



Miles College

College Catalog

2009-2013

ACCREDITATION

Miles College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miles College.

PROVISIONS OF THE MILES COLLEGE CATALOG

Students will find this catalog useful as a reference during their attendance at Miles College. Please preserve it for this purpose.

Notwithstanding anything contained in the catalog, the Miles College administration expressly reserves the right, when deemed advisable, (1) to change or modify its schedule of tuition and fees and (2) to withdraw, cancel, reschedule, or modify any course, program of study, degree, or any requirement in connection with any of the foregoing. Statements set forth in this catalog are for information and general guidance, but should not be construed as the basis for a strict contract of any kind between the student and the College. The campus units represented herein are subject to both internal and external regulations which necessitate periodic change. However, the catalog does provide the most accurate guidelines and regulations that are in operation at the time of each printing. Important updates or changes to the catalog are made as necessary and are communicated through updated degree plans, divisional and area handbooks, and the College website.

The next printed catalog will contain all such updates.

Students may graduate after meeting all the requirements of the catalog in use at their matriculation.

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**Miles College
Institutional Memberships**

American Association of Colleges for Teacher Education

Alabama Association of Colleges for Teacher Education (ALACTE)

Alabama Association of Collegiate Registrars and Admission Officers (ALACRAO)

American Library Association

Council on Social Work Education

National Academic Advising Association (NACADA)

National Association of College Deans, Registrars and Admissions Officers (NCADRAO)

National Association for Equal Opportunity in Higher Education (NAFEO)

National Collegiate Athletic Association

National Council Equal Opportunity Association (NCEOA)

National Council for Accreditation of Teacher Education (NCATE)

Southern Intercollegiate Athletic Association

The Birmingham Area Consortium for Higher Education (BACHE)

United Negro College Fund (UNCF)

Southern Association of Colleges and Schools Commission of Colleges (SACSCOC)

Associate Memberships

Alabama Association of Broadcasters

National Association of Broadcasters

Administrative Cabinet

Dr. George T. French, Jr., President

Diana Knighton
Senior Vice President of Finances & Administration

W. Frank Topping, Director
Institutional Planning and Development

Dr. Emmanuel Chekwa
Dean and Vice President of Academic Affairs

Dr. Ricky Lee, Director
College Relations

Griena Knight, Dean
Dean of Student Affairs

Rev. Larry Batie
Dean of Student Life & Engagement

Charles Crockrom, Sr., Director
Alumni Affairs & Community Engagement

Academic Units

Joyce Dugan Wood, Associate Dean
Office of Academic Affairs

Genesis Player, Director
Social Work Department

Dr. Mohammad Syed, Acting Chair
Division of Business and Accounting

Dr. Sarah C. Johnson, Director
Freshman Studies Department

Dr. Bala Baptiste, Chair
Division of Communications

Dr. Geraldine Bell, Director
Learning Resources Center

Dr. Deborah T. Horn, Chair
Division of Education

Dr. Patricia Wilson, Director
Enrollment Management

Anthonia Adadevoh, Chair
Division of Humanities

Jennifer L. Wycoff, College Registrar
Office of Academic Records

Dr. Charles C. Woods, Chair
Division of Natural Sciences and Mathematics

Keisha L. Lewis, Director
Counseling, Advising, & Testing Center

Dr. Digambar Mishra, Chair
Division of Social and Behavioral Sciences

Shirley Ellis, Director
Upward Bound Program

General Information

Historical Sketch: The College is a four-year, accredited, liberal arts college that enrolls more than 1700 students. The College is located in Fairfield, Alabama, six miles west of Downtown Birmingham.

The College is a church-related college, founded in 1898 by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal (C.M.E.) Church. The College is still supported by and affiliated with the C.M.E. Church, although the faculty and student body represents many different denominations. The curriculum is formally and informally undergirded by attention to morality and ethics and to the perpetuation of Christian Values.

The College began with efforts dating back to 1898 by the Colored Methodist Episcopal Church in Alabama to establish an educational institution. At that time, there were only two conferences in the state, the Alabama and the North Alabama Conferences. Each conference made an effort to build an institution, and for some years each of these conferences operated separate schools, one at Thomasville, established in 1902. The College is generally considered to have developed from the high school operated at Booker City by the North Alabama Conference. However, it may be considered a merger of the two schools, for the Thomasville High School served as a feeder to Miles College for several years.

In the spring of 1907, the Board of Trustees decided to expand the scope of the school's curriculum. Acting on this decision, it exchanged the site of Booker City for the present site and erected a large brick building along with one or more frame buildings. The work of the institution as a College was begun in the fall of 1907.

In 1908, the organization of the school was completed and it was chartered under the laws of the State of Alabama as Miles Memorial College, in honor of Bishop William H. Miles. In 1941, the Trustees voted to change the name of the Institution to Miles College.

The College has had the following presidents:

James A. Bray 1907-1912
William A. Bell 1912-1913 (First Term)
John Wesley Gilbert 1913-1914
George A. Payne 1914-1918
Robert T. Brown 1918-1922
George T. Word 1922-1926
Mack P. Burley 1926-1931
Brooks Dickens 1931-1936
William A. Bell 1936-1961

Lucius H. Pitts 1961-1971
W. Clyde Williams 1971-1986
Leroy Johnson 1986-1989
Albert J.H. Sloan, II 1989-1990 (Acting)
Albert J.H. Sloan, II 1990- October 2005
George T. French, Jr. October 2005- 2006 (Interim)
George T. French, Jr. 2006-Present

The College remains open to all qualified persons regardless of race, religion or national origin.

The Mission: The College - a senior, liberal arts, church-related college with roots in the Christian Methodist Episcopal Church and in the tradition of the Historically Black College - motivates and directs its students to seek holistic development that leads to intellectual, ethical, spiritual and service-oriented lives. *Guided by these core values*, the Miles College education involves students in rigorous study of the liberal arts as preparation for work and life-long learning, in the acquisition of verbal, technological and cultural literacy, and in critical community participation; all as a prelude to responsible citizenship in the global society which they will help to shape.

Core Values: *Integrity* - The College Community encourages honesty and tenacity that positively support the mission of the institution. Honesty, ethical behavior and courage of conviction in a supportive environment ensure a rich academic quest for the truth and intellectual growth.

Responsibility - The College Community consistently balances opportunity with personal responsibility for individual choices and action. Each person is accountable for the results of each commitment to the institution.

Continuous Learning - The College Community intentionally engages in interactions and experiences that fuel intellectual growth and pursuit of knowledge among students, faculty and staff who demonstrate a willingness to learn.

Respect for People - The College Community responds to each person with equity and dignity. Each person is affirmed as unique with innate talents, skills and abilities that contribute to the learning environment.

Service - The College Community acts to enhance its living and working environment. The sphere of consciousness enlarges to continually engage, individually and collectively, in acts of civic and social service that enrich the lives of others.

General Admission Information

The College is interested in educating individuals dedicated and committed to meeting academic challenges and becoming active members of a learning community. An open-door admissions policy is part of its educational commitment.

Admission Procedures - Prospective students planning to enter the college should contact the Office of Admissions and request an Admissions Package. An application for admission is considered when the application form; official transcripts from high school and/or college; a health form and immunization records have been received. Submission of ACT or SAT scores is strongly encouraged. If the admission process is not completed prior to the designated date, applicants are expected to bring all forms requested when reporting to the Office of Admissions prior to registration.

General Education Development Test (GED) - General Education Development Certificate recipients are admitted into the institution on the basis of a satisfactory score. Prospective students must submit an official GED Certificate, scores and all other admission-required documents.

Transfer Students - A transfer student is any person who has been enrolled in an institution(s) of higher learning. To qualify for admission as a transfer student, one must be in good standing at the previous institution. Official transcripts must be sent to the Office of Admissions before registration.

Transfer credits are awarded to grades of C or above and to courses equivalent to those offered at Miles College. An official high school transcript is required for students who have earned fewer than 32 semester hours at the previous institution.

Readmission for Returning Students - All students who have not registered for two or more consecutive semesters and not attended another institution prior to return must submit an application for admission and pay a readmit fee (*Refer to Web site for fees*).

Non-Degree Seeking (Unclassified) Students - Prospective students may be admitted to the College to register for courses without becoming candidates for a degree. Such students are subject to the same entrance regulations, fees and course prerequisites as degree seeking students. To become a candidate for a

degree, the prospective student must complete all requirements for admission.

Transient Student Admission - A student enrolled at another institution may secure permission from that institution to enroll at Miles College. Transient students must submit applications for admission and a completed Transient Student Forms from the primary institution.

International Student Admission - The College is a SEVIS-certified school authorized under federal law to enroll International Students. International Students are advised to inquire about admission one year in advance. The Office of Admissions must receive all necessary credentials and the Business Office must receive advance tuition and fees. SEVIS will submit a Certificate of Eligibility (I-20 Form).

Statute of Limitations - All students who have not registered for five or more years are required to follow all regulations and requirements being enforced at that time. All official transcripts from each institution of higher education should be submitted. Before readmission is granted, the returning students should give specific reasons for their absence.

Veterans Admission - The College is an approved school for education of veterans. Veterans must submit all required forms for admission and have completed all required information for required Certification of Eligibility.

Advanced Placement - The College accepts college-level courses offered by the College Board Advanced Placement Program and have passed the National Examination of the College Board.

Students enrolled in high school while dual enrollment in college-level courses will be admitted as any other high school student. (*See also Academic Policies and Procedures*).

Placement Test - The submission of ACT and SAT scores are strongly encouraged. Students without official ACT or SAT scores are required to take the COMPASS Placement Test. This exam is designed to test knowledge in English, Mathematics, and Reading. Questions are given in each subject area to test level of placement.

Academic Policies and Procedures

The Office of Academic Records is the official custodian of academic records and the keeper of the college seal. The general functions of the College Registrar are to assist in planning and executing academic policies and programs; provide for administration of policies and regulations pertaining to the academic status of students; provide for planning and executing orderly registration and graduation of students; semester schedule of classes and final examination schedules; responsible for the maintenance and security of student records; provide counseling and certification to students and dependents of Veterans receiving veteran benefits.

The specific responsibilities of the office are to collect and maintain academic information; conduct registration for regular degree-seeking and non-degree seeking students; process the graduation of degree-seeking students; process change of grades and acceptance of transfer credits; prepare and distribute transcripts; maintain accurate academic, historical, biographical and directory information; provide information and data for use and review by academic divisions, planning and research units and other authorized personnel and agencies.

Registration

The College's registration policies and procedures, including final examination schedules are published on the College Web Site.

Registration. Dates are listed on the college calendar located on the Web site. Students are responsible for complying with all regulations governing registration, change-of-schedule (drop/add), tuition payment, and other requirements described either in this bulletin or advised by the administration otherwise. Every registrant must arrange a class schedule with a faculty advisor at the time and place designated.

Web Registration. Degree seeking students are encouraged to take advantage of the College's web registration system via The Bear's Den. Students are able to register for classes from home or anywhere in the world. Students may consult the schedule of course offerings and the Web Site at www.miles.edu for detailed instructions.

Student Records. Miles College will comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – 20 U.S.C. - 123g – of 1974.

Pursuant to FERPA requirements, some personal directory information may be released to third parties by Miles College without prior consent of a student unless the student files a written request with the Office of Academic Records to restrict directory information access.

The Registrar has been designated as the FERPA office for the College. Further information about policy and procedures with respect to privacy of student records may be obtained from the Office of Academic Records.

Location and Use of Education Records.

Admission records are located in the Office of Admissions and Enrollment, Bell Building.

Cumulative academic records are located in the Office of Academic Records, Brown Hall.

Financial aid records are located in the Office of Financial Aid, Brown Hall.

Records pertaining to student financial services, tuition and fees are located in the Business Office, Brown Hall.

College-based testing records are located in the Testing and Assessment Center in Ramsay Hall.

Graduation records and transcripts verifying attendance are located in the Office of Academic Records.

Disability records are located in the Counseling Center with the Student Accommodation Services Counselor in Ramsay Hall.

All custodians of a student's education records and other College employees/agents may not disclose any information to third parties without the student's prior written consent.

Please contact the Office of Academic Records at 205.929.1422 if you have questions or need additional information.

Change of Address or Name. Prior to officially being admitted to the College, changes in address or name or other personal information should be made in the Office of Admissions. Once the student becomes a registered student, or anytime thereafter, changes should be made in the Office of Academic Records. Appropriate documentation may be required to verify some changes.

Registration Requirements and Procedures

Registration Holds. A student may be placed on hold based on a variety of financial and administrative reasons. Students are notified of these holds prior to each registration period and should clear them before being allowed to register. Please see the appropriate department for more details pertaining to holds.

Auditing Course(s). A student may register to audit a course(s) on a space available basis. Admission to the College is not required and no credit will be given for audited courses. Registration for audit may not be changed from audit to credit, or vice versa, after the first day of class.

Cancellation of Registration. The College may cancel the registration of a student whose registration fees have not been paid in full by the deadline. Students whose registration is canceled may apply for reinstatement but must do so before the published deadline. Cancellation, however, does not include students who have received approved deferred payment status, financial aid, (i.e., scholarships, veterans deferments, third party billings, etc.) from the Business Office. Students whose registration is cancelled are not liable for registration fees for the applicable term.

Students who on their own decide not to attend the College prior to the first day of class, should take the necessary steps to assure cancellation of their registration.

Students who cancel their registration on or after the first day of class, must do so by withdrawing from the College. This process cannot be done on the web site. Applicable fees may incur depending on the date. *See Withdrawal.*

Reinstatement of Cancelled Registration. Students whose registration has been cancelled due to their failure to pay registration fees may be reinstated upon the verification of payment and approval of the dean of academic affairs.

Class Schedule Changes (Add/Drop). No courses can be added after the date stipulated in the calendar for making changes. Exceptions after the calendar date require the consent of the dean of academic affairs.

Curriculum Changes. The student should expect to obtain the degree as outlined in the catalog of the year in which they formally declare a major discipline. If there is no break in enrollment, a student who has taken and passed the prescribed program of courses each term should expect to obtain

a degree normally in eight semesters (unless the program indicates otherwise).

Any other student may be required to spend a longer time and may be required to meet any added requirements introduced in the curriculum, including grade point averages or number of credit hours required. To keep in line with occasional changes in certification requirements, the curriculum of one or several divisions or departments may change; such changes may extend the normal time of course requirements for a degree. *See also Statute of Limitation.*

Students are expected to consult with their academic advisor or division chair throughout their enrollment in selecting courses.

Major and Minor Disciplines. A student must meet all the requirements for a degree in order to fulfill a "major." The major must meet the approval of the division in which it is earned and recommended to the Registrar for final awarding. Students seeking double majors must meet the requirements of both "majors." Courses to be counted for the minor must be approved by the division chairperson and Registrar.

Students who decided to transfer from one major to another must follow the Transfer to Major process and will be expected to follow the curriculum based on the transfer catalog year which may differ from their catalog year at enrollment. *See Transfer to Major.*

Academic Load. The normal load for a student is 16 credit hours. However, some of the divisions have a maximum or minimum load which is stated in the respective curriculum sections of this catalog.

For Fall and Spring semesters, students are full-time if they are enrolled in 12-18 hours. Students are permitted to take 19 hours with the required GPA, additional fees will be applied. Hours above 19 are considered exceptional on the undergraduate level and may be recommended to the academic dean on an individual basis by the division chairperson.

During the summer term, full-time is 9-12 hours. Students taking more than 9 hours should consult with their faculty advisors and consider the comprehensive scheduling of summer courses. Hours above 12 are considered exceptional during the summer and may be recommended to the academic dean on an individual basis by the division chairperson.

All students who are recipients of scholarships or participants in special programs may be required to maintain a full-time load as required by that program.

The minimum load for full-time benefits for the Veterans Administration is 12 credit hours, athletic participant and residence housing is 12 credit hours and academic scholarships is 15 credit hours.

CLASSIFICATION OF STUDENTS

Freshman	0 to 31 hours
Sophomore	32 – 63 hours
Junior	64 – 95 hours
Senior	96 and above

Academic Standing. In order to remain in good academic standing, a student must, at the end of any term, have a cumulative grade point average of:

Attempted Hours	Minimum GPA Required
0 – 31	1.60
32 – 63	1.80
64 – 95	2.00
96 and above	2.00

A student, whose course work becomes deficient, below a “C” average, is notified by mid-term.

Some academic majors require greater than 2.00 GPA for graduation. *See Academic Division.*

Warning. Students are placed on warning any first term in which the cumulative GPA is less than the required minimum as indicated above.

Probation. Students are placed on probation at the end of any term following a semester of academic “warning” when the cumulative GPA falls below the above requirement. Students on probation are limited to a course load of 12 credit hours during the regular semester (including summer term).

Suspension (SQ). Students are placed on “suspension” at the end of any term following a semester of “probation” when the cumulative GPA falls below the above requirement. Students who are not in good academic standing at the end of the semester that they return from suspension will be placed on probation (not on warning).

Suspension (SY). Students returning from suspension and are unable to clear their academic deficiency at the end of that term, will be suspended for two regular semesters (not to include summer term).

Grading System. All credits are recorded in semester hours. A semester hour is the amount of credit earned for satisfactory completion of one hour a week of lecture and active engagement activities or for one to two hours of laboratory per week, throughout one semester.

The system of grading is based on the letters A, B, C, D, F, FA, I, P, S, U, CR, W, WA, WD, NA, and IP. The significance of these letters is as follows:

Grade	Scholastic Value	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FA	Failure to Attend	0
I	Incomplete	0
P	Passed	0
S	Satisfactory	0
U	Unsatisfactory	0
CR	Credit	0
W	Withdrawn from Course	0
WA	Withdrawn Administratively	0
WD	Withdrawn from College	0
NA	Never Attended	0
IP	In Progress	0

Reasons for Receiving Grade of ‘F’. Students may receive a grade of “F” for one of the following reasons:

- F - Failure to perform at academic standards.
- FA – Failure of the student to attend class on a regular basis.

Course Repeats/Forgiveness Policy. Students may improve their GPA by repeating a course in which a grade of “D” or “F” was earned. Repeating a “C” grade is not recommended. Only the grade and grade points received in the second attempt shall be used to forgive the first grade. All attempts beginning with the second attempt shall be used in computing the student’s cumulative grade point average. All attempts for a given course and all grades will remain on the student’s transcript.

A student earning a grade of “D” in a general core course may be allowed to repeat the course to raise the GPA. A student earning a grade of “D” in a major course must repeat the course until a grade of “C” or better is earned. A student earning a grade of “F” in any required course must repeat the course until a grade of “C” or better is earned.

Students permitted to take more than 12 hours will require approval from the division chair.

For additional information regarding the Forgiveness Policy, contact the Office of Academic Records at 205.929.1422.

Advanced Placement. Students entering Miles College for the first time are allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board. Grades are

recorded on the student's transcript for courses in which advanced placement credit is earned. These courses do not affect grade point averages. Acceptance of advanced placement credits to a specific degree will be determined by the division chair, in consultation with the Registrar. Normally, a score of 3 is accepted; however, some major divisions may require a different score. *Contact the Office of Academic Records for additional information.*

Incomplete Grades ("I"). All "Incomplete" grades must be removed before the end of the calendar year. Accordingly, "I" grades become "F" grades if not removed no later than the next calendar year. Students must repeat the course if grade of "F" is received. Students should observe all deadlines on the College Calendar.

Withdrawal from a Course. A student may withdraw from a course by the published deadline indicated on the College Calendar. Students who withdraw by the deadline will receive a grade of "W" on the course roll. No refund of fees is made.

Students may withdraw online through the deadline date indicated on the College Calendar. **STOP:** Please review your schedule online to be sure that the course was actually dropped. If you are not certain or need further assistance, please contact the Office of the Records.

NOTE: Withdrawal from all courses creates a withdrawal from College and cannot be performed online. *See Withdrawal from College.*

Administrative Withdrawal. A student may be administratively withdrawn from a course with fee liability if the student registered for the course without appropriate approval or permission or may not have met the prerequisite.

Withdrawal from the College. A student who cannot complete the term must formally withdraw from the College. Forms are available in the Office of Academic Records and should be completed with the appropriate signatures. An EXIT interview in the Office of Financial Aid is required. Students may withdraw through the published deadline indicated on the College Calendar. Students may not withdraw from College online.

Deadline Dates for Students Enrolled in Saturday Programs. Students enrolled in the weekend Management and Criminal Justice programs must withdraw from a monthly courses no later than the Tuesday following the second Saturday. Courses scheduled on the month-to-month mini terms may not adhere to the regular published deadline indicated on the College Calendar to withdraw from a course;

however, students are permitted to withdraw from the College by the published deadline indicated on the College Calendar, which in this instance, will include courses for which they are enrolled during the months of December and May. Students in the weekend programs will follow the same procedures and dates for removing "I" grades. *Please contact the program coordinator or the Registrar if additional information is needed.*

Attendance Regulations. Class attendance is expected. The individual faculty member will clarify on the syllabus the academic performance expectations, which may be affected by attendance. Students whose frequent absence is predictive of unsatisfactory academic performance may be referred to the Counseling Center and/or the Dean of Student Affairs. *See Student Handbook.*

The student is responsible for arranging make-up work with the instructor. Make-up work is not automatic and the student should give the instructor prior notice of an intended excusable absence. Students who may encounter special circumstances, such as illnesses or family emergencies should contact their instructors as soon as possible. In some cases it may be necessary to contact the Office of Student Affairs.

Students participating in college-sponsored activities are officially absent only based on the schedule of activities. Students are allowed to complete all make-up assignments during official absences immediately before or after an absence, as the instructor requires. The student must initiate completion of delayed assignments.

Summer Term. Courses offered during the summer term are organized to make them equivalent in content, method, and credit with those of a regular semester.

Transient. A transient student is a student currently attending another institution and wanting to take courses at Miles College to transfer back to that main institution, or, a currently enrolled Miles College student who wants to take courses at another institution to transfer back to Miles College to fulfill an academic. **Contact the Office of Admissions or Academic Records.**

Non-Degree Student. A special non-degree student is one who is not pursuing a degree program. Admission may be granted provided the student has a high school diploma or its equivalent. *See Admissions.*

The non-degree student is subject to all College regulations governing registration, attendance and academic standing. The student may not register for

more than 12 semester hours during a semester and 9 semester hours during a summer term. Credit earned in non-degree status is recorded on the student's permanent academic record. Students seeking admission to a degree program must submit a formal application indicating the desired major. Credits may be applied to a degree program when the student satisfactorily meets entrance requirements.

Teacher Certification Program (non-degree). Students who are enrolled with the classification of TEC must meet the preapproved guidelines. For specific information contact the Office of Admissions and the Division of Education.

BACHE Consortium Program. The Birmingham Area Consortium in Higher Education (BACHE) consist of five (5) institutions in the Birmingham area: University of Alabama at Birmingham, Birmingham Southern College, Samford University, Montevallo University, and Miles College. Students who are enrolled in one of the institutions may be permitted to enroll at another institution during the current semester. Contact the Office of Academic Records to apply for BACHE.

GRADUATION REQUIREMENTS

Students are required to complete a minimum of 120 hours to be awarded a baccalaureate degree at Miles College. To be eligible for a degree, students must complete the required number of hours consistent with the intended major. Students are required to pass the English Proficiency Examination (EPE) and the Senior EXIT examination for graduation.

Application for Graduation. Application for Completion of Degree Requirements must be submitted immediately prior to or at the beginning of the term in which a student expects to complete all requirements for a degree. The student must apply in their major division who will then forward their recommendations to the Office of the Registrar. Application for Graduation are available in the Office of the Registrar and will be distributed to students whose recommendations have been received from their major divisions. The College Calendar designates the deadline dates on which this action must be taken. Applications received after the deadline dates indicated on the College Calendar may be processed with the applications received for graduation the next term. If the student fails to graduate, he or she should consult with their division chairperson or the Registrar and reapply for a subsequent term.

Academic Honors. Miles College encourages high standards of academic excellence and acknowledges students' academic achievement. Students who have

completed superior course work at the College are recognized accordingly.

Honors Before Graduation

(designated at the end of each term)

Honor Roll	Term GPA of 3.0 to 3.49
Dean's List	Term GPA of 3.5 to 3.79
President's List	Term GPA of 3.8 to 4.0

Honors Awarded Prior to Graduation. Students who consistently maintain a cumulative GPA each academic year are recognized at a special honors program during the fall of each year. The program encourages them to maintain this scholastic standing through graduation. They would have been enrolled full-time both fall and spring semesters and met the following criteria with no Incomplete or Unsatisfactory grades at the end of each semester.

Honors Scholar: cumulative GPA 3.0 to 3.49

Dean's Scholar: cumulative GPA 3.50 to 3.79

Presidential Scholar: cumulative GPA 3.80 to 4.0

Honors Awarded At Graduation

Valedictorian and Salutatorian Awards

These awards shall be conferred upon the graduating seniors who have earned the first and second highest cumulative quality point averages above 3.50. Students who already hold a baccalaureate degree are not eligible for these distinctions. Additionally, each candidate must have completed 100 hours in residence at Miles College, but the GPA calculation will include all hours needed to earn the degree.

To graduate with the distinctions below, the student must have acquired the above grade point averages at the end of the semester of graduation.

<i>Honors</i>	3.0 – 3.19
<i>Cum Laude</i>	3.2 – 3.49
<i>Magna Cum Laude</i>	3.5 – 3.79
<i>Summa Cum Laude</i>	3.8 – 4.0

Transfer of Credits. Students transferring to Miles College should know the following:

1. Miles College accepts transfer credits earned at institutions that have regional accreditation and in which the student has earned a grade of "C" or higher. Students will only receive for credit the maximum hours applied to the course at Miles College.
2. A maximum of 64 semester hours of credit for courses completed at the freshman and sophomore levels will be allowed from a community/junior college toward degree requirements.
3. Students who transfer upon completion of the Associate of Arts and Associate of Science programs may be admitted to Miles College and

granted junior level standing in accordance with pre-approved transfer guides with corresponding programs of study (or major). All other transfer courses will be reviewed by based on course descriptions.

4. A maximum of 96 hours is transferable from a regional accredited four year institution.
5. Prior to Fall 2008, Miles College did not accept for credit courses that were classified as remedial or developmental. Developmental courses do not satisfy hours toward the degree requirements.
6. Students ordinarily receive no transfer credit for courses designed specifically for technical and vocational career programs or experiential learning.
7. Grades earned in transfer courses will show on the permanent record at Miles College from the transfer institution but will not be used in calculating Miles College grade point averages.
8. Any courses taken for credit at another institution while a student is enrolled at Miles College must have prior written permission of the student's division and academic dean in order for the credit to be accepted toward the fulfillment of degree requirements. *See Transient Student.*
9. Students must complete a minimum of 25% of the required degree hours at Miles College (minimum 30 semester hours) to establish residence status. The last 12 semester hours prior to graduation should be taken at the College.

STUDENT RIGHTS and RESPONSIBILITY

Academic Honesty. Any student found to be dishonest in acquiring, using or reporting information or in any other manner violating established academic codes of conduct will face a stiff penalty for the assignment/requirement in question. Students must be honest in all of their endeavors of academic matriculation at Miles College. Cheating, plagiarism, or any other act of academic dishonesty will not be tolerated. All acts of academic dishonesty must be reported. In cases where evidence is sufficient to establish that a student cheated or was otherwise dishonest in completing a test, paper, report, etc., the penalty will range from repeating the assignment to expulsion from the College.

Disciplinary Action Procedures for Dishonesty.

1. The instructor/staff member must have substantial evidence that a student has engaged in dishonest conduct which requires action within the bounds of their jurisdictions.
2. The instructor/staff member shall notify the student in writing of the violation and the action taken within two (2) days of occurrence.

3. Copies of the questioned materials and letter will be sent to the division chair and the Dean of Academic Affairs and the Dean of Students (if applicable).
4. If the conduct is beyond the jurisdiction of the instructor/staff member, a written report should be made to the Dean of Academic Affairs within five (5) days and a copy given to the student.
5. The Dean of Academic Affairs will assign penalties for violations within five (5) days of his receipt of the report based on the number of violations committed by the individual student and the severity of the violations.
6. If necessary, the Dean of Academic Affairs will convene the Academic Judiciary Committee to decide the case and make recommendations to the President.
7. Penalties may include (but not limited to) the following: Failing grade on work for which the violation was committed; dropping the grade earned in a course by one letter grade; failure of the course; suspension from the course; suspension from Miles College; or permanent dismissal from Miles College

Appeal Process. The objective of the Academic Appeal process is to create and sustain an academic environment that permits students to freely express concerns or reveal complaints about their education and the educational process and to have their concerns and complaints addressed swiftly and forthrightly. Students enrolled at Miles College may register a concern or complaint about any academic regulation without any adverse actions. Concerns and complaints may include the following: the instructional program; delivery of the program; grades received; student-instructor conflict; test results; the academic advisement system, or; any other matter related to academic affairs. Concerns and complaints will be received, explored or investigated and responded to in a fair and timely manner. All decisions by the College are final.

All appeal requests must be in writing and made within 5 days (not to include weekends and holiday breaks) following the response of the last level of hierarchy related to the matter. Students may appeal at the level of instructor, chair, and the Academic Dean. Decisions that remain dissatisfactory with the student may be forwarded to the Academic Appeals Committee, c/o the Office of the Academic Dean. If the decision remains unfavorable, the request may be appealed through the Academic Dean, to the President of the College. The decision of the President is final. A request to appeal must be processed within a calendar year from the date of infraction, unless approved by the Academic Dean.

Academic Support Services

First Year Enrichment (FYE). The goal of First Year Enrichment Program is to increase retention. As first-time, students are becoming acclimated to college life and adjusting to the college environment, the First Year Enrichment provides the academic and social support needed to sustain the engagement and achievement of students through the second year of their enrollment at Miles College. The First Year Enrichment programming includes:

- Vesper Service
- Cultural enrichment
- Intensive Academic Support
- Tutorial Support

Peer-to-Peer Tutoring. Peer-to-Peer Tutoring under the First Year Enrichment Program provides tutoring services in the areas of English, reading, math, and study skills.

Counseling, Advising and Testing Center. The Counseling, Advising and Testing Center, located in Ramsay Hall, is essential to quality campus life and student retention. Students can receive assistance with academics, social, personal, and career development needs. The Center also provide advising and testing.

Students are assigned academic advisors prior to arrival on campus. Additionally, the Center administers the COMPASS Placement Test for students without ACT or SAT scores. The Center administers the English Proficiency Exam (EPE), which is required for all students, and the EXIT Exam, a requirement for graduating seniors.

The Center also provides, professional counselors with a broad range of resources for assisting students in achieving their full potential.

Special Accommodations Services (SAS). The College recognizes the needs of students with physical and other disabilities. In addition to assisted access to campus facilities, special instructional accommodations are provided to students whose needs have been documented through the Special Accommodations Services counselor located in the Counseling Center.

Kirkendoll Learning Resources Center. The Learning Resources Center is named in honor of the late Bishop Chester Arthur Kirkendoll, former presiding Bishop of the Fifth Episcopal District of the Christian Methodist Episcopal Church and former Chairman of the Board of Trustees of Miles College. The Center embodies the concept of integrated

support services and enrichment to the instructional program of the College by providing information in a variety of styles and formats.

Library resources are accessed through Polaris, a Web-based library automation program. This program provides users with on-site and off-site capabilities. Users also have access to over 6,000 periodicals and other databases through the Alabama Virtual Library (AVL), a state-supported database service. Articles in these journals are full-text as well as in abstract format.

Additional electronic databases available for patrons are as follows:

Facts on File News Service	CAMIO Catalog
Wilson Web Library	Business Database
Humanities Database	Education Database
Social Science Database	Archive Grid
General Science Database	

The collection numbers more than 90,000 volumes and includes books, bound periodicals and a growing collection of multimedia materials and equipment. The facility has the capability of housing more than 100,000 volumes and seating more than 500.

The automated facility is comprised of four levels, located on the west side of the campus in close proximity to student housing and classrooms. The first level houses a centralized assemblage of educational media and instructional services for all divisions of the College. Areas included are those for television, graphics preparation, photography, film previewing, instructional materials, classrooms, staff and faculty lounge, boardroom, and a computer laboratory.

The second level is devoted to general library services: circulation, reference, periodicals, library administrative offices, and technical services. Loan service is extended to all students, faculty, and staff who wish to use books and media materials for research, recreation, or other purposes.

The third level contains the College and CME Church archives, African-American materials, and stack and study areas, including nine closed carrels for individual study. The Mattie Gill Jackson African-American Materials Center in the Learning Resources Center is a growing collection of books, periodicals, recordings, films, and videos on Black culture. This center is open for the use of the community and visiting scholars as well as for faculty, staff and students.

To facilitate effective use of the LRC, personal assistance and guidance are provided by the staff to faculty and students any time the LRC is open. Additionally, the “Ask A Librarian” feature is available. The LRC HANDBOOK, available at all service desks, should be referred to for a more detailed description of LRC services and regulations.

Library Hours. Open during hours of scheduled classes, also maintains weekend hours.

Tutorial Services. The College Tutorial Centers serve as supportive resources, especially for the General Studies. They serve the students by (1) providing assistance for those experiencing difficulty with regularly assigned class work, (2) helping students prepare for the English Proficiency Examination (EPE), (3) and helping students to improve their communications, mathematics, and study skills, whether or not they are enrolled in related courses.

B.E.A.R. Initiative. Special assistance is available to athletes and other participants in College-sponsored auxiliaries through B.E.A.R. (Bringing Education and Retention to Reality) provided by the Office of Retention. The lab supports students who have academic deficiencies.

Freshman Studies. Freshman Studies offers tutorial assistance to students in the areas of mathematics, English, and reading. Assistance is available Monday through Friday on the fourth floor of the Learning Resources Center (LRC).

Division of Natural Sciences’ Drop-In Center. As a component of the HBCU-UP Initiative, the Division of Natural Sciences and Mathematics offers tutorial assistance in physical science, mathematics, chemistry, and biology. The Drop-In Center, located in Taggart Hall, Room 310, is staffed with qualified professional and student tutors. Tutorial assistance is available Monday through Thursday.

The Writing Center. The Writing Center offers tutorial assistance in English. The center is located in Pearson Hall, room 201. The center is open daily; hours of operation vary by semester. The center can be contacted at (205) 929-1059.

College Forum (Chapel). College Forum (Chapel) is an important part of a student’s total education and is a graduation requirement. All freshmen and sophomores must attend College Forum each semester for a total of four (4) consecutive semesters. Students transferring to Miles College are required to attend Chapel for the first four semesters of their matriculation at Miles, unless graduation

occurs before their fourth semester. During each semester, students must attend at least twenty assemblies to earn a satisfactory grade (“S”); otherwise, they will receive a grade of unsatisfactory (“U”). Failure to earn four grades of “S” in the first four semesters will require students to perform thirty-five hours of community service in the fifth semester. The Office of Academic Records will notify the Dean of Chapel’s Office of students who have not met the Chapel requirement. The community service assignment (placement, duties, supervisor, etc.) must be approved by the Dean of Chapel’s Office before starting.

Non-traditional students who attend only evening classes or day students whose jobs persistently prevent Chapel Forum attendance must obtain a letter from their employers on business letterhead **at the beginning of each semester** and file this letter with the Dean of Chapel’s Office in order to be exempted from Chapel attendance. A copy of the letter for each year must also be filed with the Office of Academic Records by the Dean of Chapel.

Upward Bound. Upward Bound is a Federal funded program designed to generate the skills and motivation necessary for success in post-secondary education among high school students who are potential first-generation college students. The Miles College Upward Bound Project has been in operation for over 40 years. Currently, the program is funded to serve 75 students who attend nine target high schools located in Jefferson County, Alabama.

During the academic year, Upward Bound (UB) participants meet on Saturdays for social, cultural, and academic advising; tutoring; special activity sessions; and counseling. The sessions may include group communication, skill development exercises, and individual and group counseling. High school students who attend classes regularly in Upward Bound are invited to attend the Summer Residential Session held on the College Campus. Students live on campus for six weeks and attend individualized academic and elective classes and experience all aspects of the college environment.

High school students qualify for Upward Bound if they meet the federal low income criteria and if neither parent has received a bachelor’s degree.

Reasons to Join UB

Academic, cultural and social enrichment; Academic advising and tutoring; College campus tours; Supportive parent group; Saturday sessions and group counseling; Summer residential component; Cultural enhancement field trips; Financial aid

awareness; Group and individual counseling; No

direct cost to participants.

GENERAL EDUCATION

The General Education at Miles College prepares students to choose and pursue their major program of study. Regardless of their program, of study, all Miles College students must complete the general education core curriculum, which consists of 55 credit hours. The Miles College general education core involves students in rigorous study of the liberal arts as preparation for work and lifelong learning, in the acquisition of verbal, technological, and cultural literacy, through the completion of courses in English composition, speech, humanities, mathematics, computer technology, natural sciences, history, economics and social and behavioral sciences. With this solid foundation in the liberal arts, the College aims to graduate students who seek holistic development that leads to intellectual, ethical, spiritual and service-oriented lives.

Mission. The general education core helps students gain competence in communication skills; scientific and mathematical concepts; and the use of technology. It also helps them to understand how the following factors affect the current problems of our nation and world: socio-economic and political conditions; historical events, and cultural diversity. In addition, students learn skills in interpersonal relationships, physical health, and mental health; they apply these skills to individuals and the community.

Core Competencies are. communications, critical thinking, global community awareness, technology, and interpersonal skills.

Policies and Procedures.

1. All sections of each core course follow and identical syllabus and administer a common mid-term and final exam. Daily classroom activities and the order of assignments may vary, but all students are taught the same general core curriculum, irrespective of the section or instructor of the course.
2. Students must make qualifying scores on either the ACT or Compass test to take EN 101. If they do not qualify by testing, students must pass EN 100 (Basic English Composition) in order to take the course.
3. Students are encouraged to attend extracurricular enrichment events that support the learning outcomes.
4. Students must participate in required departmental and institutional assessments in order to complete core requirements.
5. Students are encouraged to follow the paradigm listed below, taking courses in sequence.

The General Education Curriculum credit hour requirements are distributed across the following seven distribution areas:

- Written Composition (6 credit hours)
- Humanities and Fine Arts (15 credit hours)
- Natural Sciences and Mathematics (11 credit hours)
- History, Social & Behavioral Sciences (15 credit hours)
- Health and Wellness (4 credit hours)
- Technology (3 credit hours)
- College Orientation (1 credit hours)

DEVELOPMENTAL COURSES

Developmental Courses

Fall Semester

MA	099	Basic College Mathematics	3__
EN	099	Basic Grammar	3__
REA	099	Basic Reading	3__

Spring Semester

MA	100	Elementary Algebra	3__
EN	100	English Fundamentals	3__
REA	100	College Reading	3__

GENERAL CORE PARADIGM
(suggested outline for Undecided Student)

FRESHMAN YEAR

Fall Semester

FYA	101	Orientation to the Academy	1__
EN	101	English Composition I	3__
MA	101	Intermediate Algebra	3__
BY	101	General Biology I	3__
BY	101L	General Biology I Lab	1__
HI	101	World Civilization	3__
SS	101	African American Experience	3__
CIS	110	Computer Literacy	3__
PE	101-119	Physical Education	1__

Spring Semester

EN	102	English Composition II	3__
SPE	111	Fundamentals of Speech	3__
HI	102	World Civilization	3__
PH	102	Physical Science	3__
PH	102L	Physical Science Lab	1__

SOPHOMORE YEAR

Fall Semester

EN	299	Practice in Writing	3__
EN	201	Intro to Literature <u>OR</u>	
EN	202	World Masterpieces	3__
RE	211	Survey of World Religion	3__
EC	201	Prin of Macroeconomics	3__
HUM	201	Humanities	3__
PS	201	Intro to American Government	3__
PSY	201	General Psychology	3__

Total Hours: 55

FRESHMAN STUDIES

Mission. The primary mission of the Freshman Studies program is that of preparing students to transition into college level courses. Attention is given to course content, objectives, critical thinking skills, development of common syllabi, common tests, evaluative reports, and improved teaching methods. In order to meet this mission, courses are offered to orientate new students to campus life, teach them strategies to help them to be successful in college, and provide them with specific development to help them reach their academic potential.

Policies and Procedures. All freshmen who are required to take developmental classes may take FYA 101 - Orientation to the Academy, the first semester that they enter as a freshman. Students who fail FYA 101 should take it the very next semester and thereafter until they pass it with a grade of “C” or better.

Students must successfully complete developmental courses with a grade of “C” or above before enrolling in a major program. Moreover, students are urged not to drop or withdraw from any developmental courses.

COURSE OFFERINGS

Required Courses

FYA 101 Orientation to the Academy 1 hour

Developmental Courses

(Required based on Placement Test Results)

EN	099	Basic Grammar	3 hrs
EN	100	English Fundamentals	3 hrs
MA	099	Basic College Mathematics	3 hrs
MA	100	Elementary Algebra	3 hrs
REA	099	Basic Reading	3 hrs
REA	100	College Reading	3 hrs

HONORS CURRICULUM

The Honors Curriculum is designed for special students who engage in deliberate, systematic scholarship and cultural enrichment that lead to a baccalaureate degree, with the designation “Honors Scholar”. To complete this program, students will complete a minimum of 18 Honors hours. None of these hours will be additional to the regular college requirements. Attendance and presentations at Regional and National Honors Conferences may count toward completing the program as determined by the Director of Honors Curriculum.

Honors Curriculum Membership

A student must meet the following conditions to be accepted into the Miles College Honors Curriculum:

Incoming Freshman:

- Recipient of Presidential, Dean A, or Dean B Scholarship

Continuing and Transfer Students:

- GPA of 3.2 and above
- Completion of an admission application which includes an essay of intent
- 3 letters of recommendation
- Interview by the Honors Curriculum Director

Continuing Eligibility. A student must maintain a G.P.A of 3.0 to stay eligible as a member of the honors curriculum. A student whose GPA drops below 3.0 will be put on probation for one academic year. The student regains eligibility as soon as the GPA requirements are met. Failure to meet the GPA requirement, after one year, will lead to suspension from the honors curriculum.

Honors Curriculum. The Honors Council has the responsibility of creating new courses, planning special trips and cultural activities, and setting policies and procedures to be followed by the Honors Curriculum.

HONORS CURRICULUM PARADIGM

(suggested outline for Honors Curriculum Student)

The honors core classes replace the parallel general core courses, as indicated. An honors curriculum student may select courses between the honors core or honors elective option. Courses may meet the requirement for the general core, free elective or as a major elective in its relevant discipline. *Note: Only students accepted in the Honors Curriculum may enroll in Honors Core Courses.*

FRESHMAN YEAR

Fall Semester				(substitution for)			
EN	101-H	English Composition I	3__	EN	101	English Composition II	3__
BY	101-H	General Biology I	3__	BY	101	General Biology I	3__
BY	101L-H	General Biology I Lab	1__	BY	101L	General Biology I Lab	1__
HI	101-H	World Civilization	3__	HI	101	World Civilization	3__
SS	101-H	African American Experience	3__	SS	101	African American Experience	3__
Spring Semester				(substitution for)			
EN	102-H	English Composition II	3__	EN	102	English Composition II	3__
PH	102-H	Physical Science	3__	PH	102	Physical Science	3__
PH	102L-H	Physical Science Lab	1__	PH	102	Physical Science Lab	1__
HI	102-H	World Civilization	3__	HI	102	World Civilization	3__

SOPHOMORE YEAR

Fall Semester				(substitution for)			
EC	201-H	Prin of Macroeconomics	3__	EC	201	Prin of Macroeconomics	3__
RE	340-H	Black Theology	3__	RE	211	Survey of World Religion	3__
PSY	201-H	The Nature of Human Nature	3__	PSY	201	General Psychology	3__
HUM	201-H	Humanity and the Arts	3__	HUM	201	Humanities	3__
Spring Semester				(substitution for)			
EC	202-H	Principles of Microeconomics	3__	EC	202	Principles of Microeconomics	3__

OPEN SEMESTER

Major Discipline				(substitution for)			
MA	110	Pre-Calculus I	3__				
CO	375-H	Advanced Media Writing	3__	CO	375	Advanced Media Writing	3__
ED	448-H	Classroom Management	3__	ED	448	Classroom Management	3__
ED	319-H	Education of Exceptional Child	3__	ED	319	Education of Exceptional Child	3__
PSY	301-H	Educational Psychology	3__	PSY	301	Educational Psychology	3__
MG	430-H	International Business Manag	3__	MG	430	International Business Manag	3__
		Manag Skills and Leadership					
MG	302-H	Dev	3__	MG	385	Human Resource Management	3__
HON	402-H	Senior Honors Project	3__			Elective in major discipline	3__
SPE	111-H	Fundamentals of Speech: Honors	3__	SPE	111	Fundamentals of Speech	3__
Electives							
EN	240	Comparative Modern Literature	3__				
EN	460	Topics in Literature	3__				
CIS	201	Information Systems	3__				

PS	315	Pol and Pol Behav of Afri Amer	3__
SS	301-H	South Asia Society and Culture	3__

DIVISION OF BUSINESS AND ACCOUNTING

The Division of Business and Accounting offers majors in Accounting, Business Administration, and Management. Students are awarded the Bachelor of Science degree. The courses offered in these programs also prepare students for admission to graduate schools. Students majoring in other disciplines may minor in either Accounting or Business Administration.

