

Metro College



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Metro College

Samford University's Metro College provides opportunities for personal and professional growth over the lifespan through rigorous academic programs and relationships in a Christian community. The College acts as a bridge between the community and Samford University, identifying and addressing the educational needs of the local workforce and introducing the values and meaning of the University to those with whom we connect.

Two programs are administered to serve the needs of the community: the adult degree program and Samford After Sundown. The **adult degree program** offers undergraduate college credit courses for working adults with the options to complete the bachelor of general studies degree (B.G.S.), the associate degree (A.S.), and/or two certificate programs. Courses are conveniently scheduled in the evenings and on the weekends. Students may be admitted to begin courses in any one of the five nine-week terms offered throughout the year. Metro College's faculty is composed of members chosen from the full-time Samford faculty and practitioners who are experts in their fields.

Through **Samford After Sundown**, non-credit programs are offered that respond to the educational needs of individuals, businesses, industries, and governmental agencies in the metropolitan area as well as to professional groups within the region. Depending on content, courses may meet for one evening or over several months. Most Samford After Sundown courses do not have entrance requirements.

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 other 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.
2. 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: \$35 (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.

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

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. Transcripts 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: \$35 (nonrefundable)
3. Admission application, completed in full.
4. One reference. Please use the reference form included with the application.
5. 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, in two pages or less, 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.
2. 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:

1. Special Status application, completed in full. The application may be submitted without the reference forms and essay.
2. Application fee: \$35 (nonrefundable)
3. 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 Office of Admission. (Forms may be obtained 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:

1. 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 B or Spring B term, you will be unable to change this status until the beginning of Fall A or Spring A 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.
5. 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 a minimal charge 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.

Programs and Requirements

Concentrations

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

Nondegree Programs

Geographic Information Systems Certificate
 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, and the nondegree 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.

A minimum of 64 credits must be taken at Samford University in order to meet residency requirements for the bachelor of general studies degree. With a minimum of 64 credits, an associate of science degree may be earned in administrative/community services or natural and environmental sciences. 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. The responsibility for determining the suitability of these concentrations and their applicability to particular conditions rests with the individual student. Students planning to pursue post-baccalaureate studies should review the requirements of the targeted graduate program to determine whether undergraduate-level prerequisites exist.

General Education Requirements

All degree programs require a minimum of 128 total credits that include 40 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.** Furthermore, 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.

Metro College General Education Requirements Required Courses		Course Credits	Total Required Credits
Natural/Computational Sciences & Mathematics:			17
MCCO 100	Introduction to Computing	3	
MCMA 110	Contemporary Mathematics	3	
MCMA 210	Statistics	3	
Two laboratory sciences		8	
Social Sciences:*			15
History (select two courses)			
MCHI 101	World History I	3	
MCHI 102	World History II	3	
MCHI 217	Early America to 1877	3	
MCHI 218	Modern America since 1865	3	
Political Science/Psychology/Sociology			
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	
Humanities:			18
Humanities Core			
MCEN 101	Oral and Written Communication I	3	
MCEN 102	Oral and Written Communication II	3	
MCCS 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	
Physical Education:†			5
MCPE 122	Fitness Walking and Strength Training	2	
MCPE 231	Personal and Community Health	3	
Total General Education Required Credits			60-61

- * Transfer credits classified as social science may count here.
- ** Substitute another psychology or social science course if MCPS 101 is required for your concentration. Substitute another sociology course if MCSO 100 is required for your concentration.
- *** 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 2005-2006

Description of Expense	Student Classification	Payment Regulations	Expense	Payment Due Date (1)
Tuition				
All credits - Metro College	All Evening Students	See Refund Policies	\$254/credit	On or before e-bill payment due date
Audit - Metro College	All Evening Students	See Refund Policies	\$254/credit	On or before e-bill payment due date
Fees				
Application Fee for Undergrad Admission	All Evening Students	Nonrefundable	\$35/application	At time of application submission
Books and Supplies	All Evening Students		\$938 (estimate)	Cash/check/credit card at time of purchase

NOTE: See p. 31 for a list of General Miscellaneous Fees that apply to ALL students.

