MILES COLLEGE
COLLEGE CATALOG 2026-2029

EFFECTIVE FALL 2026

MILES COLLEGE

WHERE EXCELLENCE MEETS TRADITION

Miles College
2026-2029
Academic Catalog

Effective Date: Fall 2026

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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.

The 2009-2013 to 2024-2029 catalogs can be found here.

Archives of past catalogs are located in the Office of Academic Records. Individuals may request information from catalog years no longer published on the website by contacting the Office of Academic Records at 205-929-1422 or by email

Catalog Home

5500 Myron Massey Boulevard Fairfield, AL 35064
(205) 929-1000

www.miles.edu

Institutional Memberships

Accreditation Council for Business Schools and Programs (ACBSP)
American Association of Colleges for Teacher Education (AACTE)
Alabama Association of Colleges for Teacher Education (ALACTE)
Alabama Association of Collegiate Registrars and Admission Officers (ALACRAO)
American Library Association (ALA)
Alabama Library Association (ALLA)
Council for the Accreditation of Educator Preparation (CAEP)
Council on Social Work Education (CSWE)
HBCU Library Alliance
National Association for Equal Opportunity in Higher Education (NAFEO)
National Collegiate Athletic Association (NCAA)
Network of Alabama Academic Libraries (NAAL)
Southern Intercollegiate Athletic Association (SIAC)
The Birmingham Area Consortium for Higher Education (BACHE)
United Negro College Fund (UNCF)

Institutional Accreditation

Southern Association of Colleges and Schools Commission of Colleges (SACSCOC)
Now called The Commission on Colleges and Universities

On Thursday, June 11, 2026, the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges, Inc., voted to market its accreditation services under the trade name "The Commission on Colleges and Universities," effective September 1, 2026, to more accurately reflect the global reach of its operations.

Miles College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees. Miles College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Miles College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Institutional Leadership

President Bobbie Knight

Administrative Cabinet

Dr. Tonya B. Perry
Provost and Senior Vice President, Academic Affairs and Institutional Research and Effectiveness

(Vacant)
Vice President, Student Affairs and Student Life

Mr. Fred Watson
Vice President of Intercollegiate Sports

Diana Knighton
Senior Vice President, Finance and Administration, CFO

Dr. Jarralynne Agee
Senior Vice President, Strategic Initiatives

Erskine Faush
Vice President, Institutional Advancement

Dr. Leroy Hamilton
Senior Vice President, Enrollment Management and Academic Success

Academic Units

Dr. Mohit Anand, Chair
Division of Business and Accounting

Dr. Lynn Kirkland, Chair
Division of Education

Dr. Rozina Johnson, Chair
Division of Humanities & Communications

Dr. Felecia Cunningham, Chair
Division of Natural Sciences and Mathematics

Dr.. Nia Cotchery, Chair
Division of Social and Behavioral Sciences

Dr. Kesha James, Dean
Online Education, Continuous Education and Workforce Development

Dr. Gloria D. Hayes, Dean
Department of Academic Foundations

Dr. Yvette Richardson, Dean
General Education Curriculum

Ms. Candice Hardy, Director
Learning Resources Center

Mrs. Joyce Dugan Wood, College Registrar
Office of Academic Records

Mr. Jean Jeanfaud, Director
Office of Admissions

Ms. Byranda Bandy, Director
Office of Financial Aid

General Information

HISTORICAL SKETCH. The College is a four-year accredited, liberal arts college that enrolls more than 1500 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 represent many different denominations. The curriculum is formally and informally undergirded by attention to morality, ethics, and to the perpetuation of Christian Values.

The efforts to start a college began in 1873 with Bishop Miles suggesting that his colleagues and other leaders should select some schools and sites and present them to the General Conference of 1874. In 1898, the Alabama Conference of the Colored Methodist Episcopal Church established a high school in Thomasville. Two annual conferences of the CME in Alabama, the North Alabama Conference, and the Alabama Conference voted to establish a college and formed a 30- member Board of Trustees who made up the Trustee Board of Miles College. 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 1903, the Board of Trustees decided to expand the scope of the school's curriculum by implementing collegiate-level courses. In 1905, articles of incorporation were developed and the Department of State of Alabama was petitioned for charter. It was granted in the name of Miles Memorial College in honor and as a memorial to the first Bishop of the CME Church, Bishop William Henry Miles. In 1906, Miles College graduated the first two graduates. In 1941, the Trustees voted to change the name of the institution to Miles College.