Division Mission. The mission of the Business Division is to prepare students for careers in Accounting, Business, and Management by offering relevant courses, providing quality instruction and training in critical skills needed for personal and professional growth. The Division offers courses that prepare students for graduate study, entrepreneurship, and careers in public and corporate sectors.

Policies and Procedures

- Each student is required to pass each course in the major area with a minimum grade of C.
- Every student must pass the English Proficiency Exam.
- Graduating seniors must pass the Division's Comprehensive Exit Exam with a 70% or higher score.

Accounting Program Mission: The mission of the Accounting Program is to educate students in the field of accounting. Undergraduate students will be well prepared for professional careers and graduate studies. Students will be encouraged to complete all degree requirements in a timely fashion through a coordinated program of faculty advising and staff counseling. Internships will be used as an additional vehicle to prepare students for the professional expectations of the work place. Competencies in critical skills in communication, problem solving, use of information technology, and interpersonal relations will be emphasized.

Minor in Accounting. A minor in Accounting consists of the following 18 semester hours:

AC	211	Principle of Accounting I	3
AC	212	Principle of Accounting II	3
AC	311	Financial Accounting I	3
AC	410	Managerial Accounting	3
AC	322	Income Tax Accounting	3
GB	314	Microcomputer Applications	3

Business Administration majors who want to minor in accounting must complete the following courses:

AC	311	Financial Accounting I	3
AC	312	Financial Accounting II	3
AC	322	Income Tax	3
AC	414	Cost Accounting	3
Accounting Electives (300/400 level)			

Business Administration Program Mission: The mission of the Business Administration Program is to educate students in the field of Business Administration and to enable them to compete responsibly and successfully in a global business environment; emphasizing competencies in critical and analytical skills, communication, and information technology. The students will be educated in the business areas of accounting, finance, management, marketing, and economics, for careers in the private and public sectors, and for graduate studies.

Minor in Business Administration. A minor in Business Administration consists of the following 18 semester hours:

AC	211	Principles of Accounting I	3 hours
AC	212	Principles of Accounting II	3
GB	220	Business Math	3
MG	381	Principles of Management	3
FI	361	Corporate Finance	3
MT	340	Principles of Marketing	3
Total			18

Accounting majors must take the following courses to minor in Business Administration.

EC	323	Managerial Economics	3
MG	385	Human Resource Management	3
FI	364	Principles of Investments	3
GB	314	Microcomputer Applications	3
EC	435	Financial Institutions	3
Business Electives (300 level or above)			3
Total			18

Management Program Mission: The mission of the Management Program is to educate students in the field of management for careers in private and public sectors and/or graduate education with emphasis on critical skills in communications, problem solving, use of information technology, and interpersonal relations.

**PARADIGM
PROGRAM OF STUDY FOR ACCOUNTING MAJORS**

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	HI	102	World Civilization II	3__
MA	101	Intermediate Algebra	3__	PH	102	Physical Science	3__
BY	101	General Biology I	3__	PH	102L	Physical Science Lab	1__
BY	101L	General Biology I Lab	1__	SPE	111	Fundamentals of Speech	3__
CIS	110	Computer Literacy	3__	MA	110	Pre-Calculus I	3__
HI	101	World Civilization I	3__	PE	101-119	Physical Education	1__
<hr/>				<hr/>			
17				17			

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EC	201	Prin of Macroeconomics	3__	EN	299	Practice in Writing	3__
EN	201	Intro to Literature <u>OR</u>		HUM	201	Humanities	3__
EN	202	World Masterpieces	3__	PSY	201	General Psychology	3__
PS	201	Intro to American Government	3__	SS	101	African American Experience	3__
GB	220	Business Math	3__	AC	211	Principles of Accounting I	3__
<hr/>				EC	202	Principles of Microeconomics	3__
15				<hr/>			
				18			

JUNIOR YEAR

Fall Semester				Spring Semester			
RE	211	Survey of World Religion	3__	AC	311	Financial Accounting I	3__
GB	338	Business Correspondence	3__	BL	322	Business Law II	3__
GB	302	Business Statistics	3__	AC	414	Cost Accounting	3__
BL	321	Business Law I	3__	AC	322	Income Tax Accounting	3__
MT	340	Principles of Marketing	3__			Free Elective	3__
AC	212	Principles of Accounting II	3__	<hr/>			
18				15			

SENIOR YEAR

Fall Semester				Spring Semester			
AC	312	Financial Accounting II	3__	AC	440	Auditing	3__
GB	450	Business Decisions	3__	GB	449	Senior Seminar	3__
MG	381	Principles of Management	3__	AC	420	Advanced Accounting	3__
FI	361	Corporate Finance	3__	MG	402	Strategic Management	3__
AC		Elective	3__	AC		Elective	3__
<hr/>						Free Elective	1__
15				<hr/>			
				16			

Total Hours: 128

PARADIGM: PROGRAM OF STUDY FOR BUSINESS ADMINISTRATION MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	PE	101-119	Physical Education	1__
EN	101	English Composition I	3__	EN	102	English Composition II	3__
MA	101	Intermediate Algebra	3__	HI	102	World Civilization	3__
BY	101	General Biology I	3__	PH	102	Physical Science	3__
BY	101L	General Biology I Lab	1__	PH	102L	Physical Science Lab	1__
CIS	110	Computer Literacy	3__	SPE	111	Fundamentals of Speech	3__
HI	101	World Civilization I	3__	MA	110	Pre-Calculus I	3__
			17				17

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EC	201	Prin of Macroeconomics	3__	EN	299	Practice in Writing	3__
EN	201	Intro to Literature <u>OR</u>		PS	201	Intro to American Government	3__
EN	202	World Masterpieces	3__	AC	211	Principles of Accounting I	3__
GB	211	Keyboarding	3__	MG	381	Principles of Management	3__
HUM	201	Humanities	3__	EC	202	Principles of Microeconomics	3__
GB	220	Business Math	3__	RE	211	Survey of Religion	3__
			15				18

JUNIOR YEAR

Fall Semester				Spring Semester			
SS	101	African American Experience	3__	PSY	201	General Psychology	3__
GB	338	Business Correspondence	3__	BL	322	Business Law II	3__
BL	321	Business Law I	3__	MT	340	Principles of Marketing	3__
AC	212	Principles of Accounting II	3__	MG	385	Human Resources Management	3__
		Free Elective	3__	GB		Elective	3__
			15				15

SENIOR YEAR

Fall Semester				Spring Semester			
AC	410	Managerial Accounting	3__	EC	323	Managerial Economics	3__
GB	302	Business Statistics	3__	GB	450	Business Decisions	3__
FI	361	Corporate Finance	3__	EC	435	Fin Institutions and Economy	3__
GB	449	Senior Seminar	3__	MG	402	Strategic Management	3__
GB		Elective	3__	GB		Elective	3__
		Free Elective	1__				
			16				15

Total Hours: 128

PARADIGM: PROGRAM OF STUDY FOR MANAGEMENT MAJORS

FRESHMAN YEAR

Fall Semester

FYA	101	Orientation to the Academy	1__
EN	101	English Composition I	3__
CIS	110	Computer Literacy	3__
HI	101	World Civilization	3__
MA	101	Intermediate Algebra	3__
BY	101	General Biology I	3__
BY	101L	General Biology I Lab	1__

 17

Spring Semester

SS	101	African American Experience	3__
EN	102	English Composition II	3__
HI	102	World Civilization	3__
SPE	111	Fundamentals of Speech	3__
RE	211	Survey of World Religion	3__
PE	101-119	Physical Education	1__

 16
SOPHOMORE YEAR

Fall Semester

EC	201	Prin of Macroeconomics	3__
EN	201	Intro to Literature <u>OR</u>	
EN	202	World Masterpieces	3__
MG	338	Business Communication	3__
PH	102	Physical Science	3__
PH	102L	Physical Science Lab	1__
PS	201	Intro to American Government	3__

 16

Spring Semester

PSY	201	General Psychology	3__
GB	302	Business Statistics	3__
EN	299	Practice in Writing	3__
MG	381	Principles of Management	3__
BL	360	Legal Environment	3__
HUM	201	Humanities	3__

 18
JUNIOR YEAR

Fall Semester

EC	351	Business Economics	3__
MG	390	Organizational Behavior	3__
MT	370	Marketing Management	3__
MIS	415	Management Info. Systems	3__
		Free Elective	3__

 15

Spring Semester

AC	412	Survey of Accounting	3__
MG	453	Human Resource Management	3__
MG	423	Computer Tech. Research	3__
MG	412	Interpersonal Relations	3__
MG		Elective	3__

 15
SENIOR YEAR

Fall Semester

AC	413	Accounting for Management	3__
FI	361	Corporate Finance	3__
GB	460	Senior Seminar	3__
MG		Elective	3__
		Free Elective	3__

 15

Spring Semester

MG	442	Professional Research & Writing	3__
MG	473	Planning & Control	3__
MG	402	Strategic Management	3__
GB	450	Business Decisions	3__
MG		Elective	3__

 15

Total Hours: 127

THE DIVISION OF COMMUNICATIONS

The Division of Communications offers a Bachelor of Arts degree in communications. Students specialize in one of three concentrations:

- Electronic and Visual Communications
- Journalism and Public Relations
- Management and Communications Law

Division Mission. The purpose of the Communications Program is to graduate students with a Bachelor of Arts degree in Communication based on their demonstrable knowledge of mass media; verbal, written, and visual skills; and digital technology.

Policies and Procedures

1. All communications majors must consult their advisor every semester for updates on graduation requirements.
2. Students may choose to major in communications at the beginning of their enrollment at Miles College, or they may do so at any time during their course of study. When students decide to major in communications, they convey their decision to their general education advisor and fill in a Declaration of Major form. Subsequently, the office of Counseling, Testing, and Advising assigns students to advisors in the Division of Communications.
3. Students who major in communications must earn a minimum of a "C" grade in the Division's major as well as elective courses. The curriculum is designed for students to graduate in four academic years.
4. The Division requires students to enroll in the Senior Project course, which provides an opportunity to independently produce a media project, and the Internship course, during which students work at an off-campus media outlet.
5. All Miles College students must pass the English Proficiency Exam. As well, Division's Comprehensive Exit Exam.
6. Finally, the Division encourages students to play an active role in the campus chapter of the National Association of Black Journalists, as well as the Communications Club. Each of the organizations provides opportunities for students to organize as well as attend forums, workshops, and conferences, among other communications-related activities.

Communications Curriculum Specialization

- I. Journalism and Public Relations (J&PR):** is a concentration mostly involving work in print journalism, which is the collection, verification, and dissemination of newsworthy information presented in a neutral manner or without the journalist expressing his or her opinion. On the other hand, public relations involve work in persuasive media, which attempts to influence the public to do something or to think in a certain way. J&PR also includes instruction in advertising. The specialization prepares the student for jobs, including newspaper reporter, magazine writer, public relations professional, and advertising copywriter such as scriptwriter of radio and television commercials. Courses required for this specialization are:

CO 340	Advertising	3
CO 350	PR & Message Design	3
CO 356	Milean Lab	3
CO 375	Advanced Media Writing	3
CO 390	Print Layout & Design	3
CO 430	Scriptwriting	3
CO 480	Senior Project	3
TOTAL		21 hrs

- II. Electronic & Visual Communications (E&VC):** concerns broadcast media, which mostly includes television and radio but also involves still photography. E&VC concerns a system of collecting and disseminating messages that inform or entertain the public. The specialization prepares the student to in work entry-level positions including photographer, camera operator, production assistant, and on-air talent such as field reporter or disk jockey. Courses required for this specialization are:

CO 345	Photographic Imaging	3
CO 370	Digital Video II	3
CO 410	Broadcast & Cable Prog.	3
CO 420	Digital Video III	3
CO 421	MC-TV: Studio Lab	3
CO 430	Scriptwriting	3
CO 480	Senior Project	3
TOTAL		21 hrs

- III. Management and Communications Law (M&CL):** is designed for students interested in the general principles of communications theory, research, and case studies. With a concentration in M&CL, the professional opportunities are boundless. Unlike traditional communications degrees, which lead to specific jobs in particular industries, M&CL students acquire a broad knowledge base and a comprehensive set of skills. This concentration is ideal for students planning to attend graduate school. Students will learn how to conduct research, use theory to solve issues, and understand human

communications. Students will gain practical skills in relating ideas and information to communications problems. The specialization M&CL prepares graduates for entry-level leadership roles in broadcasting, cable, sales, customer service, human resources, training & development, labor relations, and employment in regulatory agencies, such as the Federal Communications Commission. Specific jobs include research assistant, contract specialist, telecommunications policy analyst, attorney advisor and program analyst. Courses required for this specialization are:

CO 410	Broadcast & Cable Prog.	3
CO 415	Telecommunications Mgt	3
CO 460	Broadcast Regulations	3
CO 480	Senior Project	3
BL 321	Business Law	3
TOTAL		15 hrs

ORGANIZATIONS

There are many opportunities for communications majors to enrich their experience in the program, gain exposure to professionals and their work, interact with the community, and travel.

The Communications Club consists of majors and non-majors who are interested in going beyond the classroom and getting involved in activities that are communications centered. The Club meets twice per month and is engaged in a number of projects. These include forums, workshops and training sessions involving professionals in the field, fundraisers, attending communications conferences and outings, and performing outreach and community programs.

The Milean is the campus student newspaper. Both majors and non-majors staff the paper. The publication is produced three times per semester to develop their skills in all aspects of print journalism, including layout, design, photography, reporting, editing, and management.

MC-TV: Studio is a television program produced by the Division of Communications. As a cable access

program, the show runs on the local Brighthouse Cable system. MC-TV: Studio is a new magazine that utilizes the talents and skills of both professional staff and student-on-air talent in both pre- and post-production. Programs highlight current events and happenings of the college and are both entertaining and informative.

Miles College Association of Black Journalists (MCABJ) is an affiliate student chapter of the National Association of Black Journalists (NABJ). MCABJ works under the auspices of NABJ. MCABJ represents the interests of African Americans in the field of Mass Communications. You will benefit from the important services that NABJ provides such as: scholarships, internships, mentorship programs, multimedia short courses, student projects and networking with professional journalists. By being a part of MCABJ, you will promote the Communications Division, put on educational programs, visit neighboring high schools, and work on community service projects.

FRESHMAN YEAR

Fall Semester

FYA	101	Orientation to the Academy	1__
BY	101	General Biology I	3__
BY	101L	General Biology I Lab	1__
EN	101	English Composition I	3__
HI	101	World Civilization	3__
MA	101	Intermediate Algebra	3__
SS	101	African American Experience	3__

 17

Spring Semester

PE	101-119	Physical Education	1__
CIS	110	Computer Literacy	3__
EN	102	English Composition II	3__
HI	102	World Civilization	3__
PH	102	Physical Science	3__
PH	102L	Physical Science Lab	1__
SPE	111	Fundamentals of Speech	3__

 17
SOPHOMORE YEAR

Fall Semester

EN	201	Intro to Literature <u>OR</u>	
EN	202	World Masterpieces	3__
HUM	201	Humanities	3__
PS	201	Intro to American Government	3__
RE	211	Survey of World Religion	3__
FL	101	(French or Spanish)	3__

 15

Spring Semester

EC	201	Prin of Macroeconomics	3__
EN	299	Practice in Writing	3__
PSY	201	General Psychology	3__
CO	305	Public Speaking	3__
FL	102	(French or Spanish)	3__
GB	211	Keyboarding	3__

 18
JUNIOR YEAR

Fall Semester

CO	310	Intro to Mass Communications	3__
CO	360	Digital Video I	3__
CO	320	Intro to Media Writing	3__
CO		Communications Elective	3__
CO		Communications Elective	3__

 15

Spring Semester

CO	355	News Reporting	3__
CO		Communications Elective	3__
CO		Communications Elective	3__
CO		Communications Elective	3__
CO		Free Elective	3__

 15
SENIOR YEAR

Fall Semester

CO	425	Media Law/Ethics	3__
CO	455	Media Research Methods	3__
CO	490	Internship	3__
CO		Communications Elective	3__
CO		Communications Elective	3__

 15

Spring Semester

EN	301	Gram/Linguistics	3__
CO	480	Senior Project	3__
CO		Communications Elective	3__
CO		Communications Elective	3__
CO		Communications Elective	3__

 15

Total Hours: 127

DIVISION OF EDUCATION

Programs. The Division of Education offers Bachelor of Science degrees in Early Childhood Education, Elementary Education, English/Language Arts Education, Biology/Education, Biology/General Science Education, Chemistry/Education, General Social Science Education, Mathematics/Education, and Bachelor of Music/Education Choral and Music Education Instrumental that meet the Alabama Department of Education teacher certification requirements. Candidates who complete teacher certification at Miles are designated as “Highly Qualified” under the provisions of the federal legislation titled “No Child Left Behind.” The Division also offers a degree in Child Development. This is a non-certification program for individuals interested in working with young children and their families.

Division Mission. The mission of the Division of Education follows the mission of the college to ensure that teacher education candidates “seek holistic development that leads to intellectual, ethical, spiritual, and service oriented lives.” This includes providing a liberal arts curriculum along with content mastery courses and teaching pedagogy that maximize the diversity and creativity essential to teaching education. Faculty professional involvement with candidates contributes to a learning environment that stimulates the life-long learning that undergirds teaching effectiveness. The Division manifests this concept by providing opportunities for candidates to continue learning as they progress through their programs of study. Courses are designed to help candidates to develop the knowledge, skills, and dispositions that they will need to work effectively with students in P-12 schools.

The conceptual framework for the Division of Education is described as “The Teacher: A Facilitator of Learning.” The teacher is a catalyst for learning to take place. He/she acquires the knowledge needed to transfer to the students, creates the climate for learning to take place, initiates activities that are meaningful to the students, and provides encouragement for student learning to take place in P-12 schools. The coursework and performance-based activities allow teacher candidates to enhance their abilities in these four areas so that they will be highly qualified effective teachers. The Division of Education at Miles College has designed programs of study that meet the needs of the teacher candidates in these four areas to prepare educators to work in P-12 schools:

1. Acquiring Knowledge
2. Creating a Climate for Learning
3. Initiating Meaningful Activities
4. Providing Encouragement

Policies and Procedure

Phases in the Assessment System: All candidates in programs to meet the Alabama Department of Education teacher certification requirements must follow the Division’s assessment system. The transition points in the assessment system involve four phases.

Phase I – Admission to Miles College

1. Completed admission application
2. Submitted official secondary school transcript or GED Certificate with official scores
3. Submitted immunization record
4. Completed transfer review process if a transfer candidate.
 - a. Submitted official credentials from prior institutions, and
 - b. Maintained at least a “C” or higher grade at an accredited institution for transfer of credit to be considered for courses equivalent to those offered at Miles College.

Phase II – Admission into the Teacher Education Program (TEP) by completing the admission form and documentation of:

1. Successful completion of 60 semester hours with an official transcript including both transferred grades and grades from the last semester’s work on file in the Division of Education.
2. Successful completion of the following five prerequisite professional studies courses:
 ED 209 Introduction to Teaching
 or MU 303 Intro to Music Ed
 ED 300 Technology for Teachers
 or MU 305 Music Technology
 ED 319 Exceptional Child
 or MU347 Music for Exceptional Child
 ED 350 Foundations of Education
 PSY 301 Educational Psychology
 (No other professional studies courses allowed prior to admission into the TEP)
3. An overall average of 2.8 or above on a 4 point scale and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
4. Passing the Alabama Basic Skills Test and the Miles College English Proficiency Examination (EPE).
5. Membership in the Education Club and a professional educational organization such as SAEA, AEA, AFT or any other that provides professional development and liability coverage.
6. Background check performed by the Alabama State Dept. of Ed. (ABI and FBI).
7. Recommendation from the major advisor.
8. Submission of candidate portfolio which includes: an autobiographical sketch, philosophy of education and a “best sample” of the

candidate's work from pre-TEP education courses.

9. Successful TEP interview.

Review of the completed application and the TEP interview are done by the TEP interview committee.

Each candidate is notified by his/her advisor that the TEP application has been:

Approved – Candidates must continue to make satisfactory progress.

Disapproved – Candidates are informed of deficiencies and advised that they should apply at a later date after working with their advisors to remove the deficiencies. Removal of the deficiencies may include, but is not limited to, the candidate enrolling in additional course work, resubmitting the portfolio and/or completing another interview.

Disapproved – Candidates are referred to the Counseling, Advising and Testing Center (CAT) for advising concerning selecting another major.

Phase III – Admission to Internship: Candidates must submit an application by midterm the semester prior to internship. The application must include an official transcript and proof of:

1. An overall average of 2.8 or above on a 4 point scale and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
2. Passage of the appropriate Praxis II examination.
3. Membership in the Education Club and a professional organization.
4. A favorable recommendation from the respective division.
5. Completion of all required courses.

Upon acceptance of the internship application, internship candidates must obtain an internship jacket and participate in the "Official TEP Internship Ceremony" to be fully admitted into the internship.

Phase IV – Exiting the Program: Candidates must provide documentation of:

1. Maintaining membership in the Education Club and a professional organization.
2. Maintaining the required overall 2.8 GPA or above on a 4.0 point scale and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
3. Successful completion of the internship and exit portfolio.
4. Completed senior checklist.

ALL EDUCATION MAJORS MUST CONSULT THEIR ADVISORS EVERY SEMESTER FOR UPDATES ON CERTIFICATION AND GRADUATION REQUIREMENTS

Observation and Student Teaching: All education majors are required to enroll in ED 450. ED 450 Observation and Student Teaching is an intensive and extensive practicum required for all early childhood/elementary and secondary majors. Observation and Student Teaching provides the candidate opportunities to interpret and synthesize theory through a variety of realistic, planned experiences in the school and community. It is an opportunity for the candidate to assume increasing responsibility for guiding the experiences of a group of learners. Candidates must be enrolled full-time for one semester. ED 450 is only offered during the Fall and Spring semesters.

Candidates who plan to enroll in ED 450 must file an application with the Division of Education office by midterm the semester prior to enrollment as outlined in Phase III of the assessment system. Candidates are admitted only after a thorough and comprehensive review of their records. Candidates are officially assigned to schools by the Director of Student Teaching who works with superintendents, principals and teachers of selected schools in the districts with which the college has developed ongoing partnerships.

Laboratory and Field Experiences: Each candidate must spend specific clock hours of field experiences in his or her major area in either elementary, middle or high schools for each course with an ED prefix. Education 440 (Field Studies in Early Childhood Education) requires 120 hours of Lab/Field experiences. All Lab/Field experiences must be assigned and approved by classroom teacher and the Director of Field Experiences.

DUAL CERTIFICATION PROGRAM IN ELEMENTARY AND EARLY CHILDHOOD EDUCATION

The Early Childhood Education program leads to a Bachelor of Science degree and to Class B Teacher Certification in the areas of Early Childhood and Elementary Education. The program is designed to prepare teachers for grades P through Six.

Accredited: The College is accredited by the National Council for Accreditation of Teacher Education (NCATE) (www.ncate.org) and is a member of the American Association of Colleges of Teacher Education (AACTE) (www.aacte.org). All teacher education programs have been approved by the Alabama State Department of Education.

In compliance with the requirements of Title II of the Higher Education Act, a copy of the College's most-recent annual report on its teacher education program may be obtained from the Alabama State Department of Education Web site www.alsde.edu. Once at the

site, select reports, teacher prep report cards, Miles College, to access the most recent report.

CHILD DEVELOPMENT CAREERS

Child Development is the ideal program for students who wish to understand children and families and wish to seek a fulfilling career in the helping professions.

The Child Development degree provides students with an understanding of child development, early childhood curriculum and approaches to child and family services. Because of the program's interdisciplinary focus, graduates with a Child Development major are able to select from numerous professions that offer services to children and families or to continue their studies in related fields such as speech pathology, child-life, special

education, early intervention, and counseling. Graduates seek careers in hospitals, residential programs, childcare centers, Head Start Programs, children's museums, and state agencies.

Miles College is anticipating opening a Child Development Center at its North Campus facility. Candidates in this major will be able to conduct field and clinical experiences at this location and assist with staffing of the facility upon graduation.

Potential graduates must successfully pass the English Proficiency Exam (EPE) and the Senior Exit Exam. Cumulative GPA required = 2.3 on a 4.0 scale with no grade below "C" in major requirements.

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	ED	209	Introduction to Teaching	3__
EN	101	English Composition I	3__	EN	102	English Composition II	3__
SS	101	African American Exp.	3__	SPE	111	Fundamentals of Speech	3__
MA	101	Intermediate Algebra	3__	CH	110	Chemical Concepts	3__
BY	101	General Biology	3__	CH	110L	Chemical Concepts Lab	1__
BY	101L	General Biology Lab	1__	MA	110	Pre-Calculus I	3__
HI	101	World Civilization	3__				
PE	101-119	Physical Education	1__				
			18				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
ED	300	Technology for Teachers	3__	BY	210	Zoology	3__
MA	111	Pre-Calculus II	3__	BY	210L	Zoology Lab	1__
ED	319	Educ of the Exceptional Child	3__	MA	201	Analytic Geometry & Cal I	4__
BY	202	Botany	3__	CH	131	General Chemistry I	3__
BY	202L	Botany Lab	1__	CH	131L	General Chemistry I Lab	1__
PSY	301	Educational Psychology	3__	ED	350	Foundations of Education	3__
				BY	304	Genetics	3__
				BY	304L	Genetics Lab	1__
			16				19

JUNIOR YEAR

Fall Semester				Spring Semester			
RE	211	Survey of World Religion	3__	FL	102	(French or Spanish or Arabic)	3__
CH	132	General Chemistry II	3__	ED	400	Materials & Meth of Teaching	2__
CH	132L	General Chemistry II Lab	1__	ED	421	M & M of Teaching Science	1__
BY	302	Cellular Biology	3__	CH	305	Organic Chemistry I	3__
BY	302L	Cellular Biology Lab	1__	CH	305L	Organic Chemistry I Lab	1__
FL	101	(French or Spanish or Arabic)	3__	ES	321	Environmental Science	3__
BY	305	Embryology	3__	ES	321L	Environmental Science Lab	1__
				ED	448	Classroom Management	3__
			17				17

SENIOR YEAR

Fall Semester				Spring Semester			
ED	412	Reading in the Content Areas	3__	ED	450	Observation and Teaching	12__
ED	445	Eval and Measurement in Educ	3__	BY	449	Senior Seminar	1__
BY	405	Microbiology	3__	ED	449	Senior Seminar	1__
BY	405L	Microbiology Lab	1__				
BY	406	Molecular Biology and Genetic Engineering	3__				
BY	406L	Molecular Biology/Gen. Eng. Lab	1__				
BY	407	Biochemistry	3__				
BY	407L	Biochemistry Lab	1__				
			18				14

Total Hours: 135

Curricula and Course Descriptions

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	SS	101	African American Experience	3__
HI	101	World Civilization	3__	CH	110	Chemical Concepts	3__
MA	101	Intermediate Algebra	3__	CH	110L	Chemical Concepts Lab	1__
BY	101	General Biology	3__	MA	110	Pre-Calculus I	3__
BY	101L	General Biology Lab	1__	ED	209	Introduction to Teaching#	3__
SS	101	African American Experience	3__				
PE	101-119	Physical Education	1__				
			18				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
BY	202	Botany	3__	BY	304	Genetics	3__
BY	202L	Botany Lab	1__	BY	304L	Genetics Lab	1__
BY	210	Zoology	3__	CH	132	General Chemistry II	3__
BY	210L	Zoology Lab	1__	CH	132L	General Chemistry II Lab	1__
MA	111	Pre-Calculus II	3__	MA	201	Analytic Geometry and Cal I	4__
ED	319	Exceptional Child	3__	BY	302	Cellular Biology	3__
CH	131	General Chemistry I	3__	BY	302L	Cellular Biology Lab	1__
CH	131L	General Chemistry I Lab	1__	ED	300	Technology for Teachers	3__
			18				19

JUNIOR YEAR

Fall Semester				Spring Semester			
PH	301	College Physics I	3__	PH	302	College Physics II	3__
PH	301L	College Physics I Lab	1__	PH	302L	College Physics II Lab	1__
PSY	301	Educational Psychology	3__	ES	321	Environmental Science	3__
ED	350	Foundations of Education	3__	ES	321L	Environmental Science Lab	1__
BY	305	Embryology	3__	CH	306	Organic Chemistry II	3__
BY	305L	Embryology Lab	1__	CH	306L	Organic Chemistry II Lab	1__
CH	305	Organic Chemistry I	3__	ED	400	Materials and Meth of Teaching	2__
CH	305L	Organic Chemistry I Lab	1__	ED	421	M and M of Teaching Science	1__
			18	RE	211	Survey of World Religion	3__
							18

Summer Semester

ED	448	Classroom Management	3__	ED	445	Eval and Measurement in Educ	3__
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SENIOR YEAR

Fall Semester				Spring Semester			
BY	405	Microbiology	3__	ED	450	Observation and Teaching	12__
BY	405L	Microbiology Lab	1__	ED	449	Senior Seminar	1__
BY	406	Molecular Biology and Genetic Engineering	3__				
BY	406L	Molecular Biology/Gen. Eng. Lab	1__				
BY	407	Biochemistry	3__				
BY	407L	Biochemistry Lab	1__				
ES	300	Scientific Writing	3__				
ED	412	Reading in the Content Areas	3__				
			18				13

Total Hours: 144

PARADIGM: PROGRAM OF STUDY FOR CHEMISTRY – CHEMISTRY EDUCATION MAJORS

FRESHMAN YEAR

Curricula and Course Descriptions

Fall Semester

FYA	101	Orientation to the Academy	1__
EN	101	English Composition I	3__
HI	101	World Civilization	3__
MA	101	Intermediate Algebra	3__
CH	110	Chemical Concepts	3__
CH	110L	Chemical Concepts Lab	1__
SS	101	African American Experience	3__

17

Spring Semester

PE	101-119	Physical Education	1__
EN	102	English Composition II	3__
SPE	111	Fundamentals of Speech	3__
ED	300	Technology for Teachers	3__
MA	110	Pre-Calculus I	3__
ED	209	Introduction to Teaching	3__

16

SOPHOMORE YEAR

Fall Semester

FL	101	(French or Spanish or Arabic)	3__
CH	131	General Chemistry I	3__
CH	131L	General Chemistry I Lab	1__
MA	111	Pre-Calculus II	3__
ED	350	Foundations of Education	3__
PSY	301	Educational Psychology	3__

16

Spring Semester

FL	102	(French or Spanish or Arabic)	3__
CH	132	General Chemistry II	3__
CH	132L	General Chemistry II Lab	1__
ED	319	Educ of the Exceptional Child	3__
PH	301	College Physics I	3__
PH	301L	College Physics I Lab	1__
RE	211	Survey of World Religion	3__

17

JUNIOR YEAR

Fall Semester

ED	445	Eval and Measurement in Educ	3__
CH	303	Qualitative Analysis	3__
CH	303L	Qualitative Analysis Lab	1__
CH	305	Organic Chemistry I	3__
CH	305L	Organic Chemistry I Lab	1__
MA	201	Analytical Geometry	4__
PH	302	College Physics II	3__
PH	302L	College Physics II Lab	1__

19

Spring Semester

CH	304	Analytic Chemistry	3__
CH	304L	Analytic Chemistry Lab	1__
CH	401	Physical Chemistry I	3__
CH	401L	Physical Chemistry I Lab	1__
ED	448	Classroom Management	3__
ED	400	Materials and Meth of Teaching	2__
ED	421	M and M of Teaching Science	1__
MA	202	Analytical Geometry	4__

18

SENIOR YEAR

Fall Semester

CH	306	Organic Chemistry II	3__
CH	306L	Organic Chemistry II Lab	1__
BY	407	Biochemistry I	3__
BY	407L	Biochemistry I Lab	1__
CH	402	Physical Chemistry II	3__
CH	402L	Physical Chemistry II Lab	1__
ED	412	Reading in the Content Areas	3__
MA	318	Statistical Inference	3__

18

Spring Semester

ED	450	Observation and Teaching	12__
ED	449	Senior Seminar	1__
CH	449	Senior Seminar	1__

14

Total Hours: 135

PARADIGM: PROGRAM OF STUDY FOR CHILD DEVELOPMENT MAJORS

FRESHMAN YEAR

Fall Semester

Spring Semester

Curricula and Course Descriptions

FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	ED	209	Introduction to Teaching	3__
HI	101	World Civilization	3__	EN	201	Intro to Literature OR	
MA	101	Intermediate Algebra	3__	EN	202	World Masterpieces	3__
PE	122	Personal Community Health	3__	SPE	111	Fundamentals of Speech	3__
SS	101	African American Experience	3__	BY	101	General Biology I	3__
PE	101-119	Physical Education	1__	BY	101L	General Biology I Lab	1__
			<hr/>				<hr/>
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
PS 201	<u>OR</u>	EC 201	3__	ED	302	Introduction to Curriculum	3__
PSY	201	General Psychology	3__	PSY	301	Educational Psychology	3__
BY	201	General Biology II	3__	MA	114	Arithmetic for Teachers	3__
BY	201L	General Biology II Lab	1__	ED	350	Foundations of Education	3__
MA	113	Arithmetic for Teachers	3__	ED	341	Visual and Performing Arts	3__
ED	300	Technology for Teachers	3__				<hr/>
			<hr/>				15
			16				

JUNIOR YEAR

Fall Semester				Spring Semester			
ED	319	Educ of the Exceptional Child#	3__	SWK	300	Intro to Social Work	3__
ED	409	Beg Reading and Phonics	3__	SWK	300 L	Intro to Social Work Lab	0__
PSY	306	Human Growth and Development	3__	FL	102	(French or Spanish or Arabic)	3__
FL	101	(French or Spanish or Arabic)	3__	ED	401	Literacy & Social Development	3__
ED	306	Principles of Teaching P-6	3__	ED	405	Teaching Lang Arts & Literature	3__
MA	110	Pre-Calculus I	3__	ED	406	Teaching Elementary Science	3__
			<hr/>	ED	407	Teaching Elementary Math	3__
			18				<hr/>
							18

SENIOR YEAR

Fall Semester				Spring Semester			
ED	325	Home, School and Community	3__	ED	440	Field Studies in ECE	3__
ED	408	Teaching Elementary Soc Studies	3__	HP	324	Elem Methods in Health and P E	3__
RE	211	Survey of World Religion	3__	ED	445	Eval and Measurement in Educ	3__
ED	413	Diag Precsr Teach of Reading	3__	ED	448	Classroom Management	3__
SWK	304	Human Behav and Soc Environ	3__				<hr/>
SWK	309	Social Services for Excep Child	3__				
			<hr/>				<hr/>
			18				12

Total Hours: 130

PARADIGM: PROGRAM OF STUDY FOR EARLY CHILDHOOD MAJORS

FRESHMAN YEAR

Fall Semester	Spring Semester
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Curricula and Course Descriptions

FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	SS	101	African American Experience	3__
MA	101	Intermediate Algebra	3__	ED	209	Introduction to Teaching	3__
HI	101	World Civilization	3__	BY	201	General Biology II	3__
PE	122	Personal Community Health	3__	BY	201L	General Biology II Lab	1__
BY	101	General Biology I	3__	PSY	201	General Psychology	3__
BY	101L	General Biology I Lab	1__				
			<hr/>				<hr/>
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature	3__	ED	302	Introduction to Curriculum	3__
PSY	301	Educational Psychology	3__	ED	300	Technology for Teachers	3__
SPE	111	Fundamentals of Speech	3__	ED	341	Visual and Performing Arts	3__
PH	102	Physical Science	3__	MA	114	Arithmetic for Teachers	3__
PH	102L	Physical Science Lab	1__	ED	350	Foundations of Education	3__
MA	113	Arithmetic for Teachers	3__	ED	319	Educ of the Exceptional Child	3__
PE	101-119	Physical Education	1__				
			<hr/>				<hr/>
			17				18

JUNIOR YEAR

Fall Semester				Spring Semester			
PS 201 <u>OR</u> EC 201			3__	ED	407	Teaching Elementary Math	3__
RE	211	Survey of World Religion	3__	ED	440	Field Studies in ECE	3__
MA	110	Pre-Calculus I	3__	FL	102	(French or Spanish or Arabic)	3__
FL	101	(French or Spanish or Arabic)	3__	ED	401	Literacy & Social Development	3__
ED	306	Principles of Teaching P-6	3__	ED	405	Teaching Lang Arts & Literature	3__
ED	409	Beg Reading and Phonics	3__	ED	406	Teaching Elementary Science	3__
			<hr/>				<hr/>
			18				18

SENIOR YEAR

Fall Semester				Spring Semester			
HP	324	Elem Methods in Health and P E	3__	ED	449	Senior Seminar	1__
ED	325	Home, School and Community	3__	ED	450	Observation and Teaching	12__
ED	408	Teaching Elementary Soc Studies	3__				
ED	413	Diag Precsr Teach of Reading	3__				
ED	445	Eval and Measurement in Educ	3__				
ED	448	Classroom Management	3__				
			<hr/>				<hr/>
			18				13

Total Hours: 135

PARADIGM: PROGRAM OF STUDY FOR ELEMENTARY EDUCATION MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__

Curricula and Course Descriptions

EN	101	English Composition	3__	ED	209	Introduction to Teaching	3__
SS	101	African American Experience	3__	BY	201	General Biology II	3__
MA	101	Intermediate Algebra	3__	BY	201L	General Biology II Lab	1__
PE	122	Personal Community Health	3__	PSY	201	General Psychology	3__
BY	101	General Biology I	3__	PE	101-119	Physical Education	1__
BY	101L	General Biology I Lab	1__				

17

14

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature	3__	SPE	111	Fundamentals of Speech	3__
PSY	301	Educational Psychology	3__	ED	300	Technology for Teachers	3__
ED	319	Educ of the Exceptional Child	3__	ED	302	Introduction to Curriculum	3__
PH	102	Physical Science	3__	MA	114	Arithmetic for Teachers	3__
PH	102L	Physical Science Lab	1__	ED	350	Foundations of Education	3__
MA	113	Arithmetic for Teachers	3__				

16

15

JUNIOR YEAR

Fall Semester				Spring Semester			
HI	101	World Civilization	3__	HP	324	Elem Methods in Health and P E	3__
RE	211	Survey of World Religion	3__	ED	341	Visual and Performing Arts	3__
MA	110	Pre-Calculus I OR		ED	405	Language Arts and Literature	3__
MA	319	Fundamental Concepts of Geometry	3__	ED	406	Teaching Elementary Science	3__
FL	101	(French or Spanish or Arabic)	3__	ED	407	Teaching Elementary Math	3__
ED	409	Beg Reading and Phonics	3__	FL	102	(French or Spanish or Arabic)	3__
ED	306	Principles of Teaching P-6	3__				

18

18

SENIOR YEAR

Fall Semester				Spring Semester			
PS 201	OR EC 201		3__	ED	449	Senior Seminar	1__
ED	408	Teaching Elementary Soc Studies	3__	ED	450	Observation and Teaching	12__
ED	413	Diag Precsr Teach of Reading	3__				
ED	445	Eval and Measurement in Educ	3__				
ED	448	Classroom Management	3__				

15

13

Total Hours: 126

PARADIGM: PROGRAM OF STUDY FOR ENGLISH-LANGUAGE ARTS EDUCATION MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	PE	101-119	Physical Education	1__
EN	101	English Composition I	3__	EN	102	English Composition II	3__
MA	101	Intermediate Algebra	3__	RE	211	Survey of World Religion	3__

Curricula and Course Descriptions

BY	101	General Biology I	3__	SPE	111	Fundamentals of Speech	3__
BY	101L	General Biology I Lab	1__	ED	300	Technology for Teachers	3__
HI	101	World Civilization	3__	ED	209	Introduction to Teaching	3__
SS	101	African American Experience	3__				
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature	3__	EN		Elective	3__
EN	301	Grammar and Linguistics	3__	FL	102	(French or Spanish or Arabic)	3__
ED	350	Foundations of Education	3__	ED	319	Educ of the Exceptional Child	3__
CO	305	Public Speaking	3__	EN	365	African-American Lit I <u>OR</u>	
PSY	301	Educational Psychology	3__	EN	366	African-American Lit II	3__
FL	101	(French or Spanish or Arabic)	3__	EN	320	Creative Writing	3__
				CO	310	Intro to Mass Communications	3__
			18				18

JUNIOR YEAR

Fall Semester				Spring Semester			
EN	361	American Literature I	3__	EN	362	American Literature II	3__
EN		Elective	3__	EN	390	Poetry	3__
CO	320	Intro to Media Writing	3__	ED	445	Eval and Measurement in Educ	3__
EN	305	Advanced Composition	3__	CO	355	News Reporting	3__
EN	401	British Literature I	3__	EN		Elective	3__
TH	260	Introduction to Theatre	3__	EN	402	British Literature II	3__
			18				18

SENIOR YEAR

Fall Semester				Spring Semester			
EN	451	Literary Criticism	3__	ED	450	Observation and Teaching	12__
EN		Elective	3__	ED	449	Senior Seminar	1__
ED	412	Reading in the Content Areas	3__	EN	449	Senior Seminar	1__
ED	448	Classroom Management	3__				
ED	400	Materials and Meth of Teaching	2__				
ED	424	M and M of Teaching Lang Arts	1__				
			15				14

Total Hours: 134

PARADIGM: PROGRAM OF STUDY FOR HISTORY –SOCIAL SCIENCE EDUCATION MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	HI	102	World Civilization	3__
HI	101	World Civilization	3__	BY	101	General Biology I	3__
MA	101	Intermediate Algebra	3__	BY	101L	General Biology I Lab	1__

Curricula and Course Descriptions

RE	211	Survey of World Religion	3__	SPE	111	Fundamentals of Speech	3__
SS	101	African American Experience	3__	PS	201	Intro to American Government	3__
PE	101-119	Physical Education	1__				
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17				16			

SOPHOMORE YEAR

Fall Semester				Spring Semester			
FL	101	(French or Spanish or Arabic)	3__	FL	102	(French or Spanish or Arabic)	3__
HI	301	American History I	3__	HI	302	American History II	3__
EC	201	Principles of Macroeconomics	3__	ED	350	Foundations of Education	3__
PSY	301	Educational Psychology	3__	EC	202	Principles of Microeconomics	3__
ED	209	Introduction to Teaching	3__	ED	300	Technology for Teachers	3__
				ED	319	Educ of the Exceptional Child	3__
<hr/>				<hr/>			
15				18			

JUNIOR YEAR

Fall Semester				Spring Semester			
PS	303	State and Local Government	3__	HI	308	African American History	3__
HI	303	Alabama History	3__	HI	412	African History	3__
HI	331	Medieval-Early Modern Europe	3__	HI	451	Special Topics: European History	3__
SO	300	Intro to Sociology	3__	GE 302 <u>OR</u> 401 <u>OR</u> HI 421			3__
PS	300	Intro to Political Science	3__	HI	350	Thinking and Writing History	3__
ED	412	Reading in the Content Areas	3__	ED	445	Eval and Measurement in Edu	3__
<hr/>				<hr/>			
18				18			

SENIOR YEAR

Fall Semester				Spring Semester			
ED	400	Materials and Meth of Teaching	2__	ED	450	Observation and Teaching	12__
ED	423	Mat & Meth of Teach Soc Study	1__	ED	449	Senior Seminar	1__
HI	460	Directed Study	3__	SO	449	Senior Seminar	1__
HI	453	Comparative History	3__				
HI	408	Southern History	3__				
ED	448	Classroom Management	3__				
<hr/>				<hr/>			
15				14			

Total Hours: 131

PARADIGM: PROGRAM OF STUDY FOR MATHEMATICS - MATHEMATICS EDUCATION MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	SPE	111	Fundamentals of Speech	3__
HI	101	World Civilization	3__	CIS	290	Intro to Computer Programming	4__
MA	101	Intermediate Algebra	3__	MA	110	Pre-Calculus I	3__
RE	211	Survey of World Religion	3__	ED	209	Introduction to Teaching #	3__

Curricula and Course Descriptions

SS	101	African American Experience	3__
PE	101-119	Physical Education	1__

17

16

SOPHOMORE YEAR

Fall Semester

PSY	301	Educational Psychology#	3__
PH	301	College Physics I	3__
PH	301L	College Physics I Lab	1__
MA	111	Pre-Calculus II	3__
ED	350	Foundations of Education#	3__
MA	201	Analytic Geometry and Cal I	4__

17

Spring Semester

MA	316	Fund Concepts of Algebra	3__
PH	302	College Physics II	3__
PH	302L	College Physics II Lab	1__
ED	300	Technology for Teachers#	3__
ED	319	Educ of the Exceptional Child#	3__
MA	202	Analytic Geometry and Cal II	4__

17

JUNIOR YEAR

Fall Semester

FL	101	(French or Spanish or Arabic)	3__
MA	203	Analytic Geometry and Cal III	4__
MA	308	Differential Equations	3__
MA	311	Linear Algebra	3__
MA	317	Probability and Statistics	3__
ED	412	Reading in the Content Areas	3__