(1) Charges incurred after semester/term e-bill date are due on or before the e-bill due date (see Payment Due Date Schedule on p. 34 for e-bill distribution date and payment due date). Charges incurred during the drop/add period are due when incurred. Classes may be canceled for non-payment.

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 Track 1: Administrative Required Courses		Course Credits	Total Required Credits
General Education Requirements			60-61
Admin/Community Services Concentration (Track 1):			48
Administrative/Business (select ten courses)*			30
MCAC 200	Survey of Accounting	3	
MCEC 200	Survey of Economics	3	
MCMG 300W	Survey of Management	3	
MCMK 300	Survey of Marketing	3	
MCFI 300	Survey of Finance	3	
MGBL 352	Legal Environment of Business	3	
MCMG 470	Negotiation/Conflict Resolution	3	
MCMG 471	Advertising/Public Relations	3	
MCMG 472	Leadership: Paradigms & Roles	3	
MCMG 473	Human Resource Management	3	
MCPI 401	Business Ethics	3	
Other Required Courses**			18
General Electives***			19-20
Total Required Credits			128

*Acceptable transfer work in business, education, and paralegal courses may apply to the 48 required credits in Track 1. Other electives may apply; see department advisor for details.

**Select other required courses from those with the following prefixes: MCCN (Counseling) and MCPG (Legal Assistant). The following courses are recommended: MCPG 301 (Employment Law) and MCCN 350 (Small-Group Process). In addition, MCCS 453W (Writing in the Professions), 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
Admin/Community Services Concentration (Track 2):			48
Legal Assistant Courses			30
MCPG 121	Introduction to Legal Assistants	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 304	Family Law	3	
MCPG 306	Debtor-Creditor Law	3	
MCPG 301	Employment Law <i>or</i>	3	
MCPG 307	Criminal Law		
MCPG 323	Legal Research and Writing	3	
Administrative/Business			18
MCAC 200	Survey of Accounting	3	
MCEC 200	Survey of Economics	3	
MCMG 300	Survey of Management	3	
Elective Credits within Concentration*: Administrative/Business Electives Counseling Foundations Electives MCCS 453W Writing in the Professions (3) MCPI 401 Business Ethics (3)		9	
General Electives			19-20
Total Required Credits			128

*Other electives may apply; see department advisor for details.

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.

Metro College Counseling Foundations Concentration Required Courses		Course Credits	Total Required Credits
General Education Requirements			60-61
Counseling Foundations Concentration:			47
Counseling Foundations Core			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 Electives (select at least seven courses from the list below)			20
MCCN 300	Death and Dying	3	
MCCN 331W	Family Dynamics	3	
MCCN 332	Directed Studies in Counseling	3	
MCCN 344	Industrial 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	
MCCS 221	Interpersonal Communication	3	
General Electives*			20-21
Total Required Credits			128

*Credits chosen to enhance required courses.

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.

Metro College Liberal Studies Concentration Required Courses		Total Required Credits
General Education Requirement		60-61
Liberal Studies Concentration*		67-68
At least 40 credits within the concentration must be upper-division (300-400 level)		
Total Required Credits		128

*At least 56 credits in other courses to be selected in consultation with an advisor.

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
Human Resource Development Concentration:			57
Interpersonal Relations*			27
MCPS 101	General Psychology**	3	
MCPS 205	Life-Span Development	3	
MCPS 203	Psychology of Adjustment <i>or</i>	3	
MCPS 411	Special Topics in Psychology <i>or</i>		
MCCN 441W	Personal Growth and Development		
MCSO 401	Social Psychology	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	
MCCN 446W	Introduction to Tests & Measurements	3	
Administration/Business (select ten courses)***			30
MCAC 200	Survey of Accounting	3	
MCEC 200	Survey of Economics	3	
MCMG 300W	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	
MCPI 401	Business Ethics	3	
General Electives†			10-11
Total Required Credits			128

- * Some counseling/psychology course substitutions may occur with advisor approval.
- ** If MCPS 101 is taken in the core, choose an additional psychology or counseling elective as part of the 27 Interpersonal Relations credits.
- *** Other electives may apply; see department advisor for details.
- † Acceptable transfer credits unused in other areas may apply here. Electives should be courses chosen to enhance required courses.

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.

