Metro College







Administration

Cindy Formanek Kirk, Dean, Metro College Sherry Gotlieb, Director of Adult Learning Services, Metro College Katie Crenshaw, Director of Samford After Sundown

Metro College is the division of Samford University which has as its primary focus the administration of programs for a lifetime of learning. As part of this focus, the bachelor of general studies degree [B.G.S.] and the associate of science [A.S.] degrees are offered to adult, nonresidential students. Adult evening students receive many of the same advantages as "traditional" Samford University students, including instruction by many full-time professors. The evening program serves students whose employment or other obligations make it impossible for them to attend classes during standard times. In addition, there are several special opportunities for earning credit towards a degree at Samford University. They are:

Credit for prior learning (Portfolio Credit)

Credit for Armed Services and other noncollegiate training (Portfolio Credit) Courses taught at nontraditional times of the week

To serve these students, Metro College coordinates credit courses, the majority of which meet on one of the following schedules:

Monday/Wednesday 5:45-7:50 p.m.
Monday/Wednesday 8:00-10:05 p.m.
Tuesday/Thursday 5:45-7:50 p.m.
Tuesday/Thursday 8:00-10:05 p.m.

Friday 5:00-9:00 p.m./Saturday 8:00 a.m.-12:00 noon

Portfolio Credit

Because adults often have achieved competencies beyond those of traditional undergraduate students, the Samford University faculty may award up to 30 credits for college-level learning. This nontraditional learning may come from military training or other professional experiences. This may be presented to faculty through a portfolio that is prepared by the student or evaluated through credit recommendation reference guides such as the American Council on Education's National Guide for Educational Credit for Training Programs. Both methods are coordinated through Metro College. Students should apply for this credit during the first term at the University. Metro College will provide guidelines for portfolio preparation to all interested students. Portfolio credit does not count toward the residency requirement at Samford University. Students must earn at least 50 percent of their total credit hours through courses taken at Samford.

Evening Studies Program - Metro College

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Academic Regulations

Unless stated otherwise, Metro College students are bound by the same academic regulations as undergraduates; these regulations are found in the Academic Policies and Regulations section of this catalog.

Admission Procedures for the Evening Studies Program

It is expected that students who enter this program have been out of high school for at least three years and are unable to enroll in the day program due to work schedules, family concerns or other reasons. Metro College is the administrative office that serves Adult Evening Students. Applications for admission are accepted each term. To download an application form, visit our Web site at www.samford.edu/metro.

Admission as an Entering Freshman (No previous college credit)

Students should submit the following items to the Office of Admission:

- 1. Your High School Transcript*: This must be mailed from the high school directly to the Samford University Office of Admission..
- An official ACT or SAT score report (unless you graduated from high school five or more years ago.) American College Testing or the College Board must send score reports directly to the Samford University Office of Admission.
- 3. Application fee: \$25 (nonrefundable)
- 4. Admission application, completed in full, including reference forms and essay.
- 5. One reference. Please use the reference form included with the application.
- 6. The admission essay. This should be no longer than two typed or handwritten pages.

Admission as a Transfer Student

If you have attended another college or university and wish to apply to Samford University, please submit the following information to the Office of Admission:

- 1. One official transcript from each college that you attended. These must be mailed directly from your former institution's records office to the Office of Admission. If you earned fewer than 24 semester or 36 quarter hours of credit at other institutions, you must provide the documents required of Entering Freshmen (see above), in addition to your college transcripts.
- 2. Application fee: \$25 (nonrefundable)
- 3. Admission application, completed in full.
- 4. One reference. Please use the reference form included with the application.
- The admission essay. This should be no longer than two typed or handwritten pages.

Reference Considerations

The reference form should be completed by a nonfamily member well acquainted with your capabilities, motivation, and initiative. Employers, former employers, or former instructors are recommended.

Essay Considerations

Whether typed or handwritten, please tell us about yourself, your academic background, and collegiate ambitions. We are particularly interested in why you are applying to Samford University. Please attach the essay to the application. The essay is required unless applying under the special status classification.

Admission under the Special Status Classification

Special status is a nondegree-seeking classification. You may wish to consider the special status option for one of the following reasons:

- 1. Time constraints prevent the completion of the regular application process prior to the beginning of a desired term.
- You have a desire to take courses for credit but are not interested in earning a bachelor's degree at the present time (regardless of whether or not you already have a bachelor's degree).

- To apply as a special status student, please submit the following items to the Office of Admission:
- Admission application. Please check the Special Status classification on the application form. The application may be submitted without the reference forms and essay.
- 2. Application fee: \$25 (nonrefundable)
- If you attended college within the last 12 months, please request a letter of good standing from the institution. Otherwise, no transcripts are required to apply under the special status classification.

Reclassification

Most students admitted under the special status classification may wish to eventually change their status to a regular, degree-seeking classification. In order to initiate a change of status, you must complete a Change of Status form and submit it to the Metro College office. (Forms may be acquired through the Metro College office.) In order to be reclassified, you must meet the admission conditions of either a transfer student or an entering freshman and provide the additional required information and documents to the Office of Admission.

Restrictions of the Special Status Admission Classification:

- If you are currently under suspension from another institution, you may not attend Samford University until the suspension period imposed by the previous institution has expired.
- 2. You are ineligible to receive federally funded financial aid until your admission status has been changed to a degree-seeking category. If you enroll under this admission option in the Fall II or Spring II term, you will be unable to change this status until the beginning of Fall I or Spring I term and will therefore be ineligible to receive financial aid for one whole semester period.
- 3. You must have been graduated from high school for three or more years.
- 4. A maximum of 18 credit hours earned as a special status student will count towards a Samford degree program. Each academic department reserves the right to determine the acceptability of credits earned under this classification.
- Credit earned as a special status student will not count towards a graduate degree.

Admission as an Audit Student

Students may also apply under audit status. See Audit Student Applicant in Admission Procedures and Policies in this catalog.

Tuition, Fees, and Financial Aid

Because evening students commute to and from classes, do not receive meal plans, and do not have access to the full range of degrees designed for traditional day students, the tuition fee is substantially below the day rates. (See Tuition and Miscellaneous Fee Chart.) Courses taken during the daytime carry the full-tuition rate.

Although University scholarships are not available to Metro students, they should apply for non-University scholarships. Also, residents of the state of Alabama are eligible to receive the Alabama Student Grant if they meet the eligibility requirements. Evening students may also apply for other types of federal financial aid programs such as Pell grants and student loans. Financial Aid Applications may be requested by calling the Office of Financial Aid at (205) 726-2905.

There are few additional fees associated with evening classes aside from the cost of textbooks. Most major credit cards are accepted. All evening students must register their automobiles with the Office of Safety and Security. There is no charge for this service or for parking on campus.

Class Registration and Policies

Metro College students are limited to six credits per term without the dean's approval. Under no circumstances may a Metro College undergraduate student register for more than ten credits in any term, regardless of session length, location, or method of delivery.

^{*}If you have a GED, please review the High School Equivalency information in Admission Procedures and Policies section of this catalog.