19

Spring Semester

FL	102	(French or Spanish or Arabic)	3__
MA	318	Statistical Inference	3__
MA	324	Discrete Mathematics	3__
MA	319	Fund Concepts of Geometry	3__
MA	351	Numerical Analysis	3__
ED	445	Eval and Measurement in Educ	3__

18

SENIOR YEAR

Fall Semester

MA	421	Abstract Algebra	3__
ED	448	Classroom Management	3__
MA	403	Advanced Calculus	3__
MA	450	Research	3__
MA	315	Theory of Numbers	3__
ED	400	Mat and Meth of Teach Sec Sub	2__
ED	420	Mat and Meth of Teach Math	1__

18

Spring Semester

ED	450	Observation and Teaching	12__
ED	449	Senior Seminar	1__
MA	449	Senior Seminar	1__

14

Total Hours: 136

PARADIGM: PROGRAM OF STUDY FOR MUSIC EDUCATION -- CHORAL

FRESHMAN YEAR

Fall Semester

FYA	101	Orientation to the Academy	1__
EN	101	English Composition I	3__
HI	101	World Civilization	3__
MU	101	Intro to Musical Structures	4__
MU	131	Keyboard Musicianship I	2__
MU	141	Applied Music	1__
MU 210, MU 215, or MU 216			1__
MU	100	Recital Attendance	0__

Spring Semester

MU	100	Recital Attendance	0__
MA	101	Intermediate Algebra	3__
EN	102	English Composition II	3__
SS	101	African American Experience	3__
MU	102	Inter Musical Structures	4__
MU	132	Keyboard Musicianship II	2__
MU	142	Applied Music	1__
MU 210, MU 215, or MU 216			1__

Curricula and Course Descriptions

PE	101-119	Physical Education	1__				
			<u>16</u>				<u>17</u>
SOPHOMORE YEAR							
Fall Semester				Spring Semester			
MU	303	Intro to Music Teaching#	3__	SPE	111	Fundamentals of Speech	3__
PSY	301	Educational Psychology#	3__	MU	242	Applied Music	1__
MU	201	Advanced Musical Structures	4__	MU	202	Composition and Analysis	4__
MU	231	Keyboard Musicianship III	2__	MU	232	Keyboard Musicianship IV	2__
MU	251	Music Literature I	2__	MU	252	Music Literature II	2__
MU	210, MU 215, or MU 216		1__	MU	305	Music Technology	3__
MU	241	Applied Music	1__	MU	100	Recital Attendance	0__
MU	100	Recital Attendance	0__	ED	350	Foundations of Education#	3__
MU	321	Voice Diction	2__	MU	210, MU 215, or MU 216		1__
			<u>18</u>				<u>19</u>
JUNIOR YEAR							
Fall Semester				Spring Semester			
MU	300	Choral Composition and Arrang	2__	MU	352	Music History II	2__
MU	302	Basic Conducting	2__	MU	342	Applied Music	2__
MU	351	Music History I	2__	ED	412	Reading in the Content Areas	3__
MU	341	Applied Music	2__	ED	445	Eval and Measurement in Educ	3__
MU	210, MU 215 or MU 216		1__	MU	304	Form and Analysis	2__
ED	319	Education of the Excep Child	3__	FL	102	Foreign Language II	3__
FL	101	Foreign Language I	3__	MU	210, MU 215, or MU 216		1__
MU	100	Recital Attendance	0__	MU	100	Recital Attendance	0__
RE	211	Survey of World Religion	3__				
			<u>18</u>				<u>16</u>
SENIOR YEAR							
Fall Semester				Spring Semester			
MU	405	Advanced Conducting/Choir	2__	MU	444	Senior Seminar	1__
MU	441	Applied Music	2__	MU	445	Directed Teaching	12__
MU	210, MU 215 or MU 216		1__				
MU	413	Senior Recital	1__				
MU	357	Teach Mus/Sec-Choral	3__				
ED	448	Classroom Management	3__				
BY	101	General Biology I	3__				
BY	101L	General Biology I Lab	1__				
MU	100	Recital Attendance	0__				
MU	322	Voice Pedagogy	2__				
			<u>18</u>				<u>13</u>
Total Hours: 135							

PARADIGM: PROGRAM OF STUDY FOR MUSIC EDUCATION -- INSTRUMENTAL

FRESHMAN YEAR							
Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	MU	100	Recital Attendance	0__
EN	101	English Composition I	3__	MA	101	Intermediate Algebra	3__
HI	101	World Civilization	3__	EN	102	English Composition II	3__
MU	101	Intro to Musical Structures	4__	SS	101	African American Experience	3__
MU	131	Keyboard Musicianship I	2__	MU	102	Inter Musical Structures	4__
MU	141	Applied Music	1__	MU	132	Keyboard Musicianship II	2__
MU	212, MU 213, or MU 216		1__	MU	142	Applied Music	1__
MU	100	Recital Attendance	0__	MU	212, MU 213, or MU 216		1__
PE	101-119	Physical Education	1__				
			<u>—</u>				<u>—</u>

				16					17
				SOPHOMORE YEAR					
Fall Semester					Spring Semester				
MU	303	Intro to Music Teaching#	3	___	SPE	111	Fundamentals of Speech	3	___
PSY	301	Educational Psychology#	3	___	MU	242	Applied Music	1	___
MU	201	Advanced Musical Structures	4	___	MU	202	Composition and Analysis	4	___
MU	231	Keyboard Musicianship III	2	___	MU	232	Keyboard Musicianship IV	2	___
MU	251	Music Literature I	2	___	MU	252	Music Literature II	2	___
MU	212, MU 213, or MU 216		1	___	MU	305	Music Technology	3	___
MU	241	Applied Music	1	___	MU	100	Recital Attendance	0	___
MU	100	Recital Attendance	0	___	ED	350	Foundations of Education#	3	___
				___	MU 212, MU 213, or MU 216				1
				16					17
				JUNIOR YEAR					
Fall Semester					Spring Semester				
MU	322	Vocal Pedagogy	2	___	MU	352	Music History II	2	___
MU	304	Form and Analysis	2	___	MU	342	Applied Music	2	___
MU	351	Music History I	2	___	ED	412	Reading in the Content Areas	3	___
MU	341	Applied Music	2	___	ED	445	Eval and Measurement in Educ	3	___
ED	319	Education of the Excep Child	3	___	MU	404	Advanced Conducting	2	___
FL	101	Foreign Language I	3	___	MU	371	Brass and Woodwinds	2	___
MU	302	Conducting	2	___	FL	102	Foreign Language II	3	___
MU	100	Recital Attendance	0	___	MU	212, MU 213, or MU 216		1	___
MU	301	Orchestration and Arranging	2	___	MU	100	Recital Attendance	0	___
MU	212, MU 213, or MU 216		1	___					___
				19					18
				SENIOR YEAR					
Fall Semester					Spring Semester				
RE	211	Survey of World Religion	3	___	MU	444	Senior Seminar	1	___
MU	441	Applied Music	2	___	MU	445	Directed Teaching	12	___
MU	372	String and Percussion	2	___					___
MU	212, MU 213, or MU 216		1	___					___
MU	356	Teaching Music	3	___					___
ED	448	Classroom Management	3	___					___
BY	101	General Biology I	3	___					___
BY	101L	General Biology I Lab	1	___					___
MU	100	Recital Attendance	0	___					___
MU	413	Senior Recital	1	___					___
				19					13
Total Hours: 137									

DIVISION OF HUMANITIES

The Division of Humanities offers a major in English, a major in Theatre and two in Music (B.A. in Music, B.M.E.). The English major is a program which affords the options of earning a liberal arts degree in English or a Bachelor of Science degree in Language Arts Education, with the State of Alabama Class B Secondary Teaching Certificate. A student is eligible for the Bachelor's degree in any of the two areas upon satisfactory completion of a prescribed General Education Program of the College and the specific requirements of the Humanities Division. In addition to the three major programs, the Division

offers an English minor, Music minor, Religion/Philosophy minor, African-American Literature/Studies minors, and Drama/Theater minor.

Division Mission. Through multiplicative offerings of art, dance, drama, English, foreign languages, humanities, music, philosophy, religion, and speech, the Humanities Division's Mission is to graduate students and to sensitize students to the vast array of cultural arts and to the variety of religious creeds — Christian ethics in particular — and to enable all students to leave the college with standard English

proficiency and strong critical thinking, speaking, reading, listening, and writing skills.

Policies and Procedures.

English Major Requirements. A student must earn 52 semester hours in upper-level English courses for a Bachelor of Arts degree in English. All students earning a Bachelor of Arts degree must take twelve hours of a foreign language.

English Program Mission. The English program is designed to graduate students with strong critical thinking and communication skills achieved through the knowledge of the various literary genres, and the relating of the literary texts written by major authors to global, social, cultural and historical contexts in which they were produced using theoretical perspectives.

Students wishing to major in English must submit an application to the Division for acceptance. To be accepted into the major, a student must meet the following criteria:

1. have a minimum GPA of 2.0;
2. have a minimum GPA in all English course taken of 2.0;
3. must produce a five paragraph essay, on a topic assigned by an English professor and under that professor's supervision. The essay must be approved by **two** English professors;
4. have passed the English Proficiency Exam (EPE).
5. Refer to English handbook for further information.

In order to satisfy the major requirements for graduation, a student must pass all English courses with a minimum grade of "C" or better.

Minor in English. A minor in English consists of 18 semester hours of English selected from the following courses:

EN 301 Grammar & Linguistics (*Required*)

Choose 3 (9 credits)

- EN 361 American Literature I
- EN 362 American Literature II
- EN 365 African-American Literature I
- EN 366 African-American Literature II
- EN 401 British Literature I
- EN 402 British Literature II

Choose 2 (6 credits)

- EN 320 Creative Writing
- EN 351 Shakespeare
- EN 352 English Renaissance Drama
- EN 355 Modernism
- EN 370 Jewish American Literature
- EN 372 Short Story
- EN 375 Drama
- EN 380 African-American Autobiography

EN 403 Comparative African and African-American Literature

EN 439 The Novel

EN 451 Literary Criticism

English Organization

The Alpha Lambda Mu chapter of Sigma Tau Delta (the English Honor Society) is open to all English majors or minors with a sophomore rank and a "B" average. The group meets monthly to pursue projects related to literature and language arts. All English majors and minors are expected to join Sigma Tau Delta as a part of their professional development.

Theatre Program. The Theatre Program at Miles is structured to provide a challenging arts program. The theatre curriculum fosters creative, critical, and collaborative thinking through participation in all aspects of production and appreciation of theatre history and literature.

Theatre Program Mission. The Bachelors of Arts in Theatre provides a broad based curriculum that encourages student discovery, creativity, and scholarship. Through the study of acting, directing, design, theatre history, dramatic literature, and involvement in college productions, the student will develop the skills necessary for a career in the Theatre Arts.

Policies and Procedures.

1. Students must maintain a 2.0 grade point average overall and earn no lower than a "C" in major course work.
2. Students may enroll in Theatre Practicum and receive credit for participation in a Fall/Spring production
3. Students may enroll in Theatre Practicum for 1 credit hour and receive credit for participation in local theatre production only with the theatre instructor's permission.

Minor in Theatre. A minor in Theatre consists of 18 semester hours of Theatre selected from the following courses:

- TH 260 Introduction to Theatre
- TH 340 Beginning Acting
- TH 402 Advanced Acting
- SPE 211 Voice and Diction
- TH 209 Oral Interpretations
- TH 211 Movement I

Theatre Organization

Drama Club. This club is composed of students who have an interest in Drama. This club functions under the sponsorship of the Coordinator of Theatre

activities. It presents several plays on and off campus each year.

MUSIC

Miles College offers two music majors towards the Bachelors Degree

- Bachelor of Music Education - Education
- Bachelor of Arts in Music - Humanities

The Music Education program offers the Bachelor of Music Education Degree Instrumental, or Choral

Music Program Mission. The mission of the Miles College Music Program is: 1) to reflect the college's unique philosophical, ethical and spiritual goals through supportive music teaching and learning environments. 2) to provide continuous opportunities for intellectual stimulation and creative growth in

areas in which the structure of music is considered within historical and stylistic frameworks, 3) to recognize the intellectual pursuits and achievements of music students, and faculty and further the development of intellectual stimulation and creative growth, 4) to enable practice and demonstrations of the highest professional standards through small classes and hands on learning experiences and 5) to expand the social dimensions of the music program in ways that benefit community service, cultural enrichment, and educational outreach.

Admission into Miles College does not guarantee acceptance as a music major. To gain acceptance, the

prospective music major will demonstrate suitability for music study via two assessments:

- The Music Placement Evaluation
- The Primary Applied Audition

Both the Music Placement Evaluation and the Primary Applied Audition are administered before the completion of the student's first semester of music study.

Music Placement Evaluation. The Music Placement Evaluation tests the student's musicianship and knowledge of theory. The music evaluation determines the theory and keyboard musicianship classes into which the student will be placed. Musicianship skills evaluated include sight-reading at the keyboard, sight singing, and rhythm reading. Theory skills evaluated include notation, scales, intervals, and chords. Students who need musicianship and theory review may be admitted as music majors with the provision that they successfully complete MU 099 Music Fundamentals.

Audition. The audition evaluates the prospective music majors' potential for steady progress on the intended primary applied instrument. The applied music faculty determines the specific requirements for the Primary Applied Audition.

Typically, the prospective student will perform scales, solos and other materials.

The MU 141 can serve as the audition into the music major. The audition takes place during exam week. (Music jury exams) at the end of terms, on the last Friday before fall term begins and the last Friday before Spring term begins. Other times announced.

The Music Placement Evaluation is offered during registration week, and/or during the first week of class in the Fall and Spring semesters.

The prospective music major's first applied jury may count as the audition.

Grade Requirements. In order to graduate with a major in music, the student must pass all music courses with a grade of C or higher.

Music Minor. In order for the Music Minor to appear on the transcript of record, interested students are first required to formally declare the Music Minor as an additional program of study. After which students must complete 18 credit hours from the following set of pre-selected required and elective courses, with the understanding that a minor in any major subject area, is not a graduation degree requirement. The following is the Music Minor Program of Study:

General Music Requirements		12 hours
MU 101	Music Theory I/Lab	4
MU 131	Keyboard Musicianship I	2
MU 132	Keyboard Musicianship II	2
MU 251	Music Literature I	2
MU 252	Music Literature II	2
MU 100	Recital Attendance Class	(4 semesters)

Required Electives **6 hours**
(Students will choose a total of six credit hours from the following):

MU 120	Class Voice	2
MU 141	Applied Music (Lower Level)	1
MU 142	Applied Music (Lower Level)	1
MU 210	Choir	1
MU 212	Band	1
MU 213	Jazz Band	1
MU 215	Opera Workshop	1
MU 216	Chamber Ensemble	1

BACHELOR OF MUSIC EDUCATION

The Bachelor of Music Education Degree program prepares the student to teach music at the P-12 level in public schools.

The Bachelor of Music Education degree has two instructional tracks:

- Bachelor of Music Education — Instrumental
- Bachelor of Music Education — Choral

The Bachelor of Music Education – Instrumental (MEI) leads to State Department of Education certification to teach P-12 music and is designed for future band directors.

Bachelor of Music Education – Choral (MEC) leads to State Department of Education certification to teach P-12 music and is designed for future choir directors.

Entering the Teacher Education Program (TEP). Because the Bachelor of Music Education degree prepares the student for public school teaching, students must meet Miles College Division of Education standards for entering the Teacher Education Program.

Effective Fall 2006, the Bachelor of Music Education student must have a 2.8 G.P.A to enter the Teacher Education Program.

For further information on Teacher Education Program standards and procedures, refer to "Division of Education" section of the *Miles College Catalog* and to the *Division of Education Student Handbook*.

Additionally, to enter the Teacher Education Program, the Bachelor of Music Education major must pass the Theory and Musicianship Review, administered at the end of the students second year of study. For further information on Music major requirements for MEI and MEC students, see the *Music Student Handbook*.

Primary Applied for MEI and MEC students. The Bachelor of Music Education major must declare voice, piano, or a band /orchestral instrument as the primary applied area of study. He or she must demonstrate progress in the primary applied area of study by participating in an applied jury every semester of applied study.

The Music Education Portfolio. The Bachelor of Music Education major must complete a Music Education Portfolio. The Music Education Portfolio documents student competency in musical and professional areas. The required content, of the Music Education Portfolio, is described in required course descriptions. Further details of the Music Education Portfolio, including a portfolio checklist, are clarified in the *Music Student Handbook*.

Music Organization

MENC Collegiate (the Music Society) Music Educators National Conference (MENC) provides information, resources, and services for education professionals, promotes music as an essential area of study, opens doors to job opportunities, develops leadership skills, and offers the latest advancements and innovations in music education. Collegiate MENC is a student affiliate of MENC: The National Association for Music Education. Through this

organization, students are able to attend state and national conventions as participating members. The purpose of Collegiate MENC is to make available opportunities for professional development as well as acquaint students with the privileges and responsibilities in the profession of music.

THE PROGRAM OF STUDY FOR THE BACHELOR OF ARTS DEGREE IN MUSIC

Inquiry, rather than professional credentialing, defines the Bachelor of Arts in Music Degree at Miles College. The Bachelor of Arts Degree program addresses the needs of students who desire a more liberal integrated, even multidisciplinary approach to their music studies. Therefore, a plethora of opportunities such as the following, are made available to support student efforts: 1) music electives, 2) the senior project, 3) the music internship, 4) and a variety of cognate related instructional areas that support either a traditional minor or a collection of courses decided upon by advisor and advisee.

Bachelor of Arts in Music Portfolio. The Bachelor of Arts music major must complete a portfolio. The Bachelor of Arts in Music Portfolio documents student competency in musical areas as well as in areas of interest. Content of the Bachelor of Arts in Music Portfolio is included in specific course descriptions. Further details of the Bachelor of Arts in Music Portfolio can be found in the *Music Student Handbook*.

Theory and Musicianship Review. Refer to the *Music Student Handbook*.

PARADIGM PROGRAM OF STUDY FOR ENGLISH MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	SS	101	African American Experience	3__
BY	101	General Biology I	3__	EN	102	English Composition II	3__
BY	101L	General Biology I Lab	1__	PH	102	Physical Science	3__
EN	101	English Composition I	3__	PH	102L	Physical Science Lab	1__
HI	101	World Civilization I	3__	HI	102	World Civilization II	3__
MA	101	Intermediate Algebra	3__	SPE	111	Fundamentals of Speech	3__
CIS	110	Computer Literacy	3__	PE	101-119	Physical Education	1__
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17				17			

SOPHOMORE YEAR

Curricula and Course Descriptions

Fall Semester				Spring Semester			
EN	201	Intro to Literature <u>OR</u>		EN	299	Practice in Writing	3__
EN	202	World Masterpieces	3__	EC	201	Prin of Macroeconomics	3__
RE	211	Survey of World Religion	3__	PSY	201	General Psychology	3__
PS	201	Intro to American Government	3__	FL	102	(French or Spanish)	3__
HUM	201	Humanities	3__	EN		Elective	3__
FL	101	(French or Spanish)	3__				
			15				15

JUNIOR YEAR

Fall Semester				Spring Semester			
EN	361	American Literature I	3__	EN	362	American Literature II	3__
EN	301	Grammar and Linguistics	3__	EN	305	Advanced Composition	3__
EN		Major Elective	3__	EN		Major Elective	3__
EN	380	African-American Contemporary	3__	CO	305	Public Speaking	3__
FL	201	(French or Spanish)	3__	EN	400	African-American Autobiography	3__
				FL	202	(French or Spanish)	3__
			15				18

SENIOR YEAR

Fall Semester				Spring Semester			
EN	451	Literary Criticism	3__	EN	402	British Literature II	3__
EN	401	British Literature I	3__	EN	449	Senior Seminar	1__
EN	365	African-American Literature I	3__	EN	366	African-American Literature II	3__
EN		Major Elective	3__			Free Elective	3__
EN	490	Internship	3__			Free Elective	3__
		Free Elective	3__				
			18				13

Total Hours: 128

PARADIGM PROGRAM OF STUDY FOR MUSIC MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	MA	101	Intermediate Algebra	3__
HI	101	World Civilization	3__	SPE	111	Fundamentals of Speech	3__
MU	131	Keyboard Musicianship I	2__	MU	142	Applied Music	1__
MU	101	Theory I/Lab	4__	MU	102	Theory II/Lab	4__
MU	100	Recital Attendance	0__	MU	132	Keyboard Musicianship II	2__
MU	141	Applied Music	1__	MU	100	Recital Attendance	0__
MU		Elective	3__				
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
BY	101	General Biology I	3__	CIS	110	Computer Literacy	3__

Curricula and Course Descriptions

BY	101L	General Biology I Lab	1__	MU	321	Diction for Singers	2__
SS	101	African American Experience	3__	HI	102	World Civilization	3__
MU	231	Keyboard Musicianship III	2__	MU	252	Music Literature II	2__
MU	251	Music Literature I	2__	MU	232	Keyboard Musicianship IV	2__
MU	201	Theory III/Lab	4__	MU	202	Theory IV/Lab	4__
MU	241	Applied Music	1__	MU	242	Applied Music	1__
MU	100	Recital Attendance	0__	MU	100	Recital Attendance	0__
MU		Ensemble	1__	MU		Ensemble	1__
			17				18

JUNIOR YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature <u>OR</u>		EC	201	Prin of Macroeconomics	3__
EN	202	World Masterpieces	3__	HUM	201	Humanities	3__
RE	211	Survey of World Religion	3__	MU	342	Applied Music	2__
PS	201	Intro to American Government	3__	MU		Concentration	3__
PH	102	Physical Science	3__	MU	100	Recital Attendance	0__
PH	102L	Physical Science Lab	1__	PSY	201	General Psychology	3__
MU	341	Applied Music	2__			Free Elective	3__
MU	304	Form and Analysis	2__				
MU		Ensemble	1__				
MU	100	Recital Attendance	0__				
			18				17

SENIOR YEAR

Fall Semester				Spring Semester			
FL	101	Foreign Language	3__	FL	102	Foreign Language	3__
MU	351	Music History I	2__	MU		Elective	3__
MU	403	Senior Project I	1__	MU	352	Music History II	2__
MU	100	Recital Attendance	0__	MU	305	Music Technology	3__
MU		Concentration	6__	EN	299	Practice in Writing	3__
		Free Electives	6__	PE	101-119	Physical Education	1__
				MU	100	Recital Attendance	0__
				MU		Ensemble	1__
			18				16

Total Hours: 137

PARADIGM: PROGRAM OF STUDY FOR THEATRE MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	PH	102	Physical Science	3__
MA	101	Intermediate Algebra	3__	PH	102L	Physical Science	1__
BY	101	General Biology I	3__	HI	102	World Civilization	3__
BY	101L	General Biology I Lab	1__	SPE	111	Fundamentals of Speech	3__
CIS	110	Computer Literacy	3__	PE	101-119	Physical Education	1__
HI	101	World Civilization	3__	SS	101	African American Experience	3__
			17				17

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature <u>OR</u>		EC	201	Prin of Macroeconomics	3__

Curricula and Course Descriptions

EN	202	World Masterpieces	3__	EN	299	Practice in Writing	3__
PSY	201	General Psychology	3__	PS	201	Intro to American Government	3__
SPE	211	Voice and Diction	3__	HUM	201	Humanities	3__
TH	260	Introduction to Theatre	3__	TH	200	Theatre Practicum	1__
TH	210	Acting I	3__	TH	261	Play Production	3__
<hr/>				<hr/>			
15				16			

JUNIOR YEAR

Fall Semester				Spring Semester			
RE	211	Survey of World Religion	3__	TH	302	History of Theatre II	3__
TH	301	History of Theatre I	3__	TH	309	Educational Theatre	3__
TH	308	Beginning Playwriting	3__	TH	351	Shakespeare <u>OR</u>	
TH	342	Advanced Theatre	3__	TH	352	English Renaissance Drama <u>OR</u>	
TH	211	Movement I	3__	TH	375	Drama as Literature	3__
TH	300	Theatre Practicum	1__	TH		Elective	3__
				TH		Elective	3__
<hr/>				<hr/>			
16				15			

SENIOR YEAR

Fall Semester				Spring Semester			
TH	410	Directing I	3__	TH	460	Script Analysis	3__
TH	402	Advance Acting	3__	TH	400	Theatre Practicum	1__
TH		Elective	3__	TH	351	Shakespeare <u>OR</u>	
TH		Elective	3__	TH	352	English Renaissance Drama <u>OR</u>	
TH		Elective	3__	TH	375	Drama as Literature	3__
				TH		Elective	3__
				TH		Elective	3__
<hr/>				<hr/>			
15				13			

Total Hours: 124

DIVISION OF NATURAL SCIENCES AND MATHEMATICS

The Division of Natural Sciences and Mathematics offers major and minor programs in Biology, Chemistry, Mathematics, Environmental Science, and Computer and Information Sciences. The Division, in conjunction with the Division of Education, offers majors in Biology Education, Chemistry Education and Mathematics Education. The Division also offers a degree in Management Information Sciences in conjunction with the Division of Business and Accounting. The Division conducts programs for students who are interested in attending medical school, dental school or entering the allied health field after graduation. Students completing requirements for these major programs are awarded the Bachelor of Science degree.

All students majoring in Natural Sciences and Mathematics must complete the General Education requirements of Miles College. The division provides tutorial assistance, graduate school preparation and other wholesome activities designed to produce well-trained, competent science professionals.

Students are expected to join one of the science clubs or other professional associations and the graduate school club. These activities will offer information relative to advanced study and preparation beyond the baccalaureate level. The division offers GRE and MCAT preparation and tutorial assistance. Students have opportunities to network with other students regionally and nationally as well as science professionals across the country. Student travel to

workshops, science conferences and symposia are all benefits to be accessed by the successful matriculant, research and critical thinking by students is highly encouraged and appropriate rewards are expected. Selected students are afforded portfolio-building opportunities, which should lead to scholarship and professional development. Every student should benefit from these programmed activities.

Division Mission. The Division of Natural Sciences and Mathematics of Miles College offers an educational program that provides for students from diverse academic, economic, racial, and social backgrounds. The division strives to produce an ethical and intelligent graduate with strong critical and creative thinking skills, quality leadership attributes, competency in a chosen field of study, and a heightened awareness of the importance of research, computer and technological literacy, and a keen knowledge of varied career areas that affect intelligent choices and productive membership in society.

Policies and Procedures

1. A student who declares a major in the natural sciences, mathematics, or computer sciences must make a minimum grade of "C" in each course taken in this division, whether it is a required course or any variety of elective.
2. Students are required to pass a comprehensive examination in the major area before graduation. Mathematics majors are required to complete a minor of 18 hours in an area other than mathematics.
3. The requirements for a major in Biology include a minor of 16 hours in Chemistry, 8 hours in physics and 9 hours in mathematics. The requirements for a major in Chemistry include a minor of 18 hours in Mathematics.
4. Students seeking Teacher Certification in Mathematics, Chemistry, or Biology Education must have a minimum GPA 2.8, a grade of C in each major course, and must be recommended by the Division Chairperson.
5. A student must complete at least 30 semester hours in the major area.
6. The programs have been designed for completion in four academic years. If a student should deviate from the program as designed, the Division will not assume any responsibility to offer courses out of sequence to accommodate such students with deficiencies. Such students will be required to wait until needed courses are normally offered. Biology, chemistry and mathematics majors who are interested in teaching on the secondary level may be certified to do so by completing requirements for the

Bachelor's degree in their area of concentration and by further completing requirements for teacher education as outlined by the State Department of Education. These students must consult with the Chairperson in the Division of Education.

Biology Mission. To provide strong teaching advisement to students majoring in biology and biology education, for employment and or entry into graduate and professional schools

Computer Information Systems (CIS) Mission. The CIS Program provides students with an in-depth education in the conceptual foundations of computer information science and in complex software and hardware systems. It allows student to explore the connections between computer information science and a variety of other disciplines. Combined with a strong education in mathematics, sciences, and the liberal arts it prepares students to be leaders in computer information science practice, applications to other disciplines, and research.

Environmental Science Mission. The primary mission of the Environmental Sciences Program is to advance, through both classroom instruction and research, the education of students in areas of national and international needs in relation to the environment. Our mission is to use an interdisciplinary approach that ensures that students become aware of a wide range of environmental concerns and that their research includes a breadth of environmental understanding beyond the boundaries of a particular discipline. The ultimate goal of the program is to prepare students for careers in research, management, government service, teaching, and other areas where they can make productive contributions to the solution of environmental problems.

Management Information Systems (MIS) Mission. The MIS Program provides students with an in-depth education in the uses of computers in business. It allows student to explore both business and information technology and learn how to solve business problems using hardware, operating systems, networking, programming and database management. Students learn to use technology as a key business driver to manage corporate information technology resources.

Mathematics Mission. The mission is to provide strong teaching and advisement to students majoring in mathematics and mathematics education, for employment and or entry into graduate and professional schools.

PARADIGM: PROGRAM OF STUDY FOR BIOLOGY MAJORS

FRESHMAN YEAR

Fall Semester

FYA	101	Orientation to the Academy	1__
BY	101	General Biology I	3__
BY	101L	General Biology I Lab	1__
EN	101	English Composition I	3__
MA	101	Intermediate Algebra	3__
CIS	110	Computer Literacy	3__
SS	101	African American Experience	3__
PE	101-119	Physical Education	1__

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Spring Semester

SPE	111	Fundamentals of Speech	3__
EN	102	English Composition II	3__
PH	102	Physical Science	3__
PH	102L	Physical Science Lab	1__
MA	110	Pre-Calculus I	3__
CH	110	Chemical Concepts	3__
CH	110	Chemical Concepts Lab	1__

 17
SOPHOMORE YEAR

Fall Semester

Spring Semester

Curricula and Course Descriptions

HI	101	World Civilization	3__	EN	201	Intro to Literature <u>OR</u>	
PSY	201	General Psychology	3__	EN	202	World Masterpieces	3__
CH	131	General Chemistry I	3__	MA	201	Analytic Geometry and Cal I	4__
CH	131L	General Chemistry I Lab	1__	HI	102	World Civilization	3__
MA	111	Pre-Calculus II	3__	CH	132	General Chemistry II	3__
BY		Elective w/Lab	4__	CH	132L	General Chemistry II Lab	1__
				BY		Elective w/Lab	4__
			<hr/>				<hr/>
			17				18

JUNIOR YEAR

Fall Semester				Spring Semester			
EN	299	Practice in Writing	3__	PH	302	College Physics II	3__
HUM	201	Humanities	3__	PH	302L	College Physics II Lab	1__
PS	201	Intro to American Government	3__	RE	211	Survey of World Religion	3__
PH	301	College Physics I	3__	EC	201	Prin of Macroeconomics	3__
PH	301L	College Physics I Lab	1__	BY	304	Genetics	3__
CH	305	Organic Chemistry I	3__	BY	304L	Genteics Lab	1__
CH	305L	Organic Chemistry I Lab	1__	CH	306	Organic Chemistry II	3__
				CH	306L	Organic Chemistry II Lab	1__
			<hr/>				<hr/>
			17				18

SENIOR YEAR

Fall Semester				Spring Semester			
BY	406	Molecular Biology/Genetic Eng,	3__	BY	449	Senior Seminar	1__
BY	406L	Molecular Biology/Genetic Eng, Lab	1__	BY		Elective w/Lab	4__
BY	407	Biochemistry I	3__	BY		Electives	7__
BY	407L	Biochemistry I Lab	1__				
BY		Elective w/Lab	4__				
BY		Elective w/Lab	4__				
			<hr/>				<hr/>
			16				12

Total Hours: 133

PARADIGM: PROGRAM OF STUDY FOR CHEMISTRY MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	CH	110	Chemical Concepts	3__
EN	101	English Composition I	3__	CH	110L	Chemical Concepts Lab	1__
MA	101	Intermediate Algebra	3__	SPE	111	Fundamentals of Speech	3__
CIS	110	Computer Literacy	3__	EN	102	English Composition II	3__
SS	101	African American Experience	3__	PH	102	Physical Science	3__
BY	101	General Biology I	3__	PH	102L	Physical Science Lab	1__
BY	101L	General Biology I Lab	1__	MA	110	Pre-Calculus I	3__
PE	101-119	Physical Education	1__				
			<hr/>				<hr/>
			18				17

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature <u>OR</u>		CH	132	General Chemistry II	3__

Curricula and Course Descriptions

EN	202	World Masterpieces	3__	CH	132	General Chemistry II Lab	1__
HI	101	World Civilization	3__	EC	201	Prin of Macroeconomics	3__
MA	111	Pre-Calculus II	3__	RE	211	Survey of World Religion	3__
PSY	201	General Psychology	3__	HI	102	World Civilization	3__
CH	131	General Chemistry I	3__	MA	201	Analytic Geometry and Cal I	4__
CH	131L	General Chemistry I Lab	1__				
							17
			16				

JUNIOR YEAR

Fall Semester				Spring Semester			
EN	299	Practice in Writing	3__	HUM	201	Humanities	3__
PS	201	Intro to American Government	3__	CH	304	Analytic Chemistry	3__
CH	303	Qualitative Analysis	3__	CH	304L	Analytic Chemistry Lab	1__
CH	303L	Qualitative Analysis Lab	1__	CH	306	Organic Chemistry II	3__
CH	305	Organic Chemistry I	3__	CH	306L	Organic Chemistry II Lab	1__
CH	305L	Organic Chemistry I Lab	1__	CH		Major Elective	4__
MA	202	Analytic Geometry and Cal II	4__			Free Elective	3__
							18
			18				

SENIOR YEAR

Fall Semester				Spring Semester			
CH	401	Physical Chemistry I <u>OR</u>		CH	402	Physical Chemistry II <u>OR</u>	
BY	407	Biochemistry I	3__	BY	408	Biochemistry II	3__
CH	401L	Physical Chemistry I Lab OR		CH	402L	Physical Chemistry II Lab OR	
BY	407L	Biochemistry I Lab	1__	BY	408L	Biochemistry II Lab	1__
PH	301	College Physics I	3__	PH	302	College Physics II	3__
PH	301L	College Physics I Lab	1__	PH	302L	College Physics II Lab	1__
CH	450	Research I	3__	CH	449	Senior Seminar	1__
CH		Major Elective	4__	CH		Major Elective	4__
				CH	451	Research II	3__
							16
			15				

Total Hours: 135

PARADIGM: PROGRAM OF STUDY FOR COMPUTER AND INFORMATION SCIENCES MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	HI	102	World Civilization	3__
BY	101	General Biology I	3__	EN	102	English Composition II	3__
BY	101L	General Biology I Lab	1__	PH	102	Physical Science	3__
EN	101	English Composition I	3__	PH	102L	Physical Science Lab	1__
MA	101	Intermediate Algebra	3__	SPE	111	Fundamentals of Speech	3__
HI	101	World Civilization	3__	MA	110	Pre-Calculus I	3__
CIS	110	Computer Literacy	3__	PE	101-119	Physical Education	1__
							17
			17				

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature <u>OR</u>		EN	299	Practice in Writing	3__

Curricula and Course Descriptions

EN	202	World Masterpieces	3__	RE	211	Survey of World Religion	3__
SS	101	African American Experience	3__	MA	324	Discrete Mathematics	3__
PS	201	Intro to American Government	3__	CIS	260	Fundamentals of CIS	3__
MA	111	Pre-Calculus II	3__	CIS	290	Intro to Computer Programming	4__
CIS	120	Fund of microcomputer App	3__				

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16

JUNIOR YEAR

Fall Semester				Spring Semester			
EC	201	Prin of Macroeconomics	3__	HUM	201	Humanities	3__
PSY	201	General Psychology	3__	CIS	320	Intro to JAVA Programming	4__
CIS	325	C++ Programming	4__	CIS	327	Visual Basic Programming	4__
CIS	270	Microcomputer Hardware	4__	CIS	370	Data Structures for IS	4__
CIS	271	Operating Systems	4__	CIS	310	Website Design	3__

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SENIOR YEAR

Fall Semester				Spring Semester			
CIS	400	Database Management Systems	3__	CIS	449	Senior Seminar	1__
CIS	333	Assembly Language Program*	4__	CIS	395	Community Service Internship	4__
CIS	330	Computer Architecture*	3__	CIS	450	Information Systems Security	3__
CIS	360	Computer Networks and		CIS	305	Internet Concepts & Practice	4__
		Data Communications	4__	CIS		Elective	3__
CIS		Elective	3__				

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15

Total Hours: 133

* Must be taken together (co-requisites)

Computer & Information Sciences Electives

CIS	280	Multimedia Development	3__
CIS	350	Project Management	4__

CIS	240	Adv. Microcomputer Concepts	3__
CIS	440	Electronic Commerce	3__
CIS	430	Logic Design	4__
MIS	315	Systems Analysis & Design	4__

PARADIGM: PROGRAM OF STUDY FOR ENVIRONMENTAL SCIENCES MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	CIS	110	Computer Literacy	3__
BY	101	General Biology I	3__	EN	102	English Composition II	3__
BY	101L	General Biology I Lab	1__	PH	102	Physical Science	3__
EN	101	English Composition I	3__	PH	102L	Physical Science Lab	1__
MA	101	Intermediate Algebra	3__	MA	110	Pre-Calculus I	3__
SS	101	African American Experience	3__	ES	200	Principles of Geology	3__
ES	105	Soil Science	3__	ES	200L	Principles of Geology Lab	1__
ES	105L	Soil Science Lab	1__				

18

17

SOPHOMORE YEAR

Fall Semester				Spring Semester			
SPE	111	Fundamentals of Speech	3__	EN	299	Practice in Writing	3__

Curricula and Course Descriptions

HI	101	World Civilization	3__	HUM	201	Humanities	3__
MA	111	Pre-Calculus II	3__	HI	102	World Civilization	3__
CH	131	General Chemistry I	3__	CH	132	General Chemistry II	3__
CH	131L	General Chemistry I Lab	1__	CH	132L	General Chemistry II Lab	1__
EC	201	Prin of Macroeconomics	3__	MA	201	Analytic Geometry and Cal I	4__
PE	101-119	Physical Education	1__				

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17

JUNIOR YEAR

Fall Semester				Spring Semester			
BY	210	Zoology	3__	BY	202	Botany	3__
BY	210L	Zoology Lab	1__	BY	202L	Botany Lab	1__
PH	301	College Physics I	3__	CH	306	Organic Chemistry II	3__
PH	301L	College Physics I Lab	1__	CH	306L	Organic Chemistry II Lab	1__
ES	321	Environmental Science	3__	PH	302	College Physics II	3__
ES	321L	Environmental Science Lab	1__	PH	302L	College Physics II Lab	1__
CH	305	Organic Chemistry I	3__	PSY	201	General Psychology	3__
						Intro to American	
CH	305L	Organic Chemistry I Lab	1__	PS	201	Government	3__

16

18

SENIOR YEAR

Fall Semester				Spring Semester			
CIS	260	Fundamentals of CIS	3__	EN	201	Intro to Literature <u>OR</u>	
ES	400	Ecology	3__	EN	202	World Masterpieces	3__
ES	400L	Ecology Lab	1__	ES	449	Senior Seminar	1__
ES	340	Intro to Geo. Info. Sys	3__	ES	430	Env Science Internship <u>OR</u>	
ES	324	Environmental Analysis	3__	ES	450	Research	3__
ES	324L	Environmental Analysis Lab	1__	RE	211	Survey of World Religion	3__
				ES		Elective	3__
				ES		Elective	3__

14

16

Total Hours: 133

PARADIGM: PROGRAM OF STUDY FOR MATHEMATICS MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	PH	102	Physical Science	3__
BY	101	General Biology I	3__	PH	102L	Physical Science Lab	1__
BY	101L	General Biology I Lab	1__	EN	102	English Composition II	3__
EN	101	English Composition I	3__	CIS	110	Computer Literacy	3__
SS	101	African American Experience	3__	MA	110	Pre-Calculus I	3__
MA	101	Intermediate Algebra	3__	PE	101-119	Physical Education	1__
SPE	111	Fundamentals of Speech	3__	HI	101	World Civilization I	3__

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17

SOPHOMORE YEAR

Curricula and Course Descriptions

Fall Semester				Spring Semester			
HI	102	World Civilization II	3__	MA	317	Probability and Statistics	3__
EN	201	Intro to Literature <u>OR</u>		HUM	201	Humanities	3__
EN	202	World Masterpieces	3__	EN	299	Practice in Writing	3__
MA	111	Pre-Calculus II	3__	MA	201	Analytic Geometry and Cal I	4__
RE	211	Survey of World Religion	3__	CIS	290	Intro to Computer Programing	4__
PS	201	Intro to American Government	3__				
MA		Elective	3__				
			18				17

JUNIOR YEAR

Fall Semester				Spring Semester			
MA	318	Statistical Inference	3__	MA	203	Analytic Geometry and Cal III	4__
MA	202	Analytic Geometry and Cal II	4__	PH	302	College Physics II	3__
MA	311	Linear Algebra	3__	PH	302L	College Physics II Lab	1__
PH	301	College Physics I	3__	MA	308	Differential Equations	3__
PH	301L	College Physics I Lab	1__	MA		Elective	3__
PSY	201	General Psychology	3__	EC	201	Prin. of Macroeconomics	3__
			17				17

SENIOR YEAR

Fall Semester				Spring Semester			
MA	421	Abstract Algebra	3__				
MA		Elective	3__	MA	441	Numerical Analysis	3__
MA	449	Senior Seminar	1__	MA	403	Advanced Calculus	3__
		Free Elective	6__	MA		Elective	3__
			13			Free Elective	4__
							16

Total Hours: 132

PARADIGM: PROGRAM OF STUDY FOR MANAGEMENT INFORMATION SYSTEMS MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	EN	102	English Composition II	3__
BY	101	General Biology I	3__	HI	101	World Civilization	3__
BY	101L	General Biology I Lab	1__	SPE	111	Fundamentals of Speech	3__
EN	101	English Composition I	3__	MA	110	Pre-Calculus I	3__
MA	101	Intermediate Algebra	3__	RE	211	Survey of World Religion	3__
CIS	110	Computer Literacy	3__	MIS	220	Business Math	3__
SS	101	African American Experience	3__				
			17				18

SOPHOMORE YEAR

Fall Semester				Spring Semester			
EN	201	Intro to Literature <u>OR</u>		EN	299	Practice in Writing	3__
EN	202	World Masterpieces	3__	HI	102	World Civilization II	3__
PH	102	Physical Science	3__	MIS	290	Introduction of Programming	4__
PH	102L	Physical Science Lab	1__	MIS	260	Fundamentals of CIS	3__
PS	201	Intro to American Government	3__	MIS	211	Principles of Accounting I	3__
PSY	201	General Psychology	3__	PE	101-119	Physical Education	1__
MIS	120	Fund of Microcomputer App	3__				
<hr/>				<hr/>			
16				17			

JUNIOR YEAR

Fall Semester				Spring Semester			
EC	201	Prin of Macroeconomics	3__	MIS	361	Corporate Finance	3__
MIS	212	Principles of Accounting II	3__	MIS	305	Internet Concepts/Practices	4__
MIS	381	Principles of Management	3__	MIS	315	Systems Analysis and Design	4__
HUM	201	Humanities	3__	MIS	202	Principles of Microeconomics	3__
MIS	280	Multimedia Development	3__	MIS	340	Principles of Marketing	3__
<hr/>				<hr/>			
15				17			

SENIOR YEAR

Fall Semester				Spring Semester			
MIS	350	Project Management	4__	MIS	440	Electronic Commerce	3__
MIS	360	Computer Networks and Data Communications	4__	MIS	449	Senior Seminar	1__
MIS	400	Database Management Systems	3__	MIS	450	Information Systems Security	3__
MIS	451	Business Decisions	3__	MIS	415	Management Information Sys	3__
MIS	402	Strategic Management	3__	MIS		Elective	3__
				MIS		Elective	3__
<hr/>				<hr/>			
17				16			

Total Hours: 133

Management Information Systems Electives

MIS	302	Business Statistics	3__	MIS	240	Adv Microcomputer Concepts	3__
MIS	323	Managerial Economics	3__	MIS	345	Computers and Society	3__

DIVISION OF SOCIAL & BEHAVIORAL SCIENCES

The Division of Social and Behavioral Sciences offers majors in Criminal Justice, History, Political Science, Social Work and Social Science Education, with the State of Alabama Class B Secondary Teaching Certificate. Minor programs are offered in History, Political Science, Public Administration, Sociology, Legal Studies and International Studies. The Division also offers an Certificate in Gerontology. The Division also has introduced two Arabic Language courses—AR 101 and AR 102—effective from the Fall Semester of 2006. A student is eligible for the Bachelor of Arts degree in Political Science upon satisfactory completion of a prescribed General Education program, the specific requirements of the Social and Behavioral Sciences

Division, and the major area. They must complete the requirements for professional certificate in Secondary Education. See the Chairperson of the Division of Education for the State of Alabama's requirements.

Division Mission. The Miles College Division of Social and Behavioral Sciences acknowledges as its mission the delivery of an academic program in the social sciences, which promotes the development of student competence in the fields of study provided by this Division.

The outcome desired is that of a student educated in the liberal arts, who has developed verbal and critical acumen, diverse cultural perspectives, sensitivity to

social issues and technological competence, which prepare him or her for professional growth, career success, quality of living, and community service.

