

Metro Programs



Administration

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Metro Programs

Samford University's Metro Programs provide opportunities for personal and professional growth over the lifespan through rigorous academic programs and relationships in a Christian community. Metro 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 science in interdisciplinary studies (B.S.I.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'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**, noncredit 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. Students should apply for this credit during the first term at the University. Metro 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.



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Programs

Bachelor's Degree Concentrations

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

Associate Degrees

Administrative/Community Services

Nondegree Credit Programs

Geographic Information Systems Certificate
 Legal Assistant Certificate

Non-Credit Programs

Samford After Sundown (professional and personal development)
 Black & White Photography Certificate
 Color Photography Certificate
 Healthcare Interpreter Training Certificate
 Pharmacy Technician Certificate
 Miscellaneous Online and On-Campus Courses

The Orlean Bullard Beeson School of Education and Professional Studies awards the bachelor of science in interdisciplinary studies (B.S.I.S.) degree with concentrations in administrative/community services, counseling foundations, human resource development, and liberal studies. The associate of science degree (A.S.) is offered in administrative/community services. The School of Education also offers two nondegree certificate programs: geographic information systems and legal assistant.

A minimum of 64 credits must be taken at Samford University in order to meet residency requirements for the bachelor of science in interdisciplinary studies degree. With a minimum of 64 credits, an associate of science degree may be earned in administrative/community services. A minimum of 32 credits must be taken at Samford University in order to meet residency requirements for the associate of science degree.

These bachelor of science in interdisciplinary studies 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.

Certificate programs allow students to develop specific career-related skill sets. Courses in the geographic information systems (GIS) certificate program and the legal assistant certificate program are offered for college credit. Professionals who have completed at least the associate degree may complete certificate requirements, along with any prerequisites, and earn the certificate without completing an entire degree. In addition, credit earned in GIS and legal assistant certificate courses may be applied to the B.S.I.S. degree. Certificate programs offered through Samford After Sundown are not offered for college credit and generally do not require completion of any degree or prerequisite courses.

Academic Regulations

Unless stated otherwise, Metro 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 Adult Degree 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 is the administrative office that serves Adult Degree Programs. Applications for admission are accepted each term. To apply online, visit www.applyweb.com/apply/samforda/menu.html. To download an application form, visit www.samford.edu/schools/metro/index.html.

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. Admission essay: 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. Admission essay: 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 Programs 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 Fees 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. (See the General Miscellaneous Fees chart on p. 32 for a list of additional fees that may apply.)

Parking

All evening students must register their automobiles with the Office of Safety and Security. There is a minimal annual charge for parking on campus.

Class Registration and Policies

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

Bachelor's Degree Requirements

General Education Requirements

All bachelor 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 Bachelor of Science in Interdisciplinary Studies Required Courses | Course Credits | Total Required Credits |
|---|-------------------|------------------------------|
| General Education Requirements:* | | 69 |
| Natural/Computational Sciences & Mathematics | 17 | |
| Social Sciences | 15 | |
| World Languages | 8 | |
| Fine Arts | 6 | |
| Humanities | 18 | |
| Physical Education | 5 | |
| Concentration:** | | 50-59 |
| Administrative/Community Services: Tracks 1 & 2 | 51 | |
| Counseling Foundations | 50 | |
| Human Resource Development | 57 | |
| Liberal Studies | 59 | |
| General Electives*** | | 0-9 |
| Total Required Credits | | 128 |

* See General Education Requirements table for required/applicable courses.

** Hours for each concentration includes MCIS 401 (Senior Capstone), a 3-credit required course. See individual concentration tables for required/applicable courses.

*** General Elective credits vary depending on concentration chosen.

UNDERGRADUATE EVENING STUDIES PROGRAM - METRO PROGRAMS STUDENT TUITION AND FEES FOR ACADEMIC YEAR 2006-2007

| Description of Expense | Student Classification | Payment Regulations | Expense | Payment Due Date (1) |
|---|------------------------|---------------------|--------------------|--|
| Tuition | | | | |
| All credits - Metro | All Evening Students | See Refund Policies | \$278/credit | On or before e-bill payment due date |
| Audit - Metro | All Evening Students | See Refund Policies | \$278/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 | | \$1,015 (estimate) | Cash/check/credit card at time of purchase |

NOTE: See p. 32 for a list of General Miscellaneous Fees (Vehicle Registration/Decal, ID Replacement, etc.) that apply to ALL students.

