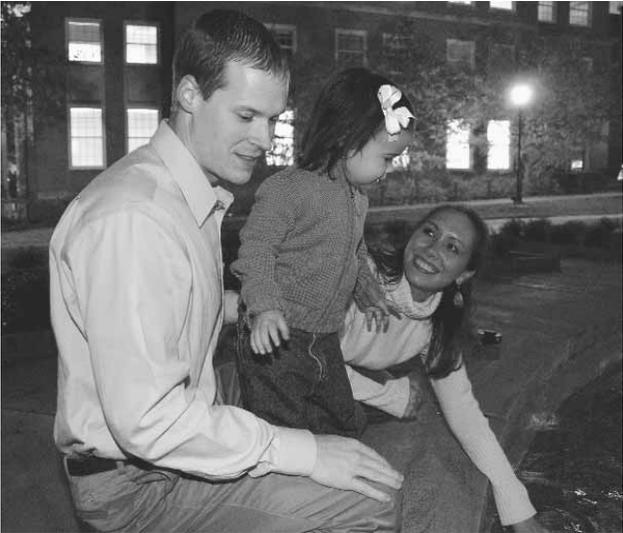


# Metro Programs





## Administration

Cindy Formanek Kirk, Executive Director, Metro Programs  
 Sherry Gottlieb, Director of Adult Learning Services  
 Suzanne Montgomery, Director of Samford After Sundown  
 Director of Legal Assistant Certificate Program, TBA

## 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.

Three programs are administered to serve the needs of the community: the Adult Degree Program, the Legal Assistant Certificate 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.) or the associate of science degree (A.S.). Students completing the **Legal Assistant Certificate Program** take 10 legal specialty courses for college credit. The certificate can be earned by those who have already completed at least an associate's degree or in combination with an associate's or bachelor's degree. Courses for both programs are conveniently scheduled in the evenings and on the weekends. Students may be admitted to begin courses in fall, spring, or summer. 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 the Metro Programs Office. Students should apply for this credit during the first term at the University. Metro staff 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 Program

Legal Assistant Certificate

### Non-Credit Programs

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

Through the Adult Degree Program, 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. In addition, a nondegree legal assistant certificate program is also offered.

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 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 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, Adult Degree Program 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 Programs is the administrative office that serves Adult Degree Programs and students. Applications for admission are accepted each term.

To apply online, visit [www.applyweb.com/apply/samforda/menu.html](http://www.applyweb.com/apply/samforda/menu.html). To download an application form, visit [www.samford.edu/schools/metro/index.html](http://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.
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 Adult Degree Program 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 Adult Degree Program 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

Adult Degree Program students are limited to 18 credits per fall or spring semester and 16 credits per summer term without the executive director's approval.

## 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. **MPEN 101 and MPEN 102 should be taken as part of a student's first 18 credits at Samford.** Unless otherwise specified, credits that have been used to satisfy general education requirements may not be counted as part of any concentration.

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

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

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

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

## METRO PROGRAMS - UNDERGRADUATE EVENING STUDENT TUITION AND FEES FOR ACADEMIC YEAR 2008-2009

Description of Expense	Student Classification	Payment Regulations	Expense	Payment Due Date (1)
<b>Tuition</b>				
All credits - Adult Degree Program	All Evening Students	See Refund Policies	\$320/credit (Fall or Spring) \$290 (Sum 2008) \$320 (Sum 2009)	On or before e-bill payment due date
Audit - Adult Degree Program	All Evening Students	See Refund Policies	\$320/credit	On or before e-bill payment due date
<b>Fees</b>				
Application Fee for Undergraduate Admission	All Evening Students	Nonrefundable	\$35/application	At time of application submission
Books and Supplies	All Evening Students		\$1,200 (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.

SPECIAL NOTE: Fees are subject to change without notice. See the Bursar's Office Web site for the latest tuition and fee info: [www.samford.edu/admin/bursar/fees.html](http://www.samford.edu/admin/bursar/fees.html)

(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 Schedule on p. 32 for e-bill generation and payment due dates). Charges incurred during the drop/add period are due when incurred. Classes may be canceled for non-payment.