Policies and Procedures

1. All students majoring in the Division of Social and Behavioral Sciences must take the number of hours specified in each major. Political Science and Social Work majors are required to take 19 and 30 hours of divisional requirements, respectively. The divisional requirements are in addition to the 55 hours of General Education credits required by the College.
2. Students seeking Teacher Certification must maintain a minimum cumulative G.P.A. of 2.80 in all courses.
3. All other students must make at least a "C" in their major and minor area courses including the divisional requirements and major electives.
4. A total of 18 hours is required of any minor program of study.
5. There is no minor in Social Work. Social Work program is fully accredited by the Council of Social Work Education (CSWE.)
6. All students seeking to major in Political Science should have a minimum 2.0 GPA. Both History and Political Science majors are required to take SO 449: Senior Seminar.
7. Successful completion of the English Proficiency Examination (EPE) is encouraged before a student is formally accepted into the major program.

Criminal Justice Mission. The Criminal Justice Program prepares students to be competent compassionate professionals who function knowledgeably in all aspects of the criminal justice system and concomitant fields. The Criminal Justice Program also prepares students for further study in academic and other specialized settings.

History Mission. The mission of the History Program is to provide an education of the mind in the rigorous study of history, that will give to students pre-professional skills in historical content, analysis and interpretation and oral and written communication

Political Science Mission. The Political Science Program seeks to instill in its students a lively interest in politics. We offer a comprehensive program that reflects the broad discipline of political science covering major subfields of study: American Government and Politics; Political Ideology and Theory; Quantitative Skills and Scientific Methods; and International Relations and Comparative Politics. Our goals are to make students think analytically and critically, develop an understanding of national and

international structures, ideas, diversity, and the quickening pace of globalization.

International Studies and Public Policy Program “Miles Around the World: Cultivating Global Leaders”

The International Studies and Public Policy Program is part of the College’s strategic objective to provide students with a relevant education as to facilitate their capacity to be successful leaders in the global scene. Global consciousness is essential in the world in which we now live, thus in recognition this and of the international interests of our students, Miles College is committed to aiding in facilitating the preparation of a competent, effective citizenry in international affairs, capable of national and international careers, and equipped with the confidence it takes to compete and contribute in a globally focused society.

Mission. The primary mission of the International Studies Program at Miles College is to provide and facilitate international education and activity. The Program’s objective is the internationalization of the College as a means of cultivating global citizens who will positively help to shape and impact the world.

Specifically, the primary foci of the International Studies Program are: to foster internationalization at Miles College; to provide a framework for international curriculum development; to introduce critical world languages; act as an incubator for global critical thought; provide study abroad opportunities for students and faculty; to enable students to communicate, collaborate, and work across national, cultural, and socio-economic boundaries; develop a competent pool of human capital for various entities, to include the government, who are trained in national security areas; host global scholars, international policy-makers, and function as a resource for the sectors of the United States government to retrieve data for developing and implementing federal and international policy.

In sum, the International Studies Program has the objective to:

- Provide students, and thus our communities with a worldly perspective and an awareness of other cultures.
- Prepare our students for meaningful national and international careers in the public and private sectors, including public administration and policy, public affairs, administration of justice, business, foreign service, social work, and journalism.

- Function as a resource for international study, exchange, and discourse and data.

Public Policy Leadership Academy. The Academy is a conduit for competitively selected students to engage in public policy discourse with both public and private sector decision-makers, to share and discuss solutions to intricate problems related to public interests. Opportunities provided through the Program are both academic and practical in scope. Miles College students who demonstrate a commitment to leadership and who seek to actively contribute to the local, national, and international communities are identified for program participation. Those students who are identified and accepted into the Academy are termed Miles College Public Policy Collegians.

Minor in International Studies. Miles College now offers a minor in International Studies. The minor requires eighteen (18) hours of study in approved International Studies courses. Global consciousness is essential in the world in which we now live. A successful career is linked to an education that includes knowledge of different cultures and languages. Irrespective of your major or where you plan to establish your career, whether it is Alabama, Chicago, or Paris, employers are focused on international relations, global markets, and people with global skill sets. The training that employers are looking for, aside from specific skills relating to a particular field, is an understanding of foreign cultures and languages.

Potential Career Opportunities for International Studies Minors. The minor in International Studies at Miles College helps to prepare individuals for careers to include: foreign service, international salesperson, homeland security, immigration and customs, international intelligence analysts, international news reporting, international management, transportation specialists, export businesses, international communications, armed forces, humanitarian and refugee assistance, and many other exciting careers.

International Student Admission. Miles College is a SEVIS-certified (Student Exchange Visitor and Information System) school authorized under federal law to enroll international students. International students are advised to begin the admission process at least one year prior to the time they wish to enter the College because of the tests required, delays in international mail, etc. To apply to Miles College, international students must submit the following materials:

1. A completed admission application to the Office of Admissions.
2. An official final secondary school transcript or official college transcript, and official final secondary school transcript. All students must have official transcripts evaluated by the World Education Service.
3. Statement of Financial Resources and supporting financial documentation indicating sources of funds. The sponsor should provide the College with an Affidavit of Financial Support and a current copy of his/her bank statement, verifying ability to financially support the applicant's educational and living expenses for the duration of his/her academic tenure at Miles College.
4. Scores from the Test of English as a Foreign Language (TOEFL) are required for applicants whose native language is not English. An official TOEFL score of at least 500 on the written examination or a score of 173 on the computer-based version, or 61 on the Internet-based version is required.

Immigration form I-20 (Certificate of Eligibility), needed to obtain a student visa, is not issued until the applicant has (1) been officially accepted by the College, (2) paid all per semester College related expenses, i.e. tuition, room and board (for boarding students), and comprehensive fees, etc., and (3) submitted a financial statement indicating how expenses will be met while attending the College.

Regulations of the Immigration and Naturalization Service require that all people on F-1 (student) visas pursue a full course of study at all times. This means that undergraduates must be enrolled in no less than 12 credit hours at all times.

Once the Office of Admissions has received all of the necessary credentials, and the Business Office has received the tuition and fees, this information will be electronically submitted to SEVIS. SEVIS will generate an I-20 Form (Certificate of Eligibility). The I-20 Form will be forwarded through certified mail after the applicant has been accepted by the Office of Admissions.

International students who have been accepted to Miles College are not guaranteed housing. Students who wish to live on campus should complete the Application for Admission and the Application for Housing concurrently. Those who wish to live in campus housing should write the Director of Housing-Student Affairs, Miles College, P.O. Box 3800 Birmingham, Alabama 35208 U.S.A.

International Studies Minor. Total of 18 semester hours. Note: Students may not take courses to fulfill

duplicate/multiple degree requirements or apply credit for courses taken to fulfill the International Studies minor requirement toward other degree requirements. Courses in the International Studies minor, with the exception of the culminating course Seminar in International Studies, will not have prerequisites being that the general studies courses satisfy general knowledge needed for the minor.

Note: Some courses are grouped together as to suggest a specific International Studies focus for students. Nonetheless, students are not required to take courses as a grouped offering, as the minor is intended to be interdisciplinary.

Note Exception: If a student selects to take foreign language, s/he must take a minimum of six hours of foreign language from the nine selective hours in International Studies in order to acquire a minimum degree of proficiency. The student must complete six hours in the same language.

Total of 18 Semester Hours [9 Core Required Hours]

ITS 300	Intro to International Studies	3
PS 404	International Relations and Politics	3
ITS 470	Seminar in International Studies	3

[Any 9 Selective Hours-

Note Foreign Language Exception]

PS 401	Comparative Government	3
PS 403	Non-Western Political Systems	3
HI 453	Special Topics- Comparative History	3
HI 452	Special Topics- Non-Western History	3
HI 330	Ancient Europe	3
HI 332	Modern Europe	3
HI 333	European Intellectual History	3
PS 301	India-Government and Politics	3
HI 342	Asian History	3
HI 343	East Asian Civilization	3
SO 301	South Asian Society and Culture	3
HI 412	African History	3
EN 403	Comparative African and	

African-American Literature	3
FR 101 Elementary French	3
FR 102 Elementary French	3
FR 201 Intermediate French	3
FR 202 Intermediate French	3
HI 341 Latin American History	3
SPA 101 Elementary Spanish	3
SPA 102 Elementary Spanish	3
SPA 201 Intermediate Spanish	3
SPA 202 Intermediate Spanish	3
AR 101 Arabic Language I	3
AR 102 Arabic Language II	3
EN 202 World Masterpieces	3
EN 370 Jewish American Literature	3
SWK 318 Internat. Social Policy & Practice	3
SWK 319 Diverse Populations	3
MG 430 International Business Management	3

The Certificate in Gerontology. The Certificate in Gerontology is designed to provide students with basic knowledge in aging and the aged. Upon graduation, students may wish to seek entry-level jobs with public or private agencies which offer services to the elderly.

The Certificate Program would be offered in conjunction with other degree programs. No special accreditation standards are prescribed for the program.

Pre-Law Studies - Minor in Legal Studies. The Legal Studies minor is designed to offer preparation for application to law school or graduate studies in criminal justice. This multidisciplinary course of study is available to any student pursuing an undergraduate degree at Miles College. Students wishing to enroll in an accredited law school are expected first to complete a baccalaureate degree. Pre-law students at Miles College may select any of the undergraduate majors listed in the catalog.

THE DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES: SOCIAL WORK PROGRAM

The Division of Social and Behavioral Sciences offers a Bachelor of Social Work (BSW) degree. Students are trained to be generalist practitioners and may choose from a variety of social work electives to pursue their personal practice issues.

Program Mission. The mission of the Social Work program is to prepare competent generalist professional social work practitioners who are

committed to improving social, economic and political justice and enhancing the quality of well-being of vulnerable individual, families, groups and communities through education, service and leadership with a focus on issues related to African Americans and other diverse populations

Policies and Procedures

- Students may choose to major in social work at the beginning of their enrollment at Miles College, or they may do so at any time during their course of study. When students decide to major in social work, they convey their decision to their general education advisor and fill in a Declaration of Major form. Subsequently, the office of Counseling, Testing, and Advising assigns students to advisors in the Division of Social and Behavioral Sciences. General education advisors counsel students who do not know which subject area to major in.
- In order to be admitted into the Social Work program students must complete all general core requirements and have a cumulative G.P.A of 2.5, earned a minimum grade of "B", and passed the English Proficiency Exam (E.P.E)
- Students must also complete a program admission application, have a satisfactory performance on entrance interview with the social work advisory board (conducted in the Fall and Spring), and have two letters of recommendation from Miles College or transfer institution's faculty. Students who successfully complete the admission process are regarded as candidates for the Social Work degree.
- Those students who do not successfully complete the admission process are referred for advisement and counseling. Students have the right to appeal any admission decision by submitting an appeal letter in writing within seven (7) days of an admission decision to the Social Work faculty. Only students that have successfully completed the Social Work program admission process (Social Work candidates) are allowed to enroll in upper division social work courses.
- Students are required to maintain a cumulative GPA of 2.5 throughout the program. BSW candidates who do not maintain a 2.5 G.P.A. will be placed on academic probation for one (1) semester. These students will work with their advisors to improve their cumulative G.P.A. Students who are unable to improve their cumulative G.P.A. after academic probation will be referred for college advisement and counseling. These students will not be allowed to continue to enroll in upper level social work courses.
- Transfer students will meet with a social work faculty advisor to evaluate their transcript to determine progress toward the completion of the general education and social work program requirements. The Social Work program strives to avoid duplication of academic content. General education course credit may be given for courses taken at another accredited institution provided they match the course description in the Miles College course catalog. The Social Work program only accepts credits in social work courses from Council of Social Work Education (CSWE) accredited programs. There is no academic credit given for life experience or previous work experience.

PARADIGM: PROGRAM OF STUDY FOR CRIMINAL JUSTICE MAJORS

FRESHMAN YEAR

Fall Semester

FYA	101	Orientation to the Academy	1__
EN	101	English Composition I	3__
HI	101	World Civilization	3__
BY	101	General Biology I	3__
BY	101L	General Biology I Lab	1__
MA	101	Intermediate Algebra	3__
PE	101-119	Physical Education	1__

15

Spring Semester

PH	102	Physical Science	3__
PH	102L	Physical Science	1__
SPE	111	Fundamentals of Speech	3__
EN	102	English Composition II	3__
HI	102	World Civilization	3__
SS	101	African American Experience	3__

16

SOPHOMORE YEAR

Fall Semester

Spring Semester

Curricula and Course Descriptions

CIS	110	Computer Literacy	3__	EN	299	Practice in Writing	3__
EC	201	Prin of Macroeconomics	3__	RE	211	Survey of World Religion	3__
EN	201	Intro to Literature <u>OR</u>		CJ	310	Crime and Criminality	3__
EN	202	World Masterpieces	3__	CJ	320	Criminology	3__
PS	201	Intro to American Government	3__	HUM	201	Humanities	3__
PSY	201	General Psychology	3__			Free Elective	3__
CJ	300	Intro to Criminal Justice	3__				
			<hr/>				<hr/>
			18				18

JUNIOR YEAR

Fall Semester				Spring Semester			
CJ	330	Crim Justice and Public Policy	3__	CJ	361	Criminal Evidence	3__
CJ	340	Crim Justice Administration	3__	CJ	370	Criminal Procedure	3__
CJ	350	Criminal Justice Statistics	3__	CJ	380	Juvenile Delinquency	3__
CJ	360	Criminal Law	3__	CJ	390	Police Community Relations	3__
		Free Elective	3__	CJ		Elective	3__
			<hr/>				<hr/>
			15				15

SENIOR YEAR

Fall Semester				Spring Semester			
CJ	400	Probation, Pardon and Parole	3__	CJ	440	Ethics and the Crim Justice Sys	3__
CJ	410	Criminalistics	3__	CJ	450	Police Administration	3__
CJ	410L	Criminalistics Lab	0__			Organization and Behavior	
CJ	420	Constitutional Law	3__	CJ	460	Crim Justice Research Methods	3__
CJ	430	Juvenile Justice	3__	CJ	465	Senior Research Seminar	1__
CJ		Elective	3__	CJ		Elective	3__
			<hr/>				<hr/>
			15				13

Total Hours: 125

PARADIGM: PROGRAM OF STUDY FOR HISTORY MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	CIS	110	Computer Literacy	3__
EN	101	English Composition I	3__	EN	102	English Composition II	3__
HI	101	World Civilization I	3__	HI	102	World Civilization II	3__
SS	101	African American Experience	3__	RE	211	Survey of World Religion	3__
SPE	111	Fundamentals of Speech	3__	BY	101	General Biology I	3__
MA	101	Intermediate Algebra	3__	BY	101L	General Biology I Lab	1__
PE	101-119	Physical Education	1__				
			<hr/>				<hr/>
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
HUM	201	Humanities	3__	EN	299	Practice in Writing	3__

Curricula and Course Descriptions

EC	201	Prin of Macroeconomics	3__	SO	300	Intro to Sociology	3__
EN	201	Intro to Literature <u>OR</u>		ITS	300	Intro to International Studies	3__
EN	202	World Masterpieces	3__	PH	102	Physical Science	3__
PS	201	Intro to American Government	3__	PH	102L	Physical Science Lab	1__
PSY	201	General Psychology	3__			Free Elective	3__
						Free Elective	1__
			<hr/>				<hr/>
			15				17

JUNIOR YEAR

Fall Semester				Spring Semester			
HI	323	American Urban History	3__	HI	302	American History II	3__
HI	301	American History	3__	HI	308	African American History	3__
HI	350	Thinking and Writing History	3__	HI	450	Special Topics: US History	3__
HI	408	Southern History	3__	HI	330	Ancient European History	3__
HI	303	Alabama History	3__	HI	412	African History	3__
SO	304	Race and Ethnic Relations	3__	HI	326	Civil Rights in America	3__
			<hr/>				<hr/>
			18				18

SENIOR YEAR

Fall Semester				Spring Semester			
HI	453	Comparative History	3__	HI	333	European Intellectual History	3__
HI	331	Medieval European History	3__	SO	449	Senior Seminar	1__
HI	320	Early American History	3__	FL	102	(French or Spanish or Arabic)	3__
HI	343	East Asian History	3__	HI	324	Women in Modern Ameri History	3__
FL	101	(French or Spanish or Arabic)	3__			Free Elective	3__
			<hr/>				<hr/>
			15				13

Total Hours: 129

PARADIGM: PROGRAM OF STUDY FOR POLITICAL SCIENCE MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	RE	211	Survey of World Religion	3__
EN	101	English Composition I	3__	SS	101	African American Experience	3__
HI	101	World Civilization	3__	EN	102	English Composition	3__
MA	101	Intermediate Algebra	3__	HI	102	World Civilization	3__
BY	101	General Biology I	3__	SPE	111	Fundamentals of Speech	3__
BY	101L	General Biology I Lab	1__				
PE	101-119	Physical Education	1__				
			<hr/>				<hr/>
			15				15

SOPHOMORE YEAR

Fall Semester				Spring Semester			
CIS	110	Computer Literacy	3__	EC	202	Principles of Microeconomics	3__

Curricula and Course Descriptions

EC	201	Prin of Macroeconomics	3__	EN	299	Practice in Writing	3__
EN	201	Intro to Literature <u>OR</u>		PS	201	Intro to American Government	3__
EN	202	World Masterpieces	3__	SO	300	Intro to Sociology	3__
PH	102	Physical Science	3__	HUM	201	Humanities	3__
PH	102L	Physical Science Lab	1__			Free Elective	3__
PSY	201	General Psychology	3__				
		Free Elective	1__				
			<hr/>				<hr/>
			17				18

JUNIOR YEAR

Fall Semester				Spring Semester			
ITS	300	Intro to International Studies	3__	HI	302	American History II	3__
HI	301	American History	3__	HI	308	African American History	3__
PS	300	Intro to Political Science	3__	PS	400	Public Law & Judicial Process	3__
PS	303	State and Local Government	3__	PS	406	Political Theory	3__
PS	401	Comparative Government	3__	SS	301	Social Statistics	3__
				PS		Electives	3__
			<hr/>				<hr/>
			15				18

SENIOR YEAR

Fall Semester				Spring Semester			
PS	410	Public Administration	3__	PS	404	Int Relations and Politics	3__
SS	403	Methods of Social Research I	3__	SS	404	Methods of Social Research II	3__
PS		Electives	9__	SO		Senior Seminar	1__
				PS		Electives	6__
						Free Elective	3__
			<hr/>				<hr/>
			15				16

Total Hours: 129

PARADIGM: PROGRAM OF STUDY FOR SOCIAL WORK MAJORS

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1__	MA	101	Intermediate Algebra	3__
BY	101	General Biology I	3__	CIS	110	Computer Literacy	3__
BY	101L	General Biology I Lab	1__	EN	102	English Composition	3__
EN	101	English Composition I	3__	HI	102	World Civilization	3__
HI	101	World Civilization	3__	PH	102	Physical Science	3__
SPE	111	Fundamentals of Speech	3__	PH	102L	Physical Science Lab	1__
PE	101-119	Physical Education	1__				
			<hr/>				<hr/>
			15				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
SS	101	African American Experience	3__	EC	201	Prin of Macroeconomics	3__

Curricula and Course Descriptions

EN	201	Intro to Literature <u>OR</u>		HUM	201	Humanities	3__
EN	202	World Masterpieces	3__	SS	301	Social Statistics	3__
EN	299	Practice in Writing	3__	SS	303	Intro to Anthropology	3__
RE	211	Survey of World Religion	3__	SO	300	Intro to Sociology	3__
PS	201	Intro to American Government	3__	SWK	300	Intro to Social Work	3__
PSY	201	General Psychology	3__	SWK	300 L	Intro to Social Work Lab	0__
			18				18

JUNIOR YEAR

Fall Semester				Spring Semester			
SWK	415	Eclectic Writing for General Practitioners	3__	SWK	302	Social Work Practice II	3__
SS	403	Methods of Social Research	3__	SWK	305	Human Behavior and Social Environment II	3__
SWK	301	Social Work Practice I	3__	SWK	307	Social Welfare Policy II	3__
SWK	304	Human Behavioral and Social Environment I	3__	SWK		Electives	9__
SWK	306	Social Welfare Policy I	3__				
SWK	319	Social Work with Diverse Pop	3__				
			18				18

SENIOR YEAR

Fall Semester				Spring Semester			
SWK	303	Social Work Practice III	3__	SWK	410	Applied Research	3__
SWK	416	Field Practicum and Seminar I	9__	SWK	417	Field Practicum and Seminar II	9__
SWK	416L	Field Practicum I Lab	0__	SWK	417L	Field Practicum II Lab	0__
			12				12

Total Hours: 127



Definition of Credit Hour
Approval Authority: Office of the President
Responsible Executive: Dean and Vice President of
 Academic Affairs
Responsible Office(s): Academic Affairs, Academic Records
Effective: March 8, 2012

Miles College
 Policy and Procedure Library

Policy on Definition of Credit Hour

Policy Statement

Miles College defines the credit hour as a unit of measure representing the time spent in instruction (contact hour) and the pursuit of student learning outcomes.

- Traditional courses are based on one semester hour which is equivalent to one contact hour per week.
 - Traditional courses are theory focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours.
 - Requires a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out of class student work per week per credit hour.
 - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Laboratory courses are based on one semester hour which are equivalent to two contact hours per week.
 - Laboratory courses (practical application) focus on the use of equipment, tools, machines, and programs generally found in a laboratory with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
 - Laboratory courses require a minimum of 30 hours of contact for every semester hour of credit.
 - Requires a minimum amount of two hours of out of class student work per week per credit hour.
 - Student learning outcomes are based on documented utilization of techniques and methods for the specific discipline in order to achieve the specified competency level.
- Internship/practicum courses are based on one semester hour which is equivalent to one contact hour per week.
 - Internship courses require contact hours relevant to the amount time spent in actual experience. An internship/practicum course involves the development of job related or practical skills and provides students with direct experience.
 - Internship/practicum courses may range from three to twelve semester hours; and
 - require a minimum amount of out of class student work per week equivalent to a minimum amount of two hours per credit hour or as applicable to the course type.
 - Student learning outcomes are based on documented completion and utilization of practical application of skills required for the specific discipline in order to achieve the specified competency level.
- Applied music courses are based on one semester hour which is equivalent to one contact hour per week.
 - Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
 - Applied music lessons can range from one to two semester hours.
 - Requires a minimum amount of two hours of out of class practice time per week per credit hour.
 - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Weekend courses are one semester hour which is equivalent to one contact hour per week.
 - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.
 - Requires a minimum amount of six hours of out of class student work per week per credit hour.

- Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.

Entities Affected by the Policy

Administration, Faculty, Staff and Students

Policy Background

In accordance with Federal Regulations, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work and other academic work leading to the award of credit hours.

Policy Procedures

- Division Chairs and Program Coordinators will assist faculty with development of course student learning outcomes which comply with new policy based on a specified course format.
- Division chairs will develop course schedules in a manner consistent with the policy.
- The Academic Dean and Associate Dean will work with Division Chairs to adjust the times to meet the established standards.
- The Registrar will assist departments in assigning and calculating times for classes.

Definitions

- Traditional-- theory courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours and students interact in the same physical space.
- Laboratory (practical application)-- courses focus on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
- Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
- Practicum/Internship- courses that require contact hours relevant to the amount of time spent in actual experience. Practicum and internship courses are courses that involve the development of job related skills and provide students with direct practical experience. Students in practicum or internship courses may earn from three to twelve semester hours.
- Weekend-theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration where students interact in the same physical space during their instructional time but the courses are offered during the weekend. Courses have same principles as traditional course format.

Responsibilities

Academic Affairs

Interpreting Authority

Office of the President

Statutory or Regulatory References

If the [Board of Trustees of the Commission on Colleges] imposes a public sanction or takes adverse action in part or in full for continuing non-compliance with FR 4.9 as it applies to the credit hour, the Commission will notify the U.S. Secretary of Education. The institution will be informed of such action.

Policy Adoption Review and Approval

<u>Date</u>	<u>Entity</u>	<u>Action</u>
March 8, 2012	Miles College Board of Trustees	Approved

Last Reviewed 9/14/12

COURSE DESCRIPTIONS

A brief description of each course follows. It includes information about credit hours and prerequisites. The courses are listed in alphabetical order by departmental abbreviation. For more information, consult faculty in the appropriate division.

ACCOUNTING – AC

AC 211. Principles of Accounting I (3 credit hours)

This course includes accounting principles of sole proprietorship. It covers accounting cycle, specialized journals and financial statements. **Prerequisites:** MA 101, GB 220.

AC 212. Principles of Accounting II (3 credit hours)

This course includes accounting principles as they relate to partnership and corporations, financial statement analysis, introduction to cost accounting, use of accounting information for planning, control, and decision-making. **Prerequisite:** AC 211.

AC 311. Financial Accounting I (3 credit hours)

This course includes the measuring and reporting of accounting for income, the handling of the various segments of the balance sheet. Topics include: recognition, measurement, and reporting of income, time value of money (applications of present value and future value techniques in accounting), cash and temporary investments, receivables, and inventory. **Prerequisite:** AC 212.

AC 312. Financial Accounting II (3 credit hours)

This course is a continuation of AC 311. It covers non-current assets, long term investments in equity securities, current and contingent liabilities, accounting for long term debt securities, contributed capital, retained earnings, earnings per share, and revenue recognition. **Prerequisite:** AC 311.

AC 322. Income Tax Accounting (3 credit hours)

This course includes federal income tax provisions and procedures, gross income, deductions, credits against net income, tax liability, and preparation of tax returns. **Prerequisite:** AC 212.

AC 410. Managerial Accounting (3 credit hours)

This course includes cost accumulation for product, cost behavior, cost-volume-profit analysis, profit planning and budgeting, pricing and capital investment. **Prerequisite:** AC 212.

AC 411. Accounting Info. Systems (3 credit hours)

This course includes the accounting information system, transaction processing, ethics, fraud and internal control, database management systems. **Prerequisite:** AC 312

AC 412 and ACS 412. Survey of Accounting (3 credit hours)

This course includes a survey of basic accounting principles, including accounting cycle, preparation of financial statements, and application of accounting principles to partnerships, corporations, and analysis of various financial statements. **Prerequisite:** MA 101.

AC 413 and ACS 413. Accounting for Management (3 credit hours)

This course includes a study of managerial accounting concepts and their use in business decisions. **Prerequisite:** AC 412.

AC 414. Cost Accounting (3 credit hours)

This course includes the nature, objectives and procedures of cost analysis and control, theories of cost allocation and accumulations, uses of accounting information for decision-making. **Prerequisite:** AC 212.

AC 420. Advanced Accounting (3 credit hours)

This course includes partnerships, leases, mergers, and business combinations. **Prerequisite:** AC 312.

AC 440. Auditing (3 credit hours)

This course includes a study of auditing practices specified in official pronouncements, professional ethics, legal liability, internal control, and auditors' report. **Prerequisite:** AC 420.

AC 450. Governmental Accounting (3 credit hours)

This course includes an examination of accounting theories and practice applied to governmental units and other not-for-profit organizations. It also covers the use of fund accounting. **Prerequisite:** AC 212.

AC490. Accounting Internship (3 credit hours)

This course includes accounting practice in business environments. Approval of the Coordinator of Accounting and the Chairperson of the Division of Business and Accounting is necessary to register for this course. **Prerequisite:** AC 312.

AEROSPACE STUDIES – AERO

Aero 101. The Air Force Today I (1 credit hour)

This course includes a survey course of topics relating to the Air Force and national defense. It covers discussion of purpose, structure, and career opportunities in the United States Air Force. The course also covers an introduction to effective written communications. It is offered during the fall term only. **Co requisite:** Aero 101 Lab

Aero 102. The Air Force Today II (1 credit hour)

This course includes an introduction to interpersonal communications. The course involves a seminar focusing on effective listening techniques, verbal and nonverbal communications. It covers practical exercises and group projects designed to demonstrate barriers to effective communications and techniques to overcome these barriers. It also covers development and presentation of oral communications -- strategy, technique, and delivery of effective oral presentations. It involves student practicum. It is offered during the spring term only.

Co requisite: Aero 102 Lab

Aero 201. The Air Force Way I (1 credit hour)

This course includes a historical survey of technological innovation in warfare. The focus is on the emergence of air power and its significance in war and national security policy implementation. It is offered during the fall term only. **Co requisite: Aero 201 Lab**

Aero 202. The Air Force Way II (1 credit hour)

This course includes analysis of leadership and followership traits in the context of a modern military force. It includes discussion of ethical standards of military officers of Air Force core values. It is an introduction to total quality management. The course covers advanced practical application of oral communications skills. It also covers organization, research, delivery and audience analysis for briefings and presentations. It includes group leadership problems designed to enhance interpersonal communications. It is offered during the spring term only. **Co requisite: Aero 202 Lab**

Aero 250. Field Training (6 credit hours)

This is a six week training and evaluation course designed for selected candidates prior to entry into the Professional Officer Course. Course content includes all topics in Aero 101, 102, 201, and 202. Students participate in rigorous physical training. Students must have the permission of the Professor of Aerospace Studies before enrolling. It is offered in the summer term only.

Aero 300. Field Training (2 credit hours)

This is a four week training and evaluation course designed for selected candidates prior to entry into the Professional Officer Course. Students participate in rigorous physical training. Students must have the permission of the Professor of Aerospace Studies before enrolling. It is offered in the summer term only.

Aero 301. Air Force Leadership and Management I (3 credit hours)

This course includes an analysis of selected concepts, principles, and theories of quality Air Force leadership and management. It also includes the discussion of individual leadership skills and personal strengths and weaknesses as applied to an air Force environment. This course is offered in the fall term only. **Co requisite: Aero 301 Lab**

Aero 302. Air Force Leadership and Management II (3 credit hours)

This course is a seminar course focusing on selected Air Force officer's duties and responsibilities as a subordinate leader. This also includes a discussion of an Air Force officer's responsibilities in the personnel counseling and feedback process. This course is offered in the spring term only. **Co requisite: Aero 302 Lab**

Aero 401. National Security Forces in Contemporary American Society I (3 credit hours)

This course includes an instruction and discussion of the basic elements of national security policy and process. It includes an examination of roles and missions of air power in implementing national security policy. This course is offered in the fall term only. **Co requisite: Aero 401 Lab**

Aero 402. National Security Forces in Contemporary American Society II (3 credit hours)

This course is an instructor led seminar focusing on contemporary roles for the military in society and current issues affecting the military profession. It includes a comparative analysis of civil and military justice systems. It also includes an instructor led seminar focusing on transitional issues facing students entering the active duty Air Force. It involves discussions that will include factors which will facilitate a smooth transition from civilian to military life. This course is offered during the spring term only. **Co requisite: Aero 402 Lab**

ARABIC— (AR)

AR 101 (3 credit hours). Arabic Language I

In this introductory course, students learn to listen, speak, write, and read at a beginning level. Students will become familiar with the Arabic script and sound system, develop a working vocabulary, learn rudimentary grammatical concepts, and practice conversational dialogues. Students learn Arabic letters in isolated and connected forms, begin creating simple sentences, and learn gender, plurals, pronouns, possession, geographic place names. Students will learn the counting system through the introduction of meaningful vocabulary. Students will expand their knowledge of Middle Eastern cultures

AR 102 (3 credit hours). Arabic Language II

Students will increase their proficiency with the Arabic script and sound system, widen their working vocabulary, learn key grammatical points, and practice conversation. At this level, students continue to refine their Arabic writing skills, develop the ability to read and understand sentence-level text, explore Arabic verb roots, study additional present and future tenses, practice dialogue exercises, increase their working vocabulary, and learn more in-depth grammar. Students will expand their knowledge of Middle Eastern cultures.

ART - ART

ART 101. Introduction to Art Making: Foundations of two and three dimensional design (3 credit hours)

This course will introduce the two-and three - dimensional design practices of art making. In this "hands on" course, students will work in a variety of media. For example: 2D works in drawing, collage and photography, and 3D works in mixed media. This foundations' class is a study of the basic principles and elements of representational and non-representational design. Student works will be exhibited. Field trips to sites such as art galleries, museums, studios will be included. No previous experience needed.

ART 102. Multi-media Art (3 credit hours)

Art 102 is a studio art course which focuses on an analytical approach to the art materials used for self-expression in the visual arts. Emphasis is placed on introducing the student to art media processes and techniques while learning to create works of art. Art 102 includes a variety of art media (painting, photography, sculpture and collage). An exhibition of students' works will be featured during the semester. No previous experience needed.

BUSINESS LAW – BL

BL 321. Business Law I (3 credit hours)

Curricula and Course Descriptions

This course includes a survey of the general principles of law as applied to business transaction, the judicial systems, civil law, contracts sales, and insurance.

BL 322. Business Law II (3 credit hours)

This course includes a survey of general principles of law applied to negotiable instruments, documents of title, secured transaction, corporations, partnerships, and real property. **Prerequisite:** BL 321

BL 360 and BLS 360. Legal Environment of Business (3 credit hours)

This course includes an environmental approach to the study of philosophy of law, and sources of law. It covers the relationship among law, business, political influences and society. It also includes the Survey of Contemporary Business Ethic issues and their impact on business organization and society. **Prerequisite:** EN 102

BIOLOGY-BY

BY 101. General Biology I (3 credit hours)

An introductory course designed to fulfill the general education requirements of the College. Major topics discussed in the course include: the origin of life; the cell, its chemistry, morphology, and differentiation; basic physiology and anatomy of mammals; and basic physiology and anatomy of vascular plants. *Three lecture hours and a two hours laboratory per week.*

BY 201. General Biology II (3 credit hours)

Designed to give a stronger background in the biological sciences. The course reviews basic principles presented in BY 101 but on a more detailed level. It covers additional topics receiving major emphasis including the diversity and the interaction of living things with the environment. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

BY 202. Botany (3 credit hours)

The study of growth and development of plants: their microscopic structures, physiology, and diversity, with emphasis on vascular plants. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

BY 210. Zoology (3 credit hours)

The study of the means by which multi-celled organisms solve their peculiar problems of life, principles of classification and phylogenetics, evolution, reproduction, and behavior population. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

BY 302. Cell Biology (3 credit hours)

The cell as a basic unit of life. It covers discussion of the origin of life, classification, genetics, and metabolism leading to an integrated understanding of the relationship between chemistry and biology. It also covers the structure and function of biomolecules, cytoskeletons. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

BY 304. Genetics (3 credit hours)

The fundamental concepts of heredity with emphasizes on the nature, transmission, and action of genetic material. It also involves the study of classical and molecular genetics of plants, animals and microbes. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 210

BY 305. Embryology (3 credit hours)

A study of the formation, development, and morphology of various animals that emphasizes the human embryo. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 210

BY 307. Human Anatomy (3 credit hours)

This course is the study of the gross and microscopic structure of the human body, the anatomy of the skeletal, muscular, circulatory, and nervous systems with emphasis on the functional aspects. It involves demonstrations and laboratory study of human tissue and mammalian dissection. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

BY 308. Parasitology (3 credit hours)

This course is an introduction to taxonomy and life cycles of parasites and the pathogenic effect upon their hosts. It uses contemporary experiments as a means of indicating methods of eradicating parasites. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 210

BY 310. Histology (3 credit hours)

This course includes a detailed microscopic study of cells, tissues, and organs in living organisms. Various histological techniques will be used to augment student understanding of subject matter. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 307

BY 317. Immunology (3 credit hours)

This course includes a study of the basic principles of immunology. Emphasis is placed on the chemical and physical nature of antigens and antibodies, the mechanisms involved in induction and activity of humoral and cell-mediated immunity. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 307

BY 402. Human Physiology (3 credit hours)

This course involves a study of integrated functions of human cells, tissues, and organ systems -- digestive, reproductive, nervous, and endocrine systems. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** 307, or permission of instructor.

BY 403. Plant Physiology (3 credit hours)

This course involves the study of various processes and structures of plants, photosynthesis, metabolic processes, and plant nutrition. Laboratories and class discussions are integrated to emphasize the relationship between theoretical and experimental results. This also includes independent reading in contemporary areas of research. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 202

BY 405. Microbiology (3 credit hours)

This course involves the study of microorganisms with emphasis on bacteria, fungi, and viruses; their structure and function; ecology; significance to man and his health; and host defense mechanisms. *Three lecture hours and a two hours laboratory per week.*

Prerequisite: BY 210

BY 406. Molecular Biology and Genetic Engineering (3 credit hours)

This course involves the study of molecular biology of the gene, gene expression and regulation, recombinant DNA, and genetic engineering. It also covers the applications of genetic engineering in medicine and industry. *Three lecture hours and a two hours laboratory per week.*

Prerequisites: BY 302 or permission of instructor

BY 407. Biochemistry I (3 credit hours)

This course involves a study of the chemistry of carbohydrates, proteins, nucleic acid, and lipids, including their structure, function and metabolic interactions. It also covers the study of the chemistry of biological compounds and an introduction to metabolism. *Three lecture hours and a two hours laboratory per week.* **Prerequisite: CH 305**

BY 408. Biochemistry II (3 credit hours)

This course is a continuation of Biochemistry I. It covers metabolism of energy-yielding compounds, oxidative phosphorylation, metabolism of informational molecules; metabolism of carbohydrates, proteins, and lipids; nutritional biochemistry. *Three lecture hours and a two hours laboratory per week.* **Prerequisite: BY 407**

BY 449. Senior Seminar (1 credit hour)

This course is required of all biology majors in the senior year. This course acquaints students with contemporary research presentations and aids students in preparing for the senior comprehensive examination. **Prerequisite: Senior Status**

BY 450. Research (3 credit hours) This course involves a research in a specific area of biology under faculty supervision.

Prerequisite: Permission of instructor required.

BY 451. Research (3 credit hours)

This course involves research in a specific area of biology under faculty supervision. **Prerequisite: Permission of instructor required.**

CHEMISTRY - CH

CH 110. Chemical Concepts (3 credit hours)

This course is an introductory course for Natural Science majors. Chemical Concepts covers all the fundamentals in chemistry. Factor analysis, unit conversions, periodic properties of matter, balancing chemical reactions, reaction stoichiometry, energetics involved in reactions, and fundamental organic chemistry are taught in this course. *Three lecture hours and a two hours laboratory per week.*

CH 131 and CH 132. General Chemistry I and II (3 hours each)

Chemical reactivity, molecular structure and bonding will be discussed in detail in the General Chemistry sequence.

Common types of reactions, reaction stoichiometry, reactions in aqueous solutions, redox reactions, and the energy involved in reactions, and factors that affect speed of chemical reactions will be taught in detail. Chemical equilibrium pertaining to solubility, precipitation reactions and acid base reactions are also covered in these courses. The fundamental ideas and method that are basis of all chemistry that includes atomic structure, periodic properties of elements, bonding and molecular structure will be introduced in these courses. *Three lecture hours and a two hours laboratory per week.* **Prerequisites: CH 110, MA 101**

CH 303 and CH 304. Qualitative Analysis and Analytical Chemistry (3 hours each)

The analytical sequence of chemistry courses with strong emphasis on laboratory work, involves quantification of compounds using various analytical techniques of separation and identification. Main steps involved in complete analysis, like sampling, sample preparation, measurement and calculation, in each method will be introduced. The wet chemical methods covered include titrimetric methods, acid-base equilibria, complex formation titrations, oxidation-reduction titrations and electrochemical methods of analysis. Spectrophotometric, chromatographic, light absorption, transmission and scattering techniques used in analysis will be discussed in detail during the course. The operation of main instruments routinely used in analytical laboratories for hyphenated methods of analysis will be covered in the courses. *Three lecture hours and a three hours laboratory per week.* **Prerequisites CH 132, MA 110**

CH 305 and CH 306. Organic Chemistry I and II (3 hours each)

Structure and reactivity of six main classes of organic compounds: alkanes, alkenes, alkadienes, alkynes, alkyl halides, alcohols and aromatic compounds will be taught in detail in this two semester sequence of organic chemistry. Nomenclature, preparation and reactivity of the above classes of compounds with different functional groups like carbonyl, ether, carboxyl, ester and amino groups will be discussed in detail. A mechanistic approach to organic reactions with emphasis on stereochemistry is an essential component of these courses. These courses are supported by laboratory work that includes use of chemical instrumentations like Infrared spectrometry, Gas Chromatography and Nuclear Magnetic Resonance. *Three lecture hours and a three hours laboratory per week.* **Pre-requisites: CH 132**

CH 350. Instrumentation Techniques (3 credit hours)

'Instrumentation Technique' is an advanced course that builds up on qualitative analysis (CH 303) and analytical chemistry (CH 304). Advanced instrumentation techniques used routinely in environmental, pharmaceutical, biochemical, material science, forensic and surface science laboratories will be taught in this course. In addition to the electrochemical, chromatographic, spectrophotometric, nuclear magnetic methods used in instrumentation, surface analytical techniques using light/electron beam scattering will be dealt with in this course. Pharmaceutical analysis using radioisotopes, use of nanotechnology in instrumentation, immunoassays and material characterization will be highlighted. The students will be able to design a specific methodology to carry out an analysis highlighting method validation, and other quality control criteria. A tour of a state-of-the-art instrumentation laboratory is included in the course. *Three lecture hours and a three hours laboratory per week.* **Prerequisites: CH 304**

CH 407. Synthetic Organic Chemistry (3 credit hours)

A mechanistic approach to organic chemistry, synthetic organic chemistry is an advanced level organic chemistry course for students majoring in chemistry. Different multi-step synthetic methods pertaining to natural products, drugs, pharmaceuticals, dyes and fine chemicals, organic polymers, food and beverage flavoring will be taught in this course. Pertinent mechanisms involved in esterification, electrophilic aromatic substitutions in polycyclic aromatic hydrocarbons etc., will be discussed during the course. A special project will be assigned in which students

are required to plan a multi-step synthesis of a pharmaceutical preparation and conduct literature survey on the compound. The students will design a multi-step synthetic route for the compound and execute the process in the laboratory. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** CH 306

CH 401 and 402. Physical Chemistry I and Physical Chemistry II (3 hours each)

This two semester sequence of physical chemistry for students majoring in chemistry emphasizes varied topics in physical chemistry with coherent laboratory work. The first part of this course will deal with the chemical system at the microscopic level. With a brief introduction to advanced mathematics and differential calculus, the basic principles underlying physical chemistry will be taught. Basic thermodynamics, that includes defining a system, energy production, utilization, Carnot cycle, thermodynamic properties of system, steady-state and equilibrium state, first and second law of thermodynamics will also be taught. The main portions of thermodynamics that include reaction equilibrium in ideal gas mixtures, one and two component systems and real gases will be taught in detail. During the second half of physical chemistry, solutions and their behavior, non-ideal solutions, reaction equilibrium, multi-component phase equilibrium, surface chemistry, electrochemical systems, kinetic theory of gases, reaction kinetics and quantum chemistry will be covered. The areas of chemical physics with applications in spectroscopy will also be dealt with during the second part of the physical chemistry course. *Three lecture hours and a three hours laboratory per week.* **Prerequisites:** CH 132, MA 111

CH 449. Senior Seminar (1 credit hour)

This course is required of all Chemistry majors in the senior year. It acquaints students with contemporary research, presentations and aids students in preparing for their senior comprehensive examinations. **Prerequisite:** Senior Standing

CH 450 and 451. Research I and II (3 hours each)

This course involves reading and laboratory work on special topic in chemistry or related field, under faculty supervision.

Prerequisite: Permission of instructor required.

COMPUTER AND INFORMATION SCIENCES – CIS

CIS 110. Computer Literacy (3 credit hours)

This is a general studies course which emphasizes the influences of the computer in the daily lives of every citizen. It provides a comprehensive overview of the computer; familiarizes the student with the basic terminology in data processing and computer science; introduces concepts of entering, storing, and processing data and its operations; examines the application of computer systems in business, industrial, scientific, and social environments; and prepares the student to understand and utilize computers in his personal and professional life. Students are introduced to word processing, spreadsheet, database, presentation graphics, and personal information management software. **Prerequisite:** None

CIS 120. Fundamentals of Microcomputer Applications (3 credit hours)

Students are provided an intermediate-level treatment of microcomputer software applications. Hands-on experience using word processing, spreadsheet, database, presentation graphics, and personal information management software is gained by applying critical thinking skills to projects simulating life experiences. **Prerequisite:** CIS 110

CIS 240. Introduction to Microcomputers (3 credit hours)

Students learn to use advanced word processing, spreadsheet, database, and presentation graphics techniques effectively and efficiently **Prerequisite:** CIS 120

CIS 260. Fundamentals of Computer Information Systems (3 credit hours)

This course introduces concepts of computer information systems and the applications of information systems to business. Students learn the basic concepts of computer hardware and software, management information systems, decision support systems, systems analysis, and computer programming. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs. Programming languages and programming techniques will also be introduced and applied to solve case studies. **Prerequisite:** CIS 110.