It is from this effort in all of its history, from the clay of Thomasville, Alabama, to the vision of the members of the CME Conferences in 1898 that Miles College came to exist on its current campus and to its current stature.

For over 120 years of survival in a difficult environment, Miles College has held steadfast in its goal of providing a quality college education while challenging and molding the minds of future leaders. During our centennial celebration, we observed our rich heritage as Metropolitan Birmingham's only senior Historically Black College and the impact it has made in the lives of more than 8,000 alumni of Miles College including two mayors of Birmingham, judges, physicians, business leaders, legislators, and teachers.

The College has had fifteen Presidents with the current President, Bobbie Knight serving as the 15th President.

James A. Bray, 1907-1912
William A. Bell, 1912-1913
John W. Gilbert,1913-1914
George A. Payne, 1914-1918
Robert T. Brown, 1918-1922
George L. Word, 1922-1926
Mack P. Burley, 1926-1931
Brooks Dickens, 1931-193
William A. Bell, 1936-1961
Lucius H. Pitts, 1961-1971
W. Clyde Williams, 1971-1986
Leroy Johnson, 1986-1989
Albert J. H. Sloan, II, 1989-2005
George T. French, Jr., 2005-2019
Bobbie Knight, 2019 to present

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

MISSION STATEMENT: Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church. Through dedicated faculty and staff, the College cultivates students to seek knowledge that leads to intellectual and civic empowerment. Students are transformed through rigorous study, scholarly inquiry, and spiritual awareness, thereby enabling graduates to become responsible citizens who help shape the global society.

VISION STATEMENT: Miles College is an institution of academic excellence whose students, graduates, and faculty contribute to the intellectual and professional vitality of a broader community, exhibit technological sophistication, and value the renderings of art in all its forms. The College serves increasingly diverse students and gains recognition for global partnerships that assure cultural awareness. Student and faculty involvement in international studies and global intelligence will preface the College emerging as a magnet for regional discourse in public policy and global awareness. Academic course offerings will include masters level courses delivered through a variety of pedagogic delivery mechanisms that appeal to a wide range of student needs. The course offerings are a catalyst for continued growth in the number of students served. Miles College functions as the archetype for colleges and universities throughout the United States and global community to engage in the study, discourse, and application of solutions for human problems throughout the world. Students, who engage in the Miles College experience, demonstrate a commitment to excellence, continuous improvement, and service to others through regular gifts to the dynamic academy that Miles College has become.

2023-2028 Strategic Goals:

Strategic Goal # 1: To offer a broad range of high quality programs through teaching and learning
Strategic Goal # 2: To recruit and retain appropriately qualified and highly effective faculty and staff
Strategic Goal # 3: To build programs to enhance student life
Strategic Goal # 4: To provide a sound financial base to support the institution
Strategic Goal # 5: To attract a more diverse campus community
Strategic Goal # 6: Transform campus with new and improved infrastructure, facilities, and technology, which includes instruction and learning
Strategic Goal # 7: Respond to the most urgent needs of local, state, national, and international constituents to foster collaboration and mutually beneficial relationships

Admission Information

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- Transfer Students
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- Advanced Placement
- Placement Test
- Scholarships
- Orientation and Advising
- Catalog Year and Readmission
- Catalog Year Expiration
- Statute of Limitation
- False or Fraudulent Statements

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.

Admissions Procedures

Prospective students planning to enter the College should apply online at www.miles.edu. In addition, the student needs to provide one of the following: either an official high school/college transcript, high school diploma, General Education Development (GED) transcript. 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. Admission applications are available on the College website: www.miles.edu.

General Education Diploma (GED)

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

Readmission for Returning Students

All students who have not registered for 2 or more consecutive semesters (not including summer term) and not attended another institution prior to return must submit an application for readmission and pay a readmit fee (Refer to Statement of Expenses for fees).

First Time Freshman (Undergraduate)

A student who has no prior postsecondary experience (other than high school Dual Enrollment) attending any institution for the first time at the undergraduate level. Prospective students planning to enter the College should apply online at www.miles.edu. In addition, the students need to provide one of the following: either an official high school/college transcript, high school diploma, or General Education Development (GED) transcript. 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. Admission applications are available on the College website: www.miles.edu.

Transfer Students

A transfer student is any student entering the College for the first time but known to have previously attended a post- secondary institution at the same level. 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 (with exception according to certain programs) and to courses equivalent to those offered at Miles College. An official high school transcript and test scores are required for students who have earned fewer than 30 semester hours at the previous institution.