Programs and Requirements

Concentrations

Administrative/Community Services
Track 1: Administrative
Track 2: Legal Assistant Certificate
Counseling Foundations
Human Resource Development
Liberal Studies
Natural/Environmental Sciences
Police Administration

Nondegree Programs

Geographic Information Systems Legal Assistant Certificate Samford After Sundown (non-credit professional and personal development)

The Howard College of Arts and Sciences awards the bachelor of general studies [B.G.S.] degrees in the following concentrations: human resource development, liberal studies, natural and environmental sciences, police administration, and the geographic information systems certificate. The Orlean Bullard Beeson School of Education and Professional Studies awards the B.G.S. degree in counseling foundations, administrative/community services, and a nondegree legal assistant certificate.

With a minimum of 64 credits, an associate of science degree may be earned in administrative/community services, natural and environmental sciences, or social sciences. A minimum of 64 credits must be taken at Samford University in order to meet residency requirements for the bachelor of general studies degree. A minimum of 23 credits must be taken at Samford University in order to meet residency requirements for the associate of science degree.

These B.G.S. programs are the most flexible of all awarded by the University and are designed specifically for adult students. Students planning to pursue post-baccalaureate studies should review the requirements of the targeted graduate program to determine whether undergraduate-level prerequisites exist. The responsibility for determining the suitability of these concentrations and their applicability to particular conditions rests with the individual student. Students seeking a degree not available in the evening may still take some courses during the evening and weekend hours. They should, however, anticipate attending day classes to complete their degree. Please contact the Metro College for further information.

General Education Requirements

credits of upper-level (300-400) coursework, 3 credits of computer literacy, 18 credits of upper-level coursework in the concentration, and a minimum of two "W" (writing intensive) courses. Specific requirements for each concentration are outlined below. A total of 64 credits should be earned outside the concentration. MCEN 101 and MCEN 102 should be taken as part of a student's first 18 credits at Samford. Further, all students who transfer English 102 to Samford must pass the writing proficiency exam to graduate. This exam should be taken during the first regularly scheduled opportunity after enrolling at Samford, either in the fall or spring terms. Unless otherwise specified, credits that have been used to satisfy General Education Requirements may not be counted as part of any concentration.

All degree programs require a minimum of 128 total credits that include 40

Metro College General Education Requirements Required Courses	Course Credits	Total Required Credits
Humanities		18
MCEN 101 Oral and Written Communication I	3	
MCEN 102 Oral and Written Communication II	3	
MCOM 215 Oral Communication	3	
English Literature (Select one course.)*		
MCEN 201 Major British and Irish Authors	3	
MCEN 209 Special Topics in Literature	3	
MCEN 211 Major American Authors	3	
Religion (Select two courses.)		
MCRE 101 Old Testament Survey	3	
MCRE 102 New Testament Survey	3	
MCRE 300 Contemporary Ethical Issues	3	
Natural Sciences		17
MCCO 100 Introduction to Computing	3	
MCMA 110 Contemporary Mathematics	3	
MCMA 210 Statistics	3	
Two additional laboratory sciences	8	
Social Sciences**		15
Select two History courses:	6	
MCHI 101 World History I		
MCHI 102 World History II		
MCHI 217 Early America to 1877		
MCHI 218 Modern America since 1865		
MCPO 211 American National Government	3	
MCPS 101 General Psychology ⁺	3	
MCSO 100 Introductory Sociology**	3	
Fine Arts (Select two courses.)		5-6
MCAR 300 Art Appreciation	3	
MCMU 200 Music Appreciation	2	
MCTH 300 Theatre Appreciation	3	
Physical Education***		5
MCPE 122 Fitness Walking and Strength Training	2	
MCPE 231 Personal and Community Health	3	
Total General Education Required C	redits	60-61

^{*}Other literature courses may be taken with advisor's approval.

^{***}Transfer credits classified as physical education may count here.

UNDERGRADUATE EVENING STUDIES PROGRAM - METRO COLLEGE STUDENT TUITION AND FEES FOR ACADEMIC YEAR 2003-2004				
Description of Expense	Student Classification	Payment Regulations	Expense	Payment Due Date (1)
Tuition				
All credits - Metro College	All Evening Students	See Refund Policies.	\$230/credit	On or before statement payment due date
Audit - Metro College	All Evening Students	See Refund Policies.	\$230/credit	On or before statement payment due date
General Miscellaneous Fees				
Application Fee for Undergrad Admission	All Students	Nonrefundable	\$25/application	At time of submission of application
Auto Decal	All Students	Nonrefundable	\$20/academic year	
Auto Decal (subsequent)	All Students	Nonrefundable	\$5	
ID Replacement Fee (first time)	All Students	Nonrefundable	\$5	
ID Replacement Fee (subsequent)	All Students	Nonrefundable	\$10	
Portfolio Evaluation Fee	All Students	Nonrefundable	\$100/credit	
Returned Check Fee	All Students	Nonrefundable	\$28	
Stop Check Fee	All Students	Nonrefundable	\$28	
Books and Supplies	All Students	Nonrefundable	\$900 estimate	

⁽¹⁾ Charges incurred after semester statement bill date are due on or before the first day of class as published in the Academic Calendar. Charges incurred during the drop/add period are due when incurred. Classes may be canceled for non-payment.

^{**}Transfer credits classified as social science may count here.

^{*}Substitute another social science course if MCPS 101 is required for your

⁺⁺Substitute another sociology course if MCSO 100 is required for your concentration.

Counseling Foundations Concentration

The concentration in Counseling Foundations is directed by the Department of Family Studies in the Orlean Bullard Beeson School of Education and Professional Studies [(205) 726-2069]. This concentration is useful for persons working in human services professions but does not apply toward professional counseling certification.

<u>Metro College</u> <u>Counseling Foundations Concentration</u> Required Courses	Course Credits	Total Required Credits
General Education Requirements		60-61
Counseling Foundations		27
MCCN 202 Marriage and the Family	3	
MCCN 245 Intro to the Helping Professions	3	
MCCN 247 Basic Counseling Theory and Practice	3	
MCCN 342W Case Studies	3	
MCCN 343 Human Development	3	
MCCN 349 Basic Psychopathology	3	
MCCN 350 Small-Group Process	3	
MCCN 446W Intro to Tests and Measurements	3	
MCCN 448 Field Experience in the Helping Professions	3	
Counseling Foundations Optional Courses		20
(Select from courses below.)		
MCCN 300 Death and Dying	3	
MCCN 331W Family Dynamics	3	
MCCN 332 Directed Studies in Counseling	3	
MCCN 341 Adolescent Development	3	
MCCN 344 Industrial Counseling	3	
MCCN 345 Psychology of Social Behavior	3	
MCCN 346 Family and Consumer Economics	3	
MCCN 399 Financial Counseling	3	
MCCN 441W Personal Growth & Development	3	
MCCN 442W Life Crisis Management	3	
MCCN 450W Issues in Counseling	3	
MCCN 456 Special Topics in Counseling	1-3	
MCOM 221 Interpersonal Communication	3	
Electives*		20-21
Total Required Cr	edits	128

^{*}Credits chosen to enhance required courses.



Administrative/Community Services Concentration

Students may select between two tracks for the Administrative/Community Services Concentration: Track 1: Administrative; Track 2: Legal Assistant Certificate. In Track 2, students earn an American Bar Association-approved Legal Assistant Certificate along with a B.G.S. or Associate degree.