<b>Metro Adult Degree Program General Education Requirements Required Courses</b>	<b>Course Credits</b>	<b>Total Required Credits</b>
<b>Natural/Computational Sciences &amp; Mathematics:</b>		<b>17</b>
MPCO 100 Introduction to Computing	3	
MPMA 110 Contemporary Mathematics	3	
MPMA 210 Statistics	3	
Two laboratory sciences	8	
<b>Social Sciences:*</b>		<b>15</b>
<b>History</b> (select two courses)		
MPHI 101 World History I	3	
MPHI 102 World History II	3	
MPHI 217 Early America to 1877	3	
MPHI 218 Modern America since 1865	3	
<b>Political Science/Psychology/Sociology</b>		
MPP0 211 American National Government	3	
MPPS 101 General Psychology	3	
WPSO 100 Introductory Sociology	3	
<b>World Languages</b>		<b>8</b>
101 and 102 of any foreign language	8	
<b>Fine Arts:</b> (select two courses)		<b>6</b>
MPAR 300 Art Appreciation	3	
MPMU 200 Music Appreciation	3	
MPTH 300 Theatre Appreciation	3	
<b>Humanities:</b>		<b>18</b>
<b>Humanities Core</b>		
MPEN 101 Oral and Written Communication I	3	
MPEN 102 Oral and Written Communication II	3	
MPCS 215 Oral Communication	3	
<b>English Literature</b> (select one course)**		
MPEN 201 Major British and Irish Authors	3	
MPEN 209 Special Topics in Literature	3	
MPEN 211 Major American Authors	3	
<b>Religion</b> (select two courses)		
MPRE 101 Old Testament Survey	3	
MPRE 102 New Testament Survey	3	
MPRE 201 Introduction to World Religions	3	
MPRE 300 Contemporary Ethical Issues	3	
<b>Physical Education:***</b>		<b>5</b>
MPPE 122 Fitness Walking and Strength Training	2	
MPPE 231 Personal and Community Health	3	
<b>Total Required General Education Credits</b>		<b>69</b>

\* 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 (ADMS): 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.

<b>Metro Adult Degree Program ADMS Track 1: Administrative Required Courses</b>	<b>Course Credits</b>	<b>Total Required Credits</b>
<b>General Education Requirements</b>		<b>69</b>
<b>Admin/Community Svcs Concentration (Track 1):*</b>		<b>51</b>
<b>Administrative/Business</b> (select ten courses)		<b>30</b>
MPAC 200 Survey of Accounting	3	
MPEC 200 Survey of Economics	3	
MPFI 300 Survey of Finance	3	
MPMG 300W Survey of Management	3	
MPMK 300 Survey of Marketing	3	
MPBL 352 Legal Environment of Business	3	
MPMG 470 Negotiation/Conflict Resolution	3	
MPMG 471 Advertising/Public Relations	3	
MPMG 472 Leadership: Paradigms & Roles	3	
MPMG 473 Human Resource Management	3	
MPPI 401 Business Ethics	3	
<b>Other Required Courses</b> (select at least six courses)		<b>18</b>
MPCN 350 Small-Group Process ( <i>recommended</i> )	3	
MPCS 453W Writing in the Professions	3	
MPHR 361 The Injured and Absent Employee	3	
MPPG 301 Employment Law ( <i>recommended</i> )	3	
Counseling Foundations (MPCN)		
Legal Assistant (MPPG)		
<b>Capstone Course</b>		<b>3</b>
MPIS 401 Senior Capstone	3	
<b>General Electives**</b>		<b>8</b>
<b>Total Required Credits</b>		<b>128</b>