Non-Degree Seeking (Unclassified) Students

A non-degree seeking student is a student registering for courses without becoming a candidate 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 be enrolled as a transient student at Miles College. The student may secure permission from that institution to enroll at Miles College for one term only. Transient students must submit an application for special admission and a completed Transient Student Form from their parent institution prior to admission. Enrollment as a transient student in no way implies future admission as a regular student at Miles College.

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).

Advanced Placement

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

Students enrolled in high school with 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 is strongly encouraged for all students attending college for the first time. Students without official ACT or SAT scores are required to take the Accuplacer Placement Test. This assessment is designed to test knowledge in English, Mathematics, and Reading. Questions are given in each subject area to test the level of placement.

Scholarships

Institutional scholarship information is available for students. *(Refer to Financial Information.)*

Orientation and Advising

New students enrolling in the College are required to participate in an orientation program that will assist them with their transition to Miles College. Prospective students who have questions not specific to admission requirements before enrolling may contact the Counseling, Advising, and Testing Center for assistance.

Catalog Year and Readmission

Students who have been **inactive** for 4 or more years or students who have transferred or attended another institution since enrolling at the College, will be readmitted under the current catalog year in effect at the time of readmission.

Catalog Year Expiration

Students are guided by the catalog year of their initial admission to the College. The program of study is guided by the catalog year in which the student chooses a major discipline. Students who are continuously enrolled have **6 years** to complete a degree program under the catalog year they were admitted to the College. Students who do not complete degree requirements in 6 years, may be subject to degree requirements under the next or most recent catalog in effect.

Statute of Limitation

All students who have not registered for 4 or more consecutive years are required to follow all regulations and requirements being enforced at that time of re-enrollment. All official transcripts from each subsequent institution of higher education should be submitted. Before readmission is granted, the returning students should give specific reasons for their absence.

False or Fraudulent Statements

In addition to any other penalties which may be imposed, an individual may be denied admission or further registration and the College may invalidate transferred college credit work done by a student based upon such credit if it finds that the applicant has made false or fraudulent or incomplete statements (omissions) in his or her application.

Financial Information

Explanation of Student Fees

College expenses consist of basic charges, special charges, other required fees and deposits, charges for books and materials, and personal expenses. The cost to students for these expenses are outlined in this section. Special charges and fees are assessed in addition to basic charges.

All students are expected to meet their financial obligations to the College prior to or at the time of registration before the late registration period begins. Student account information is made available through the College's student information management system- Bearsden. Students may access their Bearsden accounts on-line at www.miles.edu with valid User ID and PIN number. Students who have satisfied their financial obligations each term with the College will be considered clear to register and validate their class schedules.
NOTE: The College reserves the right to change charges and fees listed without prior notice.

Students enrolled in courses totaling fewer than 12 semester hours will be charged tuition at the rate of **$490.00** per semester credit hour. A charge of **$490.00** is charged per semester hour of credit beyond 18 hours. Each student engaged in student teaching must furnish or arrange for his/her own transportation to and from the teaching location and for other incidental expenses. Such arrangements are subject to approval by the Coordinator of Field Experiences.

The Summer Term statement of expenses will be published on the College's website and can also be obtained by calling the College Business Office when it is released.

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.
Payments of all charges 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 College's installment plan which is administered through the Business Office. A student requesting an installment plan agreement is required to complete, sign, and comply with terms of said agreement. Once the student's final balance is determined, four equal installments are calculated and payable each month during the enrollment period. An initial amount may be required to enter into a plan. Installment payments are due each 15th of the month September through December for the fall semester and January through April for the Spring semester. Failure to keep payments current may necessitate account holds and collections.

Orientation Fee: New applicants applying for admission are required to send a non-refundable Orientation Fee of **$125.00** after he/she has been admitted to the College. This fee is a service charge covering administration, supplies, paraphernalia, and activities associated with Orientation expenses.
RE-Admit Fee: Students who have been previously enrolled (Re-Admits - students who have not enrolled for the last **two** consecutive semesters) are required to submit a **$125.00** Re-Admit fee.

Transient Student Fee: Students who are enrolled at other institutions and want to enroll for one semester at Miles College are required to submit a **$25.00** Transient fee.

Residence Hall Reservation Deposit Fee: All continuing students who anticipate residing in a Campus Residence Hall for a subsequent year must submit a $100 housing reservation fee. This fee will be applied to the student's account for the following fall semester.
Housing Application Fee: All new residence hall occupants are required to pay a non-refundable housing application fee of $150.00 before a room assignment is made.