Metro College Natural & Environmental Sciences Concentration Required Courses		Course Credits	Total Required Credits
General Education Requirements:*			60-61
Natural Sciences & Mathematics			17
MCCO 100	Introduction to Computing	3	
MCMA 110	Contemporary Mathematics	3	
MCMA 210	Statistics	3	
Biology (select two from the following list)**		8	
MCBI 105	Principles of Biology		
MCBI 107	Contemporary Biology		
MCBI 324	Introduction to Toxicology		
MCBI 327	Conservation Ecology		
MCBI 403	Invertebrate Field Zoology		
MCBI 416	Vertebrate Field Zoology		
MCBI 436	Ecology		
Social Sciences			15
Fine Arts			5-6
Humanities			18
Physical Education			5
Natural & Environmental Sciences Concentration:			48-49
Natural & Environmental Sciences Core			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 & Policy	3	
MCBI 410	Environmental Ethics & Values	3	
MCBI 438W	Natural & Environmental Science Seminar	3	
Curriculum Electives: (select one emphasis)			15-16
Environmental Studies Emphasis (complete four courses)**			
MCBI 324	Introduction to Toxicology	4	
MCBI 325	General Microbiology	4	
MCBI 327	Conservation Ecology	4	
MCBI 436	Ecology	4	
MCGS 216	GIS I: Spatial Data	3	
Geographic Information Systems Emphasis (complete all courses)			
MCGS 216	GIS I: Spatial Data	3	
MCGS 270	GIS II: Analytical Mapping	3	
MCGS 300	Remote Sensing	3	
MCGS 371	Geographic Visualization	3	
MCGS 405	Managing GIS	3	
General Electives***			18-20
Total Required Credits			128

- * Acceptable transfer work in astronomy, biology, chemistry, computer science, mathematics, or physics courses may apply to the 60-61 required credits. See the Metro College General Education Requirements table for details on other requirements.
- ** MCBI 324, MCBI 327, and MCBI 436 can count for both the general education biology requirement and the environmental studies emphasis. Students who choose to count any of these courses twice may still need to complete additional general elective credits to meet the 128 required to earn a degree.

Geographic Information Systems (GIS) Certificate Program

Geographic Information Systems is a rapidly growing field, and the Geographic Information Systems (GIS) Certificate Program 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 GIS Certificate Program 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 five 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.

Certificate in Geographic Information Systems (GIS)

Metro College Certificate in Geographic Information Systems Required Courses		Course Credits	Total Required Credits
GIS Prerequisites or Corequisites			9
MCCO 100	Introduction to Computing	3	
MCMA 110	Contemporary Mathematics (or a higher level mathematics course)	3	
MCMA 210	Statistics	3	
Geographic Information Systems Core			15
MCGS 216	GIS I: Spatial Data	3	
MCGS 270	GIS II: Analytical Mapping	3	
MCGS 300	Remote Sensing	3	
MCGS 371	Geographic Visualization	3	
MCGS 405	Managing GIS	3	
Total Required Credits			24

Legal Assistant Certificate Program

The Legal Assistant Certificate Program is directed by the Orlean Bullard Beeson School of Education and Professional Studies [(205) 726-2783].

Samford University's Legal Assistant Certificate 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 ten-course 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 towards 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:

1. To train students in a practical way for careers as legal assistants to attorneys.
2. 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.
3. 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.
5. To constantly upgrade and adjust the program to fulfill the needs of the community by seeking input from local attorneys, legal assistants, and students.

Legal Assistant Certificate Program

OBB School of Education Legal Assistant Certificate Program Required Courses		Course Credits	Total Required Credits
Legal Assistant Courses			30
MCPG 121	Introduction to Legal Assistants	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 <i>or</i>	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 Credits			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 or natural and environmental 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 Associate of Science Degree Required Courses	Course Credits	Total Required Credits
General Education Requirements:		35-36
Natural Sciences & Mathematics		10
MCCO 100 Introduction to Computing	3	
MCMA 110 Contemporary Mathematics	3	
One laboratory science course	4	
Social Sciences* (select two courses)		6
MCHI 101 World History I	3	
MCHI 102 World History II	3	
MCHI 217 Early America to 1877	3	
MCHI 218 Modern America since 1865	3	
Fine Arts (select one course)		2-3
MCAR 300 Art Appreciation	3	
MCMU 200 Music Appreciation	2	
MCTH 300 Theatre Appreciation	3	
Humanities:		12
Humanities Core		
MCEN 101 Oral and Written Communication I	3	
MCEN 102 Oral and Written Communication II	3	
Religion (select two courses)		
MCRE 101 Old Testament Survey	3	
MCRE 102 New Testament Survey	3	
MCRE 300 Contemporary Ethical Issues	3	
Physical Education**		5
MCPE 122 Fitness Walking and Strength Training	2	
MCPE 231 Personal and Community Health	3	
Courses within Chosen Concentration***		24
General Electives outside Concentration		4-5
Total Required Credits		64

