislative processes, the integration of informatics, and the legal and ethical issues in management are also discussed.

- NURS 4698 Senior Project** 3  
This course is designed for registered nurses seeking a BSN degree. A senior project will focus on evidence-based principles and theoretical frameworks to guide the discovery, synthesis, and dissemination of information related to a selected clinical topic.  
Prerequisites: NURS 3195, NURS 4192, NURS 3279 or NURS 3194, NURS 3276 or NURS 3293, and NURS 4292 with grades of C or better
- OATC 3150 Computer Operating Systems** 3  
A general overview of computer hardware, networks, and operating systems. Developing basic technological expertise and leadership in administering computer technology in the workplace is emphasized. This course helps prepare students to take a certification exam for a current operating system.
- OATC 3610 Web Design & Multimedia** 3  
Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.  
Prerequisites: ACED 2400, BUSA 2201 formerly MGIS 2201, or CAPS 1101.
- OATC 3700 Desktop Publishing** 3  
Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of a variety of application programs for page design will be used to create various business-related documents.
- OATC 4020 Virtual Office Technology** 3  
Overview of skills needed to perform as a virtual office assistant. Emphasis placed on the use of time and information management applications and increased knowledge of the role of online meeting, Internet telephone communication software, Internet research, social networking tools, e-commerce, and mobile devices in the modern office.
- OATC 4160 Administrative Office Procedures** 3  
Development of increased awareness of the role and scope of the administrative assistant position. This course will focus on basic and expanded job responsibilities, professionalism, and performance of simulated office activities.  
Prerequisites: ORGL 2050 and OATC 3400
- OATC 4810 Contemporary Skills** 3  
Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.
- ORGL 1100 Leadership in a Global Society** 3  
Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.
- ORGL 1500 Profiles of Leaders** 3  
The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.
- ORGL 2050 Communications for the Workplace** 3  
Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation, and writing techniques. Emphasis on the job-getting process.  
Prerequisites: ENGL 1102
- ORGL 2100 Writing for Leadership** 3  
Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include How to Inspire, How to Navigate Change, and How to Change Minds.
- ORGL 2601 Introduction to Public Administration** 3  
This course introduces students to Public Administration, which is a subfield of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning.



**ORGL 2800 Ethics and Leadership****3**

The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. Teaches students to develop ethical decision-making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.

**ORGL 2900 Program and Policy Evaluation for Leaders****3**

Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policy makers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.

**ORGL 3000 Reflective Seminar I: Self as Learner****1**

Graded "Satisfactory" or "Unsatisfactory". An introduction to the major conceptual frameworks for reflective learning that require students to reflect on and document their own assumptions, beliefs, and biases and how they affected their prior learning experiences.

**ORGL 3050 Reflective Seminar II: Self in Context****1**

Graded "Satisfactory" or "Unsatisfactory". A seminar that develops students understanding of the conceptual frameworks for reflective learning and asks students to reflect on and document the social networks, environmental context, and political context that has affected their prior learning experiences.

Prerequisites: ORGL 3000

**ORGL 3200 Introduction to Organizational Development****3-0-3**

A broad survey of major topics in Organizational Development including but not limited to Introduction to organizational process; creation of organizational growth climates/cultures; examination and selection of effective leadership styles and effective modes of communication; coping with the future in periods of accelerating change.

Prerequisite: PSYC 1101

**ORGL 3400 Technology for Organizations****3**

Development of intermediate and advanced skills in the use of spreadsheet, database, communication, and presentation software. Emphasis is placed on the creation of computer projects appropriate to the students' major.

**ORGL 4000 Reflective Seminar III: Transforming Self, Self-Transformation****1**

Graded "Satisfactory" or "Unsatisfactory". A seminar including critical self-evaluation of prior learning experiences using frameworks for reflection and analysis and development of students' own capacity to adapt and transform their own learning practices.

Prerequisites: ORGL 3000 and ORGL 3050

**ORGL 4690 Capstone Seminar****3**

A capstone course in which students will demonstrate a comprehensive understanding of reflective learning, conceptual frameworks, goals of their own degree program and/or specialization within Organizational Leadership.