(1) Charges incurred after the e-bill has been generated for the semester/term are due on or before the e-bill due date (see Payment Due Date Schedule on p. 33 for e-bill generation date and payment due date). Charges incurred during the drop/add period are due when incurred. Classes may be canceled for non-payment.

| Metro 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 | |
| World Languages | | 8 |
| 101 and 102 of any foreign language | 8 | |
| Fine Arts: (select two courses) | | 6 |
| MCAR 300 Art Appreciation | 3 | |
| MCMU 200 Music Appreciation | 3 | |
| 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 201 Introduction to World Religions | 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 Required General Education Credits | | 69 |

* Transfer credits classified as social science may count here.

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

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

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.S.I.S. or associate degree.

| Metro Administrative/Community Service Concentration Track 1: Administrative Required Courses | Course Credits | Total Required Credits |
|--|---------------------------|---------------------------------------|
| General Education Requirements | | 69 |
| Admin/Community Svcs Concentration (Track 1):* | | 51 |
| Administrative/Business (select ten courses) | | 30 |
| MCAC 200 Survey of Accounting | 3 | |
| MCEC 200 Survey of Economics | 3 | |
| MCFI 300 Survey of Finance | 3 | |
| MCMG 300W Survey of Management | 3 | |
| MCMK 300 Survey of Marketing | 3 | |
| MCBL 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 (select at least six courses) | | 18 |
| MCCN 350 Small-Group Process (<i>recommended</i>) | 3 | |
| MCCS 453W Writing in the Professions | 3 | |
| MCHR 361 The Injured and Absent Employee | 3 | |
| MCPG 301 Employment Law (<i>recommended</i>) | 3 | |
| Counseling Foundations (MCCN) | | |
| Legal Assistant (MCPG) | | |
| Capstone Course | | 3 |
| MCIS 401 Senior Capstone | 3 | |
| General Electives** | | 8 |
| Total Required Credits | | 128 |

* Acceptable transfer work in business, education, and legal assistant courses may apply to the 51 required credits in Track 1.

** Credits chosen to enhance required courses.

| Metro Administrative/Community Service Concentration Track 2: Legal Assistant Certificate Required Courses | | Course Credits | Total Required Credits |
|---|----------------------------------|---------------------------|---------------------------------------|
| General Education Requirements | | | 69 |
| Admin/Community Services Concentration (Track 2): | | | 51 |
| 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 300W | Survey of Management | 3 | |
| Elective Credits within Concentration:* | | 9 | |
| MCCS 453W Writing in the Professions (3) | | | |
| MCHR 361 Injured and Absent Employee (3) | | | |
| MCPI 401 Business Ethics (3) | | | |
| Administrative/Business (various prefixes; see p. 220) | | | |
| Counseling Foundations (MCCN) | | | |
| Capstone Course | | | 3 |
| MCIS 401 | Senior Capstone | 3 | |
| General Electives** | | | 8 |
| Total Required Credits | | | 128 |

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

** Credits chosen to enhance required courses.

Counseling Foundations Concentration

This concentration is useful for persons working in human services professions but does not apply toward professional counseling certification.

| Metro Counseling Foundations Concentration Required Courses | | Course Credits | Total Required Credits |
|--|---|---------------------------|---------------------------------------|
| General Education Requirements | | | 69 |
| Counseling Foundations Concentration: | | | 50 |
| 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 | |
| Capstone Course | | | 3 |
| MCIS 401 | Senior Capstone | 3 | |
| General Electives* | | | 9 |
| Total Required Credits | | | 128 |

*Credits chosen to enhance required courses.

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 Human Resource Development Concentration Required Courses | | Course Credits | Total Required Credits |
|---|---|-------------------|------------------------------|
| General Education Requirements | | | 69 |
| Human Resource Development Concentration: | | | 57 |
| Interpersonal Relations* | | | 24 |
| MCP205 | Life-Span Development | 3 | |
| MCP203 | Psychology of Adjustment <i>or</i> | 3 | |
| MCP411 | Special Topics in Psychology <i>or</i> | | |
| MCCN441W | Personal Growth and Development | | |
| MCSO401 | Social Psychology | 3 | |
| MCCN245 | Introduction to the Helping Professions | 3 | |
| MCCN247 | Basic Counseling Theory and Practice | 3 | |
| MCCN344 | Industrial Counseling | 3 | |
| MCCN350 | Small-Group Process | 3 | |
| MCCN446W | Introduction to Tests & Measurements | 3 | |
| Administration/Business (select ten courses)** | | | 30 |
| MCAC200 | Survey of Accounting | 3 | |
| MCEC200 | Survey of Economics | 3 | |
| MCFI300 | Survey of Finance | 3 | |
| MCMG300W | Survey of Management | 3 | |
| MCMK300 | Survey of Marketing | 3 | |
| MCBL352 | Legal Environment of Business | 3 | |
| MCHR361 | The Injured and Absent Employee | 3 | |
| MCMG470 | Negotiation/Conflict Resolution | 3 | |
| MCMG471 | Advertising/Public Relations | 3 | |
| MCMG472 | Leadership: Paradigms and Roles | 3 | |
| MCMG473 | Human Resource Management | 3 | |
| MCPI401 | Business Ethics | 3 | |
| Capstone Course | | | 3 |
| MCIS401 | Senior Capstone | 3 | |
| General Electives*** | | | 2 |
| Total Required Credits | | | 128 |