Metro College Administrative/Community Service Concentration <u>Track 1: Administrative</u> Required Courses	Course Credits	Total Required Credits
General Education Requirements		60-61
Administration/Business*		48
MCAC 200 Survey of Accounting	3	
MCEC 200 Survey of Economics	3	
MCMG 300 Survey of Management	3	
MCMK 300 Survey of Marketing	3	
MCFI 300 Survey of Finance	3	
MCBL 352 Legal Environment of Business	3	
MCMG 470 Negotiation/Conflict Resolution	3	
MCMG 471 Advertising/Public Relations	3	
MCMG 472 Leadership: Paradigms and Roles	3	
MCMG 473 Human Resource Management	3	
Other Required Courses**	18	
Electives * * *		19-20
Total Required Credits		128

- *Acceptable transfer credits in business, education, and paralegal courses will apply to the 48 required credits in Track 1.
- **Select other required courses from courses with the following prefixes: MCCN (Counseling), and MCPG (Paralegal). The following courses are recommended: MCPG 301 Employment Law and MCCN 350 Small-Group Process. In addition, MCOM 351W Business Writing, may be counted here.
- ***Credits chosen to enhance required courses.

Metro College Administrative/Community Service Concentration Track 2: Legal Assistant Certificate Required Courses	Course Credits	Total Required Credits
General Education Requirements		60-61
Paralegal Requirements		30
MCPG 121 Introduction to Paralegal	3	
MCPG 226 Business Associations	3	
MCPG 227 Estates and Trusts	3	
MCPG 228 Real Estate Law	3	
MCPG229 Litigation	3	
MCPG 300W Business Law for Paralegals	3	
MCPG 304 Family Law	3	
MCPG 306 Debtor-Creditor Law	3	
MCPG 301 Employment Law or	3	
MCPG 307 Criminal Law		
MCPG 323 Legal Research and Writing	3	
Administrative/Business Requirements		18
MCAC 200 Survey of Accounting	3	
MCEC 200 Survey of Economics	3	
MCMG 300 Survey of Management	3	
Elective Credits within Concentration	9	
Administrative/Business Electives		
Counseling Foundations Electives		
MCOM 351W Business Writing (3)		
General Elective Credits		19-20
Total Required Credits		128

Human Resource Development Concentration

This concentration is designed for those preparing for human resource management positions or for those who wish to increase their interpersonal effectiveness as managers.

Metro College Human Resource Development Concentration Required Courses	Course Credits	Total Required Credits
General Education Requirements		60-61
Interpersonal Relations*		27
MCPS 101 General Psychology**	3	
MCPS 205 Life-Span Development	3	
MCPS 203 Psychology of Adjustment or	3	
MCCN 441W Personal Growth and Development		
MCSO 401 Social Psychology <i>or</i>	3	
MCPS 304 Social Psychology		
MCCN 446 Introduction to Tests and Measurements	3	
MCCN 245 Introduction to the Helping Professions	3	
MCCN 247 Basic Counseling Theory and Practice	3	
MCCN 344 Industrial Counseling	3	
MCCN 350 Small-Group Process	3	
Administration/Business		30
MCAC 200 Survey of Accounting	3	
MCEC 200 Survey of Economics	3	
MCMG 300 Survey of Management	3	
MCMK 300 Survey of Marketing	3	
MCFI 300 Survey of Finance	3	
MCBL 352 Legal Environment of Business	3	
MCMG 470 Negotiation/Conflict Resolution	3	
MCMG 471 Advertising/Public Relations	3	
MCMG 472 Leadership: Paradigms and Roles	3	
MCMG 473 Human Resource Management	3	
Electives***		10-11
Total Required Cr	edits	128

^{*}Some counseling/psychology course substitutions may occur with advisor approval.

Liberal Studies Concentration

This concentration is designed for students who want maximum flexibility in their courses of study and/or who do not wish to focus in one of the regular B.G.S. concentrations.

<u>Metro College</u> <u>Liberal Studies Concentration</u> Required Courses	Total Required Credits
General Education Requirement	60-61
Liberal Studies*	67-68
Total Required Credits	128

^{*}At least 56 credits in other courses to be selected in consultation with an advisor and at least 40 credits of upper-division (300-400 level) courses overall.

Natural and Environmental Sciences [NES] Concentration

This concentration provides the diverse coursework needed for employment in the environmental professions and is excellent preparation for graduate studies in environmental science and environmental management. Students may choose an environmental emphasis or a GIS/mapping emphasis. Students completing the GIS/mapping emphasis also earn the Certificate in Geographic Information Systems.

<u>Metro College</u> <u>Natural and Environmental Sciences</u> Required Courses	Course Credits	Total Required Credits
General Education Requirements*		60-61
Core Curriculum		24
MCBI 110 Human Biology	4	
MCBI 111 Animal Biology	4	
MCBI 112 Plant Biology	4	
MCBI 201 Chemistry of the Environment	4	
MCBI 326 Introduction to Environmental Science	4	
MCGS 214 Physical Geography	4	
Capstone Courses		9
MCPO 375 Environmental Politics and Policy	3	
MCBI 410 Environmental Ethics and Values	3	
MCBI 438W Natural and Environmental Sci Seminar	3	
Curriculum Electives (Select one emphasis.)		15-16
Environmental Studies Emphasis (Select four courses.)		
MCGS 216 Cartography	3	
MCBI 324 Introduction to Toxicology	4	
MCBI 325 Environmental Microbiology	4	
MCBI 327 Conservation Ecology	4	
MCBI 436 Ecology	4	
GIS Emphasis		
MCGS 216 Introduction to Cartography	3	
MCGS 300 Remote Sensing	3	
MCGS 270 GIS I	3	
MCGS 371 GIS II	3	
MCGS 405 GIS III	3	
Electives		18-20
Total Required C	redits	128

^{*}Acceptable transfer hours in astronomy, biology, chemistry, computer science, math, or P\physics courses may apply to the 60-61 credits required.

Police Administration Concentration

This concentration is designed for those choosing career paths in law enforcement and other public services areas.

Metro College Police Administration Concentration Required Courses	Course Credits	Total Required Credits
General Education Requirements		60-61
Sociology*		15
MCSO 100 Introduction to Sociology	3	
MCSO 201 Sociology of Family	3	
MCSO 203 Contemporary Social Problems	3	
Sociology electives at 300 or 400 level	6	
Law Enforcement		24
MCLE 301 Police Administration	3	
MCLE 303 Stress and the Police Officer	3	
MCLE 304 Leadership	3	
MCLE 307 Practical Criminal Investigation	3	
MCLE 400 Criminal and Courtroom Procedures	3	
MCLE 402 Ethics in Law Enforcement	3	
MCLE 403 Industrial Security	3	
MCLE 446 Special Problems in Law Enforcement	3	
Electives		25-26
Humanities		3
Total Required C	redits	128

^{*}Some substitutions may be made with advisor approval. If MCSO 100 is taken as part of the General Education requirements, select an additional sociology course or request an appropriate substitution.

^{**}If MCPS 101 is taken in the core, choose an additional psychology or counseling elective as part of the 27 credits of interpersonal relations credits.

^{***}Acceptable transfer credits unused in other areas may apply here. Electives should be courses chosen to enhance required courses.

Certificate in Geographic Information Systems

Geographic Information Systems is a rapidly growing field, and the Certificate Program in Geographic Information Systems [GIS] is a professional development track that can add value to a bachelor's degree. GIS is a multidisciplinary tool for spatial analysis and has proven useful for a wide range of applications in fields as diverse as urban and regional planning, natural resource management, marketing and retail location analysis, transportation planning, health and human services, and public safety systems management.