CIS 270. Microcomputer Hardware (4 credit hours)

The course presents learning opportunities for students to recognize and develop expertise understanding hardware components of microcomputers, component interconnectivity, and fundamental systems software. Course activities focus on managing and maintaining personal computer components including the system board, storage devices, and peripheral devices. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite:** CIS 110

CIS 271. Operating Systems (4 credit hours)

Operating Systems is the study of basic operating systems concepts with an emphasis on memory, processor, device, and information management. Topics include comparisons of operating systems, how an operating system works with hardware and other software, the boot process and command line, support and installation of operating systems, managing and troubleshooting; and memory management and hard drive support. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite:** CIS 110

CIS 280. Concepts of Multimedia Development (3 credit hours)

Students learn how to create multimedia presentations through developing their skills in Web site development, animation, and graphics creation. They also learn how to integrate these skills into a single multimedia presentation. **Prerequisite:** CIS 110

CIS 290. Introduction to Computer Programming (4 credit hours)

This course introduces the principles of computer science by program development in the context C++. Major topics to be covered in this class are: tokens, syntax, semantics, compiling, linking, executing, debugging, variables, types, assignments, inputs, outputs, function definitions, function applications, and conditionals. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week.

Prerequisites: CIS 110 and MA 110

CIS 305. Internet Concepts (4 credit hours)

This course teaches the most important topics of the Internet. It gives an introduction to the Internet and the World Wide Web. Other topics include browser basics and e-mail basics, search strategies for the Web, information resources on the Web, file transfer protocol, downloading, and data storage. Additionally, the course will build upon these skills and teach advanced e-mail, advanced communication tools, advanced Web

topics, and personalized information delivery and electronic commerce. The student will also learn how to create a basic Web page. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 260**

CIS 310. Web Site Design and Development (3 credit hours)

This course will focus on planning and developing successful Web sites. The student will learn to design good Web sites with functional navigation and efficient organization. Students will create sites using what they learn in class. HTML, XHTML, and XML will be used. **Prerequisite: Any programming language course**

CIS 320. Introduction to Java Programming (4 credit hours)

This course will focus on the main topics of computer science including the design and implementation of algorithms and data structures. Intermediate and advanced concepts of computer programming using the JAVA programming language are covered. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

CIS 321. FORTRAN Programming (4 credit hours)

This course will focus on the main topics of computer science including the design and implementation of algorithms and data structures. Intermediate and advanced concepts of computer programming using the FORTRAN programming language are covered. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisites: CIS 290**

CIS 325. C++ Programming Language (4 credit hours)

This class is an introduction to object-oriented programming using the C++ language. The design and implementation of programs using class libraries is explained. Topics include data types, in-line and overloaded functions and operators, class types and members, access and protection of members and friends, constructors and destructors, and streams. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

CIS 327. Visual Basic Programming (4 credit hours)

This course introduces the student to the concepts and practices of computer programming using one of the easier and more accessible computer language-Visual Basic. Subject studies include variable assignment, hierarchy of arithmetic operations, program editing and debugging, flowcharts, looping, branching, input/output statements, library functions, subroutines, graphics, and strings. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

CIS 328. COBOL Programming (4 credit hours)

This course combines current COBOL program design and coding techniques with business systems concepts for a practical, thorough introduction to the business information systems environment. Several non-trivial programming assignments will be coded using structured programming techniques. The COBOL syntax is presented within the framework of commonly encountered business-system program models. Concepts are developed step-by-step, proceeding from the simple to the more complex. Each program category introduced builds upon and adds to the knowledge, techniques, and skills developed in the previous model. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 290**

CIS 330. Computer Architecture (3 credit hours)

This course involves the study of combinational and sequential circuits, arithmetic, logic, and control units, memory system design (cache, primary, secondary), and paging. It also covers ASCII architecture (for a simple computer), different CP cycles (fetch, decode, and execute), implementation of instruction sets by sequences, micro-operations, advances in architecture, introduction to pipelining and multiprocessors. **Prerequisite: Any programming language Co-requisite: CIS 333**

CIS 333. Assembly Language Programming (4 credit hours)

This course involves a detailed analysis of the operation of assemblers. It also covers assembler features, assembly language programming, and macro facilities. Assembly language programs will be written as part of this course. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: Any programming language Co-requisite: CIS 330**

CIS 340. Computers and Society (3 credit hours)

The course introduces models that describe the impact of computers on society and presents tools and techniques that are applicable to problems posed by the social impact of computers. Case studies and environmental scenarios are evaluated and documented. **Prerequisite: CIS 110**

CIS 350. Project Management (4 credit hours)

Students participate in an examination of knowledge sets, skills, tools, and techniques of project management with an emphasis on how project management contributes to the strategic goals of an organization. This course focuses on the role of information technology as an integration tool in project management. Specific topics include Microsoft Project software, work breakdown structure development, resource scheduling, the development of a project network, project organization and time management, performance measurement and evaluation, and managerial competencies required to organize and lead a project. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisites: CIS 120 and CIS 260**

CIS 360. Computer Networks and Data Communication (4 credit hours)

This course involves an introduction to basic computer-driven data communications. The protocols, services, interfaces, and platforms for the transmission of data on networks are investigated. The integration of homogeneous and heterogeneous networks is developed: bridges, routers, and gateways. The OSI architecture is defined. The topology of network architecture is covered and the details of connection-oriented and connectionless service, dedicated and switched circuits, access, error detection, and error correction are explained. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisite: CIS 260**

CIS 370. Data Structures for Information Systems (4 credit hours)

This course involves the study of fundamental data structures and their application in the context of C++. Advanced data structure concepts are developed including paged binary trees, B and B++ trees, hashing, directed graphs, matrices, set manipulation, and finite state machines. Quantitative analysis of algorithms is employed. Advanced sorts and string searches are developed for data manipulation and class libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with bags and polymorphism are investigated. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week.

Prerequisites: MA 324 and CIS 325

CIS 395. Internship (4 credit hours)

This course is a practical work experience in computer technology. The course provides the student with practical knowledge of a wide domain of computer hardware, software, and training. Students assist campus information technology staff with various issues, thereby gaining experience with real-world break-fix and problem-resolution scenarios. The credit hours include providing four to five hours per week of IT service.

Prerequisites: CIS 270 or CIS 271

CIS 400. Database Management Systems (3 credit hours)

Concepts and structures necessary to design and implement a database system are discussed, including logical and physical file organization techniques, data models, network, data integrity, and file security. Topics covered include logical and users' viewpoints, theoretical foundations, and physical systems implementation. **Prerequisite: CIS 290**

CIS 430. Logic Design (4 credit hours)

This course will introduce the fundamentals and elements of logic design. The course covers number theory, fundamentals of Boolean algebra, state diagrams, combinational and sequential circuits, and design techniques with logic array components. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week. **Prerequisites: CIS 330 and CIS 333**

CIS 440. Electronic Commerce (3 credit hours)

This course provides both the strategic and technical essentials of what a manager needs to know in order to manage and lead an electronic commerce initiative. In addition, the course examines the use of the Web for the marketing and distribution of goods and services with a focus on assessing the marketing and strategic impact of electronic commerce on areas such as publishing, retailing, entertainment, and travel. Issues such as the Internet, intranets, extranets, portals and search engines, electronic payment systems and security, and electronic commerce servers will be covered. **Prerequisite: CIS 260**

CIS 449. Senior Seminar (1 credit hour)

This course is required of all CIS majors in the senior year. It acquaints students with contemporary research presentations and aids students in preparing for their senior comprehensive examinations. **Prerequisite: Senior Standing**

CIS 450. Information Systems Security (3 credit hours)

This course offers an introductory yet thorough treatment of how information is secured in business and industry. Hands-on exercises give students additional opportunities to understand how security breaches occur, which is foundational to understanding how to prevent them. **Prerequisite: CIS 360**

CIS 451. CIS Research (3 credit hours)

This course consists of faculty-supervised research. This course can be repeated three times.

CIS 470. Software Engineering (4 credit hours)

This course is an introduction to the process of developing software systems. Topics include software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, and management of large software projects. The credit hours include three lecture hours and one hour and twenty minutes laboratory per week.

Prerequisite: CIS 370

CRIMINAL JUSTICE – CJ

CJ 300. Introduction to the Criminal Justice System (3 credit hours)

This course teaches criminal justice as a system consisting of interaction between three main components: police, courts and corrections. Its focus is on investigation, arrest, prosecution, trial, conviction, sentencing, incarceration, and community supervision.

CJ 310. Crime and Criminality (3 credit hours)

This course teaches students how to analyze causes and impact of crime/delinquency and criminal/delinquent behavior.

Prerequisite CJ 300.

CJ 320. Criminology (3 credit hours)

This course describes theories dealing with both functional and conflict perspectives on crime and criminal behavior. **Prerequisite CJ 300**

CJ 330. Criminal Justice and Public Policy (3 credit hours)

Students will learn about the formation and implementation of public policy; the roles of major governmental institutions in policy-making, and their impact on the criminal justice systems. **Prerequisite: CJ 300**

CJ 340. Criminal Justice Administration (3 credit hours)

This course describes administrative aspects of three main components of the justice system: police, courts, and corrections. It also examines the organization and management of police, judicial, and correctional agencies. **Prerequisite CJ 300**

CJ 350. Criminal Justice Statistics (3 credit hours)

This course introduces statistical methods that emphasize the application of descriptive and inferential techniques to criminal justice data and research. **Prerequisite: CJ 300**

CJ 360. Criminal Law (3 credit hours)

Students will learn about the development of criminal law, elements of criminal offense, types of offenses and defenses, case analysis and legal terminology. **Prerequisite: CJ 300**

CJ 361. Criminal Evidence (3 credit hours)

This course explains the system of rules and standards, state and federal, by which admission of proof at trial is regulated.

Prerequisite CJ 300, 360

CJ 370. Criminal Procedure (3 credit hours)

Students will learn the process used to convict and punish. They will learn to analyze the legal steps of criminal proceedings, from

Curricula and Course Descriptions

investigation through punishment. **Prerequisites:** CJ 300, 370

CJ 380. Juvenile Delinquency (3 credit hours)

This course describes juvenile delinquency in modern society. Students will learn of the nature, scope, causes, treatments, and reaction to juvenile delinquency. They will evaluate various delinquency prevention and diversion programs. **Prerequisite:** CJ 300

CJ 390. Police Community Relations (3 credit hours)

Students will learn about the relationship between the police and the public. The course will focus on problem areas such as crime prevention programs, communications, community participation, and police discretion. **Prerequisite:** CJ 300

CJ 400. Probation, Pardon, and Parole (3 credit hours)

This course explores probation, pardon and parole systems in the United States. It emphasizes pre-sentence investigation, classification, offender selection, supervision and administration. **Prerequisite:** CJ300

CJ 410. Criminalistics—an Overview (3 credit hours)

Students will explore the relationship between physical sciences and the administration of criminal justice. They will learn about the identification and application of types of physical evidence involving analysis and comparison (laboratory component included). **Prerequisites:** CJ 300, 361, 370

CJ 410L. Criminalistics—Lab (0 credit hours)

Laboratory observations will help students become familiar with the instruments that are used to determine what and how much of an element may be present in a sample of evidence. The knowledge that is gained through the laboratory observations of an AAS, and other machines in use, will provide the students with a working knowledge of how forensic technology is used to quantify heavy and trace metals in forensic samples and how a forensic scientist uses technology to solve crimes.

CJ 420. Constitutional Law (3 credit hours)

Learners study constitutional law as it relates to law enforcement. It also includes a study of Supreme Court decisions affecting law enforcement officers, right to counsel, search and seizure, due process, and civil rights. **Prerequisite** CJ 300

CJ 430. Juvenile Justice (3 credit hours)

This course describes specialized agencies and procedures developed to deal with juveniles. It emphasizes the juvenile court system and emerging philosophy. **Prerequisites:** CJ 300, 380

CJ 440. Ethics and the Criminal Justice System (3 credit hours)

Students explore philosophical questions regarding societal control, crime, and deviance. Topics include criminalization, theories of punishment, exercise of discretion, prediction of behavior, corruption, concepts of justice, and research ethics. **Prerequisite** CJ 300

CJ 450. Police Administrative Organization and Behavior (3 credit hours)

This course presents functional and structural approaches to organization. It includes behavioral study administration, organizations, and individuals. Students will also learn about the effect of group and peer dynamics on decision-making. **Prerequisite:** CJ 300

CJ 460. Criminal Justice Research Methods (3 credit hours)

Students learn about research methods that apply to the field of criminal justice. They learn elementary research design and descriptive statistics. This course is designed to enable students to interpret data (e.g., Uniform Crime Reports and demographic studies) commonly used in field. **Prerequisites:** CJ300, 350

CJ 465. Senior Research Seminar (1 credit hour)

This course provides supervised experiences in a criminal justice setting. Students will learn to integrate theory with practice while observing criminal justice professionals. **Prerequisite:** CJ 300

CJ 470. Women in Criminal Justice (3 credit hours)

Students will learn about women in criminal justice: women as professionals, women as offenders, and as victims. **Prerequisite:** CJ 300

CJ 475. Youth Gangs: Violence and Intervention (3 credit hours)

This course presents an analysis of youth gang history and describes the characteristics of gang members. It includes gang violence and the effects of youth gangs on society. The theories, practices and various approaches to youth gang intervention are reviewed. **Prerequisite:** CJ 300

CJ 480. Correctional Laws and Institutions (3 credit hours)

This course is a study of prisoner rights, the rights of ex-offenders., and correctional institutions and organizations. **Prerequisite:** CJ 300

CJ 485. Practicum/Internship in Criminal Justice (122 clock hours and 3 credit hours)

This is a supervised experience in a Criminal Justice setting where students integrate theory, knowledge, and practice. The internship will require a research paper at the end of the semester. **Prerequisite:** CJ 300

COMMUNICATIONS - CO

CO 305. Introduction to Public Speaking (3 credit hours)

This course is designed to introduce students to public speaking. Emphasis is placed on analysis, construction, and delivery of speeches. Students will have the opportunity to practice, develop, and deliver speeches in a classroom setting.

CO 310. Introduction to Mass Communication (3 credit hours)

This course provides students an opportunity to explore mass media's pervasive influence on society. Students will trace the development of mass communication from the earliest symbols to the newest technologies as they examine the humanistic, artistic, and scientific impact of the various media.

CO 320. Introduction to Media Writing (3 credit hours)

Students are introduced to the different styles of writing demanded by the various media. Emphasis is placed on preparing students to gather information and communicate effectively to any mass audience.

Curricula and Course Descriptions

CO 340. Advertising (3 credit hours)

The course examines basic advertising including how to develop campaign strategies, target markets, address the competition, and write successful creative platforms for advertising.

CO 345. Photographic Imaging (3 credit hours)

This course introduces students to the fundamental principles of digital photographic techniques. Through hands on participation and use of the computer lab, students also learn the basics of image manipulation and special effects within the digital medium. Additionally, students learn lighting, composition, and the difference between the storage and transfer of traditional film and digital mediums. This course also instructs students on the fundamental principles of conventional 35mm photography and photo processing.

CO 350. Public Relations and Message Design (3 credit hours)

This course is designed to give communications students the fundamentals that make public relations a viable profession and career path. This class focuses heavily on writing for public relations. Students are exposed to the theoretical principles and frameworks that govern the work of public relations practitioners. Students demonstrate ability to target audiences/constituencies, create concepts and media content specifically for these audiences, and determine the best means of achieving results. **Prerequisites: CO 305, 310, 320**

CO 355. News Reporting (3 credit hours)

Students apply the basic techniques of reporting, interviewing, and writing in order to produce news stories for class assignments and for publication. **Prerequisite: CO 320**

CO 356. Milean Lab (3 credit hours)

In this course, the students work with the College's student publication, The Milean, in a range of news production positions. They gain valuable experience in print news. **Prerequisite: CO 355 or permission of instructor**

CO 360. Digital Video I (3 credit hours)

This course introduces students to the language of broadcast video and audio production. Additionally, through lab work and individual projects, students gain hands-on experience in using digital video production equipment. Skills taught will include basic camera operation, audio, and basic video editing.

CO 370. Digital Video II (3 credit hours)

Students begin to apply technical applications learned in CO 360 to a variety of production projects. Additionally, students begin to learn the skill of multimedia editing. **Prerequisite: CO 360**

CO 375. Advanced Media Writing (3 credit hours)

This course involves researching and writing major, multiple-source articles, series, and projects for newspapers and magazines. It includes study and execution of computer assisted reporting. **Prerequisite: CO 355**

CO 380. Broadcast History (3 credit hours)

The course examines the history of broadcasting with a focus on the economic, political, and technological implications that have influenced society and the broadcast industry.

CO 390. Print Layout and Design

This course affords the student the opportunity to combine technological skill and expertise with a good theoretical foundation of the print medium. Laser printer, photographic editing, and scanning devices are incorporated to enhance students' technological knowledge and skill in new age publishing. **Prerequisites: CO 305, 310, 320**

CO 410. Broadcast and Cable Programming (3 credit hours)

The course introduces radio as well as broadcast and cable television programming. Students learn how ratings are used to determine programming decisions, common programming strategies, and the various sources for programs in each field.

CO 415. Telecommunications Management (3 credit hours)

The course examines local TV stations, cable TV and network organization, decision-making, and research techniques. It emphasizes broadcast management, research on leadership and communication management, and how management functions.

CO 420. Digital Video III – Control Room (3 credit hours)

Students enhance their television production skills by producing and directing individual projects, both in the studio and in the field. Production projects include traditional talk show formats, commercials/PSAs, and full television and cable news programming. **Prerequisite: CO 370**

CO 421. MC-TV: Studio Lab (3 credit hour)

Students work on the college cable television news magazine, MC-TV: Studio, and gain valuable production experience. **Prerequisite: CO 370**

CO 425. Media Law/Ethics (3 credit hours)

The course examines law and ethics as they apply to media practitioners. Emphasis is placed on legal obligations and restraints and on standards of behavior governing the profession. Students examine precedent-setting laws and review ethics case studies and current issues. **Prerequisites: CO 305, CO 310, and CO 320**

CO 430. Scriptwriting (3 credit hours)

Scriptwriting is designed to introduce the communications student to the basic principles of story development and structure. The course deals with how to create three-dimensional characters, find a compelling story, build an airtight plot structure, and fine-tune dialogue, among other skills. Students also learn the difference between writing for film and television, as well as how to market ideas to film studios and television networks.

CO 435. Announcing (3 credit hours)

The course provides training all aspects of broadcast announcing. Aspects of voice and diction relevant to on-air microphone usage are included. Students also learn reading programming and editing styles relevant to varied radio and television formats. **Prerequisites: CO 305, CO 31, and CO 320**

Curricula and Course Descriptions

CO 436. Radio Production (3 credit hours)

The course enables students to perform the functions of a broadcaster of a “Live-On-Air” radio shift. Students will be able to use an audio board, cue CD’s, and fill out and follow a “Log and Show Rundown”. **Prerequisite: CO 435**

CO 451. Public Relations Strategies and Tactics (3 credit hours)

The course enables students to demonstrate relevant skills and knowledge of case studies relating to the practice of public relations, strategies used to deliver messages to local, national, and global publics, approaches to communicate within a multicultural society, and the use of new media, such as Facebook, YouTube, and Twitter. The course format includes lectures as well as presentations by PR professionals and students.

Prerequisite: CO 350

CO 455. Media Research Methods (3 credit hours)

The course introduces the major methods of research used in mass media studies. Basic principles used in conducting surveys, designing experiments, and employing content analysis are examined. Major findings in fields such as media violence, the effects of media on children, and the persuasive effects of the media provide examples of current research. **Prerequisites: CO 305, CO 310, CO 320**

CO 460. Broadcast Regulation (3 credit hours)

This course provides students with information regarding old and new issues facing the mass communication industry. Classroom lectures and extensive reading and research of varied case studies are primary focuses of this course. **Prerequisite: CO 305, CO 310, CO 320**

CO 480. Senior Project (3 credit hours)

This course is designed to give communications students an opportunity to examine topics of consequence to their areas of interest. The project may take the form of research or be developed as a practical application, such as a public relations campaign, radio/TV documentary, or news analysis. The project must be creative, scholarly, and supervised by a communications instructor.

Prerequisites: All core courses except CO 490

CO 490. Internship (3 credit hours)

Students in their junior and senior year gain real work experience and prepare for the job market. Internships are arranged by the instructor with off-campus media institutions and agencies. Every effort is made to place students in areas of primary interest: e.g. advertising, public relations, newspaper reporting, television production, and media management/sales. **Prerequisites: Junior or Senior status plus two (2) major electives**

DANCE – DAN

DAN 301. Jazz Dance 301 (previously Beginning Dance) (3 credit hours)

This course is designed to expose the student to jazz dance as a performing art. The course will allow students a hands-on experience of jazz dance on a beginning level, while preparing students to perform and to develop skills in the use of the body as an instrument of expression on a beginning level of proficiency.

DAN 302. Lyrical Dance 302 (previously Advanced Dance) (3 credit hours)

This course is designed to enhance the students' dance technique learned in Dance 301. Students will continue to build upon previously learned principles and to develop in stage presence, memorization, and overall dance technique in order to maintain acquired dance skills and to become more proficient dancers.

ECONOMICS – EC

EC201. Principles of Macroeconomics (3 credit hours)

This introductory course in the principles of aggregate economics considers such topics as the building of an economic society, the institutional features of the American economy, the determinants of national income, and contemporary problems of economic growth.

Prerequisite: MA 101.

EC202. Principles of Microeconomics (3 credit hours)

In this course, students will learn about price theory; elementary supply and demand analysis; elasticity; concepts of total, marginal, and average as applied to utility, cost and revenue; the theory of the firm, and elements of international trade. **Prerequisite: EC 201.**

EC323. Managerial Economics (3 credit hours)

The concepts, tools, and methods of economic theory in the planning and operation of business enterprises are explored in this course. Emphasis is placed on the significance for various managerial decisions of such factors as type of products, the absolute and relative level of different costs, the market structure, and the problems raised by risk and uncertainty. **Prerequisite: EC 202, GB 220.**

EC435. Financial Institutions & Economy (3 credit hours)

This course treats the study of money and banking with special reference to their function in the present organization of economic society. Students will examine the factors determining the supply and value of money, exchange rate equilibrium, and the role of money in determining the level of investment and employment. **Prerequisite: EC 202.**

EDUCATION – ED

ED 201. Educational Testing (3 credit hours)

This course is designed to provide help in English, math, essay writing, and reading for those students preparing to take the required admissions tests for Teacher Education: the Alabama Prospective Teacher Testing Program, the English Proficiency Examination, the Praxis exams, and Senior Exit Examination.

ED 209. Introduction to Teaching (3 credit hours)

This course provides exposure to teaching-related activities in early childhood, elementary and secondary area school classrooms; it also provides laboratory orientation to the total program in teacher education. It is designed to provide an experimental basis for the student to select teaching as a career. Thirty (30) classroom observation hours are required for this course.

ED 300. Technology for Teachers (3 credit hours)

This course is designed to introduce candidates to knowledge and skills associated with integrating technology into teaching and learning. Candidates will be exposed to software applications including word processing, spreadsheets, databases, and multimedia presentations, as well as software and web sites related to various content areas. Candidates will be expected to use email and Internet applications throughout the course.

ED 302. Introduction to Curriculum (P-6) (3 credit hours)

This course involves the analysis of curriculum philosophies and theories with special emphasis on new aspects and concepts of the curriculum, various approaches to curriculum planning, and teaching methods.

ED 306. Principles of Teaching (P-6) (3 credit hours)

This course is designed to provide students with an overview of early childhood/elementary school curriculum, which includes all the experiences of children for which the school accepts responsibility. Emphasis is placed upon (1) the organization of the modern elementary school, (2) the institutional process, and guidance for the classroom teacher.

ED 319. Education of the Exceptional Child (3 credit hours)

This is a survey course designed to acquaint future teachers with methods of teaching children who have abilities both higher and lower than the "average" pupil, for whom adjustments in the educational process must be provided. Stressed are etiology; methods of diagnosis and differentiation; the social, emotional, physical and learning characteristics of exceptional children; and a knowledge of educational programs for various fields of exceptionality, including mainstreaming. The concentration is focused on the educational significance of the exceptionalities, and on the ways in which classroom teachers can be guided to help exceptional children reach their optimum development.

ED 325. Home, School, and Community Relations (P-3) (3 credit hours)

Students enrolled in this course will gain perspectives on parent-school-community relations by engaging in a series of seminars and field experiences throughout the semester. Students will gain exposure and receive background information regarding current state initiatives such as The Alabama Reading Initiative, Technology Block Grants, Operation New Birmingham, Better Basics / M.O.R.E. Program, and the Early Internet Network. As a part of this course, students will visit sites where qualified staff in the field of social services, education, and business work to promote qualified educational programs that support children and families in the greater Birmingham area.

ED 341. Visual and Performing Arts (P-6) (3 credit hours)

This course is designed to acquaint students with (1) basic principles of art; such as design, color and form; and (2) the basic rudiments of music keyboard and fluteophone experience. It provides insight into the creative process, promotes the development of creativity in the child; and emphasizes activities in singing, listening, and rhythm. It also explores making and playing simple musical instruments and creative expressions for the children in early childhood and elementary grades.

ED 350. Foundations of Education (3 credit hours)

This course provides a broad background of information on educational trends, the profession of teaching, and current educational issues. It provides context for understanding educational practices. The course also helps students to consider society's influence on the American education system, especially the political, economic, and legal relationships between society and schools.

ED 400. Materials and Methods of Teaching Secondary Subjects (2 credit hours)

This is a laboratory course dealing with theories, methods of teaching the major subjects in grades 6-12 schools, critical evaluation, and selection of materials. **Co-requisite: taken concurrently with ED 420, 421, 423, or 424.**

ED 401. Literacy and Social Development in Small Children (P-3) (3 credit hours)

This course focuses on building students' understanding of many unique approaches to supporting literacy development in programs for young children. Students will use technological resources to review current educational software for children and do research in the fields of literacy development and current internet technology. Case studies in which students are involved throughout the semester will be used to support the Miles College Division of Education partnership with schools in the local systems.

ED 405. Teaching Elementary Language Arts/Lit. (P-6) (3 credit hours)

This course consists of procedures involved in the development of listening, speaking, and writing skills of children. Emphasis is placed on teaching the effective use of language in oral and written communication. Students analyze of materials and criteria guides for selecting appropriate materials for early childhood/elementary students. The course emphasizes creative use of language in connection with art, music, children's literature and other curricular areas. **Prerequisite: ED 306.**

ED 406. Teaching Elementary Science (P-6) (3 credit hours)

This course stresses adapting the science program, material and equipment to the ability and interests of children. It also stresses the critical evaluation and selection of the most effective materials and instructional methods. **Prerequisite: ED 306.**

ED 407. Teaching Elementary Mathematics (P-6) (3 credit hours)

This course involves the use of discovery and problem-solving approaches as a means of developing mathematical understanding in early childhood/elementary school children. The metric system is also introduced in this course. **Prerequisite: ED 306.**

ED 408. Teaching Elementary Social Studies (P-6) (3 credit hours)

This course consists of objectives, content, and procedures for teaching the relationship between man and his environment. Emphasis is placed on problem-solving skills and independent investigation. Contents of early childhood/elementary school social studies are drawn from the social and behavioral sciences. **Prerequisite: ED 306.**

ED 409. Teaching Beginning Reading and Phonics (P-6) (3 credit hours)

This course consists of various approaches to teaching beginning reading, including the language experience and phonics techniques; reading readiness activities; word-attack skills, the use of context clues, and individual reading programs to serve special individual and group needs.

ED 412. Teaching Reading in Secondary Content Areas (3 credit hours)

In this course, emphasis is placed upon teaching vocabulary, comprehension, and study skills in the content fields in grades six through twelve. The course includes materials and methods of teaching reading through science, English, social science, and mathematics.

ED 413. Diagnostic-Prescriptive Teaching of Reading (P-6) (3 credit hours)

Curricula and Course Descriptions

This course involves the study of the common causes of reading disabilities, procedures for diagnosis, and basic remediation techniques. Both individual and group testing and treatment programs are covered in this course. Guided practice in applying principles in designing and conducting tests and teaching strategies are also covered, and case studies are required. **Prerequisite: ED 409.**

ED 420. Materials and Methods of Teaching Sec. Mathematics (1 credit hour)

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grade 6-12, and critical evaluation and selection of materials specific to mathematics while working with a “highly qualified teacher.” **Co-requisite: Must be taken concurrently with ED 400.**

ED 421. Materials and Methods of Teaching Sec. Science (1 credit hour)

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grades 6-12; and critical evaluation and selection of materials specific to science while working with a “highly qualified teacher.” **Co-requisite: Must be taken concurrently with ED 400.**

ED 423. Materials and Methods of Teaching Sec. Social Studies (1 credit hour)

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grades 6-12, and critical evaluation and selection of materials specific to social studies while working with a “highly qualified teacher.” **Co-requisite: Must be taken concurrently with ED 400.**

ED 424. Materials and Methods of Teaching Sec. Eng/Lang Arts (1 credit hour)

This course is designed to acquaint secondary teacher education candidates with theories, methods of teaching in grades 6-12, and critical evaluation and selection of materials specific to Language Arts while working with a “highly qualified teacher.” **Co-requisite: Must be taken concurrently with ED 400.**

ED 440. Field Studies in Early Childhood Education (3 credit hours)

This course is designed to afford students an opportunity to observe and evaluate a number of programs for young children in corporate, private, community and church-housed programs. Students will gain experience in evaluating programs using the guidelines established by the national accreditation organization for early childhood programs. Sixty (60) classroom observation hours are required for this course.

ED 445. Evaluations and Measurements in Education (3 credit hours)

The evaluation of teaching and learning includes the developing appropriate skills for designing the evaluation process; using measurement procedures to collect necessary data; and employing the appropriate statistical procedures to interpret the resulting information. The student should learn to use this information in making judgments or evaluations about effective teaching styles and learner outcomes. Specifically, the course helps candidates develop those skills which early childhood/elementary and secondary teachers need to engage in formative and summative evaluation to improve learning and instruction. **Prerequisite: TEP**

ED 448. Classroom Management (3 credit hours)

This course is designed to provide in-depth skill development in organizing the classroom for instruction. It will include suggested ways to work with early childhood/elementary and secondary students to create learning environments and to develop effective classroom instructional practices.

ED 449. Senior Seminar (1 credit hour)

This course is required for all Education majors in the last semester of their senior year. It is designed to explore and analyze current issues, job market data, the student's personal strengths and weaknesses, and effective teaching styles and skills. **Co-requisite: Must be taken concurrently with ED 450.**

ED 450. Observation and Teaching (12 credit hours)

This course is required for Early Childhood, Elementary Education and Secondary Education majors during their senior year. It is the culmination of various courses and activities in education in which applications of sound principles of psychology and education are expected.

The student participates for the entire semester in a classroom teaching-learning environment. These experiences consist of (1) directed observation of teaching; (2) teaching under observation; (3) conferences with supervising teachers and principals; (4) planning lessons; (5) creating units; (6) diagnosing difficulties; (7) making monthly reports; (8) assisting with extracurricular activities; (9) working with community agencies; and (10) discussing and examining timely problems and issues in education. **Co-requisite: Must be taken concurrently with ED 449.**

ENGLISH COURSE DESCRIPTIONS -EN

EN 099. Basic Grammar (3 credit hours)

This course is designed to provide instruction in basic writing and grammar. Through this course, students will learn how to write effective sentences and paragraphs.

EN100. English Fundamentals (3 credit hours)

This course is designed to develop skills, knowledge, and abilities required for potential success in learning college-level English concepts to successfully enter and complete college-level courses. This class will bridge the gap between EN 099 and EN101.

EN 101 English Composition I (3 credit hours)

This course is concerned with fundamentals of grammar and with the improvement of reading and writing skills. A selection of essays is used. Students also study a novel and write five essays in a variety of rhetorical modes. Those who need assistance with special problems may receive help in the Center for Writing Across Miles. **Prerequisite: A 'C' or above in English 100 or a satisfactory score on placement tests.**

EN 102 English Composition II (3 credit hours)

This course is concerned with fundamentals of grammar and with the continued improvement of reading and writing skills. Students will write essays in several rhetorical modes and will write a researched essay. They will also study a novel. The passing grade is 'C' or above. Students may receive help in the Center for Writing across Miles. **Prerequisite: A passing grade in EN 101.**

EN 201. Introduction to Literature (3 credit hours)

Curricula and Course Descriptions

Basic skills for understanding literature are introduced, and concepts which are required for reading, analyzing, and interpreting literature are taught. A wide variety of selections representative of the several literary genres will be used. **Prerequisites: EN 102.**

EN 202. World Masterpieces (3 credit hours)

Students read selected writings by major world authors. Basic skills for understanding literature are introduced, and concepts which are required for reading, analyzing, and interpreting literature are taught. **Prerequisites: EN 102.**

HON EN 240(H). Comparative Modern Literature (3 credit hours)

Students taking this course will examine literature from Western and non-Western cultures reflecting a variety of genres and literary periods. **Prerequisites: EN 102.**

EN 298. Writing and Speaking for the Classroom Teacher (3 credit hours)

This course is designed to equip the student with the writing/speaking skills necessary to become a successful classroom facilitator and communicator. Through a combination of theory, class participation, writing, and public expression of ideas, the student will develop the critical thinking tools needed for successful classroom communication and instruction. There are no prerequisites for EN 298. This course is limited to Education Majors who plan to become classroom teachers. It is recommended that each student complete EN 102 before enrolling in EN 298.

EN 299. Practice in Writing (3 credit hours)

This course emphasizes writing clearly and effectively. In addition to language proficiency and logical thinking, the course stresses basic principles and techniques of modern communications, including audience awareness, content analysis, and semantics. **Prerequisites: EN 102.**

EN 301. Grammar and Linguistics (3 credit hours)

This course involves study of the structure, history, and mechanics of the English language. Although the approach is largely traditional, reference is also made to principles of transformational grammar.

EN 305. Advanced Composition (3 credit hours)

Students gain intensive practice in writing the various types of prose, based on analysis of the structure, language, and rhetoric of selected works.

EN 320. Creative Writing (3 credit hours)

Students learn to write poetry and short stories in this introductory course in creative writing. Other literary forms may also be considered, depending on time and interest.

EN 351. Shakespeare (3 credit hours)

This course is a study of Shakespeare's major comedies, chronicles, and tragedies, as well as a brief treatment of Shakespeare's life and the Elizabethan stage.

EN 352. English Renaissance Drama (3 credit hours)

Students in this course will read some of the English drama of the sixteenth and seventeenth centuries, excluding Shakespeare. The course will also focus on the fundamental characteristics of dramatic form as well as the dramatic peculiarities of theatrical production in the period.

EN 355. Modernism (3 credit hours)

This course presents American and British writers of the early 20th century and the theory behind modern art. Poetry, prose, drama, visual art, and music are considered so that students may evaluate the modern period and its influence on the postmodern.

EN 361. American Literature I (3 credit hours)

Students explore selected works of major American writers from 1603 to 1860.

EN 362. American Literature II (3 credit hours)

This course is a study of selected works of major American writers from 1860 to the present. **Prerequisite: EN 361.**

EN 365. African-American Literature I (3 credit hours)

This course presents an intensive analysis of the works of major Black writers in terms of their sociopolitical thought, their role in the development of modern African-American literature, and their place in American and Western literary history from 1760 through the Harlem Renaissance.

EN 366. African-American Literature II (3 credit hours)

Students in this course will examine works by major Black voices of the 20th century from the Harlem Renaissance to the present.

EN 370. Jewish-American Literature (3 credit hours)

This course examines the development of Jewish-American literature and the Jewish experience as it is reflected in this literature. The course will focus on the issues raised by Jewish-American literature and its writers.

EN 372. The Short Story (3 credit hours)

Students learn about the development of the short story as an art form by reading and analyzing stories by 19th and 20th century writers.

EN 375. Drama (3 credit hours)

This course presents a comprehensive, in-depth study of the dramatic form. The literature for the course ranges from Greek drama to the Theater of the Absurd. A large number of plays are considered in order that students may have a broad base of reference for critical evaluation.

EN 380. African-American Contemporary Writers from 1970—Present (3 credit hours)

This course concentrates specifically on selected works that explore the human conditions presented in diversely rich selections of historical romance, avant-garde comedy and satire; fantasy and science fiction; detective stories, mysteries written in novels; short stories and/or drama forms. **Prerequisite: Junior/Senior level.**

EN 390. Poetry (3 credit hours)

This course presents a study of representative forms, authors, and approaches to poetry.

EN 400. African American Autobiography (3 credit hours)

This course will survey the evolution of African American autobiography. It will analyze autobiographies within historical context and explore the variety of forms such as memoir, diaries and others used by the authors. **Prerequisite: Junior/Senior level.**

EN 401. British Literature I (3 credit hours)

This course surveys significant works from the Anglo-Saxon period through 1789.

EN 402. British Literature II (3 credit hours)

This course is a survey of major writers of English literature from the Romantic period to the contemporary era. **Prerequisite:** EN 401.

EN 403. Comparative African and African-American Literature (3 credit hours)

This course attends to a thematic comparison of the fictional and non-fictional works written by Africans and African Americans through selected readings. History, language, mythology and religion will undergird the exploration of belief systems anchored by cultures portrayed in the works that will be studied. **Prerequisite:** Junior/Senior level.

EN 439. The Novel (3 credit hours)

This course presents an in-depth study of this comparatively new genre of literature. Students are introduced to the historical development of the novel and its relationship to its several predecessors in other literary forms. Relevant literary criticism provides a stimulus for discussion and ideas for writing critical analyses.

EN 449. Senior Seminar (1 credit hour)

This course serves as a comprehensive examination of students by requiring an application of language and literary skills to written and oral projects, including reports, reviews, research papers, and discussions.

EN 451. Literary Criticism (3 credit hours)

This course explores theoretical and practical criticism, and precepts of the major critics are applied to literary materials.

EN 460. Topics in Literature (3 credit hours)

This course is designed to address a selected literary concentration and/or contemporary issue. Topics may include Southern literature, women's literature, or the work of a particular author.

EN 490. Internship (3 credit hours)

English majors are required to take this course in their junior or senior year. It is designed for the students to use their skills in practical, hands-on situations. It is highly recommended that the students do their internships in the Center for Writing Across Miles. Students who do not intern in our writing center must make sure their internships involve supervised writing or writing-related tasks and must have their proposed positions approved by the Internship Coordinator. All interns will submit journals and/or writing assignments according to instructions from the Internship Coordinator. **Prerequisite:** Junior standing.

ENVIRONMENTAL SCIENCES – ES

ES105. Introduction to Soil Science (3 credit hours)

This course is designed to give basic information to help students appreciate soil as an indispensable natural resource; it teaches how soil can be used and managed for mankind. *Three lecture hours and a two hours laboratory per week.*

ES200. Principles of Geology (4 credit hours)

This course provides an introduction to geology, with emphasis on geological materials and processes. It also considers historical geology. Three lecture hours and one hour and twenty minutes laboratory per week. *Three lecture hours and a two hours laboratory per week.*

Prerequisite: BY 101

ES241. Biostatistics (3 credit hours)

This is an initial course in mathematics statistics; statistical languages and notations; and describing distributions of measurements, probability, random variance and probability distribution. **Prerequisite:** MA 111

ES300. Scientific Writing (3 credit hours)

This course will teach introduction, organization and graphical presentation of scientific data. Students will be instructed in preparing, writing, and editing for scientific presentations, journals, manuscripts, and reports. **Prerequisite:** EN 299

ES415. Principles of Bioremediation (3 credit hours)

The objective of this course is to introduce students to the applications of bioremediation. **Prerequisite:** BY 405; sophomore status

ES321. Environmental Science (3 credit hours)

This course explores the relationship between individual organisms and their environment; the structure and function of populations, communities, and ecosystems; and computer usage in data analysis and report writing. *Three lecture hours and a two hours laboratory per week.* **Prerequisite:** BY 101

ES324. Environmental Analysis (3 credit hours)

The objective of this course is to expose students to the study of principles and application of chemical and instrumental methods employed in the analysis of soil, water, plant and air samples for environmental purposes. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** CH 303 or 304, or special permission from coordinator in consultation with chairperson; junior status.

ES340. Principles Global Positioning Systems (GPS) and Geographical Information Systems (GIS) (3 credit hours)

This course teaches the principles of GPS and GIS, detailing how they are applied in environmental and natural resource inventories and management. Students learn major components of GIS systems such as raster, vector data, data input, verification, spatial analyses and modeling, as well as methods of classification interpolation. **Prerequisites:** ES-321

ES400. General Ecology (4 credit hours)

This course explores relationships between individual organisms and their environment; the structure and function of populations, communities, and ecosystems; and computer usage in data analysis and report writing. *Three lecture hours and a two hours laboratory per week.* **Prerequisites:** ES 321, MA 317; written permission of instructor.

ES404. Environmental Laws (3 credit hours)

The course is designed to give the student an understanding of government regulations that seek to insure the quality of the environment and the safety of the work place. It includes the study of natural laws and interactions between various species in an ecosystem. **Prerequisites: ES 321 and junior standing or permission of the coordinator**

ES430. Environmental Science Internship (3 credit hours)

The student will work at a remote facility to gain experience in the field. To be eligible for internship, a student must complete all other course requirements in the Environmental Science combined major/minor pattern and apply through the Environmental Science Coordinator for the internship, which lasts approximately eight weeks. The grade is based upon a written report submitted by the student and an evaluation submitted by the Intern Site Director. **Prerequisite: Junior standing or permission of the coordinator**

ES449. Senior Seminar (1 credit hour)

Required of all Environmental Science majors in their senior year, this course acquaints students with contemporary research and presentations as it helps them prepare for their senior comprehensive examinations.

ES450. Research (3 credit hours)

Students conduct research in a specific area of environmental science under faculty supervision. **Permission of instructor required.**

ES451. Research (3 credit hours)

Students conduct research in a specific area of environmental science under faculty supervision. **Permission of instructor required.**

FINANCE – FI

FI360 and FIS360. Principles of Finance (3 credit hours)

This course teaches basic concepts in finance including securities markets, interest rates, taxes, risk analysis, time value of money, security valuation, short term financial planning, and capital budgeting. **Prerequisite: MA 101 and EC 351.**

FI361. Corporate Finance (3 credit hours)

This course provides a general overview of the financial function in American business. It describes the various sources of corporate funds, various types of debt and investment instruments, and the management of business assets. **Prerequisites: AC 212, EC 202, GB 220.**

FI364 and FIS364. Principles of Investment (3 credit hours)

This introductory course deals with the basic principles of investment, investment institutions and securities markets, analysis of securities, government and municipal securities, and portfolio management. **Prerequisite: GB 220.**

FI370 and FIS360. Personal Finance (3 credit hours)

This course teaches the various techniques that apply to the efficient handling of personal finance. Topics include the preparation of budgets, methods and costs of borrowing, the input of credit, and financial investment, including the stock and bond markets. **Prerequisite: GB 220.**

FRENCH-FR

FR101. Elementary French I (3 credit hours)

This course is a basic introduction to the French language and culture. Oral skills are stressed, along with reading, writing, and grammar.

FR102. Elementary French II (3 credit hours)

This course continues to build skills of the French language. Oral skills are stressed, along with reading, writing, and grammar. **Prerequisite: FR 101**

FR201. Intermediate French I (3 credit hours)

This course further develops speaking, listening, reading, and writing skills in French. It also increases students' knowledge of French-speaking cultures. **Prerequisite: FR 102**

FR202. Intermediate French II (3 credit hours)

Students in this course continue to develop their speaking, listening, reading, and writing skills in French and their knowledge of French-speaking cultures. **Prerequisite: FR 201**

FIRST YEAR ACADEMY – FYA

FYA101. Orientation to the Academy (1 credit hour)

This is a one-hour course that is required for graduation. It is designed to retain new students and help them make a smooth transition to college life. It provides opportunities for students to develop the skills, values, behavior, and attitudes necessary to be successful at Miles College. Emphasis is placed on the development and application of effective study habits, responsibilities of adult life, and career planning. The course will help students to become integral parts of the academic community.

FYA102. Preparation for the Academy (1 credit hour)

This is a one hour course that is required for graduation. It will help students further develop a foundation in communication and critical thinking skills. In addition, this course focuses on ethical consciousness and the standards of professional behavior in today's society. Appropriate dress for corporate settings is also emphasized in this course. These concepts will be reinforced through class lectures, guest lectures, course reading, and activities.