Prerequisites: ORGL 3000, ORGL 3050, and ORGL 4000

**ORGL 4900 Organizational Internship****3**

Students may receive academic credit for personal experience in non-profit organizations, the political process, or public employment. Credit hours only apply toward electives.

Prerequisites: POLS 1101

**PHIL 4120 Professional Ethics****3-0-3**

This course introduces students to ethical issues common to the professions. The term "profession" is a label for a class of occupations, exemplified by the traditional model of the lawyer or physician. We will think about characteristics of these occupations that distinguish them as a class and how these characteristics are related to a variety of ethical problems.

Prerequisite: None

**POLS 3100 Constitutional Law****3**

Offers a comprehensive study of American constitutional law focusing on civil rights, civil liberties, and equal protection. Constitutional claims examined include the denial of freedoms under the Bill of Rights, the equal protection of laws under the 14th Amendment, and civil rights legislation enacted by Congress since the Civil War. The course will also focus on the application and interpretation of the constitutional protections by the American courts.

Prerequisites: POLS 1101

- POLS 3201 Public Policy** 3  
An analysis of diverse public policy issues, as well as the decision process leading to the formulation of government policy. An analysis of societal factors that influence policy, and the effect of government policy on society.  
Prerequisites: POLS 1101
- POLS 3601 Political Science Methods II** 3  
This course helps students understand the process and components of research methods in social sciences, especially in political science. It covers topics such as empirical research, research questions, hypotheses, research design, data collection, data analysis, and ethical issues in conducting research. It focuses on practical examples and skills by which students can develop, design, and conduct empirical research.  
Prerequisites: POLS 1101
- POLS 4200 Principles of Public Administration** 3  
This course provides the student with an overview of the principles of public administration. Throughout the course the student will learn a number of key principles and how they are applied. By the end of the course, the student will have learned the basic principles of public administration and will be able to effectively apply these principles. Prerequisites: POLS 1101
- POLS 4202 Interorganizational Behavior** 3  
This course is designed to provide an understanding of the dynamics of and the interrelationships among and between the federal, state, and local levels of government.  
Prerequisites: POLS 1101
- POLS 4204 Public Finance** 3  
This course involves an in-depth study of the equity and economic effects of government spending programs, taxes, and debt.  
Prerequisites: POLS 1101
- POLS 4210 Public Management** 3  
Various changes in the management of public organizations are identified and analyzed. Includes the role of technology, modification of the relationship between public and private spheres, and current trends in the management of change and supervision of a diverse workforce.  
Prerequisites: POLS 1101
- POLS 4215 Management of Nonprofit Organizations** 3  
This course is designed to explore the theoretical principles and practical applications of management for charities and/or nonprofit organizations. The underlying thesis of this course is that by understanding fundamental principles such as developing effective mission and objective statements, marketing and accounting strategies, nonprofits can become more effective and responsive to their constituent needs. Thus, students will be provided an opportunity to examine critical issues of management faced by leaders in nonprofit organizations.  
Prerequisites: POLS 1101
- POLS 4217 Grant Writing for Nonprofit** 3  
This course introduces students to the world of grant-writing and management and provides an opportunity to experience writing actual grants. Students will learn the process of identifying prospective funders, developing relationships with funders, understanding the basics of writing grants, submitting proposals, working as a collaborative, and preparing for the follow up. Students will apply courses learning to write and prepare actual grant proposals.  
Prerequisites: POLS 1101
- POLS 4218 Project Management in the Public Sector** 3  
This course will discuss the theory, principles, tools, and techniques necessary to build a solid project management foundation. The Project Management Institutes (PMI) standards for project management will be emphasized throughout the course.  
Prerequisites: POLS 1101
- POLS 4219 Public Human Resources Management** 3  
This course will examine the processes, policies, procedures and laws concerning public personnel. It will also cover the issues of employee protection, motivation, efficiency and responsibility.  
Prerequisites: POLS 1101

**POLS 4220 Administrative Law and Government****3**

This course introduces the student to the relationship between Administrative Law and American Government as well as the ethics and challenges inherent in Administrative Law decision making. It is designed for undergraduates who are interested in public administration and public policy. While the course reviews and discusses the cases that form the basis of administrative law, the focus is on the understanding and application of principles rather than case law.