*Transfer credits classified as social science may count here.

**Transfer credits classified as physical education may count here.

***Concentration choices are administrative/community services or natural and environmental sciences. NOTE: Students pursuing the Legal Assistant Certificate as part of their associate degree must complete 30 credits.

Credit Courses (Additional courses may be added.)

ART

MCAR 256 Basic Photography (3)

Provides a basic understanding of photography as a medium of expression. Includes the history of photography, working knowledge of 35mm cameras, and basic darkroom printing techniques in black and white.

MCAR 300 Art Appreciation (3)

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)

Introduction to the preparation and interpretation of accounting information with special emphasis on the needs of non-business majors. 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)

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 society is analyzed. Specific areas to be addressed 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)

Survey of the macroeconomic theories that explain the behavior of the world economy and the national economies that comprise it. Course covers the micro-economic relationships that explain the operations of individual consumer/supplier markets.

MCFI 300 Survey of Finance (3)

Introduction to financial management concepts and methods of analysis. Students 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. Prereqs: MCAC 200, MCEC 200, and MCMA 210.

MCMG 300W Survey of Management (3)

Examination of the content, skills, and organizational and societal settings of management duties. Exploration of the sources of managerial expertise and their links to the performance of all types of organizations. Prereqs: MCAC 200 and MCEC 200.

MCMG 470 Negotiation/Conflict Resolution (3)

Overview of contemporary theories and ideas in the field of negotiation. Emphasizes the practical application of negotiation in the business world and/or everyday life. Prereqs: MCAC 200 and MCEC 200.

MCMG 471 Advertising/Public Relations (3)

Overview of the advertising and public relations process, including the strategies behind successful campaigns. Focuses on real world settings as they relate to account management, creative development, production, media, and client service. Evaluation of creative executions and their potential impact on the end user. Prereqs: MCAC 200, MCEC 200, and MCMK 300.

MCMG 472 Leadership: Paradigms and Roles (3)

Examination of leadership, the influencing of others to accomplish something you think is important. Leadership theories, applications, and examples will be reviewed. Prereqs: MCAC 200 and MCEC 200.

MCMG 473 Human Resource Management (3)

Study of one or more of the challenges arising from changes in the business environment that managers face. Content is adapted by the instructor to conform to the challenges of the day. Prereqs: MCAC 200 and MCEC 200.

MCMK 300 Survey of Marketing (3)

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

BIOLOGY

MCBI 105 Principles of Biology (4)

Study of the principles of life common to all living organisms. LEC, LAB.

MCBI 107 Contemporary Biology (4)

Designed for non-biology majors. Study of the interactions of humans within the biological world. Includes laboratory.

MCBI 110 Human Biology (4)

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

MCBI 111 Animal Biology (4)

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)

Study of the form, function, and classification of the plant kingdom. Includes laboratory. Prereq: BIOL 105 or equivalent.

MCBI 201 Chemistry of the Environment (4)

Creation of a general foundation of chemistry basics and application of these basics to explore the major areas of environmental chemistry, including that of air, soil, water, and pollution. Laboratory exercises support and enhance the lecture and textbook material.

MCBI 324 Introduction to Toxicology (4)

Designed for the nonscientist and especially for those in the business and legal assistant concentrations. 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. Prereq: Any 100-level biology.

MCBI 325 General Microbiology (4)

Study of the form and function of microbial organisms, especially bacteria, and of their relation to man. Prereq: One year biology.