GENERAL BUSINESS – GB

GB 211. Keyboarding (3 credit hours)

This course in the touch system of typewriting emphasizes the mastery of basic keyboarding skills for speed and accuracy in typing letters and reports. **Prerequisite: None**

GB 220. Business Mathematics (3 credit hours)

Curricula and Course Descriptions

This course provides a review of fundamentals and applies mathematical concepts to sales records (including discounts, commission, and markup) and payroll records along with taxes, statistics, financial statements, and debt instruments. **Prerequisite: MA 101.**

GB 302 and GBS 302. Business Statistics (3 credit hours)

This course provides applications of statistical procedures in decision making, frequency distribution and graphs, data description, probability, sampling, simulation, the normal distribution, and hypothesis testing. **Prerequisite: GB 220.**

GB 338. Business English and Correspondence (3 credit hours)

This course reviews correct English grammar, word usage, spelling, punctuation and rhetoric. It gives special attention to writing business letters and research reports using suggested style manual. **Prerequisite: EN 102.**

GB 420. GMAT Review (3 credit hours)

The course is designed to help seniors prepare for the Graduate Management Admission Test. It covers both qualitative and quantitative components of the test. The topics include math review, problem solving, data sufficiency, reading comprehension, critical reasoning, and sentence correction. **Prerequisite: GB 220.**

GB 442. Business and the Internet (3 credit hours)

This course teaches operating protocol, rules of etiquette, the World Wide Web, e-mail, research using the Internet, and security considerations. **Prerequisite: CS 110, MG 381.**

GB 449. Senior Seminar (1 credit hour)

Required of all majors in their senior year, this course is designed to inform students of various principles, practices, and procedures which are used to secure employment or to gain admission to graduate programs. **Prerequisite: Senior standing.**

GB 450 and GBS 450. Business Decisions (3 credit hours)

This course helps students use quantitative techniques and models to help make business decisions. Topics include linear algebra, introductory calculus, probability theory, basic linear programming, regression methods, and optimization techniques. **Prerequisites: MA 101 and GB 220.**

GB 460 and GBS 460. Entrepreneurship (3 credit hours)

This course teaches skills required for entrepreneurship. It explores the role of entrepreneurship in the creation and development of new economic entities. It also teaches the organization and management of business entities. **Prerequisite: MA 101**

GB 498. Business Internship (3 credit hours)

This course supports supervised on-the-job experience in various aspects of office and Business Administration settings including Accounting, Insurance, Retailing, Management, and Marketing. The student elects the phase of emphasis according to his/her major specialization. **Prerequisite: Junior standing and permission of the Division Chairperson.**

HISTORY – HI

HI 101. World Civilizations (3 credit hours)

An interdisciplinary approach to the study of world history from prehistoric times, this course examines basic old world cultures of Africa, Asia, Europe and the Americas. It emphasizes how such phenomena as nationalism, industrialism, colonialism, cultural diffusion, and international tensions have shaped world cultures.

HI 102. World Civilizations II (3 credit hours)

This course approaches world cultures from the standpoint of the twentieth century. It emphasizes the way pre-twentieth century sources have shaped the twentieth century. It also provides a critical examination of such major events as the two world wars, "Third World," anti-colonial revolt, the rise of a "Fourth World" of the have-not nations and the impact of the scientific revolution on world cultures. Study trips abroad may be planned. **Prerequisite: HI 101.**

HI 301. American History I (3 credit hours)

This course surveys American history from English colonization to the close of the Civil War and Reconstruction. **Prerequisites: HI 102.**

HI 302. American History II (3 credit hours)

This is a survey of American history from 1877 to the present. **Prerequisites: HI 102 and HI 301.**

HI 303. Alabama History (3 credit hours)

This course deals with the regionalist character of the state and its role in American history from the period of colonial settlement to the 20th Century. **Prerequisites: HI 302.**

HI 308. African American History (3 credit hours)

This course surveys the role of African Americans in United States history. It emphasizes slavery as well as economic, political, social, and cultural developments. **Prerequisites: HI 302.**

HI 320. Early American History (3 credit hours)

This course covers the age of exploration and colonization as well as developments leading to the American Revolution, 1492-1783. It emphasizes the contribution of the era to American political, social and intellectual tradition. **Prerequisites: HI 302.**

HI 321. Nineteenth Century America (3 credit hours)

This course examines developments in 19th-century America and their impact on American society and culture. It includes: the rise of mass democracy and mass entertainments; westward expansion and the Indian Wars; religion and world power; and Romanticism.

Prerequisites: HI 302.

HI 322. Twentieth Century America (3 credit hours)

Students will learn about the causes and course of Progressive era, World War I, post-war isolationism, the New Deal, World War II, Cold War America, the Protest and Civil Rights era, and contemporary history. **Prerequisites: HI 302.**

HI 323. American Urban History (3 credit hours)

American Urban History is an examination of the transformation of American cities from the era of the “walking city” to the present. The course will consider urbanization and sub-urbanization, ethnicity and race, economic development, poverty, politics, and federal-city relations. **Prerequisites: HI 302.**

HI 324. Women in Modern America (3 credit hours)

This course examines the experiences and contributions of women in twentieth century America. It gives, particular attention to the forces that served to differentiate the opportunities and roles of women from those of their male peers. **Prerequisites: HI 302.**

HI 326. The Civil Rights Movement in America (3 credit hours)

This course will examine the events, personalities, and issues of the Civil Rights Movement in America, 1945 to present. Lectures will consider such themes and topics as the origins of segregation, the impact of World War II on the African American community, the life of Martin Luther King Jr., the Montgomery bus boycott, the Freedom Rides, Brown v. Board of Education, Massive Resistance, the White Citizens' Council movement, “cultural integration,” and the Black Power movement. **Prerequisites: HI 302.**

HI 330. Ancient Europe (3 credit hours)

This course provides a survey of Western traditions from the beginnings through the end of the Middle Ages. It emphasizes patterns of thinking and their affects on those institutions most distinctive for the Western tradition. **Prerequisites: HI 102.**

HI 331. Medieval-Early Modern Europe (3 credit hours)

Students will learn about European history from the fall of the Roman Empire to the Renaissance. This course will emphasize the literary, artistic, intellectual, religious, and cultural achievements of Renaissance Italy; the rise and growth of Protestantism; and the Catholic reaction; against the background of the economic, political, and social developments in Western Europe. **Prerequisites: HI 102.**

HI 332. Modern Europe (3 credit hours)

This course explores European history from the close of the Napoleonic Wars through the two world wars. Particular attention will be paid to Europe's pivotal role in world affairs during this period and the factors leading to the nations' decline as major global powers. **Prerequisites: HI 102.**

HI 333. European Intellectual History, 1700-Present (3 credit hours)

This course is the History of Ideas documenting the Age of Enlightenment of the Eighteenth Century and the French Revolution. It explores the nineteenth century as the Age of “Isms” (including Liberalism, Conservatism, Communism, Romanticism, Idealism, Nationalism, Industrialism, Imperialism, Positivism, Darwinism, and Historicism). It establishes the 20th century as Age of Crisis. **Prerequisites: HI 102.**

HI 341. Latin American History (3 credit hours)

This cross-cultural history of Latin America focuses on women, Native Americans, African- Americans, mestizos, and mulattoes in historical context. **Prerequisites: HI 102.**

HI 342. Asian History (3 credit hours)

This course introduces political, cultural, and economic history from antiquity to the present. It places special emphasis not only on the study of important Asian kings and leaders but also on the various religions that originated in Asia. **Prerequisites: HI 102.**

HI 343. East Asian Civilization (3 credit hours)

The course will encompass the histories of China, Japan and Korea, including their defining historical events, beliefs systems, and interactions. It will include the defining religious and philosophical institutions up to modern times. It will examine, in contrast, Japanese and Korean society, institutions and major historical events. **Prerequisites: HI 102.**

HI 350. Thinking and Writing about History (3 credit hours)

This course provides advanced training in historical methods and historiography. It emphasizes review of literature of historical inquiry ranging from antiquity to the present and analysis of methodologies, interpretations, values, evidence, and conclusions found in the diversity of historical writings. **Prerequisites: HI 302.**

HI 408. Southern History (3 credit hours)

Students will learn about Southern history during the antebellum period. The course emphasizes slavery and race, social structure, Southern identity and values, the road to secession, and Southern distinctiveness before the Civil War. **Prerequisites: HI 303.**

HI 412. African History (3 credit hours)

This survey course deals with the essential themes of modern African history. It includes such themes as the Berlin conference and partitioning; African diplomacy and resistance to colonial rule; colonial politics in tropical Africa; and the political and economic developments from the last two decades of the nineteenth century to the independence movement in the 1960s.

HI 450. History of the U.S. Foreign Policy (3 credit hours)

This course is a chronological survey of American foreign relations in the twentieth century. Emphasis is placed on diplomatic encounters that redefine the role of the United States on the world stage and the rationales that support major foreign policy relations. **Prerequisites: HI 302.**

HI 451. Special Topics – European History (3 credit hours)

Special Topics in History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include women's history, ethnic history, political history, specific regions or countries etc. **Prerequisites: HI 302.**

HI 452. Special Topics – Non-Western History (3 credit hours)

Special Topics in History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include women's history, ethnic history, political history, specific regions or countries etc. **Prerequisites: HI 102.**

HI 453. Special Topics – Comparative History (3 credit hours)

Curricula and Course Descriptions

Special Topics in History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include women's history, ethnic history, political history, specific regions or countries etc.
Prerequisites : HI 102.

HONORS – HON

HON EN 240H: Comparative Modern Literature (3 credit hours)

An examination of literature from Western and non-Western cultures, this course presents a variety of genres and literary periods.

HON EN 460 H: Topics in Literature (3 credit hours)

This course addresses a selected literary concentration and/or contemporary issue.

HON HUM 201 H: Humanity and the Arts (3 credit hours)

This course attempts to integrate various aesthetic viewpoints and the students' world views in order to help them understand art as an expression of what it means to be human from diverse cultures and historical periods.

HON MG 302 H: Managerial Skills and Leadership Development (3 credit hours)

With emphasis on planning, decision-making, leadership, and communication skills, this course offers students a chance to study the impact of global communication on the social and economic interests of multinational businesses. *(This course is strongly encouraged as a major elective).*

HON PH 102H: Science, Technology, and the Environment (3 credit hours)

In this non-traditional course, students will be required to read current journals, newspapers, and magazines on current issues related to science, technology and the environment. They will also hear distinguished guest speakers in the field.

HON PS 315 H: Politics and Political Behavior of African-Americans (3 credit hours)

A study of some of the complex dimensions of African-American politics, this course includes protest and accommodation, civil rights, and the role of decision-making institutions (Congress, the presidency, the judicial system and state and local politics) in the American political and social system. *(This course is recommended as a sequence to SS 101 rather than a substitute)*

HON PSY 201 H: The Nature of Human Nature (3 credit hours)

This offering will cover such behavioral phenomena as learning development, personality adjustment and cultural differences.

HON RE 340 H: Black Theology

This course is a systematic study of the development of Black Theology in America. It will cover the major contemporary theological, religious, social and political movements and show what impact these movements had on biblical interpretation in the Black Church.

HON SS 101: AFRICAN-AMERICAN EXPERIENCE (3 credit hours)

This course surveys the history of African-Americans in the United States. It includes the African background, the origin and development of slavery, the abolitionist and protest movements, legislative and judicial efforts to achieve racial equality, and contributions of African-Americans to American society. Special emphasis is placed on the economic and political rights of African-Americans since the 1960s.

HON 402 H: Senior Honors Project (3 credit hours)

The Senior Honors Project provides a means of fulfilling requirements for a major elective during the Student's senior year. The project may be directed by a professor in the student's major field.

HUMANITIES – HU

HUM 201. Humanities (3credit hours)

This course is designed to heighten students' understanding of humanity by exposing them to the world of art. It articulates various aesthetic viewpoints and integrates the students' accumulated experiences and world views with the art forms studied - music, dance, theater, literature, and the visual arts. Additionally, the course discusses the emergence of various art forms within their cultural and historical settings.

MATHEMATICS-MA

MA099. Basic College Mathematics (3 credit hours)

This course is designed to develop a level of mathematical competence and proficiency in preparation for learning mathematical generalizations and abstract reasoning in order to more adequately prepare for daily living requirements.

MA100. Elementary Algebra (3 credit hours)

This course is designed to develop the skills, knowledge, and abilities required for success in learning college level algebraic concepts.

MA 101. Intermediate Algebra (3 credit hours)

This is a required course in Mathematics for all students. Topics include algebra, equations and their applications, polynomials, factoring, graphs, linear and quadratic equations, and geometry.

MA 110. Pre-Calculus I (3 credit hours)

This course introduces the basic concepts of algebra and trigonometry: elementary set theory, the development of real number systems as a complete ordered field, inequalities, absolute values, relations and functions, mathematical induction, and elementary sequences.

Prerequisite: MA 101

MA 111. Pre-Calculus II (3 credit hours)

This course deals with trigonometry of both a circle and a triangle. It also teaches Trigonometric Identities and Equations and Laws of Sine and Cosine. **Prerequisite: MA 110**

MA 113-114. Arithmetic for Teachers (3 credit hours)

This two part course teaches arithmetic operations, percent's, algebraic translations, and the metric system. It also introduces geometry.
Prerequisite: MA 101

MA 201. Analytic Geometry and Calculus I (3 credit hours)

This course deals with coordinates and lines; functions and limits; and differentiation and application. **Prerequisite: MA 111**

MA 202. Analytic Geometry and Calculus II (3 credit hours)

Students learn techniques of integration, applications of the definite integral, transcendental functions, sequences and series.

Prerequisite: MA 201

MA 203. Analytic Geometry and Calculus III (3 credit hours)

This course presents polar coordinates, vectors functions of two or more variables, and multiple integrals. **Prerequisite: MA 202**

MA 308. Differential Equations (3 credit hours)

Students learn the classification of differential equations, first order differential equations, linear second order equations, series solution, Laplace transforms, and systems of equations. **Prerequisite: MA 202**

MA 311. Linear Algebra (3 credit hours)

This course presents vector spaces, matrices and determinants, linear systems, eigenvalues and canonical forms. It introduces numerical methods.

Prerequisite: MA 201

MA 315. Theory of Numbers (3 credit hours)

This course presents Euclidean Algorithms: fundamental theorem on divisibilities, prime numbers, congruence of numbers; theorems of Fermat, Euler and Wilson; congruence of first and higher degrees; LaGrange's theorem with applications: residues; introduction to theory of binary quadratic forms. **Prerequisite: MA 202**

MA 316. Fundamental Concepts of Algebra (3 credit hours)

This is a study of algebraic systems; set truth tables, functions, concepts, inequalities and linear programming, sequences and series. This course does not fulfill any requirements for the Math Major or Minor. **Prerequisite: MA 110**

MA 317. Probability and Statistics (3 credit hours)

This is an initial course in mathematics statistics; statistical languages and notations; describing distributions of measurements; probability; random variance and probability distribution. It is recommended for secondary school teachers and business majors. **Prerequisite: MA 111**

MA 318. Mathematical Statistics (3 credit hours)

This course teaches statistical inference, inference from small samples, linear regression and correlation, analysis of enumerative data, analysis of variances, and non-parametric statistics. **Prerequisite: MA 317**

MA 319. Fundamental Concepts of Geometry (3 credit hours)

This course is primarily designed for Secondary Education majors and will give consideration of Euclidean and non-Euclidean geometry, from both the synthetic and analytical point of view. **Prerequisite: MA 110**

MA 324 Discrete Mathematics (3 credit hours)

This course provides an introduction to the concepts and techniques of discrete mathematical structures that are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. **Prerequisite: MA 101**

MA 351. Numerical Analysis I (3 credit hours)

This course provides an introduction to error analysis, computer representation of numbers, bisection, Newton's and other methods of root finding interpolation, and least squares approximation. **Prerequisite: MA 202**

MA 352. Numerical Analysis II (3 credit hours)

This course presents numerical integration for differential equations. It introduces numerical methods for different equations and numerical solution of linear systems. **Prerequisite: MA 351**

MA 403 Advanced Calculus I (4 credit hours)

This course presents the algebra of sets, functions, mathematical induction, properties of the real number sequences, limits of functions, and continuity. **Prerequisite: MA 203**

MA 404. Advanced Calculus II (4 credit hours)

Students learn differentiation, integrations and integrability; sequences of functions, infinite series, and topology of the real line.

Prerequisite: MA 403

MA 412. Complex Variables (3 credit hours)

This course presents complex numbers; elementary functions; differentiation and integration; analytic functions; Cauchy's theorem; infinite series, and residues. **Prerequisite: MA 404 or permission of instructor.**

MA 421. Introduction to Abstract Algebra (3 credit hours)

This course teaches basic terminology, elementary set theory, integer arithmetic, mappings and operations, introduction to groups, rings, fields, and equivalence relations. **Prerequisite: MA 202**

MA 449. Senior Seminar (1 credit hour)

Required of all Mathematics majors in the senior year, this course is intended to acquaint students with contemporary research and presentations as it helps them to prepare for their senior comprehensive examinations.

MA 450. Research (3 credit hours)

Students conduct research in Mathematics under faculty supervision. **Permission of instructor required.**

MA 451. Research II (3 credit hours)

Students conduct research in a specific area of Mathematics under faculty supervision. **Permission of instructor required.**

MANAGEMENT – MG

Curricula and Course Descriptions

MG 310. Business Etiquette/Deportment (1 credit hour)

This course is a survey of basic principles and practices of business etiquette and deportment

MG 330, MG 390 and MGS 390. Organizational Behavior (3 credit hours)

This course is the analysis and application of theories and techniques for the understanding, prediction, and management of human behavior in the organizational context.

MG 340. Management and Supervision (2 credit hours)

This course is the analysis of management functions and supervisory principles with business organization and practices.

MG 381 and MGS 381. Principles of Management (3 credit hours)

This course includes management concepts, approaches to managing, fundamentals of planning, organizing, influencing and communication, leadership, fundamentals of production management and control, and social responsibility. **Prerequisite: EC 202.**

MG 385. Human Resource Management (3 credit hours)

This course is an overview of the field of human resources management, development of human resources management, equal employment opportunity and affirmative action, job requirements, human resource planning and recruitment, selection, training, career development and motivating employees. **Prerequisite: MG 381.**

MG 402 and MGS 402. Strategic Management (3 credit hours)

This course is a course in the formulation and implementation of strategies aimed at improving organizational effectiveness, the role of the line manager as strategist, and a view of the organization as an open, socio-technical system, including social responsibility and business ethics. **Prerequisite: FI 361.**

MG 430 and MGS 430. International Business Management (3 credit hours)

This course is a study of the problems facing business organization in the international setting. Attention is given to the intellectual, political, social, economic and moral issues that the business and government leaders face in dealing with international business problems.

Prerequisite: MG 381.

MG 350 and MGS 338. Organizational Communications (3 credit hours)

This course is an interdisciplinary approach to the study of communication within an organization setting.

EC 351 and ECS 351. Business Economics (3 credit hours)

This course is the analysis and application of macro and micro economic theories in solving business problems and making business decisions; development and understanding of the core ideas in economic theory and its application; marginal and aggregate analysis; and revenue and profit maximization.

MG 410. Statistics for Management (3 credit hours)

The course is an introduction to statistical methods including descriptive statistics, probability, probability distributions, introduction to statistical inference making, confidence intervals, hypothesis testing, and simple linear regression analysis.

MG 412 and MGS 412. Interpersonal Relations (3 credit hours)

This course is an analysis and comparison of several topics including how the context of varying perception is related to behavior.

MG 413. Administrative Theory and Practices (3 credit hours)

This course is the study of organizations as socioeconomic- political systems for collective action imbedded in a largely uncontrollable environment.

MG 423 and MGS 423. Computer Technology and Research (3 credit hours)

This course is an introduction to the use of the microcomputer in business application and research. Analysis of business problems, retrieval and presentation of information is also covered, as well as the use of the Internet in research and report writing.

MG 432. Research Methods in Management (3 credit hours)

This course includes methods of scientific research in the field of management and their application to the solution of organizational problems.

MG 442 and MGS 442. Professional Research and Writing (3 credit hours)

This course is a review of correct English grammar, word usage, spelling, punctuation, and rhetoric. Special attention is given to writing business letters and research reports using a suggested manual.

MG 452. Organizational Analysis (3 credit hours)

This course covers various quantitative techniques and tools in managerial decision making under conditions of perfect and imperfect knowledge.

MG 453 and MGS 453. Human Resource Management (3 credit hours)

This course covers management of labor, dealing with selection, training, placement turnover, payment policies, employee representation, etc.

MG 460 and MGS 460. Senior Seminar (MG 460 - 1 credit hour; MGS 460 – 3 credit hours)

This course covers skills and abilities in strategic management; critical analysis of current management issues; exploration of management career options; and analysis of existing organizations to develop methods of improving management decision-making in a real-world setting.

MG 473 and MGS 473. Planning and Control (3 credit hours)

This course covers the formulation and application of objectives, strategy and policies pertaining to a total organization. The emphasis is on problem solving and the relationship between the functional areas of an organization.

MANAGEMENT INFORMATION SYSTEMS – MIS

MIS 120. Fundamentals of Microcomputer Applications is the equivalent to the existing CIS 120 in the Computer and Information Sciences curriculum.

MIS 202. Principles of Microeconomics is equivalent to the existing EC 202 in the Business Administration curriculum.

Curricula and Course Descriptions

MIS 211. Principles of Accounting I is equivalent to the existing AC 211 in the Business Administration curriculum.

MIS 212. Principles of Accounting II is equivalent to the existing AC 212 in the Business Administration curriculum.

MIS 220. Business Math is equivalent to the existing GB 220 in the Business Administration curriculum.

MIS 240. Advanced Microcomputer Concepts is equivalent to the existing CIS240 in the Computer and Information Systems curriculum

MIS 260. Fundamentals of Computer Information Systems is equivalent to the existing CIS 260 in the Computer and Information Sciences curriculum.

MIS 280. Multimedia Development is equivalent to the existing CIS 280 in the Computer and Information Sciences curriculum.

MIS 290. Introduction to Programming is equivalent to the existing CIS 290 in the Computer and Information Sciences curriculum.

MIS 302. Business Statistics is equivalent to the existing GB 302 in the Business Administration curriculum.

MIS 305. Internet Concepts & Practices is equivalent to the existing CIS 305 in the Computer and Information Sciences curriculum.

MIS 315. Systems Analysis & Design (3 credit hours)

This course enables the students to conceptualize and understand the process of information system definition, analysis, design, and related project management issues. Topics include problem identification, feasibility assessment, requirements analysis, and definition and specification of the planned system conforming to appropriate guidelines and standards. Additionally, individual and group dynamics in the development and implementation process, metrics and tools for analysis, design and project management, quality factors and post-evaluation techniques will be explored. The focus will be on the use of structured analysis and design tools applicable to information systems environments and comparison of various analysis and design techniques. **Prerequisite: CIS 260 or MIS 260.**

MIS 323. Managerial Economics is equivalent to the existing EC 323 in the Business Administration curriculum.

MIS 328. COBOL Programming is equivalent to the existing CIS 328 in the Computer and Information Sciences curriculum.

MIS 340. Principles of Marketing is equivalent to the existing MT 340 in the Business Administration curriculum.

MIS 345. Computers & Society is equivalent to the existing CIS 340 in the Computer and Information Sciences curriculum.

MIS 350. Project Management is equivalent to the existing CIS 350 in the Computer and Information Sciences curriculum.

MIS 360. Computer Networks & Data Communications is equivalent to the existing CIS 360 in the Computer and Information Sciences curriculum.

MIS 361. Corporate Finance is equivalent to the existing FI 361 in the Business Administration curriculum.

MIS 381. Principles of Management is equivalent to the existing MG 381 in the Business Administration curriculum.

MIS 400. Database Management Systems is equivalent to the existing CIS 400 in the Computer and Information Sciences curriculum.

MIS 402. Strategic Management is equivalent to the existing MG 402 in the Business Administration curriculum.

MIS 415 and MISS 415. Management Information Systems (3 credit hours)

This course covers the planning, designing, development, and implementation of information systems. It also includes theory and application of management information system and issues in information systems, the worldwide web, and the Internet. **Prerequisite: MG 381.**

MIS 440. Electronic Commerce is equivalent to the existing CIS 440 in the Computer and Information Sciences curriculum.

MIS 449. Senior Seminar is equivalent to the existing CIS 449 in the Computer and Information Sciences curriculum.

MIS 450. Information Systems Security is equivalent to the existing CIS 450 in the Computer and Information Sciences curriculum.

MIS 451. Business Decisions is equivalent to the existing GB 450 in the Business Administration curriculum.

MILITARY SCIENCE – MS

MS 101. Adventure Training (1 credit hour)

Qualified instructors lead students through a number of exciting outdoors activities such as paintball, skeet shooting, orienteering, rifle marksmanship, rappelling, and water survival. This course is offered during the fall term only.

MS 102. Basic First Aid Techniques (1 credit hour)

This course covers drill and ceremony, concepts of military leadership and counseling, and basic Army rank structure. This course is offered during winter term only.

MS 103. Role, Organization and History of Active Army, Army Reserve, and Army National Guard (1 credit hour)

This course includes the customs and traditions of military services, development of basic military skills, and traits and principles of military leadership.

MS 201. Basic Land Navigation Techniques (1 credit hour)

This course includes principles and techniques considered essential in reading military maps. This course is offered during fall term only.

MS 202. Basic Military Skill (1 credit hour)

This course includes land navigation, drill and ceremonies, terrain analysis, and using a compass. The course is also an introduction to military communication and a review of first aid procedures. It is offered during winter term only.

MS 203. Drill and Ceremony (1 credit hour)

This course covers Army-wide uniformity in conduct of drill and ceremonies. It also includes familiarization with military weapons and weapon systems.

Curricula and Course Descriptions

MS 301. Instruction and Practical Application (3 credit hours)

This course includes instruction and practical application of advanced map reading and land navigation; the call for and adjustment to indirect fire; and the organization of the U.S. Army from squad to division level. **Prerequisites: Contracted status.**

MS 302. Basic Military Tactics and Troop Leading Procedures (3 credit hours)

This course covers combat communication with emphasis on practical exercises utilizing communications equipment.

Prerequisite: Contracted status.

MS 303. Defensive Measures (3 credit hours)

This course emphasizes preparation for nuclear, chemical and biological attacks; patrolling techniques; and advanced camp preparation.

Prerequisite: Contract status.

MS 401. Development of Oral and Written Presentation Skills (3 credit hours)

Students use and review a selection of military correspondence forms in this course. They will learn to present performance-oriented training and to conduct meetings and briefings. **Prerequisites: MLTY 301, 302, 303.**

MS 402. Military Justice System (3 credit hours)

This course covers junior officers' use of the system, Army personnel management, the logistics system, and personal support agencies.

Prerequisites: MLTY 301, 302, 303.

MS 403. Leadership and Ethics Analyses (3 credit hours)

Students will use case studies to learn about leadership and analyze ethics. This course prepares them for officer ship. **Prerequisites: MIL 301, 302, 303.**

MARKETING – MT

MT 340. Principles of Marketing (3 credit hours)

This course is the introduction to marketing, marketing plans and strategies, marketing research, product management, branding, packaging and labeling, pricing of a product or service, communication and promotional mix, channels of distribution, and marketing management.

Prerequisite: AC 212.

MT 370 and MTS 370. Marketing Management (3 credit hours)

This course covers the role of marketing function in business, new product management, price, promotion, and distribution as elements of a total marketing mix. The course also examines elements of the company, customer, and competition in the environment. **Prerequisite: EN 102.**

MUSIC – MU

MU 099. Music Fundamentals (3 credit hours)

This course introduces the basic skills of reading and analysis, including clefs, intervals, chords, and scales.

MU 100. Recital Attendance Class (0 credit hours)

The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce listeners to a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 101. Introduction to Musical Structures I/Lab (4 credit hours)

In this course, the student applies the fundamentals of music to the study of the structure of music. Specific analytical tasks include Roman numeral and interval analysis and simple composition exercises. The aural skills component develops the student's ability to perform simple rhythms, to perform songs using solfege and/or other sight-singing methods, and to take dictation of simple diatonic melodies. Note: This course meets five 50-minute sessions per week. **Prerequisite: Acceptance into the Music Major Program or permission of the instructor.**

MU 102. Musical Structures II/ Lab (4 credit hours)

In this course, the student continues the study of the structure of music with an emphasis on inversions, secondary triads, piano textures, secondary dominants, simple chromaticism, and non-chord tones, through part-writing and analysis. The aural skills component further develops the ability to perform simple rhythms and songs, with an emphasis on chromatic melodies, and to take dictation of diatonic progressions and more advanced melodies. Note: This course meets five 50-minute sessions per week. **Prerequisite: Completion of MU 101 with a grade of C or higher.**

MU 120. Class Voice (2 credit hours)

This course is an introduction to English-language vocal literature and the principles of vocal health. **Prerequisite: Permission of the instructor.**

MU 131. Keyboard Musicianship I (2 credit hours)

This course develops beginning-level musical literacy at the keyboard. Emphasis is placed upon proper reading skills and an exploration of musical concepts at the keyboard. **Prerequisite: Acceptance into the Music Major Program or permission of the instructor.**

MU 132. Keyboard Musicianship II (2 credit hours)

This course develops functional keyboard skills that allow the student to cope with practical situations at the keyboard. Skills studied include sight-playing, harmonizing melodies, accompanying, transposing, piece memorization, scale-reading, and improvising.

Prerequisite: Completion of MU 131 with a grade of C or higher.

MU 200. Music Appreciation (3 credit hours)

This course exposes students to a wide spectrum of music and composers through diverse learning methods, including lectures, performances, critiques, videos, and recordings. Through these media, the student will develop an appreciation for the art of thinking and writing about music.

MU 201. Advanced Musical Structures III/Lab (4 credit hours)

This course continues the study of musical structures, with an emphasis on chromatic harmony and modulation, through part-writing and analysis. The student is introduced to rounded and simple binary forms. The aural skills component of this course emphasizes harmonic dictation with

Curricula and Course Descriptions

secondary dominants and other chromatic elements, and the singing of chromatic melodies. *Note: This course meets five 50-minute sessions per week.* **Prerequisite: Completion of MU 102 with a grade of C or higher.**

MU 202. Composition and Analysis (4 credit hours)

This course continues the study of musical structures, with an emphasis on contemporary analytical methods, including reductive analysis and set theory. The student is introduced to large scale formal schemes, with emphasis on style-based composition. The aural skills component of this course emphasizes the integration of chromatic harmony with piano performance skills, including chromatic figured bass realization and complex play and-sing exercises. **Note:** This course meets five 50-minute sessions per week. *Music Education Portfolio: Graded analysis and composition projects from this class are included in the portfolio.* **Prerequisite: Completion of MU 201 with a grade of C or higher.**

MU 203. Jazz History (3 credit hours)

This course is an overview of the musical contributions of African Americans in the field of jazz music.

(Ensembles)

MU 209. Inspirational Singers (1 credit hour)

Repertoire exclusively includes traditional and contemporary acapella sacred music. All membership is by audition, and consent of instructor. Successful participation is based upon student's ability to meet weekly rehearsal classes and a semester performance schedule

MU 210. College Choir (1 credit hour)

Admission into the Miles College Choir is by audition.

MU 211. Jazz Improvisation I (2 credit hours)

This course introduces the theoretical concepts that underlie melodic jazz improvisation, provides opportunities to apply these concepts in a stimulated performance setting, and thus assists the student in developing an imaginative personal style

MU 211. Jazz Improvisation II (2 credit hours)

This course reinforces the theoretical and applied concepts introduced in Jazz improvisation I. In addition, new forms, tunes, melodic and harmonic formulas, and transcriptions will be discussed.

MU 212. Band (1 credit hour)

Admission into the Miles College large-scale instrumental ensemble is by audition. **Fall:** Marching Band. **Spring:** Concert Band.

MU 213. Jazz Band (1 credit hour)

This course is a small ensemble group designed to give student performance experiences in jazz literature. Students will learn jazz performance practice and play jazz arrangements.

MU 215. Opera Workshop (1 credit hour)

This is an interdisciplinary performance oriented course designed to integrate musical and theatrical performance skills for the singing actor.

MU 216. Chamber Ensembles (1 credit hour) (strings, percussion, brass, woodwind, piano, hand bells, guitar)

Chamber music is a democratic process that includes a gradual discovery of the music at hand and the role of students within it. Instructional coaching and guidance is always available. Students will rehearse and even perform without a conductor at times. Students will be encouraged to express themselves about the music that they are rehearsing and to also respond creatively to the ideas of other members of the ensemble. Ultimately, student goals are designed to give insight into one's own artistic efforts, to develop the means to articulate musical ideas and then to respond creatively to the ideas of other players in the class. Goal : to build and achieve a musical consensus and an acceptable ensemble sound

MU 231. Keyboard Musicianship III (2 credit hours)

This course develops intermediate-level technical fluency at the keyboard, including repertoire, harmonizing melodies, sight-reading, transposition, and improvisation. **Prerequisite: Completion of MU 132 with a grade of C or higher.**

MU 232. Keyboard Musicianship IV (2 credit hours)

This course continues the development of the skills studied in MU 231. *Music Education Portfolio: Grade sheets from this course are included in the portfolio.* **Prerequisite: Completion of MU 231 with a grade of C or higher.**

MU 251. Music Literature I (2 credit hours)

In this course, the student learns to critically discuss the elements and emotional content of musical works. This course emphasizes painting, sculpture, architecture, and other artistic media as pathways to understanding and experiencing music. **Prerequisite: Acceptance into the Music Major Program or permission of instructor.**

MU 252. Music Literature II (2 credit hours)

This course familiarizes students with American popular musical idioms and the music of nonwestern cultures. This course emphasizes clear and effective writing about music and its historical, cultural, and artistic context. It also emphasizes language proficiency, logical thinking, and research methods. **Prerequisite: Completion of MU 251 with a grade of C or higher, or permission of instructor.**

MU 300. Choral Composition and Arranging (2 credit hours)

This course will guide the prospective choral music educator in developing abilities to apply the elements of music to composing and arranging for voices. *The final project in this course is included in the portfolio for the MEC Bachelor Of Music Education Degree.*

Prerequisite : Completion of MU 202 with a grade of C or higher

MU 301. Orchestration and Arranging (2 credit hours)

In this course, the student investigates the techniques of orchestrating and arranging for orchestra, band, and instrumental chamber ensembles. Emphasis will be placed on past successful styles of orchestration. *Music Education Portfolio for MEI majors: The final project in this course is included in the portfolio.* **Prerequisite: Completion of MU 202 with a grade of C or higher.**

MU 302. Basic Conducting (2 credit hours)

This course introduces the student to basic baton technique and score reading for instrumental and choral conductors. **Prerequisites: Completion of both MU 202 and MU 232 with a grade of C or higher.**

Curricula and Course Descriptions

MU 303. Introduction to Music Education (3 credit hours)

This course acquaints pre-professionals with the music education profession. Classroom observation and case analyses provide students with the pedagogical foundation for music teaching.

MU 304. Form and Analysis (2 credit hours)

This course continues the study of musical form, with an emphasis on structural phenomena and complex forms.

MU 305. Music Technology (3 credit hours)

This course introduces the student to computer technology, nomenclature, and the use of personal computers as productivity tools, with an emphasis on these competencies' application to the field of music. Computer music notation, sequencing, sampling, and other musical applications will be addressed. **Prerequisite: Completion of MU 202 with a grade of C or higher.**

MU321. Voice Diction (2 credit hours)

In this course, the student investigates diction for singers, mastering the International Phonetic Alphabet as the foundation for study. Coursework includes written and aural assignments, as well as in-class performances of English- and foreign language repertoire. *Music Education Portfolio: Grade sheets for vocal performance projects are included in the Portfolio* **Prerequisite: Acceptance into the Music Major Program or permission of instructor..**

MU 322. Vocal Pedagogy (2 credit hours)

In this course, the student investigates the science of the voice, including voice physiology and health, as well as methods of teaching voice. *Music Education Portfolio for MEC majors: A digital video recording of the MEC student's micro teaching demonstration is included in the portfolio.* **Prerequisite: Completion of MU 321 with a grade of C or higher, or permission of instructor.**

MU 351. Music History I (2 credit hours)

This course surveys the music of Western culture, both as sound and as an historical, social, and cultural product, from antiquity to 1500. This course emphasizes score reading. **Prerequisite: Completion of MU 252 with a grade of C or higher.**

MU 352. Music History II (2 credit hours)

This course surveys the development of musical style in Western culture from 1500 to the present. This course emphasizes score reading and the historical, sociological, and cultural context of music. It is taught in tandem with HI 102 faculty. **Prerequisite: Completion of MU 351 with a grade of C or higher.**

MU 356. Music Methods P-12 — Instrumental (3 credit hours)

This course introduces the MEI major to the methods and materials necessary for P-12 music teaching. *Music Education Portfolio for MEI students: Marching band drills from this course are included in the portfolio.* **Prerequisite: Successful completion of Theory and Musicianship Review and acceptance into TEP.**

MU 357. Music Methods P-12 — CHORAL (3 credit hours)

This course introduces the MEC major to the methods and materials necessary for P-12 music teaching. *Music Education Portfolio for MEC students: A choral arrangement completed in this course is included in the portfolio.* **Prerequisite: Successful completion of Theory and Musicianship Review and acceptance into TEP.**

MU 361. Church Music Literature (3 credit hours)

This course is designed to introduce students to the history of and the importance of the use of hymns and anthems in worship

MU 362. Church Music Administration and Methods (3 credit hours)

This course prepares students to plan worship services, administer graded choirs, maintain a music library, develop an understanding of church staff relationships, and supervise church/community music training. This course continues the study of baton technique and score reading for choral conductors. **Prerequisite: Completion of MU 302 with a grade of C or higher.**

MU 371. Woodwind and Brass Techniques (2 credit hours)

This course introduces the student to the basic principles and techniques and methods of woodwind and brass performance. Course content includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. *Music Education Portfolio: Video recordings of micro teaching demonstrations are included in the portfolio.*

Prerequisite: Completion of MU 202 with a grade of C or higher.

MU 372. String and Percussion Techniques (2 credit hours)

This course introduces the student to standard string and percussion instruments and techniques. Course content includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. *Music Education Portfolio: Video recordings of micro teaching demonstrations are included in the portfolio.* **Prerequisite: Completion of MU 202 with a grade of C or higher.**

MU403. Senior Project (1 credit hour)

This course is a weekly meeting to discuss progress of senior projects for Bachelor Of Arts in Music Majors. *Bachelor of Arts in Music Portfolio: To complete this course, students must submit the Bachelor Of Arts in Music Portfolio.*

MU 404. Advanced Conducting — Instrumental (2 credit hours)

This course continues the study of baton technique and score reading for instrumental conductors. **Prerequisite: Completion of MU 302 with a grade of C or higher.**

MU 405. Advanced Conducting — Choral (2 credit hours)

This course continues the study of baton technique and score reading for choral conductors. **Prerequisite: Completion of MU 302 with a grade of C or higher.**

MU 413. Senior Recital (1 credit hour)

Senior Recital performances for Music Education Majors are presented in the Spring Semester of the majors' senior year. *Music Education Portfolio: A digital recording of the student in recital is included in the portfolio.*

MU 444. Senior Seminar (1 credit hour)

For this course, students gather for a weekly meeting to discuss issues pertaining to student teaching. This course must be taken in tandem with MU 445. *Music Education Portfolio: To complete MU 444, the student must submit the Music Education Portfolio.*

MU 445. Directed Teaching and Observation of Music at the Elementary and Secondary School Levels/Choral and Instrumental Music (12 credit hours)

This course entails student teaching for Music Education Majors. *Music Education Portfolio for MEC students: (1) a digital video recording of the MEC student conducting and (2) a digital video recording of the MEC student using the voice as an effective teaching tool are included in the portfolio. Music Education Portfolio for MEI students: A video recording of student teaching of an instrument to an individual and/or a small group is included in the portfolio. Prerequisite: acceptance into TEP.*

Applied Instruction in Music: (piano, strings, woodwinds, brasses, percussion, organ)

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral instrument. Particular content is based on individual ability and rate of progression. Course number is determined by number of semesters successfully completed. Suffixes are determined by specific instrument. *Music Education Portfolio: Jury sheets from Applied Music are included in portfolio.*

MU 141 Applied Music	(1)
MU 142 Applied Music	(1)
MU 241 Applied Music	(1)
MU 242 Applied Music	(1)
MU 341 Applied Music	(2)
MU 342 Applied Music	(2)
MU 441 Applied Music	(2)

PHYSICAL EDUCATION – HP – PE

PE 102 – 119. Physical Education Activity Course (1 credit hour)

Students are to select one of the 18 semester hours offered in the area of physical education activities. These courses are designed to develop knowledge, understanding, and skills of these activities.

- PE 101. Folk and Square Dance (1 credit hour)
- PE 102. Volleyball-Bowling (1 credit hour)
- PE 103. Soccer-Speed Ball (1 credit hour)
- PE 104. Touch/Flag Football-Field Hockey (1 credit hour)
- PE 105. Basket-Archery (1 credit hour)
- PE 106. Softball-Track and Field (1 credit hour)
- PE 107. Gymnastics and Tumbling (1 credit hour)
- PE 109. Badminton-Tennis (1 credit hour)
- PE 110. Squash, Racquetball, Hardball, and Paddleball (1 credit hour)
- PE 111. Recreational Games (1 credit hour)
- PE 112. Cycling-Jogging (1 credit hour)
- PE 113. Weight Training (1 credit hour)
- PE 114. Basic Body Conditioning and Figure Control (1 credit hour)
- PE 115. Self Defense-Golf (1 credit hour)
- PE 116. Swimming (1 credit hour)
- PE 117. Wrestling (1 credit hour)
- PE 118. Roller Skating (1 credit hour)
- PE 119. Low Impact Aerobics (1 credit hour)

PE 122. Personal and Community Health (3 credit hours)

This is a coeducational course providing basic concepts and orientation to health and physical education. Emphasis is placed on the concept of physical and mental “wellness” and disease prevention.

HP 324. Elem. Methods in Health and Physical Education (P-6) (3 credit hours)

This course is designed to provide the professional undergraduate student with the skills necessary to properly organize, conduct, and evaluate health and physical education programs for students in grades P-6. Emphasis will be placed on curriculum design, yearly planning, unit planning, and daily lesson planning, as well as sound teaching strategies. In addition, emphasis will be placed on measurement and evaluation of learning, management of facilities and equipment and the creation of the proper learning environment. Laboratory experiences are provided.

PHYSICS – PH

PH 102. Physical Science (3 credit hours)

This course is an introductory course designed to help students understand the nature of the physical universe and the scientific method of investigation. Major topics include measurements, the study of light, crystals, diffractions and interferences of light, differences in matter, matter in motion, energy, kinetics theories of gases, bonding forces, electric charges in motion, models of atoms, ions, and the nature of an ionic crystal, molecules and non-ionic materials. *Three lecture hours and a two hours laboratory per week.*

PH 301. College Physics (3 credit hours)

This course covers the fundamental concepts of physics, introduction of mechanics (statics and dynamics), mechanical properties of matter, and wave phenomena. *Three lecture hours and a two hours laboratory per week. Prerequisite: MA 110 and 111*

PH 302. College Physics (3 credit hours)

This course is an introduction to heat and thermodynamics, static and current electricity, magnetism, and geometrical and physical optics. *Three lecture hours and a two hours laboratory per week. Prerequisites: PH 301 PHILOSOPHY – PI*

Curricula and Course Descriptions

PI 216. Introduction to Philosophy (3credit hours)

This course examines major problems such as the nature of knowledge, reality, truth, and morality. It also considers the relation of philosophy to science and religion; analysis and synthesis; valid and invalid arguments.

PI 218. Ethical Issues (3credit hours)

Students will examine the nature of good and evil, right and wrong, the grounds of moral choice and decision, and the resolution of moral conflicts.

PI 301. History of Philosophy (3 credit hours)

This course includes a study of Pre-Socratic thought, medieval philosophy, the Renaissance, and contemporary trends. **Prerequisite: PI 216.**

PI 305. Philosophy of Science (3 credit hours)

This course explores theoretical foundations of modern science. It is especially recommended for science majors. Others admitted with permission of the instructor. **Prerequisite: PI 216.**

PI 306. Contemporary Ethical Thought (3 credit hours)

This course analyzes modern ethical positions including Contemporary Christian Ethics, Existentialism, Atheism, Objectivism, and Positivism.

Prerequisites: PI 216 and 218.

POLITICAL SCIENCE – PS

PS 201. Introduction to American Government (3 credit hours)

This introductory course is designed to acquaint the student with the origin, development, structure, and function of the American system of government. Emphasis is placed on the political processes produced by individuals and institutions.

PS 300. Introduction to Political Science (3 credit hours)

An introduction to the study of conflict and competition for political power, this course focuses on the nature, principles, and limits of political authority.

PS 301. India – Government and Politics (3credit hours)

This introductory course is designed to acquaint the student with the political process in India. It emphasizes federal political institutions.