Prerequisites: POLS 1101

**POLS 4221 Government Organization and Administrative Theory****3**

A systematic analysis of theories of organization, management, and administration. Special consideration will be given to institutional, behavioral, and psychological factors.

Prerequisites: POLS 1101

**POLS 4470 Alternate Conflict Resolution****3-0-3**

This course offers a survey of theories and methods related to alternative dispute resolution and conflict management through lecture, discussion, and experiential activities. Emphasis will be placed on interpersonal conflict and mediation skills.

Prerequisite: None

**POLS 4860 Special Topics****3**

Selected Topics of political and current interest in public administration. The course may be repeated for credit if the topics are different.

Prerequisites: POLS 1101

**PSYC 3850 Forensic Psychology****3**

Examines the relationship between psychology and law, focusing on the roles of psychologists in legal settings. Focuses on the applicability of various psychological theories to criminal justice processes. Topics include competence evaluations, rehabilitation potential, accuracy of eyewitness testimony, the psychology of jury selection, bystander apathy, the insanity defense, and the effectiveness of the polygraph, among others.

Prerequisites: PSYC 1101: C or better & ENGL 1102: C or better

**SJUS 3000 Introduction to Social Justice****3**

This course will introduce the student to the concept of social justice and social change. Examines various social justice theories such as restorative and distributive justice, postmodernism, feminism, and others. Theorists include Rawls, Mills, Kant, and others. A review of institutional systems and how social change occurs within the institutional framework.

Prerequisites: SOCI 1101 or POLS 1101 or CRJU 1100

**SJUS 3050 Politics of Social Justice****3**

This course examines selected contemporary issues of social justice at the national, state, and local level of politics in the United States. This course analyzes various social justice issues through an economic, demographic, institutional, and political lens. Course topics include a critical analysis of governance, criminal law, economic development, immigration, poverty and race, drugs, and social equity.

Prerequisites: SOCI 1101 or POLS 1101 or CRJU 1100

**SJUS 4000 Social Justice Culture****3**

This course examines the relationship between music, art, movies & television, and social justice in the United States. These mediums bring people together, challenge the status quo, and shine a light on what is happening in various communities. This course will explore a range of music, art, movies, and television that reflect and influence social justice issues.

Prerequisites: SJUS 3000

**SJUS 4050 Law and Social Justice****3**

This course analyzes the relationship between legal institutions, inequality, and the ability of social groups to produce fundamental social change.

Prerequisites: SJUS 3000

**SJUS 4800 Social Justice Policy Analysis****3-0-3**

This course provides students with the tools to analyze policy implementation and effectiveness in the criminal justice system. Policies are evaluated in the areas of policing, corrections, courts, and criminal justice. Research methods and case study analysis will be used to evaluate and inform the creation of crime-related policies.

Prerequisite: SJUS 3000

**SOCI 3370 Strategies for Conflict Transformation: Theories & Tools****4-0-4**

This course covers theories that explain the origins of conflict, factors that contribute to escalation and de-escalation, and the theories and strategies of conflict transformation. Because this class is about strategies for conflict transformation, it may be particularly appealing if you are considering a career in government, the non-profit community, consulting, academia, law, business, public administration, social work or education. People in these professions are frequently charged with summarizing, analyzing, and conducting research. And this is certainly a useful course for anyone considering an advanced degree in social science disciplines. But again, this is a course designed for anyone interested in gaining skills of solving conflicts in the workplace and society.

**Prerequisite:** None

**SOCI 3374 Sociology of Work & Occupations****3-0-3**

This course examines the world of work, the changing nature of work, and the implications of these changes for individuals and families. Key themes include theories of work and labor process, intersections of race, ethnicity, and gender, job satisfaction and motivation, labor unions, technological and global challenges, and the structure of professions and occupations.

**SOCI 3800 Development of Criminal Behavior****3**

Focuses on understanding the development of criminal behavior. The course will cover topics such as the causes of violent crime and the development of criminality.

**Prerequisites:** ENGL 1102: C or better

**SOCI 4405 Applied Workplace Interpersonal Skills****3-0-3**

This course provides a substantial experiential learning opportunity that links student interest and sociological principles in an applied workplace setting. Through direct observation, reflection, and evaluation, students gain an understanding of the organizational site, including its structure, mission, interpersonal relationships, power dynamics, conflict, and how these relate to opportunities for possible constructive organizational change. Students produce critical reflection on their experience demonstrating how they have addressed specific learning goals.