MCBI 326 Introduction to Environmental Science (4)

Study of the relationship of humans with the environment and current environmental problems. Prereq: Any 100-level biology.

MCBI 327 Conservation Ecology (4)

Study of the basic principles of ecology that relate to the utilization and conservation of the earth's biological resources. Includes ecosystem dynamics, population ecology, wildlife and fisheries techniques, the economics of conservation, and issues relating to the protection of endangered species. Prereq: Any 100-level biology.

MCBI 403 Invertebrate Field Zoology (4)

Study of the classification, morphology, physiology, and natural history of the vertebrate phyla. Includes laboratory. Prereq: Any 100-level biology class.

MCBI 410 Environmental Ethics and Values (3)

Examination of the question, "Is there a moral/immoral demeanor by which humans interact with the environment?" A philosophical, theological, and scientific approach is used to define past and present attitudes of humankind toward natural environments. Prereqs: Thirty-nine (39) hours of natural and environmental science core and elective coursework.

MCBI 416 Vertebrate Field Zoology (3)

Field study of the classification and identification of the major groups of vertebrate animals. Includes laboratory. Prereq: Any 100-level biology course.

MCBI 436 Ecology (4)

Study of the interactions of organisms and their environment with emphasis on the dynamics of natural communities. Prereq: One course in biological sciences.

MCBI 438W Natural and Environmental Sciences Seminar (3)

Natural and environmental sciences capstone course emphasizing critical thinking and scientific writing/speaking. Prereqs: Completion of natural and environmental sciences core and either the environmental studies or the GIS emphasis.

COMMUNICATION STUDIES

MCCS 215 Oral Communication (3)

Study of the techniques governing speeches to inform, convince, and actuate. Course covers speech composition, delivery, and audience analysis. Course includes an overview of interviewing and a discussion of the basic elements of business communications.

MCCS 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.

MCCS 415 Persuasion (3)

Analysis of persuasion as a decision-making tool in a democratic society. Various theories of persuasion are analyzed with attention given to factors such as attention, perception, needs, values, credibility, winning belief, and ethics. Prereq: MCCS 215 or permission of the instructor.

MCCS 453W Writing in the Professions (3)

Study of theories and research of rhetorical strategies as practiced in various professional discourse communities. Applications of theory are made to a number of writing contexts, including business and technical communication. Prereq: MCEN 102.

COUNSELING FOUNDATIONS

MCCN 202 Marriage and the Family (3)

Study of the relationships in modern personal and family living. Covers dating, marriage, stages of family life, and intra-family relationships including husband-wife, parenting, and extended family.

MCCN 245 Introduction to the Helping Professions (3)

Study of the fundamentals of basic human relations and an introduction to the basic principles, techniques, and theories of the counseling process.

MCCN 256 Becoming a Self-Regulated Learner (3)

Designed to assist adult learners returning to academic study to acquire learning and memory strategies and tactics. Provides students with research information and individual assessment feedback to develop a learner profile contributing to more effective information management.

MCCN 247 Basic Counseling Theory and Practice (3)

Study of the stages and factors involved in the process of counseling. Practical applications of counseling form the basics of instruction with emphasis given to the relationships of counseling to the counselor and counselee. Prereq: MCCN 245.

MCCN 300 Death and Dying (3)

Development of personal death awareness and introduction to 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)

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 are highlighted. Prereq: MCEN 102.

MCCN 332 Directed Studies in Counseling (3)

Students 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 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. Prereqs: MCCN 245 and MCEN 102.

MCCN 343 Human Development (3)

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 on preschool years as well as the characteristics and needs at different development stages.

MCCN 344 Industrial Counseling (3)

Introduction to the role of the counselor and the psychologist in the modern industrial or business setting. Emphasis on human relationships.

MCCN 349 Basic Psychopathology (3)

Investigation of the major categories of disorders associated with personality pathology. Addresses 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)

Introduction to 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 441W Personal Growth and Development (3)

Introduction to basic areas of growth and adjustment encountered by members of our culture. Emphasis is placed on developing a well-integrated personality, self-adjustment, and self-management. Prereq: MCEN 102.

MCCN 442W Life Crisis Management (3)

Students learn how to help an individual cope with an unforeseen crisis in life including divorce and/or separation, chronic conditions, and death. Prereq: MCEN 102.