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 (The first day of class is considered the start of late registration).
Meals and Rooms: Meals are served cafeteria style in the College cafeteria. On-campus students are required to purchase meal plans and are charged **$3,388.00** for a period of two semesters. The charge for meals is made to each resident at a semester rate of **$1,694.00** for the first semester and **$1,694.00** for the second semester. **Apartment residents with an approved 2-semester lease will not automatically be charged for meals** (apartments are furnished with stove/refrigerator). Two-semester lease applicants have the option of paying for the meal plan.

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 Director of Student Housing. Students residing in Campus-based apartments/housing must sign a lease agreement. Utilities are included in the rental rate.

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 and a limited number of copies.

College Center. This fee covers a portion of operating costs of the Norton Student Union Building, the Student Center, 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 free admission to all home athletic events. Students may use their I.D. Card to attend football, basketball, baseball, and volleyball games and tennis match

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 of the College's students.
Computer Center. This fee covers in part the cost of the Computer Labs located throughout the campus.

Books and Supplies. The Electronic Textbook fee is $200 per semester.

Campus Technology Fee. This fee supports the enhancement of instructional technology throughout the campus. Which includes WIFI, classroom technology, student media, printing centers and technical support for students. $130

Special Examination Fee. The application fee for the administration of an examination is $25.00.

Online Technology Fee. The technology fee for Online Courses is $60 per Class per Semester.

Auditor's Fee. The privilege of auditing courses is extended to any student in good standing with the consent of the Division Chair of the audited department and the Dean of Academic Affairs. Persons desiring to audit courses are required to register and pay a fee of $490.00 per course, plus a $25.00 administration fee. No credit will be awarded.

Graduation Fee (baccalaureate degree): Contact the Business Office

Fees include rental of cap, gown and hood. Graduation fee should be paid one month before the date of graduation and/or upon receipt of the senior graduation checklist from the Registrar's Office.

Miscellaneous Fees

Replacement of Identification Card	$25.00
Transcript Fee (first copy free to graduates only)	$25.00
Returned Check Fee	$35.00

Making Payments

Payments can be made payable to Miles College c/o Business Office in person, online via milescollegeepay.weebly.com or by mail. Payments should be sent in the form of money orders, cashier's or certified checks or personal checks. Do not send cash in the mail.

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 to whom the payment is intended. Students presenting checks to 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.

Refunds of Fees

The effective date of a withdrawal and refund, if any, is the date the formal application is filed in the Registrar's Office or in case of withdrawal by mail, the official postmark date. If a student withdraws during the semester or Summer Term, a portion of fees is refunded in accordance with the following schedule:

Tuition Refund

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 TERM

Withdrawal within the first	25%
Withdrawal after the first week	0%

Special Charges Refund - No Refund

The first day of the semester is the first official day of class as indicated on the College's calendar. If a refund is due to the student under the College's refund policy and the student received financial aid under Title IV (student financial assistance program, other than College Work-Study Program), a portion of the refund is returned to Title IV funds. *See Refunds in the Student Financial Assistance section of the catalog*.) The College's refund policy is subject to change to conform to the United States Department of Education Refund Regulations.

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 withdrawal.

Student Financial Assistance

- General Information.
- Student Financial Assistance Programs
- Other Financial Assistance Programs
- Satisfactory Academic Progress Determination

Financial Aid is granted to assist students in paying for their college education. The College strongly believes that a student should be afforded an opportunity to receive a quality education and not be denied due to the lack of adequate funds. Need is one of the eligibility criteria considered in the determination of Federal and State Aid.