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# THE UNIVERSITY SYSTEM OF GEORGIA

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## THE BOARD OF REGENTS

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members of the Board to a seven year term and regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the state's 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library Service.

## THE UNIVERSITY SYSTEM

The University System of Georgia (USG) is a part of the community in each of Georgia's 159 counties and provides services across the state. The USG is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities and nine state colleges. It also includes the Georgia Public Library Service, which encompasses approximately 389 facilities within the 61 library systems throughout the State of Georgia. Additionally, the USG includes the Georgia Archives which identifies, collects, manages, preserves and provides access to records and information about Georgia.

## DEGREES, MAJORS AND RANKINGS

The University System of Georgia's institutions conferred a total of 72,929 degrees in fiscal year 2021, including 44,040 bachelor's, 14,785 master's and 1,822 doctorate degrees.

The majority of baccalaureate-level degrees awarded within the University System of Georgia are in the fields of business, psychology, education and nursing.

Georgia is one of only three states with two or more institutions in the U.S. News 2021 Top 20 Public National Universities. Georgia Tech is ranked No. 10 on the list and the University of Georgia is No. 16.

## ENROLLMENT

The University System of Georgia enrolled 364,725 students for Fall 2024.

## ECONOMIC IMPACT, EMPLOYMENT AND BUDGET

The University System of Georgia's economic impact on the state was \$18.6 billion in Fiscal Year 2020 according to the most recent study conducted by the Selig Center for Economic Growth. Of the 155,010 jobs noted in the report, 34 percent are on the campuses while 66 percent, are off campus. For every person employed at the USG or a member institution, two people have jobs that support the presence of the institution in the local community.

The University System has an annual budget of more than \$9.8 billion for fiscal year 2022.

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**UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS**

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**Research Universities**

Augusta University  
Augusta, Georgia 30912  
Russell T. Keen, President

Georgia Institute of Technology  
Atlanta, Georgia 30332  
Ángel Cabrera, President

Georgia State University  
Atlanta, Georgia 30303  
M. Brian Blake, President

University of Georgia  
Athens, Georgia 30602  
Jere W. Morehead, President

**Comprehensive Universities**

Georgia Southern University  
Statesboro, Georgia 30460  
Kyle Marrero, President

Kennesaw State University  
Kennesaw, Georgia 30144  
Kathy “Kat” Schwaig, President

University of West Georgia  
Carrollton, Georgia 30118  
Ashwani Monga, Interim President

Valdosta State University  
Valdosta, Georgia 31698  
Richard A. Carvajal, President

**State Universities**

Albany State University  
Albany, Georgia 31705  
Robert Scott, President

Clayton State University  
Morrow, Georgia 30260  
Georj Lewis, President

Columbus State University  
Columbus, Georgia 31907  
Stuart Rayfield, President

Fort Valley State University  
Fort Valley, Georgia 31030  
Paul Jones, President

Georgia College & State University  
Milledgeville, Georgia 31061  
Cathy Cox, President

Georgia Southwestern State University  
Americus, Georgia 31709  
Michelle R. Johnston, President

Middle Georgia State University  
Macon, Georgia 31206  
Christopher Blake, President

Savannah State University  
Savannah, Georgia 31404  
Jermaine Whirl, Interim President

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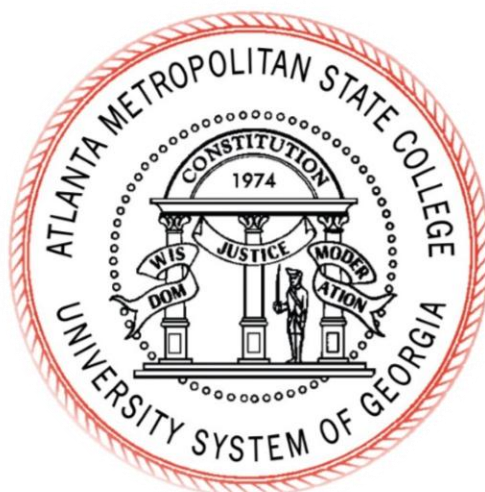
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