MCCN 446W Introduction to Tests and Measurements (3)

Study of the measurements used in psychology for evaluation purposes. Attention is given to scoring, validity, reliability, individual and group tests, interest inventories, personality measurement, and an assessment of personality. Prereq: MCEN 102.

MCCN 448 Field Experience in the Helping Professions (3)

Designed to supplement knowledge and skills acquired in the classroom by applying academic principles in a practical setting. 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)

A study of the historical issues that have influenced counseling as well as the current issues in the profession. Problems and possible solutions are addressed. Prereq: 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)**

Introduction to written and oral communications. Students 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)

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. Prereq: MCEN 101 with a grade of C- or better.

MCEN 201 Major British and Irish Authors (3)

Study of 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). Provides depth of study on a few great authors, rather than a broad survey. Prereq: MCEN 102 with grade of C- or better.

MCEN 209 Special Topics in Literature (3)

Exploration of 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. Prereq: MCEN 102 with grade of C- or better.

MCEN 211 Major American Authors (3)

Study 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. Prereq: MCEN 102 with grade of C- or better.

MCEN 300W Creative Writing (3)

Survey of styles, techniques, and trends in current fiction and poetry with emphasis on learning the craft of imaginative writing. Prereqs: MCEN 101, MCEN 102, and a literature course.

MCEN 307W Film (3)

Examination of film and investigation of representative texts and multiple practitioners in order to deepen competencies in interpreting literature and evaluating secondary sources. Prereqs: MCEN 101 and MCEN 102.

EXERCISE SCIENCE AND SPORTS MEDICINE**MCPE 122 Fitness Walking and Strength Training (2)**

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 topics include stress management, behavior modification, body composition, common fitness injuries, and flexibility.

MCPE 222 Relaxation/Stress Management (3)

Discussion of the nature of stress, the relationship between stress and the body, mind, and soul, as well as effective coping strategies for handling stress. Techniques such as relaxation, imagery, meditation, cognitive restructuring, and time management are demonstrated and practiced.

MCPE 231 Personal and Community Health (3)

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

GEOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS

MCGS 214 Physical Geography (4)

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 GIS I: Spatial Data (3)

Introduction to theory and use of digital map data in Geographic Information Systems (GIS). Topics include scale and resolution, map projections and coordinate systems, vector and raster data models, vector data input and editing, attribute data input and management, and cartographic map output.

MCGS 270 GIS II: Analytical Mapping (3)

Extended exploration into theory and concepts of Geographic Information Systems (GIS), focusing on analytical operations. Topics include vector data query, feature establishment, map overlay, feature buffering, raster data analysis, terrain mapping, spatial interpolation, spatial modeling, and network analysis. Prereq: MCGS 216.

MCGS 300 Remote Sensing (3)

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. Prereqs or Co-reqs: MCMA 110 and MCMA 210.

MCGS 371 Geographic Visualization (3)

Focus on statistical information design, particularly as related to the display and representation of geographic data. Multimedia cartographic output will involve both print and electronic formats to include experience developing interactive and animated map products. Prereqs: MCGS 216 and MCGS 270.

MCGS 405 Managing GIS (3)

Development of GIS projects with emphasis on organizational management and software customization. Includes exploration of computer programming and scripting languages for enhanced geoprocessing capabilities. Prereqs: MCGS 216 and MCGS 270.

HISTORY

MCHI 101 World History I (3)

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

MCHI 102 World History II (3)

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

MCHI 217 Early America to 1877 (3)

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)

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

MCHI 305W The Civil War and Reconstruction (3)

Advanced study of the forces and events involved in the coming of the great American conflict, the war years, and Reconstruction. Prereq: MCEN 102.

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

Narrative of the development of the basic concepts of American Constitutional Law. Co-listed as MCPO 445W. Prereq: MCEN 102.

LEGAL ASSISTANT

MCPG 121 Introduction to Legal Assistant (3)

Examination of 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)

Examination of the substantive law of business organizations, including the Uniform Partnership Act and the Model Business Corporation Act. Student drafts partnership agreements, corporate documents, and limited-liability company documents.

MCPG 227 Estates and Trusts (3)

Examination of the substantive and procedural law of wills, trusts, and estate administration. The student drafts a will and a trust, and prepares administration documents.