PS 302. Public Policy (3 credit hours)

This course deals with the essential ingredients of American policy making. The major domestic policy areas (e.g. energy, environment, economy and civil rights) are explored. The objectives of those who have been active in shaping policies, including government officials and interested groups, are explained. **Prerequisite: PS 201.**

PS 303. State and Local Governments (3credit hours)

This course examines the nature and background of state and local government units in the United States. It also emphasizes the organization and function of these governmental units. **Prerequisite: PS 201.**

PS 305. Civil Rights and Civil Liberties (3 credit hours)

This course attempts to cope primarily with the major problems of maintaining a balance in American society between liberty and order, between diversity and uniformity, and most importantly, between individual rights, and collective needs. Recognizing that the judiciary has become critical in the protection of individual rights, the emphasis will be on court decisions dealing with racial discrimination, free speech, separation of church and state, and the rights of the criminally accused. **Prerequisites: PS 201 and PS 300.**

PS 306. Municipal Government (3 credit hours)

A study of local municipalities in the United States, this course explores legal aspects of city government; local election problems; types of municipal government; problems of metropolitan areas, the relationship of Cities to other units of local governments; and problems of city government today. It also considers zoning, planning, housing, revenues, and urban renewals. **Prerequisites: PS 201 and PS 303.**

PS 400. Public Law and Judicial Process (3 credit hours)

This course explores the nature of public and private law; the development of the Anglo-American legal system, and the theories of law and jurisprudence. It also considers the American court system, exercise of judicial power, restraints upon courts, the written constitution, and the impact of selected judicial decisions. **Prerequisite: PS 201.**

PS 401. Comparative Government (3 credit hours)

This course compares political institutions, processes and practices of various nation-states and selected concepts and ideals which underlie their political systems. **Prerequisite: PS 300.**

PS 403. Non-Western Political Systems (3 credit hours)

Torn from today's headlines about conflict and conflict resolution, this course is a study of new states. Class discussion examines the successes and failures in the public policies of the newly independent countries of Asia, South Asia, Africa, and Latin America who have thrown off their colonial masters. **Prerequisite: PS 300.**

PS 404. International Relations and Politics (3 credit hours)

This study of interactions among sovereign nation-states includes such concepts as balance of power, interdependency, imperialism, neo-colonialism, and "super" powers in a changing political and economic environment. **Prerequisite: PS 300.**

PS 405. Political Ideologies (3 credit hours)

This course subjects major political ideologies and major historically interrelated issues to political analysis. It also considers development and change in the major ideologies of the era, including communism, corporatism, fascism, liberalism, and socialism. **Prerequisite: PS 300.**

PS 406. Political Theory (3 credit hours)

Students will learn about the philosophical foundations of Western Civilization from Plato to the present. **Prerequisite: PS 300.**

PS 410. Public Administration (3 credit hours)

This course is a study of institutions and processes of government administration and management. **Pre-requisite: PS 201.**

PS 416. Public Administration Internship (3 credit hours)

Students will work a minimum of ten hours a week in a federal, local or state agency or office approved by the instructor. The work will be under the supervision of a member of the agency or office in which the student is placed for a period of 100 hours or ten weeks. During this internship period, the student will attend a three-hour seminar every two weeks to discuss, receive, and disseminate information pertinent to problems and contemporary issues in public administration. **Prerequisites: PS 201 and PS 410.**

PSYCHOLOGY — PSY

PSY 201. General Psychology (3 credit hours)

The course is the study of general psychology from the modern viewpoint. It seeks to acquaint the student with the subject matter of psychology and its development as a science and to interpret to the student the fundamental laws of psychology and basic terminology of the field.

PSY 301. Educational Psychology (3 credit hours)

This course involves the psychology of teaching and learning. It is an introduction to the study of psychological dimensions of the education process. It involves the study of basic drives and mechanics in relation to educational situations and individual's differences. This course also introduces processors, conditions, and evaluations of learning and related methodologies of teaching. Also included in this course are evaluations of pre-teaching field experiences and in-depth analysis of the psychological basis of learning. Particular emphases are placed on development and modification of cognitive and affective behavior. **Prerequisite: PSY 201.**

PSY 306. Human Growth and Development (3 credit hours)

This course involves the study of physical, mental, social, emotional and moral development of young people from conception to late adolescence. Also included are the analysis of the function of the teacher and the school in the direction, measurement, and evaluation of individual growth and development by using various sociological and philosophical factors underlying child development and growth. The course also consists of studies involving the relationship between mental and bodily functions and the evolving personality of the child, and how the experiences in the child-parent and child-playmate relationship determine the emotional and moral aspects of the individual personality. **Prerequisite: PSY 201.**

RELIGION – RE

RE 211. Survey of World Religions (3 credit hours)

This course presents a comparative study of the major religions of the world.

RE 215. Religious Experience and Community (3 credit hours)

This course presents an analysis of the religious implications of personal experiences and social conditions.

RE 303. Introduction to the Old Testament (3 credit hours)

This study of selected themes from the Old Testament is designed to make it possible for the student to read and understand the Old Testament as an expression of the development of the Hebrew religion and its literature.

RE 304. Introduction to the New Testament (3 credit hours)

This course examines the beginning and growth of the Christian religion during the first century, as revealed in the New Testament.

RE 321. The Old Testament Prophets (3 credit hours)

This course is an intensive study of the prophetic tradition and its effects on Judaism and Christianity.

RE 332. Christ and the Gospels (3 credit hours)

Students will learn about the life of Christ and the development of Christianity as seen in the Gospels.

HON RE 336. Life and Teachings of Paul (3 credit hours)

This is a careful study of Paul's life and thinking, especially as revealed in his letters.

HON RE 340H. The History and Meaning of Black Theology in America (3 credit hours)

This course is a systematic study of the development of Black Theology in America. It will cover the major contemporary theological, religious, social and political movements from 1966-1979 and explore the impact these movements had on biblical interpretation in the Black Church.

REAL ESTATE – RL

RL 420. Principles of Real Estate I (3 credit hours)

This course covers real estate principles and practices, rights and interests in real estate, real estate contracts, title transfer, deeds and recordation, financing and mortgages, taxes and liens, real property insurance, federal regulations and state licensing, brokerage operations, listing advertising and selling, closing and escrow, and real estate investments. **Prerequisite: MA 101.**

RL 430. Principles of Real Estate II (3 credit hours)

This course covers real estate practice, contracts, financing, mortgages, and federal and state regulations, specifically Alabama state licensing regulations. **Prerequisite: MA 101**

READING – REA

REA 099. Basic Reading (3 credit hours)

REA 099 uses a progressive, unified approach to improve reading comprehension and critical thinking skills. It also engages students with additional features and support materials that will enhance students' abilities in effective reading and thinking.

REA 100. College Reading (3 credit hours)

Curricula and Course Descriptions

REA 100 is designed to promote learning by introducing contemporary articles that highlight academic knowledge expected of educated thinkers. It also encourages students to use a progressive approach to improve their reading comprehension and critical thinking skills.

SOCIOLOGY – SO

SO 300. Introduction to Sociology (3 credit hours)

This introductory course is designed to acquaint the student with the origin, growth, development, structure and function of social institutions. It emphasizes the social processes of human associations which stem from the interaction between persons and groups.

SO 301. South Asian Society and Culture (3 credit hours)

This course is designed to provide the student with information – geographic, cultural, economic, political, historical, and religious – about the seven Asian countries that constitute the South Asian Association for Regional Cooperation (SAARC). It emphasizes exploring major social and cultural institutions in these countries – India, Pakistan, Bangladesh, Sri Lanka, Nepal, Bhutan, and Maldives.

SO 304. Race and Ethnic Relations (3 credit hours)

Deals with the history of immigration and ethnic composition of the population in the United States, problems of minority groups; adjustment and assimilation, immigration, legislation, and administration. Prerequisite: SO 300.

SO 307. Marriage and the Family (3 credit hours)

This course is a study of contemporary trends in marriage and domestic relations and their ethnological and historical backgrounds. It includes marriage laws, mate selection, husband and wife relationship; size of family and the role of the child. **Prerequisite: SO 300.**

SO 309. Criminology (3 credit hours)

Students will learn about the development of the criminal within a cultural and social milieu. The course will explore the theory and practice of punishment and the analysis, description, and administration of criminal law, including courts and police, jails and prisons, probation, pardon and parole.

SO 314. Human Sexuality (3 credit hours)

This course studies information, trends, and problems relating to human sexual matters. It re-examines the place and meaning of sexuality in our lives and in our society. The subject matter will include a broad range of disciplines including theology, biology, sociology, education, counseling, medicine, psychology, and law.

SO 316. Death and Dying (3 credit hours)

This course examines issues relating to death and dying from sociological and social-psychological perspectives. It considers the relationship between age and the meaning of death, characterization of the dying process, and recent trends in the handling of death and dying.

SO 317. Introduction to Gerontology (3 credit hours)

This course examines biological, sociological and psychological aspects of the aging process. It considers behavioral and structural implications of the aging population in America with an emphasis on aging and interpersonal behavior; aging and social structure, and aging and social intervention.

SO 318. The Aging Black Family in American Society (3 credit hours)

This course explores some cultural and ethnic components of the aging Black family in America. It includes intra- and inter-generational relations as well as family-related role negotiations and transitions.

SO 449. Senior Seminar (1 credit hour)

Familiarity with scholarly writings is stressed. Career plans and graduate studies are discussed.

SPANISH – SPA

SPA 101. Elementary Spanish I (3 credit hours)

This course is an introduction to the Spanish language and culture. Oral skills are stressed, along with reading, writing, and grammar.

SPA 102. Elementary Spanish II (3 credit hours)

This course continues to build the basic skills of Spanish. Oral skills are stressed, along with reading, writing, and grammar.

Prerequisite: SPA 101

SPA 201. Intermediate Spanish I (3 credit hours)

This course encourages further development of speaking, listening, reading, and writing skills in Spanish and of the student's knowledge of Spanish-speaking cultures. **Prerequisites: SPA 102 or placement test**

SPA 202. Intermediate Spanish II (3 credit hours)

This course continues the development of speaking, listening, reading, and writing skills in Spanish and of the student's knowledge of Spanish-speaking cultures. **Prerequisite: SPA 201**

SPEECH – SPE

SPE 111. Fundamentals of Speech (3 credit hours)

This course is designed to equip students with the skills necessary for an effective working knowledge of oral communication. Students will also benefit from a clear, hands-on approach to learning the processes and skills of interpersonal, group, and public communication.

SPE 112. Forensics and Debate (1 credit hour)

This course is designed to equip students in the art of competitive public speaking, analytical thinking, performance, and debate.

Prerequisite: SPE 111.

SPE 211. Voice and Diction (3 credit hours)

This course is designed for students who want to improve their speech by improving their voices. This class is structured to give students a conceptual working knowledge by emphasizing sound production, voice quality, verbal articulation, and voice strengthening

SOCIAL SCIENCE – SS

SS 101. African- American Experience (3 credit hours)

This survey course of the history of African-Americans in the United States explores the African back- ground, the origin and development of slavery, the abolitionist and protest movements, legislative and judicial efforts to achieve racial equality, and contributions of African-Americans to American society. Special emphasis is placed on the economic and political rights of African-Americans since the 1960's.

SS 301. Social Statistics (3 credit hours)

This course presents elementary techniques and analyses applied to social and behavioral data. It explains the preparation and use of graphs and tables; measures of central tendency and dispersion; probability and sampling; tests of significance, and measures of association. Prerequisite: MA 101.

SS 303. Introduction to Anthropology (3 credit hours)

Students will learn about of preliterate societies, their social and cultural institutions and their contributions to civilizations. Special emphasis is given to the study of the origin of the human race, language, family, religion, ideas, law and government. Applied anthropology and present day cultural trends are also analyzed.

SS 403. Methods of Social Research I (3 credit hours)

This course is a study of fundamentals of social scientific inquiry; concept formation, hypothesis testing; empirical laws and empirical generalizations, explanation and prediction; measurement, sampling; data gathering techniques and research design. **Prerequisite: SO 300.**

SS 404. Methods of Social Research II (3 credit hours)

This course presents an intensive analysis of social data and statistics; application of research principles; data collection; coding and data preparation; computer software systems; and report writing. **Prerequisites: Advanced junior classification; SS 301 and SS 403.**

SOCIAL WORK--SWK

SWK 300. Introduction to Social Work (3 credit hours)

The historical development of professional social work, values, ethics, practice, principles, fields of practice, and social work modalities.

SWK 301. Social Work Practice I (3 credit hours)

This is a content and laboratory course with learning experiences designed to facilitate the development of professional social work interviewing skills with individuals and families. The course covers engagement, assessment, treatment planning and case recording. NASW code of ethics and theories toward practice will also be examined. **Prerequisite: SWK 300, BSW Candidacy**

SWK 302. Social Work Practice II (3 credit hours)

This is a content and laboratory course designed to train social work students to facilitate groups. The beginning, transitional and ending phases of the group process will be examined. **Prerequisite: SWK 301**

SWK 303. Social Work Practice III (3 credit hours)

This is a content and laboratory course designed to examine macro social work practice. This course will cover social work practice with large groups, communities and social organizations. **Prerequisite: SWK 302**

SWK 304. Human Behavior and the Social Environment I (3 credit hours)

This course examines the major concepts and theories of the biological, social and psychological development from infancy to adolescence. This course also explores the behavior and development of diverse populations through adolescence. **Prerequisite: SWK 300, BSW Candidacy**

SWK 305. Human Behavior and the Social Environment II (3 credit hours)

This course examines the major concepts and theories of the biological, social and psychological development from young adulthood through late adulthood. This course also examines the influence of gender roles and sexual orientation in human growth and development. **Prerequisite: SWK 304**

SWK 306. Social Welfare Policy and Services I (3 credit hours)

This course provides an analysis of the historical and philosophical development of social welfare and its relationship to social, political, economic, and cultural institutions. **Prerequisite SWK 300, BSW Candidacy**

SWK 307. Social Welfare Policy and Services II (3 credit hours)

This course examines social welfare policy development, program analysis, and political and policy advocacy within the generalist social work practice framework. **Prerequisite: SWK 306.**

SWK 308. Child Welfare (3 credit hours)

The historical development of child welfare as field of social work practice. Federal, state, and local policies designed to meet the needs of children and their families.

SWK 309. Social Services for Exceptional Children (3 credit hours)

This course provides an overview of physical, social, emotional and educational needs of children with developmental disabilities and their families.

SWK 310. Social Work with the Aged (3 credit hours)

This course focuses on specific intervention techniques for generalist social work practice with the aged including an overview of theories, program and policies associated with the aging population.

SWK 312. Social Work in the Health Care Settings (3 credit hours)

Curricula and Course Descriptions

This course is designed for students interested in obtaining an overview of the field of medical social work. It will explore the service rendered by social workers that provide support to those living with physical and mental illness. The role of social workers in several health care settings and in multidisciplinary teams will also be examined.

SWK 313. Substance Abuse (3 credit hours)

This course is designed to provide students with knowledge of substance abuse, addiction and its associated theories of causation. Special emphasis will be placed on socio-cultural aspects of alcohol and drug consumption, drug classifications, assessment and diagnosis treatment, relapse and prevention.

SWK 314. Introduction of Mental Health (3 credit hours)

Students will obtain knowledge of the theories and research regarding etiology of various mental disorders and the impact of these disorders on the client system.

SWK 315. Introduction to Family Therapy (3 credit hours)

This course is an examination of the history of family therapy. It focuses on systems theory and current theories and practice of family therapy. Video, oral and written case presentation will be utilized. Students will learn techniques of family therapy to use with their clients as they practice social work.

SWK 316. Family Violence (3 credit hours)

This course will provide the student with knowledge of the types, causes and effects of violence in the home with a focus on intimate partner violence. The student will also examine societal responses to family violence, including medical, legal and treatment responses to these acts.

SWK 317. Social Services for People Living with HIV/AIDS (3 credit hours)

This course emphasizes Social Work Practice issues in the provision of HIV/AIDS services.

SWK 319. Social Work with Diverse Populations (3 credit hours)

Students receive an in depth introduction into meanings and functions of cultural politics, prejudices, discrimination, racism, sexism, ageism, and oppression.

SWK 410. Applied Social Research

Application of the research process and proposal formulation for generalist social work practice with individuals, families, groups, communities, and organizations. A written research proposal is required. **Prerequisites: SS 301 and SS 403.**

SWK 415. Electric Writing for Generalist Practitioners (3 credit hours)

Through didactic and computer instruction, the student will acquire the skills needed to critically analyze and synthesize data given for the purpose of service delivery.

SWK 416. Field Practicum and Seminar I (1 credit hour)

This course is the application of social work knowledge, values, ethics and practice principles. It provides experience in social work practice in a community-based agency under supervision and instruction from agency staff. The course involves providing agency services while further developing and enhancing social work practice skills by supplementing and reinforcing classroom learning. Practicum includes spending 250 clock hours in placement. Weekly seminar participation is required. This course is taken concurrently with SWK 303. **Prerequisites: BSW Candidacy, Completion of all upper level Social Work courses (with the exception of SWK 303 & 410) and 2.5 GPA**

SWK 417. Field Practicum and Seminar II (1 credit hour)

This course is the application of social work knowledge, values, ethics and practice principles. It provides experience in social work practice in a community-based agency under supervision and instruction from agency staff. The course involves providing agency services while further developing and enhancing social work practice skills by supplementing and reinforcing classroom learning. Practicum includes spending 250 clock hours in placement. Weekly seminar participation is required. This course is taken concurrently with SWK 410. **Prerequisites: SWK 416**

THEATRE - TH

TH 200. Theatre Practicum (1 credit hour)

TH 300. Theatre Practicum (1 credit hour)

TH 400. Theatre Practicum (1 credit hour)

The student receives 1 hour of credit for participation in theatre production. Acting, stage management, technical production, building, or running crew positions fulfill this requirement. This course may be taken for credit as many as three times for a total of three hours of production practicum.

TH 209. Oral Interpretation (3 credit hours)

This course is designed to provide students with the ability to read, understand, and effectively present literature in a verbal manner. Special emphasis is given to verbal language skills and understanding of character, as well as the delivery methods which make for the most effective presentation.

TH 210. Beginning Acting (3 credit hours))

This course will assist the student in approaching the theatrical experience from the perspectives of drama as a performing art, drama as literature, and drama as a unique craft that requires training in special skills related to performance. In this course, students will have the opportunity to reach out to an audience and communicate through voice, body, and every other means at the performer's disposal.

TH 211. Movement I (3 credit hours)

This course is an introductory study of the concepts of preparing and performing a role on stage with specific emphasis on the actor's physicality and stage movement. Emphasis is placed on the imaginative and artistic use of the whole body in the development of acting roles.

TH 260. Introduction to Theatre (3 credit hours)

This course is a general survey course designed to introduce the theatrical experience to the student. By exploring all aspects of theatrical arts, students will gain an understanding of meaning and purpose in theatre production.

TH 261. Play Production (3 credit hours)

Play production is a course which will introduce students to all aspects of producing for the theatre. Each student will be exposed to facility evaluation and management, set design and construction, basic stage lighting, and basic costuming in an attempt to acquaint the student with basic knowledge of how the theatrical experience “happens”.

TH 280. Plays on Film (3 credit hours)

This course is designed to enhance a student’s understanding and enjoyment of drama and cinematic art, with a focus on the symbiosis of the two.

TH 301. History of the Theatre I (3 credit hours)

This course is a historical investigation of the theatre and dramatic literature from ancient Greece through 1800’s. This includes African American Theatre.

TH 302. History of the Theatre II (3 credit hours)

This course is a historical investigation of the theatre and dramatic literature from 1800 through the present. This includes African American Theatre.

TH 308. Beginning Playwriting (3 credit hours)

This course is dedicated to the process of writing for the stage. The primary goal of the course is to encourage students to write quickly, fluidly, and fearlessly. Emphasis is placed on experimentation and process, with the end result being quality work available for stage/film performance.

TH 309. Educational Theatre (3 credit hours)

Educational Theatre is a course for the education/language arts student to enhance drama and creative dramatic skills in the classroom, as well as any educational setting.

TH 310. Scenic Design and Painting for the Stage (3 credit hours)

Scenic design and stage painting covers the fundamentals of the processes of designing and painting scenic elements for the stage, with a practical hands-on approach to implementation of materials, equipment, systems, and standard theatrical processes.

TH 315. Makeup Design and Prosthetics for the Stage (3 credit hours)

Makeup Design and Prosthetics for the stage covers the fundamentals of the processes of designing, building, and implementing makeup and prosthetic devices for the stage and film (including body makeup and hair design), with a practical hands-on approach to implementation of materials, equipment, systems, and standard theatrical processes.

TH 320. Lighting Design and Audio Engineering (3 credit hours)

Lighting Design and Audio Engineering covers the fundamentals of the processes of designing stage lighting and theatrical sound for the stage, with a practical hands-on approach to implementation of equipment, systems, and standard theatrical processes.

TH 325. Costume Design and Construction (3 credit hours)

Costume Design and Construction covers the fundamentals of the processes of designing, building, and implementing costumes and costume pieces for the stage and film, with a practical, hands-on approach to implementation of materials, equipment, systems, and standard theatrical processes.

TH 342. Advanced Theatre/Studio (3 credit hours)

Advanced Theatre (Studio) is a course designed to allow a student the freedom to explore an area of interest in a primary concentration, develop a plan for addressing the interest, and fully promoting and producing the planned objectives to create a fully realized theatrical plan.

TH 360. Special Topics/Workshops in Theatre (3 credit hours)

This course is designed to address selected topics in a theatrical concentration or on a contemporary theatrical issue. These topics could include Regional Theatrical Practices, Theatrical Architecture, International Study, Concentrated Production Practices, and Specific Production Implementation and Development.

TH 402. Advanced Acting (3 credit hours)

This course is designed to help students reflect upon their work from Beginning Acting in order to improve their acting and technique. Advanced Acting is a performance-based class and all students are required to perform in front of the class and certain campus activities for evaluation. The course will focus primary on scene study and text analysis through improvisation, physical action, emotional exploration, monologue study, and Shakespeare’s sonnets. **Prerequisite: TH 210**

TH 405. History of American Musical Theatre (3 credit hours)

This course explores Musical Theatre in America, its origins, its development, and its effect on popular culture. Emphasis will be placed on examining productions, their creators, and performers.

TH 410. Directing I (3 credit hours)

Directing I will examine the art of directing for the stage, including the composition, picturization, style, forms and structure of staging a play. Students will direct scenes and one-act plays.

TH 460. Script Analysis (3 credit hours)

This course is designed to guide the student to read and analyze stage scripts for historical, literary, and production perspectives as they relate to structure, style and period.

AIR FORCE RESERVE OFFICERS' TRAINING CORPS (AFROTC) PROGRAM

The Air Force Reserve Officer Training Corps program is offered at Miles College through a cooperative agreement with Samford University. All courses are taught on the Samford University campus. Students interested in participating in this program should contact the Department of Aerospace Studies, Stamford University, 205-870-2859.

The Air Force Reserve Officer Training Corps program provides college men and women the opportunity to compete for and attain a commission as a Second Lieutenant in the United States Air Force upon graduation from college. The program is divided into the General Military Course and the Professional Officer Course. The General Military Course includes the course offered during the first two years of the program and is open to all students without military obligation. This program is designed for freshman and sophomore students. The Professional Officer Course includes the Junior and Senior level courses and is restricted to those who meet entry requirements or through special permission from the Professor of Aerospace Studies. Air Force ROTC students gain confidence, leadership training, communication skills, and an appreciation for the role of the military in contemporary society.

General Military Course. The General Military Course is comprised of Aero 101, Aero 102, Aero 201, and Aero 202. These courses are open to all students regardless of qualifications for military service or intent to compete for a commission. As part of the General Military Course, students will examine the basic organization and structure of the Air Force, appreciate the historical significance of air power, apply basic communications skills, and receive an introduction to total quality management. Each course is one hour of academic credit. Each course is also accompanied by a weekly two hour lab.

Field Training. Air Force ROTC field training is offered during the summer months at selected Air Force bases throughout the United States. Students who have completed all courses in the General Military Course may elect to participate in four weeks of field training. This training normally occurs between the sophomore and junior years in college. Students who have not completed all of the courses in the General Military Course may participate in a six-week field training. The additional two weeks of training will provide the students with the basic knowledge and skills offered in the General Military course. Field training is an intense training environment designed to orientate students toward service in the United States Air

Force. The major areas of study in the four week field training program include officership training, aircraft and aircrew orientation, career orientation, survival training, base functions and Air Force environment, and physical training. The major areas of study in the six week field training program are essentially the same as those conducted in the four week field training with the addition of areas studied during the General Military course.

Professional Officer Course. The Professional Officer Course includes Aero 301, Aero 302, Aero 401, and Aero 402. This course program is generally restricted to students who have completed field training. Students enrolling in these courses are generally committed to service on active duty in the United States Air Force. Other students desiring to enroll in these courses must first secure the permission of the Professor of Aerospace Studies, Stamford University. The Professional Officer course program is designed to provide students with advanced leadership training, application techniques for a quality culture, study of military history with particular attention paid to the role of air power, and a complete understanding of the national security process. The Professional Officer Course will prepare men and women with the skills necessary to be a leader in the United States Air Force.

Scholarship Programs. Four-year college scholarships are available to highly qualified high school seniors. Interested students should contact their High School Counselor, a local Air Force recruiter or the nearest AFROTC program for application booklets. Applications are due by 1 December of their senior year in high school.

Three-year and two-year scholarships are available to Miles College students. Air force ROTC scholarships pay college tuition, laboratory fees, incidental fees, and books. Scholarship students also receive a \$150.00 monthly tax-free stipend. Unlike most academic scholarships, family income has no bearing on qualifications. For additional information, contact the Aerospace Studies Department at 205-726-2859.

HBCU Scholarship. A student does not need to have minority status to qualify for an HBCU scholarship. He/She only needs to attend a minority institution that offers Air Force ROTC and meet the eligibility requirements. This scholarship program is open to college students in any major, and it awards a Type 2 (tuition capped

at \$15,000 per year plus \$510 per year for books) scholar- ship. This scholarship program is for fully qualified students — those who meet the qualifications are awarded the scholarship and do not have to meet A scholarship selection board. All the student needs to do is contact the AFROTC detachment at 205-726-2859.

Leadership Laboratory. Leadership Laboratory is an integral part of the Air force ROTC program. It provides an opportunity for students to apply classroom teachings to actual environments. Each course has an associated leadership laboratory. The laboratory is conducted once each week during the term. The duration of the laboratory is two hours. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop leadership potential. Leadership Laboratory involves a study of Air Force customs and courtesies, drill and ceremonies, career opportunities in the Air Force, and the life and work of Air Force junior officers. Students develop their leadership potential in a practical, supervised laboratory, which typically includes field trips to Air Force installations throughout the United States. The first two years of Leadership Laboratory involve activities classified as initial leadership experiences. They include a study of Air Force customs and courtesies, drills and ceremonies; giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force base; and learning about career opportunities available to commissioned officers. The last two years consist of activities classified as advanced leadership experiences. They involve the planning, organizing, coordinating, directing, and controlling the military activities of the cadet corps; the preparation and presentation of briefings and other oral and writ- ten communications; and the providing of interviews, guidance, and information that will increase the understanding, motivation, and performance of other cadets.

ARMY RESERVE OFFICERS' TRAINING CORPS

LTC Kelly P. Donna, Professor of Military Science,
205-934-7215

Program in Military Science. The Army Reserve Officer Training Corps (ROTC) program provides college men and women an opportunity to receive training in leadership. Through study and application of the principles of leadership and management, ROTC students develop self-discipline, self-confidence, and other desirable qualities that will contribute to success in any

career. The program in military science may be completed through either a two-year or a four-year course of instruction. Students who successfully complete either program and who are awarded a baccalaureate degree may be offered a commission in the U.S. Army, the Army Reserve, or the Army National Guard.

The Army ROTC office is located on the University of Alabama at Birmingham (UAB) campus. Under the Cooperative Exchange Program and a cross-enrollment agreement, Miles College students are eligible to participate. Course credit is granted on a semester hour basis. Registration for the classes should be coordinated through the Office of Academic Records.

Basic Course Sequence. During the basic course sequence, the student examines basic first aid techniques; Army organization and management; concepts of military leadership and counseling; customs and traditions of the services; and the role, organization and history of the Army, Army Reserve, and the Army National Guard. Leadership fundamentals learned in this course contribute to continued studies in the advanced course sequence.
No military service obligation is incurred.

Advanced Course Sequence. The advanced course sequence is presented on the UAB campus during the junior and senior years. Two hours in a leadership laboratory are required each week. In leadership laboratory, the student applies leadership skills developed in the classroom. Advanced course students are paid per month while enrolled in ROTC. Juniors receive \$450 each month, and Seniors receive \$500 each month. Prerequisites include either the Army or Air Force ROTC Basic Course Sequence, or favorable discharge from enlisted military service, or three years of Junior ROTC, or current membership in the Army Reserve or National Guard.

College students completing their sophomore year who have not taken any ROTC courses during their first two years and are not veterans can qualify for entrance into the advanced course sequence by attending a five and one-half week summer camp seminar. Further inquiries regarding individual qualifications for the advanced course should be directed to the Enrollment and Scholarship Officer at (205)934-8749 or roo@uab.edu.

Army ROTC Scholarship Program. Four-year scholarships are awarded to high school seniors on a competitive basis. Students should apply prior to **November** during the final year of high school. Those not having application information may

contact the Enrollment and Scholarship Officer for details at (205) 934-8749 or roo@uab.edu.

Three-year and two-year scholarships are awarded annually on a competitive basis to cadets enrolled in the ROTC program. Additional two- and three-year scholarships are available to students not currently enrolled in ROTC. Students interested in any of these scholarships should apply directly to the Enrollment and Scholarship Officer.

All scholarships provide full tuition, a monthly allowance and a yearly book allowance.

SIMULTANEOUS MEMBERSHIP PROGRAM.

The Simultaneous Membership Program allows non-scholarship students to participate in Army ROTC while also participating in the Army Reserve or Army National Guard unit.

Further Information. For further information about the Army ROTC program either write or call the Enrollment and Scholarship Officer, UAB Army ROTC, HUC 103, 1530 3rd Avenue South, Birmingham, AL 35294-1150. Telephone: (205) 934-7215 or (205) 934-8749.



Miles College
Policy and Procedure Library

Definition of Credit Hour

Approval Authority: Office of the President

Responsible Executive: Dean and Vice President of Academic Affairs

Responsible Office(s): Academic Affairs, Academic Records

Effective: March 8, 2012

Policy on Definition of Credit Hour

Policy Statement

Miles College defines the credit hour as a unit of measure representing the time spent in instruction (contact hour) and the pursuit of student learning outcomes.

- Traditional courses are based on one semester hour which is equivalent to one contact hour per week.
 - Traditional courses are theory focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours.
 - Requires a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out of class student work per week per credit hour.
 - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Laboratory courses are based on one semester hour which are equivalent to two contact hours per week.
 - Laboratory courses (practical application) focus on the use of equipment, tools, machines, and programs generally found in a laboratory with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
 - Laboratory courses require a minimum of 30 hours of contact for every semester hour of credit.
 - Requires a minimum amount of two hours of out of class student work per week per credit hour.
 - Student learning outcomes are based on documented utilization of techniques and methods for the specific discipline in order to achieve the specified competency level.
- Internship/practicum courses are based on one semester hour which is equivalent to one contact hour per week.
 - Internship courses require contact hours relevant to the amount time spent in actual experience. An internship/practicum course involves the development of job related or practical skills and provides students with direct experience.
 - Internship/practicum courses may range from three to twelve semester hours; and
 - require a minimum amount of out of class student work per week equivalent to a minimum amount of two hours per credit hour or as applicable to the course type.

- Student learning outcomes are based on documented completion and utilization of practical application of skills required for the specific discipline in order to achieve the specified competency level.
- Applied music courses are based on one semester hour which is equivalent to one contact hour per week.
 - Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
 - Applied music lessons can range from one to two semester hours.
 - Requires a minimum amount of two hours of out of class practice time per week per credit hour.
 - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.
- Weekend courses are one semester hour which is equivalent to one contact hour per week.
 - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.
 - Requires a minimum amount of six hours of out of class student work per week per credit hour.
 - Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.

Entities Affected by the Policy

Administration, Faculty, Staff and Students

Policy Background

In accordance with Federal Regulations, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work and other academic work leading to the award of credit hours.

Policy Procedures

- Division Chairs and Program Coordinators will assist faculty with development of course student learning outcomes which comply with new policy based on a specified course format.
- Division chairs will develop course schedules in a manner consistent with the policy.
- The Academic Dean and Associate Dean will work with Division Chairs to adjust the times to meet the established standards.
- The Registrar will assist departments in assigning and calculating times for classes.

Definitions

- Traditional-- theory courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses may range between one and four semester hours and students interact in the same physical space.
- Laboratory (practical application)-- courses focus on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
- Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
- Practicum/Internship- courses that require contact hours relevant to the amount of time spent in actual experience. Practicum and internship courses are courses that involve the development of job related skills and provide students with direct practical experience. Students in practicum or internship courses may earn from three to twelve semester hours.
- Weekend-theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration where students interact in the same physical space during their instructional time but the courses are offered during the weekend. Courses have same principles as traditional course format.

Responsibilities

Academic Affairs

Interpreting Authority

Office of the President

Statutory or Regulatory References

If the [Board of Trustees of the Commission on Colleges] imposes a public sanction or takes adverse action in part or in full for continuing non-compliance with FR 4.9 as it applies to the credit hour, the Commission will notify the U.S. Secretary of Education. The institution will be informed of such action.

Policy Adoption Review and Approval

<u>Date</u>	<u>Entity</u>	<u>Action</u>
March 8, 2012	Miles College Board of Trustees	Approved

Last Reviewed 9/14/12

Expenses and Fees

Tuition, Fees and other Expenses

STUDENT EXPENSES AND FEES

Your College expenses will consist of: basic charges, special charges, other required fees and deposits, charges for books and materials, and personal expenses. The cost to students for basic and special charges, required fees, and deposits are outlined in this section. Special charges and fees must be added to the basic charges. The College reserves the right to change charges and fees listed in this catalog without further notice.

All students are expected to meet their financial obligations to the College PROMPTLY. The Business Office sends at least one statement per semester, to the students or the person responsible for the students' account. Students may also view their accounts on-line via the web at www.miles.edu with the use of their PIN number.

NOTE: Tuition, fees and other expenses are subject to change without prior notice.

Statement of Expenses for School Year 2010-2011

Basic Charges

Boarding Students	Per Semester	Per Year
Tuition (12-18 hours)	\$4,593.00	\$9,186.00
Room Pitts/Murchison Halls	1,215.00	2,430.00
Board	1,288.00	2,576.00
Comprehensive Fee	355.00	710.00
TOTAL Pitts/Murchison Halls	\$7,451.00	\$14,902.00

Tuition 1-11 hours - \$387.00 per credit hour

Basic Charges

Non-Boarding Students

	Per Semester	Per Year
Tuition (12-18 hours)	\$4,593.00	\$9,186.00
Comprehensive Fee	355.00	710.00
TOTAL	\$4,948.00	\$9,896.00

Except for students enrolled in Continuing Education courses, special classes or otherwise taking courses totaling fewer than 12 semester hours are charged tuition at the rate of \$387 per semester credit hour. A charge of \$387 is made per semester hour of credit above 18 hours. Each student engaged in student teaching must furnish or arrange for their own transportation to and from the teaching location and for other incidental expenses. Such arrangements are subject to approval by the Supervisor of Student Teaching.

Information on charges for Summer School may be obtained on the College's website or by calling the Business Office, 205-929-1430.

The cost for emergency calls to parents or guardians, special drugs and medical treatments, and for any or all expenses incurred by the College because of irregular action on the part of a student must be paid separately by each student involved. In such emergencies, expenses are charged to the student's account for payment no later than the final payment deadline for the semester. A student may not register for the ensuing semester if a balance is outstanding, including charges assessed after the payment deadline.

All students are required to have medical insurance. Registration cannot be completed until proof of coverage is provided to the Business Office or purchase of coverage offered by the College is made.

All payments each semester are due and payable in advance or at registration. Where justified, the Business Office may give approval to paying accounts in accordance with the following installment plan (plan is subject to change based on dormitory you have been assigned):

Installment Plan Schedule

	Payment Number	Boarding Students	Non-Boarding Students
	(fall semester)		
1.	At Registration	\$3,725.50	\$2,474.00
2.	September 11	1,241.84	824.66
3.	October 13	1,241.83	824.67
4.	November 10	1,241.83	824.67
	(spring semester)		
5.	At Registration	\$3,725.50	\$2,474.00
6.	February 9	1,241.84	824.66
7.	March 9	1,241.83	824.67
8.	April 6	1,241.83	824.67
	TOTAL	\$14,902.00	\$ 9,896.00

Installment agreements may be secured from the Business Office and must be returned before registration for each semester. Payments may be made as indicated in the schedule shown above. Failure to keep payments current may necessitate requiring a student to withdraw. Students with sufficient financial aid have an opportunity to contribute to the United Negro College Fund by charging the donations to their accounts.

Accounts must be paid in full by November 12th for the first semester, and by April 7th for the second semester.

All charges and emergency loans must be paid in full before the student receives grades for class work, graduation permits, or transcripts. Any costs incurred by the College in collecting delinquent accounts are charged to the student.

EXPLANATION OF FEES

Orientation Fee: New applicants, to include those who apply for Admission to the Business Management and Criminal Justice Programs, are required to send a non-refundable Orientation Fee of \$100.00 after they have been admitted to the College. This fee is a service charge covering administration, supplies, paraphernalia, and activities associated with Orientation expenses. Students who have been previously enrolled (Re-Admit - students who have not been enrolled for **two** consecutive semesters) are not required to pay the Orientation Fee, but are required to submit a **\$25.00** Re-Admit fee. These fees are subject to change without prior notice.

Residence Hall Reservation Deposit Fee: All continuing students who anticipate residing in Campus Residence Hall for a subsequent year must submit a \$100 housing reservation fee. This fee will be applied to the student's tuition account for the following fall semester.

Housing Application Fee: New residence hall students are required to pay a non-refundable housing application fee of \$150.00 before room assignments are made.

Usage Fee: Residence students will be charged a usage fee of **\$25.00 per semester** for refrigerators and/or microwaves. No hot plates or other such appliances are allowed in the dormitory room. Special provisions are made for the use of such elsewhere.

MISCELLANEOUS FEES:

Parking Decal	\$25.00
Replacement of Identification Card	\$25.00

Late Registration: All students who fail to complete registration on the designated date at the beginning of a semester will be charged a **\$100.00** Late Registration Fee (First day of class is late registration).

Meals and Room: Meals are served cafeteria-style in the College Cafeteria. All on-campus students are charged **\$2,576** for a period of two semesters. The charge for meals is made to each resident at a semester rate of **\$1,288** for the first semester and **\$1,288** for the second semester. **Apartment residents with an approved 2-semester lease will not automatically be charged for meals** (apartments are furnished with a stove and a refrigerator.) Two-semester lease applicants have the option of paying for the meal plan.

All **Murchison/Pitts Halls** residents will be charged for rooms at the rate of \$2,430 for a term of two semesters. The charge will be made in installments of \$1,215 for the first semester and \$1,215 for the second semester. **Bass Hall** residents will be charged for rooms at the rate of \$3,606 for two semesters. The charge will be made in installments of \$1,803 for the first semester and \$1,803 for the second semester. All residents applying for campus-based apartments/housing (12 month contracts) will be charged based on **location/lease agreement, and this fee will include utilities.**

If a student moves into a room for at least one day during the first month of a semester, the total charges for room, as indicated, must be paid. All on-campus students are required to sign a housing contract with the Coordinator of Student Housing. Students residing in campus-based apartments/housing must sign a lease agreement with the Business Office.

Periods of Residency: Residence halls officially open and close on the dates stated in the College Calendar. Residence fees and meal charges cover only the periods when the halls are officially open. The College is unable to provide special housing for students during holiday and vacation periods. The only exception to this policy will be during the Thanksgiving Holiday Period, but only at the discretion of the administration.

COMPREHENSIVE FEE

Library: This fee covers in part the use of the Learning Resources Center.

College Center: This fee covers a portion of operating costs of the Norton Student Union Building and activities held in the building during the year. Miles College students enjoy free admission to all dances and activities sponsored by the College or the Student Government Association. This fee also covers utilization of the tennis and basketball courts.

Student Athletic Activities: This fee covers admission to all home athletic events. Students can use their Miles College Student I.D. Card to attend football, basketball, baseball, and volleyball games and tennis matches.

Lectures and Cultural Activities: This fee covers, in part, the cost of providing the College Community with visits from outstanding artists and lecturers and for other activities that contribute to the cultural and educational development.

Computer Center: This fee covers in part the cost of the Computer Labs located in the Learning Resources Center and the Tutorial Computer Center located in McKenzie Hall and Pearson Hall.

Books and Supplies: All students are expected to purchase textbooks for the courses in which they are enrolled. Depending upon courses, expenses for books will vary between \$400.00 and \$600.00 per semester.

Special Examination Fee: The application fee for the administration of an examination is \$25.00.

Auditing Fee: The privilege of auditing courses is extended to any student in good standing, with the consent of the Dean of Academic Affairs and the Chairperson of the audited department.

Persons desiring to audit courses are required to register and pay a fee of \$275.00 per course, plus a \$25.00 administration fee.

Graduation Fee (Bachelor's Degree): To be announced. Fees includes rental of cap, gown and hood. Graduation fee is to be paid one month before the date of graduation.

Making Payments: The college will accept only the following methods of payments: money orders, or cashier's, certified or personal checks made payable to Miles College. Persons sending cash do so at their own risk. Payments, if not made in person at the Business Office, must be mailed to the address shown below:

**Miles College Business Office
P.O. Box 39800
Birmingham, AL 35208-0937**

Payments submitted to Miles College are applied to the student's account for the full amount. No part of the payment made to the College is returned to the student. All overpayments are returned to the sender or applied to the next semester's bill. The College reserves the right to refuse checks from students who have had checks previously not honored by the bank. All payments sent through the mail or otherwise should be accompanied by the name and

address of the sender and the full name and student number of the student for whom the payment is intended.

Student presenting checks at Miles College at registration that are not honored by the bank and which must be collected after the normal registration period will be charged a late registration fee of \$100.00 in addition to the returned check fee.

Refund and Repayment Policy: The effective date of withdrawal and refund if any is the date the formal application is filed in the Office of Records or in case of withdrawal by mail, the official postmark date. If a student withdraws during the semester or Summer Session, a portion of fees are refunded in accordance with the following schedule:

Fall and Spring Semesters	
Withdrawal within the first week.....	75%
Withdrawal within the second week.....	50%
Withdrawal within the third week.....	25%
Withdrawal after the third week.....	0%
Summer Session	
Withdrawal within the first week.....	25%
Withdrawal after the second week.....	0%

The first day of class is considered the first day of the term. If a refund is due under the Institution's refund policy and the student received financial aid under the Title IV Student Financial Aid Programs, other than the Federal Work-Study Program, a portion of the refund shall be refunded to the Title IV Student assistance program(s) in the following manner: Direct Loan Programs will be refunded first; any remaining monies will be refunded second to the Federal Pell Grant; and third, to the Federal SEOG fund. The amount of refund to each Title IV Program will not exceed the amount disbursed to the student via that specific program.

The College's refund policy is subject to change to conform to the United States Department of Education's Refund Regulations. (Review policy Return of Title IV funds when the student withdraws before reaching the 60% point of the semester).

MEAL PLAN REFUND: If a student withdraws from all classes and moves out of a residence hall, the cost of the meal plan is prorated on the basis of the unexpired number of meals remaining to be served during the semester of the withdrawal.

Specials Charges (per class) Per Semester *(special charges must be added to basic charges)*

Biology Labs	\$ 50.00
Physical Science Labs	50.00
Chemistry Labs	50.00
Computer Science Labs	50.00
College Keyboarding	35.00
Applied Music	100.00
Art Labs (Ranges)	50.00 – 100.00
Broadcast Communications	50.00
Telecommunications Labs	50.00
Directed Observation & Teaching	75.00
Auditing Course Fee (per course)	275.00
Retake of Special Exams	25.00
Late Registration	100.00
Graduation Fee	TBA
Books (estimated)	450.00
Media lab	50.00
Parking Decal	35.00
Re-Admission Fee	25.00
Transcript	10.00
<i>(First copy is free to graduates only)</i>	
Replacement of Identification Card	25.00
Returned Check Fee	30.00

STUDENT FINANCIAL ASSISTANCE

STUDENT FINANCIAL ASSISTANCE

Financial Aid is granted primarily to assist students in paying for their college education. The College strongly believes that a student should not be denied an opportunity to receive a quality education due to the lack of adequate funds. Need is one of the major points considered in selecting students to receive certain types of Federal and State Aid.

General Information. All continuing and prospective students seeking financial assistance, including scholarships, through the College are required to submit a Free Application for Federal Student Aid (FAFSA) to the Federal Processing Center. Continuing and prospective students must include the Federal Pell Grant Processing Code (001028) for Miles College on the FAFSA so that the College can receive the processed results. This must be done prior to being considered for any aid awarded through the College. Students who are legal residents of Alabama (defined by the State of Alabama) must also complete the Alabama Student Grant Application.

In awarding financial aid, all sources available are considered in determining the financial aid award package from the College. Students are not awarded financial aid in excess of the amount needed to cover tuition, mandatory fees, room and board, books and supplies, and miscellaneous expenses as determined by the College (award size is based upon budget size for On Campus or Off Campus Housing status). In compliance with Federal regulations, no student can be awarded funds beyond the expenses itemized above.

The maximum amount of any Scholarship/Grant-in-Aid awarded by the College will not exceed the amount specified above in combination with other forms of financial aid such as the Federal Pell Grant, Alabama Student Grant, Institutional Grants/Scholarships, Private scholarships/grants, and other sources of financial aid available to students. Students selected for verification by the U.S. Department of Education, a process by which the College must check the accuracy of the information which the applicant/spouse and his/her parent(s) report on the application for federal aid, are required to complete the verification process before aid can be granted. This includes providing required documentation before having aid processed under any of the Title IV Federal Student Aid Programs or before having an academic scholarship, performance grant in aid, athletic grant in aid or any other federal, state, or institutional aid processed.