<b>Metro Adult Degree Program ADMS Track 2: Legal Assistant Certificate Required Courses</b>	<b>Course Credits</b>	<b>Total Required Credits</b>
<b>General Education Requirements</b>		<b>69</b>
<b>Admin/Community Services Concentration (Track 2):</b>		<b>51</b>
<b>Legal Assistant Courses</b>		<b>30</b>
MPPG 121 Introduction to Legal Assistants	3	
MPPG 226 Business Associations	3	
MPPG 227 Estates and Trusts	3	
MPPG 228 Real Estate Law	3	
MPPG 229 Litigation	3	
MPPG 300 Business Law for Paralegals	3	
MPPG 304 Family Law	3	
MPPG 306 Debtor-Creditor Law	3	
MPPG 301 Employment Law or	3	
MPPG 307 Criminal Law	3	
MPPG 323 Legal Research and Writing	3	
<b>Administrative/Business</b>		<b>18</b>
MPAC 200 Survey of Accounting	3	
MPEC 200 Survey of Economics	3	
MPMG 300W Survey of Management	3	
Elective Credits within Concentration:***	9	
MPCS 453W Writing in the Professions (3)		
MPHR 361 Injured and Absent Employee (3)		
MPPI 401 Business Ethics (3)		
Administrative/Business (various prefixes; see p. 221)		
Counseling Foundations (MPCN)		
<b>Capstone Course</b>		<b>3</b>
MPIS 401 Senior Capstone	3	
<b>General Electives**</b>		<b>8</b>
<b>Total Required Credits</b>		<b>128</b>

\* 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.

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

### Counseling Foundations Concentration

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

Metro Adult Degree Program Counseling Foundations Concentration Required Courses		Course Credits	Total Required Credits
<b>General Education Requirements</b>			<b>69</b>
<b>Counseling Foundations Concentration:</b>			<b>50</b>
<b>Counseling Foundations Core</b>			<b>27</b>
MPCN 202	Marriage and the Family	3	
MPCN 245	Intro to the Helping Professions	3	
MPCN 247	Basic Counseling Theory and Practice	3	
MPCN 342	Case Studies	3	
MPCN 343	Human Development	3	
MPCN 349	Basic Psychopathology	3	
MPCN 350	Small-Group Process	3	
MPCN 446W	Intro to Tests and Measurements	3	
MPCN 448	Field Experience in the Helping Professions	3	
<b>Counseling Foundations Electives</b> (select at least seven courses from the list below)			<b>20</b>
MPCN 300	Death and Dying	3	
MPCN 331W	Family Dynamics	3	
MPCN 332	Directed Studies in Counseling	3	
MPCN 344	Industrial Counseling	3	
MPCN 351	Invitational Concepts	3	
MPCN 441W	Personal Growth & Development	3	
MPCN 442W	Life Crisis Management	3	
MPCN 450W	Issues in Counseling	3	
MPCN 456	Special Topics in Counseling	1-3	
MPCS 221	Interpersonal Communication	3	
<b>Capstone Course</b>			<b>3</b>
MPIS 401	Senior Capstone	3	
<b>General Electives*</b>			<b>9</b>
<b>Total Required Credits</b>			<b>128</b>

\*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 Adult Degree Program Human Resource Development Concentration Required Courses		Course Credits	Total Required Credits
<b>General Education Requirements</b>			<b>69</b>
<b>Human Resource Development Concentration:</b>			<b>57</b>
<b>Interpersonal Relations*</b>			<b>24</b>
MPPS 205	Life-Span Development	3	
MPPS 411	Special Topics in Psychology <i>or</i>	3	
MPCN 441W	Personal Growth and Development		
MPSO 401	Social Psychology	3	
MPCN 245	Intro to the Helping Professions	3	
MPCN 247	Basic Counseling Theory and Practice	3	
MPCN 344	Industrial Counseling	3	
MPCN 350	Small-Group Process	3	
MPCN 446W	Intro to Tests and Measurements	3	
<b>Administration/Business (select ten courses)**</b>			<b>30</b>
MPAC 200	Survey of Accounting	3	
MPEC 200	Survey of Economics	3	
MPFI 300	Survey of Finance	3	
MPMG 300W	Survey of Management	3	
MPMK 300	Survey of Marketing	3	
MPBL 352	Legal Environment of Business	3	
MPHR 361	The Injured and Absent Employee	3	
MPMG 470	Negotiation/Conflict Resolution	3	
MPMG 471	Advertising/Public Relations	3	
MPMG 472	Leadership: Paradigms & Roles	3	
MPMG 473	Human Resource Management	3	
MPPI 401	Business Ethics	3	
<b>Capstone Course</b>			<b>3</b>
MPIS 401	Senior Capstone	3	
<b>General Electives***</b>			<b>2</b>
<b>Total Required Credits</b>			<b>128</b>

\* 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 Adult Degree Program Liberal Studies Concentration Required Courses		Course Credits	Total Required Credits
<b>General Education Requirements</b>			<b>69</b>
<b>Liberal Studies Concentration:*</b>			<b>59</b>
At least 40 credits within the concentration must be upper-division (300-400 level)			
<b>Capstone Course</b>			<b>3</b>
MPIS 401	Senior Capstone	3	
<b>Total Required Credits</b>			<b>128</b>

\*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 Areas of Study-Brief Definitions on p. 22, for a description of how the GPA is calculated.)