MCPG 228 Real Estate Law (3)

Examination of the substantive law of real property. Training 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)

Examination of the process of litigation. Special emphasis is placed on the pre-trial stage including pleading and discovery. The student performs tasks commonly performed by litigation legal assistants.

MCPG 300W Business Law for Paralegals (3)

Introduction to 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)

Examination of 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)

Examination of 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)**

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 and hands-on exposure to the processes of problem-solving and programming.

MCCO 101 Software Applications (3)

Conceptual understanding of the four major types of business software applications, including 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. Prereq: MCCO 100.

MCMA 100 Algebra Concepts (3)

Skills development course to prepare for higher level mathematics courses. This course does not satisfy any mathematics requirement for graduation at Samford University.

MCMA 101 College Algebra (3)

Review of fundamentals: functions, linear and quadratic equations, inequalities, and systems of equations. Prereqs: MCCO 100 or one year of high school algebra, and satisfactory score on the math placement test.

MCMA 110 Contemporary Mathematics (3)

Develops problem-solving skills by studying a wide range of contemporary applications of mathematics. Connections between contemporary mathematics and modern society are stressed. Prereq: Suitable score on placement exam.

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. Prereqs: MCMA 110, 111, or equivalent; and suitable score on placement exam.

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.

PHILOSOPHY**MCPI 311 Philosophy of Religion (3)**

Investigation of philosophical issues in religious thought, including such issues as proofs and disproves of God's existence, the meaning of religious language, truth claims in different religions and related matters.

MCPI 401 Business Ethics (3)

Examination of the application of ethics to business, specifically how to think and act ethically in business. Concentrates on ethical analyses of moral issues involved with the foundations and operations of business. Become familiar with the main tenets of thinking ethically, of virtue-based ethics, deontological ethics, and utilitarianism, and how to apply these insights toward and ethical evaluation of business.

POLITICAL SCIENCE**MCPO 211 American National Government (3)**

Introduction to the political process in America with a focus on national political institutions.

MCPO 375 Environmental Politics and Policy (3)

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 addresses 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. Prereq: MCEN 102.

MCPO 499W Special Topics in Political Science (3)

Unique, one-time courses offered either by visiting professors or as experimental advanced courses by members of the department.

PSYCHOLOGY**MCPS 101 General Psychology (3)**

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)

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. Prereq: MCPS 101.

MCPS 205 Life-Span Development (3)

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. Prereq or Co-req: MCPS 101.

MCPS 411 Special Topics in Psychology (3)

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

RELIGION**MCRE 101 Old Testament Survey (3)**

Survey of the history and writings of the Old Testament, seeking to sensitize students to the Old Testament's moral and cultural significance.

MCRE 102 New Testament Survey (3)

Survey of the history and writings of the New Testament, seeking 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)

Presentation of the main teachings of the Christian faith and relates these teachings to life.

MCRE 223 Writings of John (3)

Survey of 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)

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

MCRE 301W World Religions (3)

Investigation of the world's major living religions of both the Eastern and Western worlds. Prereq: MCEN 102.

MCRE 302W History of Christianity (3)

Survey of the course of the history of Christianity and acquaints students with the institutional and cultural heritage of the Christian church. Prereq: MCEN 102.

MCRE 321 Psalms (3)

Examination of the literary character and function of the Psalms in Israel, analysis of the literary masterpiece and spiritual classic known as Job, and consideration of the other poetical books of the Old Testament.

MCRE 331W Prophets (3)

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

MCRE 338 Evangelism (3)

Study of the biblical teaching about and emphases on evangelism.

MCRE 341W General Epistles and Revelation (3)

Examination of the teachings of the general epistles against the turmoil in the late first century Greco-Roman world. Prereq: MCEN 102.

MCRE 342W Life and Letters of Paul (3)

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

MCRE 351 Contemporary Theology (3)

Examination of the important theological movements of the modern era with an emphasis on church-related theologies.

MCRE 422 American Christianity (3)

Consideration of the impact of Christianity in American life and culture.