STUDENT FINANCIAL ASSISTANCE PROGRAMS AVAILABLE AT MILES COLLEGE

Scholarships: Scholarships are distinct from all other forms of financial assistance in that they are generally granted to students with high academic averages and exceptional achievement. Scholarship awards vary in size and cover educational expenses as outlined in the scholarship's description provided by the Scholarship Chairperson. All students who apply for or receive academic scholarships must maintain the cumulative grade point average as stated, except where scholarships are donated and allow less than a "B" average by the donor. Scholarships are not redeemable as cash, but are offered by the College for the specific purpose of being applied towards the student's direct educational cost (costs payable to the college).

The College's Institutional Scholarships/Grant-In-Aid are awarded as supplementary funds, applied to the student's indebtedness after all other assistance has been determined. All Institutional Scholarship/Grant in aid funds that are in excess of the student's direct academic expense(s) will revert to the College's Institutional Scholarship/Grant-In-Aid Fund for allocation to other eligible students.

INSTITUTIONAL SCHOLARSHIPS

President's Scholarship: Recipients who qualify must have a cumulative GPA of 3.70 on a 4.00 GPA system and a SAT score of 1530 or an ACT composite score of at least 22. This award covers tuition, comprehensive fee, and room and board for residential students. The amount of this award may vary depending on the student's aid from other sources. This scholarship is renewable for three years with the maintenance of a 3.30 cumulative GPA and a class load of 15 hours per semester.

Dean's Scholarship – A: Recipients who have a 3.2 cumulative GPA and a minimum SAT score of 1360* or an ACT composite score of 20/21. The award amount is \$2,000 and is renewable up to three years with the maintenance of a 3.1 cumulative GPA and a class load of 15 hours per semester. The amount of this award may vary depending on the student's aid from other sources. (*minimum)

Dean's Scholarship – B: Recipients must have a 3.0 cumulative GPA and a SAT score of 1220* or an ACT composite score of 18/19. The award amount is \$1,000 and is renewable up to three years with the maintenance of a 3.0 Cumulative GPA and a class

load of 15 hours per semester. The amount of this award may vary depending on the student's aid from other sources. (*minimum)

Athletic Grant-in-Aid: Miles College offers Athletic Grant-in-Aid to those students who are selected and are eligible to participate in the Intercollegiate Athletic Program. The amount of these awards may vary depending on the student's aid from other sources. Awards can cover tuition, room & board, minus any grants and institutional aid the recipient may be receiving. Recommendations for this type of aid are made by the Athletic Director and/or Head Coach, based upon the rules and regulations of the NCAA, and SIAC (Miles College is a Division II NCAA member) and the athlete's performance in competition. A recipient will be evaluated to be considered for Grant-In-Aid renewal each year. For further information, please contact the Athletic Department, Miles College, Post Office 39800, Birmingham, AL 35208 or call 205-929-1615. (Please review the section on Scholarships/Grant-In-Aid for additional information regarding how Grant-In-Aid funds are awarded.)

Performance Grant-In-Aid (Band/Choir): Several Grant-In-Aid awards are available for students whose training or ability enables them to play in the College's Band and/or sing in the Choir. [For additional information contact Band Director/Choir Director, Miles College. (Please review the section on Scholarships/Grant-In-Aid for additional information regarding how Grant-In-Aid funds are awarded.)]

The Addie Cannon-Sloan Memorial Emergency Loan Fund: This Emergency Fund is available in memory of Mrs. Addie Cannon-Sloan, a retired teacher, a civic and religious leader, and late mother of past President Albert J. H. Sloan, II. Donated by the Cannon Family, this loan is available to students who have a valid emergency and are in need of a short term loan. (For additional information contact the Dean of Students, Miles College.)

Delta Sigma Theta Sorority Scholarship: The Birmingham Alumnae Chapter of Delta Sigma Theta Sorority, Inc., gives, in alternate years, scholarships of up to \$3,000 to worthy students who have demonstrated character, scholarship, talent and need for financial assistance. Recommendations for the awards are made by the Scholarship Committee and faculty members who are members of the sorority. (For additional information contact the Dean of Students, Miles College.)

United Negro College Fund Scholarship/Grant: Scholarship/Grant funds are available to prospective/continuing students at Miles College. All

recipients of this scholarship/grant must have a 2.5 GPA or above and must have demonstrated a need. Names of eligible recipients are submitted annually by the College's UNCF Coordinator to the United Negro College Fund (UNCF) Administrative Office for consideration of scholarship/grant assistance. Selection at the UNCF office is done by staff personnel. Many of the scholarships offered are renewable.

New students applying for such scholarships/grants must submit an application for admissions, their academic transcripts, and their SAT or ACT scores to the College. In addition, each new as well as continuing applicant must complete and submit a Free Application for Federal Student Aid listing Miles College as a recipient of a copy of the report. Applicants must complete a scholarship/grant application form that can be obtained by writing to the UNCF Coordinator, c/o The Office of the Dean of Students, Miles College.

Army and Air Force ROTC Scholarships: Scholarships are available to students enrolled in the AROTC and AFROTC programs through a cross-registration with the University of Alabama in Birmingham and Samford University, respectively. These scholarships are awarded based on academic ability and leadership potential. Awards full tuition, laboratory and incidental fees, and reimbursement for textbooks and \$100 tax-free subsistence allowance each month. Special scholarship opportunities that will pay all educational expenses from the sophomore year through medical school are available for pre-med students. (For additional information contact the Dean of Students, Miles College.)

Institute of Management Accountants (IMA) Birmingham Chapter: The Birmingham chapter of the Institute of Management Accountants gives a \$500 scholarship each year to a Junior or Senior, majoring in accounting. The candidate must have a grade point average of 3.0 or above and must submit the Free Application for Federal Student Aid making certain that the results are returned to Miles College. (For additional information contact the Dean of Students, Miles College.)

The Johnny Morrow Memorial Book Scholarship: This book scholarship is donated by the Morrow family in memory of their late brother, Johnny Morrow, a Miles College graduate. The scholarship is given annually to two students who have demonstrated a financial need, for the purchase of textbooks. (For additional information: Contact the Dean of Students, Miles College.)

GRANTS *Information about the following can be secured from the Miles College Financial Aid Office.*

Federal Pell Grant Program (PG): Federal Pell Grants are awarded to help undergraduates (1st Bachelors degree) pay for their education after high school. For many students, the Federal Pell Grant provides a “foundation” of financial aid to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid. Applicants applying for scholarships/Grant-In-Aid from the College must apply for a Federal Pell Grant using the Free Application for Federal Student Aid. The College’s code is 001028.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal Supplemental Educational Opportunity Grants are “campus based” federal assistance, which is available to undergraduate students (1st Bachelors degree students) who have demonstrated a financial need. A Federal SEOG is a gift of assistance to help pay for a post-secondary-education. This grant ranges from \$100 to \$ 4,000 depending on the need, the availability of Federal SEOG funds at the College, and the amount of other aid offered. You must be a recipient of a Federal Pell Grant to receive this aid, provided funds are available.

Alabama Student Grant Program (ASGP): The Alabama Student Grant Program is a State student assistance program. It was established in 1978 by the Legislature of the State of Alabama for undergraduate, non-sectarian, secular education at independent, non-profit, post- secondary institutions of higher learning located within the State of Alabama. Students who are residents of the State of Alabama are required to apply for this Grant.

Applications for this Grant may be obtained from the Miles College Financial Aid Office.

Academic Competitiveness Grants (ACG)

National Science and Mathematics Access to Retain Talent (Smart) Grant: Academic Competitive Grants and Smart Grants are available to high school graduates. Academic Competitive Grants are made to first and second year students as defined by the U.S. Department of Education. Smart Grants are available to third and fourth year students who have majors in select academic areas identified by the U.S. Department of Education. These two grant programs will cease to exist at the close of the 2010-2011 academic year.

Leveraging Educational Assistance Partnership (LEAP) Program: This is a “need-based program” that provides assistance on a limited basis to Alabama

residents who demonstrate a financial need. Students must file the Free Application for Federal Student Aid in order to receive consideration for aid from this Program.

Teacher Education Assistance for College and Higher Education (TEACH) Grant: TEACH grants are available to Education majors in specified academic shortage areas who agree to teach full time for at least (4) years within (8) years of graduation at a school serving a high percentage of low income students. Recipients must maintain a 3.25 cumulative average and carry a fulltime load (minimum of 12 hours).

LOANS *Information about the following programs can be secured from the Miles College Financial Aid Office.*

Federal Perkins Loans: The Federal Perkins Loan Program provides low-interest long-term loans to assist needy students in the financing of their education. These loans are awarded through the Financial Aid Office. Interest does not accumulate until the student graduates or leaves school. These loans must be repaid to the Miles College Federal Perkins Loan Fund. Loan Fund (the College will end its participation in this program June 30, 2010).

The William D. Ford Federal Direct Student Loan Program: This is a low interest loan made to students by the U. S. Department of Education to help pay for their education after high school. Undergraduate loans range in size based upon the student’s academic classification. A student must first apply for a Federal Pell Grant and have his/her eligibility or ineligibility for such a grant determined before the Direct Loan can be originated. Information for the William D. Ford Federal Direct Student Loan Program may be obtained from the Financial Aid Office.

The William D. Ford Federal Direct Plus Loan Program: This loan program provides long-term loans to parents of dependent students to help pay for the cost of study at a post-secondary school. Information for the William D. Ford Federal Direct Plus Loan Program may be obtained from the Financial Aid Office. These loans are made to the parents of dependent undergraduate students and are not to be confused with Graduate Plus loans.

EMPLOYMENT

Information about this Program can be secured from the Miles College Financial Aid Office.

Federal Work-Study Program (FWSP): The Federal Work-Study Program provides work experience for students who have demonstrated a

need to earn a part of their educational expenses. A student may work up to 20 hours per week while school is in session. Students are permitted to work 40 hours per week during breaks and vacation periods. While working 40 hours per week, students are required to save a portion of their earnings to meet the expense of the next enrollment period (e.g., Fall, Spring, or Summer).

MEASUREMENT OF SATISFACTORY ACADEMIC PROGRESS

Financial Aid recipients must maintain satisfactory academic progress as one of the criteria for receiving Federal/State Financial Aid. The requirements for making satisfactory progress are:

- 1.0 **Quantitative** – the amount of course work students are required to complete (67% of attempted hours)
- 2.0 **Qualitative** – the grade point average students are required to maintain

Hrs. Attempted	Min. GPA
0-31	1.60
32-63	1.80
64-above	2.00

In addition to the cumulative grade point average requirements indicated above, a full-time or part-time student is expected to have completed 67% of the hours for which he/she has enrolled/attempted. By the end of the second year of enrollment, without regards to the number of hours attempted or earned, the student must have earned the grade point average which is consistent with the graduation requirement of a “C”. All Transfer and Re-Admitted students must meet the minimum grade-point standards as well as complete the percentage of work required in order to be eligible for financial aid.

Incomplete Grades. An incomplete grade of “I” does not count towards course work completed, but is counted with course work attempted. An “I” grade is intended to be only an interim course mark.

Withdrawals. If a student officially withdraws from a course on or before the last day to withdraw for the semester, he/she will receive a grade of “W”. A grade of “W” is also counted among the hours attempted.

Repeats. Repeated courses are counted each time the student reenrolls in the class and counts each time among the hours attempted. The U.S. Department of Education does place a limit on the length of time a student had to complete a remedial/developmental course which takes more than one year to complete. Successfully passed course may be paid for using Title

IV aid on additional time after the initial taking of the class/course. Courses not successfully passed (received a failing grade) may be paid for using Title IV aid as many times as are required to pass the course. However, incompletes, withdrawals and repeats may cause the student to exhaust the allotted time for completing a degree program using Federal/State Aid before he/she can complete the program of study. If this occurs, students will not be allowed to receive additional State/Federal Student Financial Aid Funds.

Time Frame (Length of Time). Under federal regulations, students are allowed 150 percent (1.5 percent) of the published length (per the Miles College catalog) of the Program (measured in credit hours attempted) to complete the academic program of study. For instance, if an academic program requires 126 credit hours to complete the program (criminal justice major), the maximum time frame established by Miles College for the student to complete the program cannot exceed 189 attempted credit hours. Since different majors require a different number of hours to complete a program, the maximum number of credit hours required to remain eligible for aid will differ based upon the major.

Satisfactory Academic Progress Determination. The Measurement of Satisfactory Academic Process is determined at the end of the academic year prior to the beginning of the next or subsequent year. If the evaluation yields that a student is not making positive movement towards a degree, the student is notified of the evaluation and given an opportunity to appeal

Appeal Process. Any student who feels that he/she was unable to maintain satisfactory academic progress due to mitigating or extenuating circumstances beyond his/her control (i.e. personal illness, death in the immediate family or other documented hardships) should contact the Financial Aid Director about an appeal. The student must be prepared to provide written documentation to substantiate their situations. In addition to these requirements, the student must also meet the new requirements put into place by the U.S. Department of Education effective July 1, 2011.

Financial Aid is cancelled when a student is on academic suspension or has been dismissed from the College. To again secure Title IV Federal Aid and/or State Aid, the student must appeal to the Financial Aid Appeals Committee.

New Component for Standards of Measurable Academic Progress. As part of the appeal, you must submit information regarding why you failed to make satisfactory academic progress, and what has changed

in your situation that will allow you to demonstrate satisfactory academic progress at the next evaluation. The student must work with the institution to develop an Academic Retention Plan which if followed will ensure that you are able to meet the institution's satisfactory academic progress standards by a specific point in time as prescribed by your academic plan.

Appellant Deadline Dates. To have aid reinstated for the next academic year, appeal letters along with supporting documentation must be submitted by the following dates:

Fall Semester/Academic Year	June 30 th
Spring Semester	November 15 th
Summer Session	April 5 th

Students who appeal will be notified with the decision of the Satisfactory Academic Progress Committee within 30 days of the stated deadline for submitting your appeal.

Unofficial Withdrawals. Federal regulations for Title IV aid require that the College document an unofficial withdrawal. It is the policy of Miles College to require faculty to verify that the student is no longer attending class.

Federal Refund and Repayment Policy (Return of Title IV Funds). Federal rules require that when students withdraw from all classes during a payment period or period of enrollment, the amount of SFA program assistance to that point must be determined. The amount of assistance earned is determined on a pro-rata basis. If the student completed 30 percent of the payment period or period of enrollment, he/she earned 30 percent of the assistance originally scheduled to be received. Once the student has completed more than 60 percent of the payment period or period of enrollment, he/she will have earned all of the assistance.

The U. S. Department of Education's Policy (The Return of Title IV Funds) simply requires students to earn the Financial Aid awarded. This is based upon a formula, which permits you to earn the aid based upon the percentage of the semester completed. The policy could result in students and/or parents having to pay some of the educational cost incurred. (Students can reference to this Federal Policy as Public Law 105-244 Section 485 of the Higher Education Amendments of 1988.)

Financial Aid Application Procedures. All continuing students or prospective students applying for financial aid from the College must submit a Free Application for Federal Student Aid (FAFSA) to the U. S. Department of Education, Central

Processor listing **Miles College as one of the recipients of the data.** The FAFSA may be obtained from the student's high school counselor or by **applying via the website given in the next sentence.** The College recommends that student's file the Free Application for Federal Student Aid electronically at the following website: www.FAFSA.ed.gov; in addition, both the student applicant and at least one parent should apply for a pin (personal identification number). The PIN serves as an electronic signature eliminating the necessity for printing the signature page and sending that page to the Processing Center. A PIN has many advantages for the student in referencing data from the various Federal web sites. One advantage is that it can greatly reduce the time required to file the Free Application for Federal Student Aid.

For priority consideration, the results from the Free Application for Federal Student Aid must be received in the Financial Aid Office at Miles College on or before April 15 for the Fall Semester and November 15 for the spring semester. Summer School aid applications should be received by April 15. The FAFSA should be filed approximately eight weeks prior to the above deadlines to ensure that a report reaches the Financial Aid Office on time. Applications received after the above date will be acted upon only if funds are available at the time the completed application is received.

Students must re-submit financial aid applications each school year in order to be considered for financial aid. The address for the Financial Aid Office is:

Financial Aid Office
Miles College
Post Office Box 39800
Birmingham, AL 35208-0937
Telephone Number (205) 929-1665
Fax Number (205) 929-1668
Email Address: Finaid@miles.edu

The College's Federal Pell Grant Code is 001028

State of Alabama Satisfactory Academic Progress. Residents of the State of Alabama who are recipients of the Alabama Student Grant are ineligible to receive such grants when the total number of years exceeds by more than 25 percent (five years/ 8 semesters/sessions for a four year program) of the number of years required for the individual student's course of study per the College's catalog.

OTHER SOURCES OF AID

Veterans' Benefits: Monthly benefits tuition and/or required fees awards available to eligible veterans

and their dependents. VA Educational Benefits are designed to assist the VA student with meeting his/her educational costs and may result in an adjustment to Federal Title IV, Institutional and/or State aid. The College's Veterans' Benefits Certifying Official (SCO) is located in the Financial Aid Office. Should a veteran or dependent of a disabled/deceased veteran need further information, contact the Veterans Administration at www.va.gov or 1-888-442-4551.

Miles College does not participate in the Alabama Veterans G.I. Scholarship Program; please contact the State of Alabama Department of Veterans Affairs for eligible schools.

The Vocational Rehabilitation Program: provides educational assistance for individuals with physical or mental disabilities. Students must contact the State Vocational Rehabilitation Service Office nearest their home for further information. The College's Vocational Rehabilitation Certifying Official is located in the Miles College Financial Aid Office. **Vocational Rehabilitation benefits are to be coordinated with Title IV student aid. When the total of both aid sources exceeds the college's Title IV student aid budget, Title IV aid and any Institutional aid will be adjusted.**

Other Sources of Assistance. Many places of employment, as well as labor unions, have

programs that assist their employees or members' families respectively in paying for the cost of post secondary education. Students are encouraged to check with foundations, fraternities or sororities, including the following: State agencies, community organizations and civic groups, such as the American Legion, YMCA, 4-H clubs, Kiwanis, Jaycees, Chamber of Commerce, and the Girl or Boy Scouts as possible sources.

Revision and Cancellation of Financial Aid: Miles College reserves the right to review, revise, or cancel a financial aid award at any time due to changes in a student's financial or academic status; failure to comply with any applicable federal, state laws, regulations, or the College's policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal or State governments be reduced below the anticipated funding level for a program(s), or should budget limitations be placed upon funds which are intended for student financial aid purposes. In no instance will a student receive financial assistance in excess of his/her determined financial need. The aid recipient is required to notify the College of any aid being received which does not appear on the award letter or as a part of the student's Financial Aid package. This notification to the College's Financial Aid Office must be in writing.

STUDENT AFFAIRS

Student Affairs at Miles College exists for the purpose of nurturing the overall mental, physical, social, intellectual, and spiritual welfare of students contributing to the mission and objectives of the College's instructional and educational program.

The goals of Student Affairs are as follows:

- To assist students in learning how to set personal goals and how to manage their personal lives.
- To provide a wholesome, safe and intellectually stimulating environment for students.
- To provide personal, social, and academic advancement of students.
- To provide safe housing and recreational activities for students.
- To assist students in understanding institutional policies and administrative decisions.
- To provide academic support programs for students.
- To assist students in making career choices.
- To assist students in broadening their social and cultural options.
- To assist students in obtaining funds necessary to achieve higher education.

Student Activities and Organizations. Miles College sponsors a number of extracurricular student activities and organizations across several fields of interest and concern — Student Government Association, fraternities and sororities, clubs associated with professional or artistic interests, publications, and religious organizations. **ELIGIBILITY.** In order to participate in a College sponsored social activity, a student must maintain a minimum 2.3 cumulative grade point average.

ACTIVITIES

Student Government Association. Officers and Student Senate members elected by the students are responsible for representing student views and complaints to the College Administration. The Student Government President sits as a member of the Miles College Board of Trustees. The student body, through the SGA, is responsible for conducting such campus-wide festivities as Homecoming in the fall, Miles, and campus dances and entertainment during the College year.

Intercollegiate Athletics. The Miles College Athletic Program is a member of the Southern Intercollegiate Athletic Conference (SIAC) and the National Collegiate Athletic Association (NCAA), Division II. Participation in any of the intercollegiate sports is based upon eligibility guidelines established

by these Associations. Miles offers the following intercollegiate sports: football, basketball (men and women), volleyball (women), track and field (men and women), cross-country (men and women), baseball (men), and softball (women).

Intramural Athletic Program. Miles College has a broad intramural program in which all students are encouraged to participate. The program enhances students' development in recreation, competition, cooperation, team work, and physical fitness

College Choir. Membership is open to any student who can meet the audition requirements. The Choir performs for campus convocations and assemblies and presents a Christmas and a Spring Concert.

CLUBS AND ORGANIZATIONS

Greek Letter Organizations. These are selective membership organizations, each establishing its own pattern of selection. At present Miles College has chapters of the following societies: Gamma Kappa Chapter of Alpha Phi Alpha, Eta Epsilon Chapter of Omega Psi Phi, Sigma Chapter of Phi Beta Sigma, Delta Tau Chapter of Kappa Alpha Psi, Miles Phi Nu, Gamma Delta Iota, Delta Eta Chapter of Sigma Gamma Rho; Alpha Chapter of Rho Nu Tau; Eta Nu Chapter of Delta Sigma Theta; Uzurii Weusi Malkia; Gamma Pi Chapter of Alpha Kappa Alpha, Iota Chapter of Zeta Phi Beta, and FBI Fraternity.

Other organizations are: Ambassadors Club, Alpha Pi Chi, Nasiha Roho Adinasi Club, and Inter-Varsity National Christian Club. The requirement for membership in all Fraternal Greek Lettered Social and /or Service Organizations will be a 2.5 grade point average.

College Bands: (Marching, Concert, Pep, Jazz). Membership into these activities is open to all students enrolled at Miles who express the desire and the musical ability to perform with the Band. The Marching Band supports the football program and performs half-time entertainment. This Band also performs for parades and sponsored events. The Pep Band supports the basketball program and performs half-time entertainment and tournament entertainment. The Concert Band performs benefit dates, community service activities, and for formal College events. The Jazz Band performs benefit dates, community service activities, and during the College's Spring Arts Festival.

All band members are required to audition for individual parts and seating. Continued band

membership is contingent upon the maintenance of a 2.0 cumulative grade-point average.

Club De Poli Sci (The Political Science Club). Club De Poli Sci is a club which seeks to promote scholarly interests and endeavors in the Social and Behavioral Sciences. It is open to all students who have demonstrated a capacity for and promise of excellence in all scholastic endeavors, especially in political science.

Any sophomore, junior, or senior student majoring or minoring in Political Science with an average of 2.5 or above in the social sciences in general is eligible for membership in the club pending a two-thirds (2/3) vote of the active members of the club.

Drama Club. This club is composed of students who have an interest in drama. The club functions under the sponsorship of the Humanities Division. It presents programs on and off campus each year.

The Education Club. The Education Club is an organization of college students interested in the teaching profession and in education. All majors in the Education Division are required to maintain active membership in the Education Club throughout their tenure as education majors of Miles College.

The organization involves itself in current issues in education through discussion, debate, analysis, and action programs. Each year college-wide programs are presented during American Education Week.

In addition, students are encouraged to join the Student National Education Association (SNEA) which is affiliated with the Alabama Education Association and the National Education Association. By joining SNEA, the student becomes affiliated with AEA and NEA and is thus entitled to participate in special conferences and workshops and to receive certain benefits of group insurance, educational travel allowances, and financial and legal assistance when professional, civil, or human rights are violated or jeopardized.

English Club. A club of interest to English majors and minors but is open to all students interested in literature and language arts.

Humanities Club. This club is open to all students interested in the arts and humanities.

Student Chapter of the Institute of Management Accountants (IMA). The chapter helps students to acquire leadership skills; provides opportunities for informal, personal contact with other members of IMA, and helps students in career planning and placement.

Interdenominational Ministerial Association. This organization is composed of young ministers

dedicated to a united fellowship. It is designed to bring together leaders and potential leaders of different denominations for the express purpose of joining forces in order to stimulate a more spiritual atmosphere and to render Christian service to Miles College.

The International Intercultural Association. An organization comprised of foreign and domestic students of Miles College, the purpose of the organization is to acquaint students with cultures other than their own and to broaden their knowledge of the world and its people through seminars, international visitors, travel, and planned international, cultural events.

Mathematics Club. The purpose of this club is to bring together natural sciences majors to exchange ideas and information, to keep up-to-date on the field of mathematics, and in general to give thought to career planning.

Miles College Association of Black Journalists. The purpose of the MCABJ, in terms of its relationship with the NABJ, shall be:

- To work under the auspice of the NABJ in accord with such officers as the student representative, regional director and regional student representative.
- To educate its members and the College's community about the history of the NABJ, as well as the issues the Association seeks to address in the journalism industry.
- To interact and collaborate with fellow student chapters in journalism-related matters, and assist in the establishment of new student chapters.
- To network with both aspiring and professional journalists.
- To have representation at both the regional conference and national convention each year so that the Chapter may be publicized, and enlightened about the inner-workings of NABJ.

Student Chapter of the National Association of Black Accountants (NABA). The Division of Business and Accounting is a member of NABA. The National Association of Black Accountants is representing the interests of African American(s) in the field of accounting, auditing, business, consulting, finance, and information technology. At its core, NABA works diligently to encourage and cultivate interest among minority youth in the accounting and finance profession. Our students will benefit from the important services that NABA provides such as: recruitment and referral network, education and professional seminars, business management and executive leadership development,

student newsletter, student mentoring and professional development, scholarship for college students, and student conferences with skill-enhancing workshops.

Phi Alpha Honor Society. The mission of the Phi Alpha Honor Society is to recognize and encourage excellence in education, to promote the development of leadership ability and character in its members; and to foster, disseminate and improve education through appropriate service. Members are held accountable for exhibiting honorable behavior and being role models for the Social Work department.

Phi Beta Lambda. This is a national business fraternity that encourages a positive working relationship between business and education through promotion or innovative leadership, self-confidence, competitive abilities, fund-raising experience, good citizenship and business proficiencies. Students are encouraged to participate in order to develop leadership skills and to enrich their academic and social environment.

The Pre-Alumni Council. The Pre-Alumni Council is an affiliate of the National Pre-Alumni Council of the United Negro College Fund. The Council engages in fund-raising projects in efforts to promote a collegiate spirit and unity among private black colleges throughout the United States. Membership is open to all Miles College students.

Social Work Club. The purpose of the Miles College Social Work Club is to provide a supportive organization for social work majors and those individuals interested in social justice within their community. The academic life of the Social Work Club members is to be enhanced through participation in the organization. The Miles College Social Work Club is run by social work majors and supervised by Social Work faculty. The goals of the Social Work Club is to discuss and plan service projects, promote unity within the department, and implement fund-raisers and social events that benefit the community and the Social Work department as a whole.

Students in Free Enterprise (SIFE). Through SIFE, students participate in student-generated projects to promote a free market economy. SIFE gives the students opportunities for developing teamwork, managerial, and leadership skills.

Student Library Action Committee (SLAC). Membership in the Student Library Action Committee (SLAC) is open to any student who believes in and wishes to fulfill its purposes which are:

1. To promote a strong sense of appreciation for the library, its facilities and resources, and its personnel;
2. To promote throughout the College community a genuine interest in the library and what it has to offer;
3. To serve as a liaison between the library and the College community;
4. To benefit the College community by sponsoring educational work-shops; and
5. To strive to achieve the goals and objectives of the College.

The Student Support Service Club. The Student Support Services Club is composed of students in the Student Support Services Pro- gram. This club endeavors to stimulate scholastic excellence, develop leadership, and encourage achievement. The specific objective of this club is to facilitate student growth and development through cultural and educational activities.

The Communication Club. Consists of majors and non-majors who are interested in going beyond the classroom and getting involved in activities that are communications centered. The Club meets twice per month and is engaged in a number of projects. These include forums, workshops, and training sessions involving professionals in the field, fundraisers, attending communications conferences and outings, and performing outreach and community programs.

Volunteer Income Tax Assistance (VITA). Through VITA, students receive training in income tax procedures and electronic filing. This is a community service program through which the students help community residents in filing federal tax returns.

Student Publications. The *Milean* is the Miles College student publication issued quarterly during the school year. The *Milean* accepts articles from any member of the student body, staff or faculty.

Career Planning and Placement. Career development is fundamentally a lifelong process geared toward the acquisition of skills which will strengthen students' ability to live meaningful, enjoyable, and economically rewarding lives. Career development guarantees to every individual the opportunity to discover, determine, and develop his/her way of life. To this end, the Career Planning and Placement Center seeks to serve all students registered with the Center, the ultimate goal being employment.

Career counseling is important during the students entire college career. When started early in the freshman year, final decisions as to a

career are much easier to make and more satisfying. Seniors are urged to submit a resume and three letters of reference prior to November in the year of graduation. Resumes and references are needed for prospective employers and for graduate schools. The Career Development Center maintains personnel records on graduates so that employment information may be sent to a prospective employer or graduate school at any time at the request of the student, alumni, faculty member, or employer.

Registration with the Career Development Center is required for freshmen, sophomores, juniors, and seniors.

Disability Services. The College is sensitive to the needs of students with physical and other disabilities. In addition to assisted access to campus facilities, some special instructional accommodations will be provided to students whose needs have been documented through the Special Accommodations Services counselor in the Counseling Center. The goal is to facilitate students' participation in the College community.

Housing Program Staff. The housing program at Miles is designed to promote living-learning centers where emphasis is placed on enhancing the academic pursuits of the residents. Professionals, Para-professionals, and students constitute the housing staff. Each staff person is selected on the basis of his/ her ability to aid students as well as to manage the living units.

Residence Hall Government. In accordance with the philosophy of providing maximum opportunities for living and learning, the College places marked emphasis on acceptable conduct, social and orderly behavior, cleanliness, and/or basic concern for the individual rights of others as well as for the integrity of the institution.

Each residential unit has a governing body which is organized to develop a cohesive bond among the students who bring to the residential units diversified backgrounds and geographical and cultural differences. This organization provides opportunities for interest and attitudinal expression through student-initiated activities.

College Housing. Miles College maintains residence for students. This includes one dormitory for men, one for women, and one overflow.

Housing Facilities. The residence halls are equipped with computer labs, recreation rooms, TVs in the lobby areas, study areas, and refreshment machines located in the recreation area. All rooms are furnished and designed to house two students, and are

equipped for individual telephone service. Residents must supply twin size sheets (extra long), pillowcases, blankets, bedspreads, rugs, towels, and a telephone. Individuals residing in Bass Hall are also required to supply a shower curtain. Laundry facilities are located either in the basement area or first floor of each dormitory.

Students desiring accommodations in college housing must submit an application for housing and remit a non-refundable housing application fee upon acceptance for admission. Returning students must submit a housing reservation fee (to be credited to the student's account) by June 1 of each year. Residence hall space is allocated in the order of receipt of room reservation fees. Admission to the College does not imply a guarantee of space in a College residence hall. The College reserves the right to change the room or dorm assignment of students whenever such change is deemed advisable.

The residence halls are closed when classes are not in session, and the College reserves the right to use rooms for conferences or conventions during vacation periods.

Food Service. On a required meal plan based on a four-year phase system, all students living in the dormitories are issued meal contracts. Meal tickets are not transferable or exchangeable.

Student Health Services. The Office of Student Affairs coordinates the Student Health Center. Student hospitalization and accident insurance is available at low premiums to all students who are enrolled at the College.

Medical Insurance, either through the College or through a personal policy, is required for all students residing in the residence halls. Proof of personal coverage must be submitted to the Business Office at registration.

Norton Student Union Building. The Student Center houses the faculty and staff dining areas, the student's cafeteria, and a snack bar on the first floor.

On the second floor, the Center houses the Office of the Director of Student Activities, the Student Government Association Office, the Publication Office, a lounge, and a recreation area for social functions. The Center is equipped with cable television, pool tables, ping-pong tables, video machines, and a variety of table-top games.

The College Centers objectives revolve around four (4) basic ideas:

1. The Center is the community center of the College for all members

of the College family, students, faculty, administrators, alumni, and guests. It is not just a building; it is also an organization and a program.

2. As the living room of the College, the Center provides for the services, conveniences, and amenities that the members of the College family need in their daily lives on the campus and for getting to know and understand one

another through informal associations outside the class- room.

3. The Student Center is a part of the educational program of the College. As the center of College community life, it serves as a laboratory of citizenship, training students in social responsibility and leadership.
4. The Center serves as a unifying force in the life of the College, cultivating enduring regard for and loyalty to the College.

Full Time Faculty

Adadevoh, Anthonia (*since 1996*)

*Associate Professor, Humanities
Chair*

M.F.A., Spaulding University
M.A., Jackson State University
B.A., Mississippi College
Further Studies, Clark Atlanta University and Union
Institute & University

Adadevoh, Dr. Vidal (*since 2000*)

*Assistant Professor,
Computer and Information Science*

Ph.D., Union Institute & University
M.B.A., Jackson State University
M.S., Jackson State University
B.S., Jacksons State University

Arnold-Cotchery, Nia (*since 2010*)

Instructor, Criminal Justice

M.S., University of Alabama

Austin, Gwendolyn (*since 2007*)

Instructor, Religion

M. Div., Samford University
B.S., Jacksonville State University
Further Studies, Union Institute and University

Arrington, Richard

Distinguished Professor

Division of Social and Behavioral Sciences

Ph.D., University of Oklahoma

Balakrishnan, Pattabiraman (*since 2004*)

Assistant Professor, Chemistry

Ph.D., Indian Institute of Technology
B.S., Kanpur University

Bannaga, Osman (*since 1999*)

Professor, Biology

Ph.D., University of Georgia
M.S., University of Georgia
B.V.S., University of Khartoum

Baptiste, Bala James (*since 2005*)

Associate Professor, Communications

Chair, Communications

Ph.D., Indiana University
M.A., University of Mississippi
B.A., Southern University at New Orleans

Benefield, Joe (*since 1998*)

Instructor, Developmental Mathematics

B.S. Tuskegee University

Berry Jr., Simpson (*since 2001*)

Associate Professor, Education

Director of Field Experiences

Ed.D., University of Alabama
M.A., University of Alabama
B.S., Alabama A & M University

Bingham, Anthony (*since 2005*)

Instructor, Humanities

M.F.A., Georgia State University
B.A., Antioch College

Black-Williams, Alicia (*since 2009*)

Instructor, Social Work

MSW, University of Alabama
BSW, University of Alabama at Birmingham

Bourgeois, Gary (*since 1999*)

Instructor, English

M.A., University of Alabama at Birmingham
B.A., University of Alabama at Birmingham

Bramlett, James (*since 1996*)

Instructor, Developmental Mathematics

M.A.T., Emory University
B.S., Austin Peay State University

Bray, Rosie (*since 2002*)

Instructor, Science

M.A., University of Alabama at Birmingham
B.A., Miles College

Burns, Syreeta Lyons (*since 2008*)

Instructor, English

M.A., Clark Atlanta University
B.A., Wiley College

Carroll, Mary (*since 2005*)

Instructor, Social Work

Coordinator Social Work Practicum

MSW, University of South Carolina
B.S., Wofford College

Carson, Henry (*since 2000*)

Instructor, Mathematics

M.A., University of Alabama at Birmingham
B.A., Miles College

Chai, Stephen (*since 2006*)

Instructor, Mathematics

M.S., The University of Alabama
M.S., University of Nairobi
B.F.D., University of Nairobi

Chambers, Linda (*since 2007*)

Instructor, Accounting

M.Ac., University of Alabama at Birmingham
B.S., Alabama State University
Further Studies: Capella University

Chappell, Melvin (*since 2009*)

Assistant Professor, Computer

Computer and Information Science

M.S., Washington State University
B.S., Miles College

Coleman, Merika (*since 2008*)
Assistant Professor
 MPA, University of Alabama at Birmingham
 B.A., University of Alabama at Birmingham

Combs, III, Dr. Edwin (*since 2010*)
Assistant Professor, History
 Ph.D., University of Alabama

Crenshaw, Traci (*since 2011*)
Instructor, Speech
 M.A., University of Alabama Birmingham
 B.A., University of Alabama Birmingham

Cunningham, Felecia (*since 2003*)
Instructor, Biology & Environmental Science
 J.D., Samford University
 M.S., Alabama A&M University
 B.A., Talladega College

Curry, Aubretta (*since 2011*)
Assistant Professor, Education
 Ph.D., University of Alabama at Birmingham
 M.A.E., University of Alabama at Birmingham

Daniel, Alana (*since 2009*)
Instructor, Business
 MBA., Troy University
 B.S., University of Alabama at Birmingham

Dawson, Carol (*since 2008*)
Instructor, Biology
 Ph.D., University of Alabama
 B.S., Alabama State University

Dharmalingham, Phrahad (*since 2006*)
Instructor, Natural Sciences
 Ph.D., The Indian Institute of Science

Divine, Angelia (*since 2010*)
Instructor, Business
 M.B.A., Samford University
 B.S., Miles College

Duff-Newsome, Yolanda (*since 2005*)
Assistant Professor, Elementary Education
 M.A., University of Alabama at Birmingham
 B.A., Miles College

Duncan, Velma (*since 2002*)
Instructor, Developmental English
 M.A., University of Montevallo
 B.A., Miles College

Ene-Korubo, Omobolaine (*since 2011*)
Instructor, Criminal Justice
 M.S., University of Alabama at Birmingham

Fagan, Harriet (*since 2009*)
Instructor, Criminal Justice
 M.A., University of Alabama
 B.S., Alabama State University

Fisher, Alison (*since 2009*)
Instructor, Freshman Studies
 M.ED., Alabama State University
 B.S., Miles College

Green, O. Jerome (*since 2005*)
Visiting Faculty
Division of Communications
 M.A., Ohio State University
 B.A., Miles College

Greenberg, Martin (*since 2012*)
Professor, Criminal Justice
 Ph.D., University of New York

Hardy, Misty (*since 2002*)
Instructor, Management
Coordinator, Bachelor of Science in Management
 M.S., Troy University at Montgomery
 B.S., Miles College

Harrison, Randall (*since 2002*)
Assistant Professor, Mathematics
 Ph.D., University of Alabama
 B.S., Wake Forest University

Hawkins, Jemmie P (*since 2008*)
Assistant Professor
Coordinator of Music
 Ed.D., Samford University
 Ed.S., Samford University
 MMUED, Samford University
 BME, Birmingham Southern

Haynes, Shana (*since 2003*)
Instructor, Biology
 M.S., Alcorn State University
 B.S., Alcorn State University
 B.S., Miles College

Hill, Ethel (*since 1987*)
Instructor, Natural Sciences
 A.A., University of Alabama at Birmingham
 M.A., Mississippi State College for Women
 B.S., Miles College

Hillman, Damian (*since 2007*)
Instructor, Physics
 M.S., Fisk University
 B.S., Alabama A&M University

Hillman, Damon (*since 2007*)
Instructor, Mathematics
 M.S., Fisk University
 B.S., Alabama A&M University

Horne, Haynes (*since 2005*)
Instructor, English
 Ph.D., University of Minnesota
 M.A., University of Alabama at Birmingham
 B.A., University of Alabama at Birmingham

Horn, Deborah T. (since 2009)

Chair/Professor, Education

Ed.D., University of Alabama at Birmingham

Ed.S., University of Alabama at Birmingham

B.S., Alabama State University

Huang, I-Hsuan (since 2010)

Assistant Professor, Music

D.M.A., Rutgers University of New Jersey

M.A., New England Conservatory

Ideh, Gabi (since 2001)

Assistant Professor,

Computer and Information Sciences

M.S., University of Alabama at Birmingham

B.S., Detroit Institute of Technology

Johnson, Alicia (since 2010)

Instructor, Theatre

M.F.A., University of Alabama

B.S., University of Alabama

Johnson, Melissa (since 2011)

Instructor, Speech

M.A., Andrews University

Jones, Percy (since 2008)

Instructor, Reading

M.A., University of North Alabama

B.S., Wilberforce University

Kariuki-Mwangi, Benson

Professor, Accounting

DBA, Nova Southeastern University

Further Studies: William Patterson University and

Mississippi State University

Khan, Irshad (since 1992)

Professor, Economics

Ph.D., Stanford University

B.C., Dacca University

King, Berkley (since 2009)

Instructor, Environmental Science

M.S., Samford University

B.S., Miles College

Lamar, Edgar (since 1972)

Instructor – Freshman Studies

M.A., University of Alabama at Birmingham

Langie, James (since 2007)

Instructor, Natural Sciences

Ph.D., University of Alabama at Birmingham

Lester, Kristen (since 2001)

Instructor, English

M.A., Mississippi State University

B.A., Mississippi State University

Maples, Kwoya (since 2010)

Instructor, English

M.F.A., The University of Alabama

B.S., University of Alabama

Martin, Johanna (since 2004)

Instructor, Accounting

M.B.A., Samford University

M.ACC., Samford University

B.S., Miles College

Mayfield, Sarah (since 2008)

Instructor, English

M.A., University of Kentucky

BGS, University of Kentucky

McKinney, David (since 2008)

Instructor, Speech

M.A., University of Alabama at Birmingham

B.S., Troy University

Melton, LaToya (since 2010)

Instructor, Social Work

M.S.W., University of Alabama

B.A., Stillman College

Mishra, Dighambar (since 1981)

Professor, Political Science/Public Administration

Chair, Social and Behavioral Sciences

Ph.D., University of Alabama

M.P.A., University of Alabama

B.A., Ravenshaw College

Further Studies: Utkal University

Mishra, Josna (since 1981)

Professor, Social Sciences

Ed.S., Samford University

M.A., The University of Alabama

B.A., G.M. College

Further Studies: Utkal University

Mohan, Annette (since 2011)

Assistant Professor, Education

Ph.D., University of Alabama at Birmingham

M.A., Norfolk State University

Moore, Eileen (since 2008)

Instructor, History

M.A., University of Alabama at Birmingham

B.A., University of Alabama at Birmingham

Further Study: University of Alabama at Birmingham

Moore II, Walter (since 2008)

Instructor, French and Spanish

M.A., The University of Alabama

B.A., The University of Alabama

Further Studies: University of Texas

Morgan, John (*since 1999*)

Associate Professor, History

Ph.D., Loyola University of Chicago

M.A., Loyola University of Chicago

B.A., Loyola University of Chicago

Morris, III, Charles N. (*since 2011*)

Instructor, Developmental Mathematics

M.S., California Polytechnic State University

B.S., University of California at Davis

Moss, Darren (*since 1999*)

Instructor, Biology

M.S., Alabama A&M University

B.S., Miles College

Nevett, Melvin (*since 2001*)

Instructor, English

M.A.Ed., University of Alabama at Birmingham

B.A., University of Alabama at Birmingham

Further Studies: The University of Alabama

Newton, Jr., Demetrius (*since 2002*)

Instructor, Communications

M.F.A., Howard University

B.S., Tuskegee University

Nunn, Barbara (*since 2000*)

Assistant Professor, Social Sciences

M.A., Brown University

B.A., Skidmore College

Further Study: Brown University

Peebles, Marilyn (*since 2004*)

Assistant Professor, History

M.A., University of Alabama

Patton, Walter (*since 2009*)

Instructor, History

M.S., University of Alabama

B.A., University of Alabama

Player, Genesis (*since 2009*)

Assistant Professor, Social Work

Program Director

MSW, University of Alabama

BSW, Miles College

Pierce, R. Marian (*since 2006*)

Instructor, English

Director Center for Writing Across Miles

M.A., University of Alabama

B.A., University of Montevallo

Porter, Shane (*since 2009*)

Instructor, Music

M.S., Troy University

B.M., University of Alabama

Powell, Jr., Stanley (*since 2008*)

Instructor, Communications

M.A., Bircham International University

B.S., University of Montevallo

Further Study: Ellis University

Randall, Ruth (*since 2008*)

Instructor, Music

AD, Cincinnati Conservatory of Music

BMA, Birmingham Southern College

Reed, Juliet (*since 2009*)

Instructor, English

M.Ed., Alabama State University

B.A., Miles College

Riasati, Mohammad (*since 2000*)

Instructor, Mathematics

M.S., University of Alabama at Birmingham

B.S., University of Alabama at Birmingham

Richardson, Yvette

Associate Professor, Education

Ed.D., The University of Alabama

Ed.S., Samford University

M.S., Samford University

Robinson, Jr., Gary (*since 2009*)

Instructor, Computer and Information Sciences

M.S., University of Tennessee

B.S., Miles College

Salary, Veronica (*since 2002*)

Instructor, Education

M.A., Michigan State University

B.S., Miles College

Further Studies: University of Alabama at Birmingham

Schinasi, Carl (*since 2001*)

Assistant Professor, English

M.A., SUNY at Stony Brook

B.A., University of Wisconsin

Further Studies: SUNY at Stony Brook

Scott, Roderick (*since 2003*)

Instructor, Economics

M.B.A., Dartmouth College

B.A., Yale University

Sharp, Efrem (*since 2002*)

Instructor, Computer and Information Sciences

M.S., University of Alabama at Birmingham

B.S., Tougaloo College

Sloan, Emma (*since 1971*)

Instructor, Freshman Studies

M.Ed, Alabama State University

Snead, Tiffanie (*since 2011*)

Instructor, Education

Ed.S., University of Alabama at Birmingham

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