Samford University's Certificate in Geographic Information Systems provides foundation experience in the mapping sciences for individuals interested in geographic information system careers. The Samford Certificate Program is committed to the highest standards in geographic information systems education. Students must have prerequisite coursework in mathematics, computer science, and statistics. Students who currently have an associate or bachelor's degree and who have completed the prerequisite courses may take the seven GIS courses and earn the GIS Certificate. All GIS courses are offered for academic credit and may apply toward an undergraduate degree. The Natural and Environmental Sciences and the Liberal Studies concentrations are related undergraduate degree programs.

Program Goals:

- 1) Train students in the fundamentals of maps and map making.
- 2) Develop a solid foundation in basic concepts and issues of GIS.
- 3) Gain competency in using major GIS software platforms.
- 4) Maintain pace with technological (hardware/software) advances in GIS.
- 5) Develop analytical skills suitable for problem-solving in GIS.
- 6) Explore multimedia applications in interactive mapping.
- 7) Develop computer-programming skills for customizing GIS applications.
- 8) Maintain close relations with the professional GIS community.

Metro College Certificate in Geographic Information Systems Required Courses	Course Credits	Total Required Credits
Program Prerequisites or Corequisites		9
MCCO 100 Introduction to Computing	3	
MCMA 110 Contemporary Mathematics	3	
(or a higher level mathematics course)		
MCMA 210 Statistics	3	
Required Courses		15
MCGS 216 Cartography	3	
MCGS 270 GIS I: Geographic Information Systems	3	
MCGS 300 Remote Sensing	3	
MCGS 371 GIS II: Spatial Analysis and Visualization	3	
MCGS 405 GIS III: Applied Geographic Information Sys	3	
Total Required Cr	edits	24

Legal Assistant Certificate Program

Samford University's Legal Assistant Certificate Program (formerly known as the Paralegal Studies Program) is the oldest Legal Assistant Program in Alabama. It was the first Alabama program to achieve American Bar Association approval. Samford University has replaced the degree previously offered in Paralegal Studies with a tencourse Legal Assistant Certificate Program. American Bar Association [ABA] guidelines require participants to either currently hold or concurrently pursue at least an associate degree. Students who currently have an associate or bachelor's degree may take the ten legal assistant courses described below and earn the Legal Assistant Certificate. However, all legal assistant courses are offered for academic credit and may apply toward a degree. Students who do not currently have an associate or bachelor's degree should refer to Track 2: Legal Assistant Certificate/Administration of the Administrative/Community Services Concentration in the Metro College section of this catalog. All instructors in the Legal Assistant Certificate Program are licensed attorneys.

The program is committed to producing well-educated, capable, and ethically aware graduates who, although they cannot practice law, are prepared for careers as legal assistants to attorneys in private, public, and corporate settings. Legal Assistants are professionals trained both in the substance of the law and in legal procedure who use that knowledge and those skills to provide a broad range of legal services under the supervision and direction of an attorney. Specifically, the program goals are:

- To train students in a practical way for careers as legal assistants to attorneys.
- To promote a basic understanding of legal concepts and terms on subjects that are important to those engaged in general practice or in specialized areas of law and to equip students with legal writing and research skills that will enable graduates to perform as skilled members of a legal team.
- To provide a general understanding of the principles of ethical and professional responsibility as these relate to lawyers and legal assistants.
- 4. To provide a broad background in general education for development of educated, socially, morally, and ethically aware individuals.
- To constantly upgrade and adjust the program to fulfill the needs of the community by seeking input from local attorneys, legal assistants, and students.

<u>Metro College</u> <u>Legal Assistant Certificate Program</u> Required Courses	Course Credits	Total Required Credits
Legal Assistant Courses		30
MCPG 121 Introduction to Paralegal	3	
MCPG 226 Business Associations	3	
MCPG 227 Estates and Trusts	3	
MCPG 228 Real Estate Law	3	
MCPG 229 Litigation	3	
MCPG 300W Business Law for Paralegals	3	
MCPG 301 Employment Law or	3	
MCPG 307 Criminal Law		
MCPG 304 Family Law	3	
MCPG 306 Debtor-Creditor Law	3	
MCPG 323 Legal Research and Writing	3	
Total Required Cr	edits	30

Associate of Science Degree

A minimum of 64 credits is required for the Associate of Science degree and may be earned in Administrative/Community Services, Natural and Environmental Sciences, or Social Sciences. Transfer students are required to complete a minimum of 23 credits at Samford University, including at least 12 credits in General Education Requirements. Please see the sections for the bachelor's degree for acceptable courses under each concentration in the Metro College.

Each associate degree student should declare an area of concentration by the sophomore year. This information must be on file in the Office of Student Records. Students desiring to change an area of concentration must do so at the beginning of the registration period for each semester or term. An undeclared major is acceptable for the freshman year.

A GPA of 2.00 in the Samford University [SU] average (calculated on work done at Samford) is required. A student must have at least a 2.00 GPA in the area of concentration. (See Definitions for a description of how the GPA is calculated.) All students who transfer English 102 to Samford must pass the writing proficiency exam as part of the associate degree program.

Metro College		Total
Associate of Science Degree	Course	Required Credits
Required Courses	Credits	Credits
Humanities		12
MCEN 101 Oral and Written Communication I	3	
MCEN 102 Oral and Written Communication II	3	
Select two courses:	6	
MCRE 101 Old Testament Survey		
MCRE 102 New Testament Survey		
MCRE 300 Contemporary Ethical Issues		
Natural Sciences		10
MCCO 100 Introduction to Computing	3	
MCMA 110 Contemporary Mathematics	3	
One laboratory science course	4	
Social Sciences*		6
Select two courses:		
MCHI 101 World History I		
MCHI 102 World History II		
MCHI 217 Early America to 1877		
MCHI 218 Modern America since 1865		
Fine Arts		2-3
Select one course:		
MCAR 300 Art Appreciation (3)		
MCMU 200 Music Appreciation (2)		
MCTH 300 Theatre Appreciation (3)		
Exercise Science and Sports Medicine**		5
MCPE 122 Fitness Walking and Strength Training	2	
MCPE 231 Personal and Community Health	3	
Courses within the Concentration***		24
Electives Outside the Concentration		4-5
Total Required Credits		64

^{*}Transfer credits classified as social science may count here.

Credit Courses (Additional courses may be added.)

ART

MCAR 300 Art Appreciation (3)

This course enables the student to understand artistic terms, methods, and philosophy, to recognize styles in periods of art history, and to develop aesthetic experiences that will better prepare the student for living in society.

ADMINISTRATION/BUSINESS

MCAC 200 Survey of Accounting (3)

An introduction to the preparation and interpretation of accounting information with special emphasis on the needs of non-Business majors. This course covers both the use and reporting of accounting information generated for external audiences (creditors and the investing public) as well as that developed for internal decision-making.

MCBL 352 Legal Environment of Business (3)

A study of the fundamental areas of law that impact business and the government's role in the development of those laws. Through the use of cases and lectures, the interrelationship of these two dominant institutions of our society will be analyzed. Specific areas to be addressed will include the regulation of employment, the law of contracts, torts, bankruptcy, and several areas of the Uniform Commercial Code [UCC].

MCEC 200 Survey of Economics (3)

Students survey the macroeconomic theories that explain the behavior of the world economy and the national economies that comprise it. This course also covers the microeconomic relationships that explain the operations of individual consumer/supplier markets.