<b>Metro Adult Degree Program Associate of Science Degree Required Courses</b>	<b>Course Credits</b>	<b>Total Required Credits</b>
<b>General Education Requirements:</b>		<b>36</b>
<b>Natural Sciences &amp; Mathematics</b>		<b>10</b>
MPCO 100 Introduction to Computing	3	
MPMA 110 Contemporary Mathematics	3	
One laboratory science course	4	
<b>Social Sciences* (select two courses)</b>		<b>6</b>
MPHI 101 World History I	3	
MPHI 102 World History II	3	
MPHI 217 Early America to 1877	3	
MPHI 218 Modern America since 1865	3	
<b>Fine Arts (select one course)</b>		<b>3</b>
MPAR 300 Art Appreciation	3	
MPMU 200 Music Appreciation	3	
MPTH 300 Theatre Appreciation	3	
<b>Humanities:</b>		<b>12</b>
<b>Humanities Core</b>		
MPEN 101 Oral and Written Communication I	3	
MPEN 102 Oral and Written Communication II	3	
<b>Religion (select two courses)</b>		
MPRE 101 Old Testament Survey	3	
MPRE 102 New Testament Survey	3	
MPRE 201 Introduction to World Religions	3	
MPRE 300 Contemporary Ethical Issues	3	
<b>Physical Education**</b>		<b>5</b>
MPPE 122 Fitness Walking and Strength Training	2	
MPPE 231 Personal and Community Health	3	
<b>Courses within Concentration***</b>		<b>24</b>
See Administrative/Community Services tables		
<b>General Electives outside Concentration</b>		<b>4</b>
<b>Total Required Credits</b>		<b>64</b>

\*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 (MPAC, MPBL, MPEC, MPFI, MPHHR, MPMG, MPMK), counseling foundations (MPCN), and legal assistant (MPPG). Communication studies (MPCS) and philosophy (MPPH) may also count. NOTE: Students pursuing the Legal Assistant Certificate as part of their associate degree must complete 30 credits.

## 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 may not provide legal services directly to the public except as permitted by 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) 726-2898.

### Legal Assistant Certificate Program

<b>Legal Assistant Certificate Program Required Courses</b>	<b>Course Credits</b>	<b>Total Required Credits</b>
<b>Legal Assistant Courses</b>		<b>30</b>
MPPG 121 Introduction to Legal Assistants	3	
MPPG 226 Business Associations	3	
MPPG 227 Estates and Trusts	3	
MPPG 228 Real Estate Law	3	
MPPG 229 Litigation	3	
MPPG 300 Business Law for Paralegals	3	
MPPG 301 Employment Law <i>or</i>	3	
MPPG 307 Criminal Law	3	
MPPG 304 Family Law	3	
MPPG 306 Debtor-Creditor Law	3	
MPPG 323 Legal Research and Writing	3	
<b>Total Required Credits</b>		<b>30</b>

## Credit Courses

NOTE: Beginning 2007-2008, all courses that formerly began with an MC prefix now begin with an MP prefix (MP for Metro Programs). Old course numbers are noted in parentheses at the end of each course description.

### ADMINISTRATION/BUSINESS

#### MPAC 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. (Formerly MCAC 200)

#### MPBL 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. (Formerly MCBL 352)

#### MPEC 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. (Formerly MCEC 200)

#### MPFI 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: MPAC 200, MPEC 200, and MPMA 210. Offered: Spring. (Formerly MCFI 300)

#### MPHR 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: MPMG 473 and MPBL 352, or equivalent. Offered: Summer. (Formerly MCHR 361)

#### MPMG 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: MPAC 200 and MPEC 200. Offered: Fall. (Formerly MCMG 300W)

#### MPMG 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: MPAC 200 and MPEC 200. Offered: Fall. (Formerly MCMG 470)