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

** 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.

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.S.I.S. concentrations.

| Metro Liberal Studies Concentration Required Courses | | Course Credits | Total Required Credits |
|---|-----------------|-------------------|------------------------------|
| General Education Requirements | | | 69 |
| Liberal Studies Concentration:* | | | 59 |
| At least 40 credits within the concentration must be upper-division (300-400 level) | | | |
| Capstone Course | | | 3 |
| MCIS401 | Senior Capstone | 3 | |
| Total Required Credits | | | 128 |

*To be selected in consultation with an advisor.

Associate of Science Degree Requirements

A minimum of 64 credits is required for the Associate of Science degree in administrative/community services. Transfer students are required to complete a minimum of 32 credits at Samford University, including at least 12 credits in General Education Requirements.

Each associate degree student should declare their degree intention by the beginning of the sophomore year. This information must be on file in the Office of Student Records.

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 Associate of Science Degree Required Courses | | Course Credits | Total Required Credits |
|--|---------------------------------------|-------------------|------------------------------|
| General Education Requirements: | | | 36 |
| Natural Sciences & Mathematics | | | 10 |
| MCCO100 | Introduction to Computing | 3 | |
| MCMA110 | Contemporary Mathematics | 3 | |
| One laboratory science course | | 4 | |
| Social Sciences* (select two courses) | | | 6 |
| MCHI101 | World History I | 3 | |
| MCHI102 | World History II | 3 | |
| MCHI217 | Early America to 1877 | 3 | |
| MCHI218 | Modern America since 1865 | 3 | |
| Fine Arts (select one course) | | | 3 |
| MCAR300 | Art Appreciation | 3 | |
| MCMU200 | Music Appreciation | 3 | |
| MCTH300 | Theatre Appreciation | 3 | |
| Humanities: | | | 12 |
| Humanities Core | | | |
| MCEN101 | Oral and Written Communication I | 3 | |
| MCEN102 | Oral and Written Communication II | 3 | |
| Religion (select two courses) | | | |
| MCRE101 | Old Testament Survey | 3 | |
| MCRE102 | New Testament Survey | 3 | |
| MCRE201 | Introduction to World Religions | 3 | |
| MCRE300 | Contemporary Ethical Issues | 3 | |
| Physical Education** | | | 5 |
| MCPE122 | Fitness Walking and Strength Training | 2 | |
| MCPE231 | Personal and Community Health | 3 | |
| Courses within Concentration*** | | | 24 |
| See Administrative/Community Services tables | | | |
| General Electives outside Concentration | | | 4 |
| Total Required Credits | | | 64 |

*Transfer credits classified as social science may count here.

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

***Choose from the following areas/prefixes: administration/business (MCAC, MCBL, MCEC, MCFI, MCHR, MCMG, MCMK), counseling foundations (MCCN), and legal assistant (MCPG). Communication studies (MCCS) and philosophy (MCPI) may also count. NOTE: Students pursuing the Legal Assistant Certificate as part of their associate degree must complete 30 credits.

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 Certificate in Geographic Information Systems Required Courses | | Course Credits | Total Required Credits |
|--|--|----------------|------------------------|
| GIS Prerequisites or Co-requisites | | | 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

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. 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.

The offices of the Legal Assistant Certificate Program may be contacted by calling (205) 726-2783 in the Orlean Bullard Beeson School of Education and Professional Studies.

Legal Assistant Certificate Program

| 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 |

Credit Courses

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. Offered: Summer and Fall.

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). Offered: Fall and Spring.

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. Offered: Fall and Spring.

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. Offered: Spring.