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

Study of Baptist beginnings and the Baptist movement from then until today. Prereq: 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)

Examination of 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)

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

MCSO 401 Social Psychology (3)

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

MCSO 406 Race and Ethnic Relations (3)

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)

Study of the management concepts related to the administration of law enforcement agencies.

MCLE 303 Stress and the Police Officer (3)

Overview of the organizational factors, administrative and management practices, and external community concepts that contribute to stressful working conditions for police officers. An analysis of problems and review of corrective measures.

MCLE 304 Leadership (3)

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)

Examination of the complexity and requirements of the criminal investigation process.

MCLE 400 Criminal Procedures (3)

Study of the 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)

Study of the perception, impact, and complications associated with the personal and professional conduct of law enforcement officers.

MCLE 403 Industrial Security (3)

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)

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

THEATRE

MCTH 300 Theatre Appreciation (3)

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

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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 non-credit programs that respond to the educational needs of individuals, businesses, industries, and government agencies in the Birmingham metropolitan area, as well as to professional groups within the region. Samford After Sundown is a bridge between the Birmingham community and Samford University, identifying and addressing the education needs of our local workforce and introducing the values and meaning of the University to those with whom we connect.

The non-credit curriculum encompasses two programmatic thrusts: professional development and personal/intellectual enrichment. Non-credit programs are offered on a quarterly basis and include courses, conferences, workshops, and seminars. Most programs are open to everyone without entrance restrictions. However, in some cases prior knowledge in a related subject is beneficial, and a few courses require the completion of prerequisites.

Non-credit courses offered as a means of personal development span a wide array of topics such as art and music, computers and technology, fitness and recreation, languages, personal finance, and relationship skills. Non-credit certificate programs in other selected areas provide comprehensive professional training. Samford After Sundown offers certificates in four fields: Black & White Photography, Color Photography, Pharmacy Technician Training, and Healthcare Interpreter Training.

The **Black & White Photography Certificate** requires completion of courses in Black & White Photography, Levels I, II, and III; Introduction to Light Measurement; Darkroom Design; and three additional elective courses appropriate for the medium.

The **Color Photography Certificate** requires completion of courses in Color Photography I, II, and III; Introduction to Light Measurement; Color Printing; and three additional elective courses appropriate for the medium. After completion of all required courses, a student pursuing a photography certificate selects an instructor to serve as his/her advisor. The advisor supervises the preparation of the student's final portfolio and the statement of purpose for submission to Samford After Sundown for scoring and certificate presentation at the quarterly photography review.

The **Pharmacy Technician Certificate Program** prepares students to become part of the fastest growing profession in the healthcare industry. Pharmacy technicians assist pharmacists with technical tasks, such as filling prescriptions, record entry and patient support, allowing pharmacists to spend more time counseling and educating patients. Community and hospital pharmacies, prescription processing companies, home care organizations and other pharmaceutical industries employ pharmacy technicians. Samford's Pharmacy Technician program, taught by Samford pharmacy faculty and registered pharmacists, introduces the necessary clerical, business, and technical aspects of the industry. This includes the role of the pharmacy technician and standards of the industry, pharmacy law, understanding a prescription, pharmacology and therapeutics, sterile products, pharmacy math, inventory management, business management, patient communication, prescription processing, and pharmacy records. Students will be prepared to take the national certification examination offered by the Pharmacy Technician Certification Board to become a Certified Pharmacy Technician (CPhT), but most importantly, will get hands-on experience in sterile compounding and processing prescriptions in Samford's state-of-the-art laboratories.

The **Healthcare Interpreter Training Certificate**, the first of its kind in the southeastern United States, is designed to train bilingual and bicultural students to develop the awareness, knowledge, and skills necessary for effective language interpretation in healthcare settings. Through academic preparation, practical skills training, and service in community-based healthcare settings, certificate candidates learn the roles and responsibilities of a healthcare interpreter, basic knowledge of common medical conditions, treatments and procedures, language and cultural nuances for specific communities, and advanced interpreting skills. The nine-month program consists of course work taught one evening each week and on two weekend days each month. In order to qualify for admission, prospective students must have completed at least a high school diploma and must be bilingual in English and Spanish. Pretests are administered to determine language proficiency.

Continuing Education Units (CEUs) are awarded to each person who satisfactorily completes a non-credit 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 visit www.samford.edu/sundown.