#### MPMG 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: MPAC 200, MPEC 200, and MPMK 300. Offered: Fall. (Formerly MCMG 471)

#### MPMG 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: MPAC 200 and MPEC 200. Offered: Summer. (Formerly MCMG 472)

#### MPMG 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: MPAC 200 and MPEC 200. Offered: Spring. (Formerly MCMG 473)

#### MPMK 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: MPAC 200 and MPEC 200. Offered: Spring. (Formerly MCMK 300)

### ART

#### MPAR 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. (Formerly MCAR 256)

#### MPAR 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. (Formerly MCAR 300)

### BIOLOGY

#### MPBI 105 Principles of Biology (4)

Study of the principles of life common to all living organisms. LEC, LAB. (Formerly MCBI 105)

#### MPBI 107 Contemporary Biology (4)

Designed for non-biology majors. Study of the interactions of humans within the biological world. Includes laboratory. (Formerly MCBI 107)

#### MPBI 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. (Formerly MCBI 110)

#### MPBI 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. (Formerly MCBI 111)

#### MPBI 112 Plant Biology (4)

Study of the form, function, and classification of the plant kingdom. Includes laboratory. Prereq: BIOL 105 or equivalent. (Formerly MCBI 112)

#### MPBI 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. (Formerly MCBI 324)

### **MPBI 326 Introduction to Environmental Science (4)**

Study of the relationship of humans with the environment and current environmental problems. Prereq: Any 100-level biology. (Formerly MCBI 326)

### **MPBI 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. (Formerly MCBI 327)

### **MPBI 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. (Formerly MCBI 436)

## **CLASSICS**

### **MPLA 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. (Formerly MCLA 101)

### **MPLA 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: MPLA 101 or equivalent. (Formerly MCLA 102)

### **MPLA 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: MPLA 102 or equivalent. (Formerly MCLA 103)

### **MPLA 453 Directed Readings in Latin (3)**

Advanced reading course designed for secondary teachers or prospective teachers. Course includes discussion of appropriate secondary teaching assignments. (Formerly MCLA 453)

## **COMMUNICATION STUDIES**

### **MPCS 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. (Formerly MPCS 215)

### **MPCS 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. (Formerly MPCS 221)

### **MPCS 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: MPCS 215 or permission of the instructor. (Formerly MPCS 415)

### **MPCS 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: MPEN 102. (Formerly MPCS 453W)

## **COUNSELING FOUNDATIONS**

### **MPCN 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. (Formerly MCCN 202)

### **MPCN 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. (Formerly MCCN 245)

### **MPCN 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: MPCN 245. Offered: Spring. (Formerly MCCN 247)

### **MPCN 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. (Formerly MCCN 256)

### **MPCN 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. (Formerly MCCN 300)

### **MPCN 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: MPEN 102. Offered: Fall. (Formerly MCCN 331W)

### **MPCN 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. (Formerly MCCN 332)

### **MPCN 342 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: MPCN 245 and MPEN 102. Offered: Spring, on rotation. (Formerly MCCN 342)

### **MPCN 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. (Formerly MCCN 343)

### **MPCN 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: Fall. (Formerly MCCN 344)

### **MPCN 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. (Formerly MCCN 349)

**MPCN 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: Spring. (Formerly MCCN 350)

**MPCN 351 Invitational Concepts (3)**

Introduction to Purkey's Invitational Model with emphasis on applications of this model to areas in which people interact and work together. Focus on identification of unrealized potential in self and others, and applications of the model that may be used to improve business and educational environments. Prereq: MPEN 102. Offered: Fall.

**MPCN 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: MPEN 102. Offered: Summer and Spring. (Formerly MCCN 441W)

**MPCN 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: MPEN 102. Offered: Summer, on rotation. (Formerly MCCN 442W)

**MPCN 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: MPEN 102. Offered: Fall. (Formerly MCCN 446W)

**MPCN 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. (Formerly MCCN 448)

**MPCN 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: MPEN 102. Offered: Spring. (Formerly MCCN 450W)

**MPCN 456 Special Topics in Counseling (1-3)**

Weekend or special seminar courses. Topics vary. May be taken up to three times. (Formerly MCCN 456)