MCHR 361 The Injured and Absent Employee (3)

Introduction to the human resources professional's role in the laws and regulations affecting injured and absent employees. Focus on the states' various approaches to workers' compensation (i.e., medical benefits and limited compensation), the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA). Also covered: various other aspects of state and federal law the human resources professional will need knowledge of to administer to injured and absent employees. Prereqs: MCMG 473 and MCBL 352, or equivalent. Offered: Summer.

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. Offered: Fall and Spring.

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. Offered: Fall and Spring.

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. Offered: Fall.

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. Offered: Summer.

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. Offered: Spring.

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. Offered: Fall and Spring.

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.

CLASSICS**MCLA 101 Elementary Latin I (3)**

Introduction to the Latin language and culture, aimed at developing the ability to understand Latin through speaking, listening, reading, and writing.

MCLA 102 Elementary Latin II (3)

Introduction to the Latin language and culture, aimed at developing the ability to understand Latin through speaking, listening, reading, and writing. Prereq: MCLA 101 or equivalent.

MCLA 103 Elementary Latin III (3)

Introduction to the Latin language and culture, aimed at developing the ability to understand Latin through speaking, listening, reading, and writing. Prereq: MCLA 102 or equivalent.

MCLA 453 Directed Readings in Latin (3)

Advanced reading course designed for secondary teachers or prospective teachers. Course includes discussion of appropriate secondary teaching assignments.

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. Offered: Spring, on rotation.

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. Offered: Fall.

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. Offered: Fall.

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. Offered: Summer.

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. Offered: Spring.

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. Offered: Fall.

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. Offered: Spring, on rotation.

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. Offered: Spring, on rotation.

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. Offered: Fall.

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. Offered: Spring.

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. Offered: Spring, on rotation.

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. Offered: Fall and Spring.

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. Offered: Summer and Spring.

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. Offered: Summer, on rotation.

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. Offered: Fall.

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. Offered: Spring.

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 307 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 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.

MCHI 499 Special Topics in History (3)

Unique, one-time offerings.

INTERDISCIPLINARY STUDIES

MCI 401 Senior Capstone (3)

Students seeking a degree in Interdisciplinary Studies (B.S.I.S.) are required to complete the senior seminar course. Students will demonstrate ability to critically analyze a problem related to their interdisciplinary program by completing a senior project related to their concentration and/or career. In addition, students will compile a portfolio that documents current educational accomplishments and projected learning needs. Prereq: Senior status; student must be within 12 hours of completing degree requirements. Offered: Fall and Spring.

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.

MCCO 110 Introduction to Programming (3)

Introduction to the fundamental techniques of programming as a foundation for more advanced study of computer science and as a tool for other disciplines. Includes introduction to object-oriented programming using Java. Focus on development of effective software engineering practice, emphasizing such principles as design, decomposition, encapsulation, procedural abstraction, testing, and software reuse. Topics include programming constructs, problem-solving strategies, the concept of an algorithm, recursion, fundamental data structures, and an introduction to machine representation, graphics, networking, and interactive development environments. Prereqs: MCMA 110, or equivalent, and MCCO 100, or equivalent.

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 (3)

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. Offered: Fall.

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 201 Introduction to World Religions (3)

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

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 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 331 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 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 351W Contemporary Theology (3)

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

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.

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. Samford After Sundown contributes to the fulfillment of the mission of the University by offering noncredit 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 connects 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 the individuals we serve.

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. Depending on content, programs may meet once or over several months. Fees charged for registration in a Samford After Sundown program vary as well. 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. Instructors teaching in Samford After Sundown programs include both full-time Samford University faculty members and community members with significant expertise in a particular field. In addition, as a bridge between Samford University and the surrounding areas, Samford After Sundown programs are particularly beneficial in building coalitions with community organizations with established ties to local groups requiring educational support.

Noncredit programs employ a variety of methods to deliver learning material. Many courses are offered on campus, taking advantage of Samford University's state-of-the-art classroom and laboratory facilities. Other courses are offered online, with twenty-four hour access to virtual classrooms from the convenience of students' homes or offices. Samford After Sundown also works with local business and non-profit organizations to design and administer customized training programs on-site. These training solutions strategically satisfy the specific learning needs of the

organization's employees with the goals and objectives of the organization in mind, and ultimately give the employees the knowledge, skills, and abilities necessary to help their organization grow.

Noncredit 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. Noncredit 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 **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 over two-hundred hours 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.

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.

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 electronically, 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.