MCFI 300 Survey of Finance (3)

The mission of the course is to expose the student to financial management concepts and methods of analysis. Students should gain comprehension of the central tenets of financial management including: 1) analyzing the risk return tradeoff, 2) evaluating the time value of money, 3) cash flow examination and valuation, 4) applying capital market efficiency theory to case applications, and 5) the analysis and understanding of the financial health of an organization. *Prerequisites: MCAC 200, MCEC 200, and MCMA 210.*

MCMG 300 Survey of Management (3)

This course addresses the content, skills, and organizational and societal settings of management duties. It explores the sources of managerial expertise and their links to the performance of all types of organizations. *Prerequisites: MCAC 200 and MCEC 200.*

MCMG 470 Negotiation/Conflict Resolution (3)

Prerequisites: MCAC 200 and MCEC 200.

MCMG 471 Advertising/Public Relations (3)

Prerequisites: MCAC 200 and MCEC 200, and MCMK 300.

MCMG 472 Leadership: Paradigms and Roles (3)

This course focuses on leadership, the influencing of others to accomplish something you think is important. Leadership theories, applications, and examples will be reviewed. The primary purpose of the course is to experience leadership as much as the classroom setting will allow. *Prerequisites: MCAC 200 and MCEC 200.*

MCMG 473 Human Resource Management (3)

Managers face a variety of challenges that arise from the changes in the business environment. This course will study one or more of these issues. This course is

^{**}Transfer credits classified as physical education may count here.

^{***}Note: Students desiring to complete the Legal Assistant Certificate as part of the associate degree must complete 30 credits.

adapted by the instructor to conform to the challenges of the day. *Prerequisites: MCAC 200 and MCEC 200.*

MCMK 300 Survey of Marketing (3)

An introduction to the concepts of marketing management with emphasis on a balance between theory and practice. Individual topics treated include demand analysis, marketing research, distribution channels, product policy, and marketing strategy. *Prerequisites: MCAC 200 and MCEC 200.*

BIOLOGY

MCBI 105 Principles of Biology (4)

A study of the principles of life common to all living organisms. *Lectures, three hours a week; laboratory, two hours a week.*

MCBI 107 Contemporary Biology (4)

A course designed for non-biology majors. Emphasis will be placed on studying the interactions of humans within the biological world. *Includes laboratory. Prerequisite: MCBI 105 or its equivalent.*

MCBI 110 Human Biology (4)

A study of the biological principles of the human body from a human biological anatomical, physiological, and an ecosociological perspective. *May be used as a pre-requisite for upper-level biology courses. Includes laboratory.*

MCBI 111 Animal Biology (4)

A study of animal life from a cellular to an organismal level with emphasis on animal taxonomy and environmental relationships. *May be used as a prerequisite for upper-level biology courses. Includes laboratory.*

MCBI 112 Plant Biology (4)

A study of the form, function, and classification of the plant kingdom. *Includes lab-oratory. Prerequisites: BIOL 105 or equivalent.*

MCBI 201 Chemistry of the Environment (4)

This course will build a general foundation of chemistry basics and then apply these basics to explore the major areas of environmental chemistry, including that of air, soil, water, and pollution. Laboratory exercises will support and enhance the lecture and textbook material. Upon completion of this course, the student should be prepared to tackle more technical-based courses in the realm of environmental studies.

MCBI 324 Introduction to Toxicology (4)

A course designed for the nonscientist and especially the business paralegal and law enforcement concentration. It acquaints the student with the scope and history of toxicology, provides basic information on home and workplace health and safety, and covers OSHA/EPA regulations relevant to citizens' rights-to-know with respect to toxicants in their communities and workplaces. *Includes laboratory. Prerequisite: Any 100-level biology.*

MCBI 325 Environmental Microbiology (4)

A study of the form and function of microbial organisms, especially bacteria, and of their relation to man. *Prerequisite: One year biology.*

MCBI 326 Introduction to Environmental Science (4)

A study of the relationship of humans with the environment and current environmental problems. *Prerequisite: Any 100-level biology.*

MCBI 327 Conservation Ecology (4)

A study of the basic principles of ecology that relate to the utilization and conservation of the earth's biological resources. This course will include ecosystem dynamics, population ecology, wildlife and fisheries techniques, the economics of conservation, and issues relating to the protection of endangered species. *Prerequisite: Any 100-level biology.*

MCBI 403 Invertebrate Field Zoology (4)

A study of the classification, morphology, physiology, and natural history of the vertebrate phyla. Includes lab. *Prerequisite: Any 100-level biology class.*

MCBI 410 Environmental Ethics and Values (3)

This course attempts to answer the question, "Is there a moral/immoral demeanor by which humans interact with the environment?" Our approach, which will be philosophical, theological, and scientific, will define past and present attitudes of humankind toward natural environments. *Prerequisites: 39 hours of natural and environmental science core and elective coursework.*

MCBI 416 Vertebrate Field Zoology (4)

A field study of the classification and identification of the major groups of vertebrate animals. Includes lab. *Prerequisite: Any 100-level biology course.*

MCBI 436 Ecology (4)

A study of the interactions of organisms and their environment with emphasis on the dynamics of natural communities. *Prerequisites: One course in biological sciences*

MCBI 438W Natural and Environmental Sciences Seminar (3)

The natural and environmental sciences capstone course that emphasizes critical thinking and scientific writing/speaking. *Prerequisites: Completion of natural and environmental sciences core and either the environmental studies or the GIS emphasis.*

COMMUNICATION

MCOM 215 Oral Communication (3)

Studies in the techniques governing speeches to inform, convince, and actuate. The course covers speech composition, delivery, and audience analysis. The course will also include an overview of interviewing and a discussion of the basic elements of business communications.

MCOM 221 Interpersonal Communication (3)

Projects, experiments, readings, and class participation designed to help students to identify interpersonal communication in human relationships, to appreciate its effectiveness, and to develop skills in its use. A valuable course in terms of learning to understand and be understood by others.

MCOM 351W Business Writing (3)

Principles and practices necessary for writing effective business documents: letters, memos, proposals, reports, and others. *Prerequisite: MCEN 101 and MCEN 102.*

MCOM 415 Persuasion (3)

An analysis of persuasion as a decision-making tool in a democratic society. Various theories of persuasion will be analyzed with attention given to factors such as attention, perception, needs, values, credibility, winning belief, and ethics. *Prerequisite: MCOM 215 or permission of instructor.*

COUNSELING FOUNDATIONS

MCCN 202 Marriage and the Family (3)

A study of the relationships in modern personal and family living. Topics of study deal with dating, marriage, stages of family life, intrafamily relationships including husband-wife, parenting, and extended family. A functional course aimed at helping the student prepare for important events in family life.

MCCN 245 Introduction to the Helping Professions (3)

The fundamentals of basic human relations are studied as well as an introduction to the basic principles, techniques, and theories of the counseling process.

MCCN 247 Basic Counseling Theory and Practice (3)

The stages and factors involved in the process of counseling are studied. Practical applications of counseling form the basics of instruction with emphasis given to the relationships of counseling to the counselor and counselee. *Prerequisite: MCCN 245.*

MCCN 300 Death and Dying (3)

This course develops personal death awareness and introduces some of the aspects associated with counseling clients that are facing death, as well as the concerns of members of their families who go through the grief process.