**ENGLISH****MPEN 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 MPEN 102. (Formerly MCEN 101)

**MPEN 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: MPEN 101 with a grade of C- or better. (Formerly MCEN 102)

**MPEN 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: MPEN 102 with grade of C- or better. (Formerly MCEN 201)

**MPEN 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: MPEN 102 with grade of C- or better. (Formerly MCEN 209)

**MPEN 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: MPEN 102 with grade of C- or better. (Formerly MCEN 211)

**MPEN 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: MPEN 101, MPEN 102, and a literature course. (Formerly MCEN 300W)

**EXERCISE SCIENCE AND SPORTS MEDICINE****MPPE 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. (Formerly MCPE 122)

**MPPE 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. (Formerly MCPE 222)

**MPPE 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. (Formerly MCPE 231)

**HISTORY****MPHI 101 World History I (3)**

Survey of selected cultures from prehistory to 1500 within their political, economic, and social frameworks. (Formerly MCHI 101)

**MPHI 102 World History II (3)**

Survey of selected cultures from the Renaissance to the present within their political, economic, and social frameworks. (Formerly MCHI 102)

**MPHI 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. (Formerly MCHI 217)

**MPHI 218 Modern America since 1865 (3)**

Social, cultural, and political overview of American history from 1865 through the present. (Formerly MCHI 218)

**MPHI 499 Special Topics in History (3)**

Unique, one-time offerings. (Formerly MCHI 499)

## INTERDISCIPLINARY STUDIES

### MPIS 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: Spring. (Formerly MCIS 401)

## LEGAL ASSISTANT

### MPPG 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. (Formerly MCPG 121)

### MPPG 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. (Formerly MCPG 226)

### MPPG 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. (Formerly MCPG 227)

### MPPG 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. (Formerly MCPG 228)

### MPPG 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. (Formerly MCPG 229)

### MPPG 300 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 (UCC), prepare contracts for employment, business, and real property. (Formerly MCPG 300W)

### MPPG 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. (Formerly MCPG 301)

### MPPG 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. (Formerly MCPG 304)

### MPPG 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 Uniform Commercial Code (UCC), and bankruptcy. (Formerly MCPG 306)

### MPPG 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. (Formerly MCPG 307)

### MPPG 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. (Formerly MCPG 323)

## MATHEMATICS AND COMPUTING

### MPCO 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. (Formerly MCCC 100)

### MPCO 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: MPCO 100. (Formerly MCCC 101)

### MPMA 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. (Formerly MCMA 110)

### MPMA 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: MPMA 110 or equivalent. (Formerly MCMA 210)

## MUSIC

### MPMU 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. (Formerly MCMU 200)

## PHILOSOPHY

### MPPI 311 Philosophy of Religion (3)

Investigation of philosophical issues in religious thought, including such issues as proofs and disproofs of God's existence, the meaning of religious language, truth claims in different religions and related matters. (Formerly MCPI 311)

**MPPI 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. (Formerly MCPI 401)

**POLITICAL SCIENCE****MPP0 211 American National Government (3)**

Introduction to the political process in America with a focus on national political institutions. (Formerly MCPO 211)

**MPP0 499 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. (Formerly MCPO 499)

**PSYCHOLOGY****MPPS 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. (Formerly MCPS 101)

**MPPS 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: MPPS 101. (Formerly MCPS 203)

**MPPS 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: MPPS 101. (Formerly MCPS 205)

**MPPS 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. (Formerly MCPS 411)

**RELIGION****MPRE 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. (Formerly MCRE 101)

**MPRE 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. (Formerly MCRE 102)

**MPRE 201 Introduction to World Religions (3)**

Investigation of the world's major living religions of both the Eastern and Western worlds. (Formerly MCRE 201)

**MPRE 300 Contemporary Ethical Issues (3)**

Study of critical and ethical issues confronting Christians in today's world, with attention to ethical decision-making. (Formerly MCRE 300)

**MPRE 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: MPEN 102. (Formerly MCRE 331)

**SOCIOLOGY****MPSO 100 Introductory Sociology (3)**

Basic sociological concepts are used in the analysis of contemporary and past social life. (Formerly MCSO 100)

**MPSO 203 Contemporary Social Problems (3)**

Analysis of such current social issues as population growth, crime, poverty, war, and agedness. (Formerly MCSO 203)

**MPSO 401 Social Psychology (3)**

Examination of the interaction between the individual and the social environment as a major factor in human behavior. (Formerly MCSO 401)

**MPSO 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. (Formerly MCSO 406)

**SPANISH****MPSP 101 Elementary Spanish I (4)**

Introduction to Spanish language and culture, aimed at developing basic proficiency in understanding, speaking, reading, and writing Spanish. Offered: Fall.