General Information

Students seeking financial assistance, including scholarships and grants through the College, are required to submit the Free Application for Federal Student Aid (FAFSA) to the Federal processing center. The FAFSA becomes available each year on October 1st. Students must re-submit financial aid applications each school year in order to be considered for financial aid. Applicants must include the Miles College School Code (001028) so that the College can receive the processed results. Students who are legal residents of Alabama (defined by the State of Alabama) must also complete the Alabama Student Grant Application. For priority consideration, the results from the FAFSA must be filed with the Federal Processing Center starting October 1 for the upcoming academic year (e.g. October 2021 for the 2022-23 academic year). Summer School aid applications should be received by March 1. The FAFSA should be filed as soon as possible after October 1 to ensure that a report reaches the Financial Aid Office to allow sufficient time for the office to review and assist in making needed corrections. Applications received after the above dates will be acted upon in a program having limited funding only if funds are available at the time the completed application is received.
Financial aid at Miles College is awarded to students who are in pursuit of a bachelor's degree. Once the requirements for the program of study have been completed, the student is no longer eligible for financial aid for that degree program. Students are encouraged to limit the times they change their major since this can cause a student to meet or exceed the 150% or 6-year maximum time frame for which federal financial assistance can be granted. Aid from the State of Alabama has a maximum time limit of 125% or 5 years.
The College considers all available financial aid sources when determining financial aid award packages. Students are awarded financial assistance based on the cost of attendance as set by the Institution in compliance with Federal guidelines. The cost of attendance includes the amounts needed for tuition, mandatory fees, room and board, books and supplies, and miscellaneous educational expenses. Note: Financial aid budget increase requests require special consideration and should be received in the Office of Financial Aid at least two weeks before the beginning of each semester for timely processing. The request must explain and

document the need for the increase.
The maximum amount of any Scholarship/Grant-in-Aid awarded by the College is restricted to the parameters of the cost of attendance budget as determined by the Institution. The budget includes any combination of other forms of financial aid such as Federal Grants, Student Grant, other 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 was reported on the application for federal aid) are required to complete the verification process before aid can be awarded. Miles College will make adjustments to your financial aid award package as deemed necessary to maintain compliance with federal/state/institutional/other resource guidelines. Revision notifications will be delivered by any standard communication method used by the College.
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 and the date last attended or the last date of submitted assignments.

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, the student 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 costs incurred.

Student Financial Assistance Programs

Institutional Scholarships

Scholarship awards vary in size and cover educational expenses as outlined in the scholarship's description provided by the Scholarship Chairperson. 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. **Miles College offers scholarships to all students regardless of their veteran status**. 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 is 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.**

President's Scholarship. Recipients who qualify must have a GPA of 3.70 and a minimum SAT score of 1160 or an ACT composite score of 24. The award covers tuition, 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 up to three years and a class load of 15 hours per semester.

Dean Scholarship. Recipients who qualify must have a GPA of 3.2 and a minimum SAT score of 1020 or an ACT composite score of 20. The award amount is $5,000 and is renewable for up to three years 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.

Bridge Scholarship. Required High School/College GPA 2.75. The award amount is $2,500 and is renewable for up to three years. The amount of this award may vary depending on the student's aid from other sources.

Presidential Discretionary Scholarship. Recipients are selected by the President of the College. The award amount varies each year and may cover tuition, comprehensive fee, and room and board for residential students. Other aid sources are considered as well to determine the student's award package. Additional annual awards are at the President's discretion.

Athletic Grant-in-Aid. Recipients who are selected must be eligible to participate in the NCAA Division II Intercollegiate Athletic Program. The amount of these awards may vary depending on the student's aid from other sources. Awards may cover tuition, fees, 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, SIAC, 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.

Performance Grant-In-Aid. Recipients who qualify are those whose training or ability enables them to play in the College's Band, sing in the Choir, or perform as a College Cheerleader. For additional information contact the Band Director, Choir Director, or Cheerleader Sponsor.

Employee Educational Assistance Program. Educational assistance i.e. Staff Aid is available to all full-time employees and their qualified dependents that desire to further their education at the College. Class loads not to exceed six semester hours per semester are supplemented up to 100% for faculty and staff members who have completed one year of service at the College. Spouses and naturally born or legally adopted children who are unmarried dependents of full-time faculty and staff members may enroll full-time or less per semester. To be eligible to receive this supplemental assistance, federal and state financial aid applications must be filed and completed annually and a "C" or
2.0 GPA must be maintained. Any person in default on any loan will not be eligible for Staff aid. Since this is a supplemental tuition waiver, funded by the Institution with no cash value, employees, spouses, and qualified dependents must be eligible to receive Federal aid. The tuition waiver will only pay the remaining balance after the federal and state aid is determined. To apply, an employee educational benefit form must be completed at least one month prior to registration each semester and submitted to the Director of Human Resources. Benefits are contingent upon continued employment. If employment is terminated for any reason, ONLY the current semester will be honored.

Delta Sigma Theta Sorority Scholarship. The Birmingham Alumnae Chapter of the Delta Sigma Theta Sorority, Inc. gives 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.