MCCN 331W Family Dynamics (3)

An analysis of family functioning, strengths, and weaknesses, as well as how family members relate to each other. The importance of family roles and expectations, the impact of family origin on self-esteem and life choices, patterns of communication and conflict management will be highlighted. *Prerequisite: MCEN 102.*

MCCN 332 Directed Studies in Counseling (3)

Students are provided an opportunity to obtain individual guidance in researching a special area of interest in counseling, organizing the research, and sharing it with the class. Involves library research, independent reading, and reporting.

MCCN 341 Adolescent Development (3)

Adolescence marks the transition from childhood to adulthood. Major maturational adaptations are made in the total organism and are of primary significance during this time. This course emphasizes these adjustments, which include modification of a physical, physiological, psychosocial, sexual, moral, and cognitive nature. The primary focus of this course involves how adolescents are impacted by these changes, how they deal with them, and how this is reflected in their behavior.

MCCN 342W Case Studies (3)

Students learn from the process and techniques of developing case studies as well as their appropriate uses. A portfolio of case studies is developed with special emphasis given to family problems. *Prerequisite: MCCN 245 and MCEN 102.*

MCCN 343 Human Development (3)

An in-depth study of physical, mental, and personality development across the life span from conception to death, and the influences of the environment on development. Emphasis is placed on preschool years as well as the characteristics and needs at different development stages.

MCCN 344 Industrial Counseling (3)

The role of the counselor and the psychologist in the modern industrial or business setting is introduced. Human relationships are emphasized.

MCCN 345 Psychology of Social Behavior (3)

This course deals with the psychology of how our behavior is influenced by others and the environment. It is concerned primarily with the exchanges that occur among people and the social behavior that is the result of those transactions. Topics include interpersonal communication, relationships, prosocial behavior, prejudice and discrimination, social influence, attitude formation and change, aggression and violence, and groups and group behavior.

MCCN 346 Family and Consumer Economics (3)

A study of personal and family financial management relating to human and nonhuman resources. Emphasis is given to the practical aspects of consumer and family economics.

MCCN 349 Basic Psychopathology (3)

This course investigates the major categories of disorders associated with personality pathology. It will address symptomatology, therapeutic approaches and prognosis associated with specific disorders, anxiety-based disorders, somatoform disorders, dissociative disorders, psychoses, organic brain disorders, and psychophysiological disturbances.

MCCN 350 Small-Group Process (3)

This course exposes the student to the various applications of group therapy, as well as other group problem-solving activities. Group dynamics and group management techniques are introduced. Attention is given to legal and ethical factors related to managing groups.

MCCN 399 Financial Counseling (3)

A solutions approach to financial counseling is presented. Introduces techniques for determining client's financial condition and habits, conducting successful counseling sessions, dealing with attitudes about money, and developing constructive financial plans.

MCCN 441W Personal Growth and Development (3)

The basic areas of growth and adjustment encountered by members of our culture are introduced. Emphasis is placed on developing a well-integrated personality, self-adjustment, and self-management. *Prerequisite: MCEN 102.*

MCCN 442W Life Crisis Management (3)

In this course, students learn how to help an individual cope with an unforeseen crisis in life including divorce and/or separation, chronic conditions, and death. *Prerequisite: MCEN 102.*

MCCN 446W Introduction to Tests and Measurements (3)

A study of the measurements used in psychology for evaluation purposes. Attention will be given to scoring, validity, reliability, individual and group tests, interest inventories, personality measurement, and an assessment of personality. *Prerequisite: MCEN 102.*

MCCN 448 Field Experience in the Helping Professions (3)

This course is designed to supplement knowledge and skills acquired in the classroom by applying academic principles in a practical setting. Course includes participation in an externship as well as on-campus seminar meetings with the instructor. Students are enrolled only by permission of the instructor.

MCCN 450W Issues in Counseling (3)

This course presents a study of the historical issues that have influenced counseling as well as the current issues in the profession. Problems and possible solutions will be addressed. *Prerequisite: MCEN 102.*

MCCN 456 Special Topics in Counseling (1-3)

Weekend or special seminar courses. Topics vary. May be taken up to three times.

ENGLISH

MCEN 101 Oral and Written Communication I (3)

An introductory course in written and oral communications. Students will gain proficiency in the composing process and in verbal presentations. Students must pass this course with a grade of C- or better to advance to MCEN 102.

MCEN 102 Oral and Written Communication II (3)

A continuation of MCEN 101 with additional practice in composition and verbal communication. Special emphasis is placed on learning how to apply critical thinking skills to the process of reading and incorporating sources into their documents. A major project in this course is the academic research paper. Students must pass this course with a grade of C- or better to advance to sophomore literature courses. Prerequisites: MCEN 101 with a grade of C- or better.

MCEN 201 Major British and Irish Authors (3)

This course focuses on one or two major authors from each century (16th to the 20th) and includes drama (Shakespeare), prose fiction (Jane Austen), and poetry (William Wordsworth, Elizabeth Barrett Browning, and others). The course provides depth of study on a few great authors, rather than a broad survey. *Prerequisite: MCEN 102 with grade of C- or better.*

MCEN 209 Special Topics in Literature (3)

This course explores literary works (prose fiction and drama) and films that are connected thematically. Current offerings include "Literature of the Family" that explores relationships between family members and "The Cross-Cultural Experience" that presents works in which the protagonist interacts with people of another race or culture, resulting in situations that produce cultural misunderstandings and a variety of conflicts. *Meets General Education Requirement. Prerequisite: MCEN 102 with grade of C- or better.*

MCEN 211 Major American Authors (3)

A survey of American literature from its beginnings to the present, emphasizing major authors and major literary trends, such as the American Renaissance and the Harlem Renaissance. *Prerequisite: MCEN 102 with grade of C- or better.*

MCEN 320 World Literature (3)

A study of different national and cultural traditions from ancient poets through modern novelists.

EXERCISE SCIENCE AND SPORTS MEDICINE

MCPE 122 Fitness Walking and Strength Training (2)

A course designed to incorporate two aspects of positive health and fitness: strength training to enhance muscular strength and endurance, and fitness walking to develop the cardiorespiratory system. Other subjects include stress management, behavior modification, body composition, common fitness injuries, and flexibility.

MCPE 231 Personal and Community Health (3)

Teaches basic fundamentals of general health. Emphasis is place on such topical areas as personal fitness, nutrition, mental and emotional health, and community and environmental health.

GEOGRAPHIC INFORMATION SYSTEMS

MCGS 214 Physical Geography (3)

An introduction to components of the earth's surface environment with emphasis on the structure and dynamic nature of landform features and processes, and on mechanics of the earth's atmosphere, including the study of meteorological principles and climatological patterns.

MCGS 216 Cartography (3)

A broach overview of the practices and theory associated with map use and production. Hands-on experience with the interpretation, analysis, and representation of geographic data is emphasized. *Prerequisite or Corequisite: MCMA 110.*

MCGS 270 GIS I: Geographic Information Systems (3)

Initial exploration into the theory and application of Geographic Information Science [GISc], a technological approach for the management and analysis of spatial data. State of the art GIS software will be utilized to compile, manage, and analyze cartographic and attribute databases. *Prerequisite or Corequisite: MCMA 110.*

MCGS 300 Remote Sensing (3)

An introduction to remote sensing principles and applications in various fields. Includes how the electromagnetic spectrum interacts with the earth to create the visible world. Introduction in the interpretation of aerial photographs and an introduction to active (RADAR) and passive (EARTH OBSERVATION SATELLITE) sensor systems. *Prerequisites or Corequisites: MCMA 110 and MCMA 210.*

MCGS 371 GIS II: Spatial Analysis and Visualization (3)

Extended exploration into the theory and application of Geographic Information Science [GISc]. Includes spatial modeling in three dimensions, interactive and animated mapping, and statistical analysis of geographic phenomena. Prerequisites:

MCGS 216 and MCGS 270. Prerequisites or Corequisites: MCMA 110 and MCMA 210.