**MPSP 102 Elementary Spanish II (4)**

Continuation of MPSP 101. Prereq: Successful completion of MPSP 101. Offered: Spring.

**THEATRE****MPTH 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. (Formerly MCTH 300)

**WORLD LANGUAGES AND CULTURES**

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



## Samford After Sundown Professional and Personal Development

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### Mission

Samford After Sundown creates a bridge between the Birmingham community and Samford University, identifying and addressing the educational needs of our local workforce and introducing the values and meaning of the University to the individuals we serve. Samford After Sundown contributes to the fulfillment of the mission of Samford University by offering noncredit programs that respond to the educational needs of individuals, businesses, industries, and government agencies in the community, as well as to professional groups within the region.

### Noncredit Curriculum

The noncredit curriculum encompasses two programmatic thrusts: professional development and personal/intellectual enrichment. Programs are offered on a quarterly basis and include courses, conferences, workshops and seminars. Most programs are open to everyone without entrance restrictions and a few programs require the completion of prerequisite courses. Instructors include full-time Samford University faculty members and community members with significant expertise in a particular field.

Noncredit programs employ a variety of methods to deliver learning material. Many courses are offered on campus, taking advantage of Samford's state-of-the-art classroom and laboratory facilities. Other courses are available online, offering convenient twenty-four hour access to virtual classrooms. Samford After Sundown works with local businesses and non-profit organizations to design and administer customized training programs onsite to satisfy specific learning needs and objectives.

Noncredit courses offered as a means of personal development span a wide array of topics such as art, music, languages, fitness and recreation. Continuing Education Units (CEUs) are awarded to each person who satisfactorily completes a noncredit activity. One CEU corresponds to ten contact hours of participation in an organized continuing education experience. A permanent record of CEUs is maintained and a transcript of CEUs earned at Samford University may be obtained upon request.

### Noncredit Certificate Programs

Samford After Sundown offers noncredit certificate programs that provide comprehensive professional training. These include the Healthcare Interpreter Training Certificate, the Pharmacy Technician Certificate Training Program and the Photography Certificate.

The **Healthcare Interpreter Training Certificate** 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 200 hours of coursework taught one evening each week and two weekend days each month. To qualify for admission, prospective students must have completed at least a high school diploma and must be bilingual in English and Spanish, as determined by verbal and written pretests.

The **Pharmacy Technician Certificate Training Program** prepares students to become part of the fastest-growing profession in the healthcare industry. Pharmacy technicians assist pharmacists with technical tasks and are employed in community and hospital pharmacies, prescription processing companies, home health care organizations and other pharmaceutical industries. Samford University's Pharmacy Technician Certificate program is taught by Samford University pharmacy faculty and registered pharmacists and introduces the necessary clerical, business, and technical aspects of the industry. The program includes hands-on experience in sterile compounding and processing prescriptions. Students are prepared to take the national certification examination offered by the Pharmacy Technician Certification Board to become a Certified Pharmacy Technician (CPhT).

The **Photography Certificate Program** enables students to function at a high level in the photographic market. The program requires the completion of the core curriculum consisting of Color I, II and III or Black-and-White I, II and III, Introduction to Light Measurement or The Art of Seeing, Adobe Photoshop Elements, Adobe Photoshop for Photographers I or a fine-art darkroom course, and Essential Digital Color Printing Techniques or course involving black-and-white printing. In addition, three additional elective courses appropriate for the medium must be completed. After completion of all required courses, the student selects a photography instructor to serve as an advisor to supervise the preparation of the student's final portfolio and statement of purpose. Portfolios are evaluated by a panel of experts and certificates are awarded at the quarterly photography review.

For more information about Samford After Sundown, visit [www.samford.edu/sundown](http://www.samford.edu/sundown) or call (205) 726-2898.