MCGS 405 GIS III: Applied Geographic Information Systems (3)

Advanced project development and management techniques in Geographic Information Science [GISc]. Includes computer programming for custom application design and directed experience with real-world GIS projects. *Prerequisite: MCGS 371*.

HISTORY

MCHI 101 World History I (3)

A survey of selected cultures from prehistory to 1500 within their political, economic, and social frameworks.

MCHI 102 World History II (3)

A survey of selected cultures from the Renaissance to the present within their political, economic, and social frameworks.

MCHI 217 Early America to 1877 (3)

The social, cultural, and political overview of American history from its colonial beginnings through the end of Reconstruction. Required of majors.

MCHI 218 Modern America since 1865 (3)

A social, cultural, and political overview of American history from 1865 through the present.

MCHI 305W The Civil War and Reconstruction (3)

An advanced study of the forces and events involved in the coming of the great American conflict, the war years, and Reconstruction. *Prerequisite: MCEN 102.*

MCHI 445W Constitutional History of the United States (3)

Narrative of the development of the basic concepts of American Constitutional Law. *Prerequisite: MCEN 102. Also listed as MCPO 445W.*

LEGAL ASSISTANT

MCPG 121 Introduction to Paralegal (3)

The student will understand the concept, qualifications, and role of the legal assistant. Selected topics include legal terminology, the levels of government, court structure and operation, the structure of the American legal system, basic interviewing and investigative techniques, the ethical considerations governing the lawyer-legal assistant-client-public relationships, and the role of the legal assistant in several substantive law areas.

MCPG 226 Business Associations (3)

The student will examine the substantive law of business organizations, including the Uniform Partnership Act and the Model Business Corporation Act. The student will draft partnership agreements, corporate documents, and limited-liability company documents.

MCPG 227 Estates and Trusts (3)

The student will examine the substantive and procedural law of wills, trusts, and estate administration. The student will draft a will and a trust, and will prepare administration documents.

MCPG 228 Real Estate Law (3)

The student will examine the substantive law of real property. This course trains students to be knowledgeable in the study of the law of real estate transactions. Topics include general principles of real estate law, conveyancing, loan-closing procedure, sale of real estate and sales contracts, title examination, deed preparation, foreclosures, leasing of real estate, option contracts, and recordation of various instruments.

MCPG 229 Litigation (3)

The student will examine the process of litigation. Special emphasis will be placed on the pretrial stage including pleading and discovery. The student will perform tasks commonly performed by litigation legal assistants.

MCPG 300W Business Law for Paralegals (3)

The student will become familiar with the legal environment of business; learn the law of contracts and its effects on business; become familiar with the law regarding personal property, prepare documents in connection with commercial paper and secured transactions under the Uniform Commercial Code, prepare contracts for employment, business, and real property.

MCPG 301 Employment Law (3)

The student will become familiar with transactions and will prepare documentation for the state and federal laws with respect to employment, sexual harassment, employment discrimination under Title VII and state law, litigation in the state and federal courts regarding employment matters, the Americans with Disabilities Act and its effect on employment, and the Family and Medical Leave Act and its effect on employment.

MCPG 304 Family Law (3)

The student will examine the substantive law of domestic relations. Topics covered include annulment, divorce, custody, and adoption. The student will learn the procedures used in this area and will prepare commonly filed documents and pleadings.

MCPG 306 Debtor/Creditor Law (3)

The student will examine the most frequently occurring topics of Debtor-Creditor law as they occur in a general law practice. Topics include Creditor Collection Devices, Article 9 of the UCC, and Bankruptcy.

MCPG 307 Criminal Law (3)

The student will learn the common law and statutory definitions of crimes (including crimes against persons and property), how to apply defenses to crimes, the



application of the constitutional rights of the accused, and the procedures of criminal prosecution.

MCPG 323 Legal Research and Writing (3)

The student will acquire basic techniques and practical skills required in the use of legal materials. Problem assignments require the student to use many of the standard legal written authorities. Students will use the Cumberland School of Law library in the preparation of case briefs, memoranda, and appellate briefs.

MATHEMATICS AND COMPUTING

MCCO 100 Introduction to Computing (3)

A survey course that includes a history of computing, description of system components, programming fundamentals, discussion of programming languages, processing methods, and applications. Introductory hands-on experience with word processing, spreadsheet, database, and communications software. Introductory hands-on exposure to the processes of problem-solving and programming.

MCCO 101 Software Applications (3)

Educates the student in the four major types of business software applications, not necessarily on a skill level, but on a conceptual level. The four major applications will be word-processing, spreadsheet, database, and presentation software. The course covers unique qualities of each (strengths and weaknesses), proper usage of each, and interconnections among them. *Prerequisite: MCCO 100.*

MCMA 100 Algebra Concepts (3)

Designed primarily as a remedial course for freshmen whose curriculum requirements include precalculus. Students will work in lab as needed with an interactive computer program to learn basic algebra concepts. *This course does not satisfy any mathematics requirement for graduation at Samford University. Offered: Fall only.*

MCMA 101 College Algebra (3)

Course includes a review of fundamentals: functions, linear and quadratic equations, inequalities, and systems of equations. *Prerequisites: MCCO 100 or one year of high school algebra and satisfactory score on the math placement test.*

MCMA 110 Contemporary Mathematics (3)

This course is designed to develop problem-solving skills by studying a wide range of contemporary applications of mathematics. Connections between contemporary mathematics and modern society are stressed. *Prerequisite: Suitable score on placement exam.*

MCMA 111 General Elementary College Mathematics (3)

Designed to describe the historical, cultural, and philosophical significance of mathematics. It seeks to develop problem-solving techniques by studying patterns and simple logic applications. The number system is studied in detail including natural numbers, whole numbers, integers, rational numbers, and real numbers. Simple equations and inequalities are solved. An introduction to computers using BASIC is included. *Prerequisite: Satisfactory score on the math placement test.*

MCMA 210 Statistics (3)

Designed as an algebra-based introductory course in statistics. Covers descriptive and inferential statistics with probability decision-making skills necessary for today's complex civilization. Covers frequency, probability, binomial, normal, chi-square and sampling distributions, estimation, hypothesis testing for one and two populations, linear correlation and regression, and analysis of variance. *Uses the graphing calculator and statistical computing packages. Prerequisites: Suitable score on placement exam. Prerequisite: MCMA 110 or MCMA 111 or equivalent.*

MUSIC

MCMU 200 Music Appreciation (2)

Introduction to historical and stylistic developments in music for non-music majors. Emphasis is placed upon listening, through both recordings and live concerts.

POLITICAL SCIENCE

MCPO 211 American National Government (3)

An introductory course on the political process in America with a focus on national political institutions.

MCPO 375 Environmental Politics and Policy (3)

This course provides a study of the structure and processes of environmental policy making and the resulting laws and regulations. While significant attention will be given to global issues, the bulk of the course will address domestic institutions and processes. The course is divided into four sections: 1) Politics and Policy Environment; 2) Institutions and Agencies; 3) Public Policy; 4) Global Issues. Prerequisites: 39 hours of Natural and Environmental Science core and elective coursework.

MCPO 445W Constitutional History of the United States (3)

Narrative of the development of the basic concepts of American Constitutional Law. Also listed as MCHI 445W. Prerequisite: MCEN 102.

PSYCHOLOGY

MCPS 101 General Psychology (3)

A comprehensive overview of the scientific study of behavior and mental processes. Topics include physiology, sensation and perception, learning, cognition, development, personality, and social psychology. *This course is a prerequisite for all other courses in psychology.*

MCPS 203 Psychology of Adjustment (3)

A study of the adjustment process of the normal personality, designed to enhance personal growth. Attention is directed to discussion of common problems encountered in daily life. *Prerequisite: MCPS 101.*

MCPS 205 Life-Span Development (3)

A survey of human thought and behavior from conception to death. Emphasis is placed on physical, moral, social, emotional, and cognitive development at each stage of life span. *Prerequisite or Corequisite: MCPS 101.*

MCPS 304 Social Psychology (3)

Examines how an individual's thoughts and behavior are shaped by the social context. Topics covered include social influence, aggression, attitude formation, and prosocial behavior. *Prerequisite: 6 credits in psychology.*

MCPS 411 Special Topics in Psychology (3)

This course covers a particular topic in psychology. Students may take the course more than once, if the topics are different, with permission of department chair. *Prerequisite: Upper-level standing or permission of department chair.*

RELIGION

MCRE 101 Old Testament Survey (3)

Surveys the history and writings of the Old Testament and seeks to sensitize students to the Old Testament's moral and cultural significance.

MCRE 102 New Testament Survey (3)

Surveys the history and writings of the New Testament and seeks to sensitize students to the New Testament's moral and cultural significance.

MCRE 211 Preaching (3)

Guides the preparation and delivery of sermons as good communication using class presentations as a teaching technique.

MCRE 221 Christian Doctrine (3)

Sets forth the main teachings of the Christian faith and relates these teachings to life

MCRE 223 Writings of John (3)

Surveys the Gospel and epistles of John as well as the book of Revelation emphasizing their meaning for their day and ours.

MCRE 300 Contemporary Ethical Issues (3)

A study of some of the critical and ethical issues confronting Christians in today's world, with attention to ethical decision-making.

MCRE 301W World Religions (3)

Investigates the world's major living religions of both the Eastern and Western worlds. *Prerequisite: MCEN 102.*

MCRE 302W History of Christianity (3)

Surveys the course of the history of Christianity and acquaints students with the institutional and cultural heritage of the Christian church. *Prerequisite: MCEN 102.*

MCRE 321 Psalms (3)

Examines the literary character and function of the Psalms in Israel, analyzes the literary masterpiece and spiritual classic known as Job, and considers the other poetical books of the Old Testament.

MCRE 331W Prophets (3)

Explores the background and message of Israel's great preachers, major and minor prophets of the Old Testament, and shows the relevance of their insights for today. *Prerequisite: MCEN 102.*

MCRE 338 Evangelism (3)

Studies the biblical teaching about and emphases on evangelism.

MCRE 341W General Epistles and Revelation (3)

Examines the teachings of the general epistles against the turmoil in the late first century Greco-Roman world. *Prerequisite: MCEN 102.*

MCRE 342W Life and Letters of Paul (3)

Studies the life, letters, and teachings of Paul against the background of the church in the Greco-Roman world. *Prerequisite: MCEN 102.*

MCRE 350W Jesus and the Gospels (3)

Introduces the historical-critical study of the gospels. Focuses on the synoptic problem and the historical Jesus.

MCRE 351 Contemporary Theology (3)

Examines the important theological movements of the modern era with an emphasis on church-related theologians.

MCRE 422 American Christianity (3)

Considers the impact of Christianity in American life and culture.

MCRE 433W Baptists: Their History and Theology (3)

Focuses on Baptist beginnings and the Baptist movement from then until today. *Prerequisite: MCEN 102.*

SOCIOLOGY

MCSO 100 Introductory Sociology (3)

Basic sociological concepts are used in the analysis of contemporary and past social life.

MCSO 201 Sociology of Family (3)

This course will examine the family as a social group within the larger society. It is the objective of the course that you understand how sociological theory can be applied to the family. You will consider the many types of families that exist in society.

MCSO 203 Contemporary Social Problems (3)

An analysis of such current social issues as population growth, crime, poverty, war, and agedness.

MCSO 401 Social Psychology (3)

Examines the interaction between the individual and the social environment as a major factor in human behavior.

MCSO 406 Race and Ethnic Relations (3)

A description and analysis of the phenomena that arises when groups of people who differ racially and/or culturally come into contact with one another.

MCLE 301 Police Administration (3)

A study of the management concepts related to the administration of law enforcement agencies.

MCLE 303 Stress and the Police Officer (3)

A course to provide the student with an understanding of the organizational factors, administrative and management practices, and external community concepts that contribute to the stressful working conditions for police officers. An analysis of problems and review of corrective measures.

MCLE 304 Leadership (3)

A study of the fundamental principles of leadership with particular emphasis on the changing concepts and expectations of leadership in diverse and complex work groups.

MCLE 307 Practical Criminal Investigation (3)

A course to provide the student with an understanding of the complexity and requirements of the criminal investigation process.

MCLE 400 Criminal Procedures (3)

A study of criminal justice process from the initial occurrence of a criminal incident to adjudication in a court of law.

MCLE 402 Ethics in Law Enforcement (3)

This course is designed to provide the student with an understanding of the perception, impact, and complications associated with the personal and professional conduct of law enforcement officers.

MCLE 403 Industrial Security (3)

A study of the needs, trends, impact and process of private sector security with emphasis on the relationship of private agencies with public law enforcement agencies.

MCLE 446 Special Problems in Law Enforcement (3)

An examination of contemporary issues and problems associated with the law enforcement community.

THEATRE

MCTH 300 Theatre Appreciation (3)

A study of the historical and literary significance of drama through the ages. The course follows the development of the theatre, paying particular attention to literary examples of each period and current trends of the modern theatre.

WORLD LANGUAGES AND CULTURES

Many language courses are offered in the evenings. These courses are offered in a full-semester format. See the World Languages and Cultures section within the Howard College School of Arts and Sciences.



Samford After Sundown Professional and Personal Development

The mission of Samford University is to nurture persons, offering learning experiences and relationships within a Christian community. Following this mandate, Samford After Sundown offers noncredit programs that respond to the educational needs of individuals, businesses, industries, and government agencies in the metropolitan area, as well as to professional groups within the region.

The noncredit curriculum encompasses two programmatic thrusts: professional development and personal/intellectual enrichment. Noncredit programs are offered on a quarterly basis and include courses, conferences, workshops, and seminars. These programs are open to everyone without entrance restrictions, although in a few cases prior knowledge in a related subject may be beneficial. There are noncredit certificate programs in selected professional areas. Continuing Education Units [CEUs] are awarded to each person who satisfactorily completes a noncredit activity. One CEU corresponds to ten contact hours of participation in an organized continuing education experience. A permanent record of CEUs is maintained, and a transcript of CEUs earned at Samford University may be obtained upon request.

For more information about Samford After Sundown, call (205) 726-2739 or see our Web site at www.samford.edu/sundown.