United Negro College Fund Scholarship. Scholarship funds are available to prospective/continuing students at Miles College. Requirements for each type of UNCF scholarship are set by UNCF. UNCF personnel make the selection of the award recipient and notify the recipient and the College.
New students applying for UNCF scholarships must submit an application for admission, their academic transcripts, and their SAT or ACT scores to and enroll at Miles College. In addition, each new or continuing applicant must complete and submit the Free Application for Federal Student Aid listing Miles College as the recipient.
Applicants must complete a scholarship/grant application form at www.uncf.org.

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. The UAB Army ROTC awards two and three-year scholarships to hundreds of students each year, based solely on merit. Qualify, and you could receive a full scholarship for tuition and educational fees, plus money for books and a monthly allowance to help cover the day-to-day costs of college. For additional details, contact UAB Army ROTC at (205) 934-8749 or email: roo@uab.edu. Samford Air

Force ROTC scholarships are extremely competitive. To ensure you are a top candidate make sure that you have the highest GPA possible, score well on the ACT or SAT, and stay physically fit to pass the Physical Fitness Assessment (PFA). For additional details, contact the Recruiting Flight Commander, Detachment 012, Air Force ROTC at (205) 726-2859 or email det012@us.af.mil.

The Johnny Morrow Memorial Scholarship. This scholarship is donated by the Morrow family in memory of their late brother, Johnny Morrow, a Miles College graduate. The scholarship is given annually for the purchase of textbooks to two students who have demonstrated a financial need. Recommendations are made by the College Scholarship Committee.

Federal Financial Aid Programs. Students seeking financial aid assistance through the Department of Education's federal student aid programs must apply using the (FAFSA) Free Application for Federal Student Aid at www.studentaid.gov. Miles School Code (001028). The College administers the Federal Student Aid Programs in accordance with Federal rules and regulations.

Federal Pell Grant Program (PG). Federal Pell Grants are awarded to assist undergraduates (1st Bachelor's 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. To determine eligibility, students must apply for a Federal Pell Grant using the (FAFSA). The amount of each Pell Grant award per term will depend also on your enrollment status per credit hour load. Award amounts vary based on full-time, three-quarter-time, part-time, and less than part-time. Changes in the law affect Federal Pell Grant awards, this change limits the total number of years a student may receive a Federal Pell Grant to the equivalent of six years (12 semesters = 600%).

Federal Supplemental Educational Opportunity Grant (FSEOG). Federal Supplemental Educational Opportunity Grants are "campus-based" federal assistance, which is available to undergraduate students (1st Bachelor's degree students) who have demonstrated a financial need. This grant amount varies up to $4000 and depending on the need, the availability of Federal SEOG funds at the College, and the amount of other aid offered. A recipient must be eligible for a Federal Pell Grant to receive this aid, provided funds are available. Funds are generally not sufficient to meet the needs of every eligible student; and Pell Grant recipients with the lowest EFCs are considered first.

Federal Work-Study Program (FWSP). The Federal Work-Study Program provides jobs for students who have demonstrated a financial need to earn money to pay 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). Federal Work Study Recipients will be notified by mail of their job assignments from the Federal Work-study Coordinator. This is a JOB established by the College, and Work-Study payroll payments are processed on a monthly basis each semester.

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 full-time load (minimum of 12 hours).

William D. Ford Federal Direct Subsidized/ Unsubsidized Student Loan Program. These are low-interest rate loans made to students by the U.S. Department of Education to help pay for their education after high school. Sub and unsubsidized loan amounts vary based upon the student's academic classification, annual loan limit, and aggregate loan maximum. Unsubsidized loans are not based on financial need. Interest is charged throughout the life of the loan and the student borrower may choose to pay the interest charged on the loan or allow the interest to be capitalized (added to the loan principal). Federal Direct Loan borrowers taking their first loan on or after July 1, 2013, may qualify for a subsidized Direct Loan for a maximum of 150% of the length of their academic program. Subsidized loan eligibility is limited to 6 years in a 4 year program. Students reaching this limitation could receive unsubsidized loans if eligible. Eligibility for a Federal Pell Grant must be determined before a Direct Loan is awarded. To accept and have a Direct Loan disbursed to the student's school account, Federal Direct Loan Entrance Counseling and Master Promissory Note must be

completed at www.studentloans.gov.

William D. Ford Federal Direct Parent Loan for Undergraduate Students Program (PLUS). Plus loans are made to the parents of dependent undergraduate students and are not to be confused with Graduate Plus loans. The PLUS is not based on financial need and is limited to a parent borrower for a dependent student attending at least half-time. A parent is currently defined as a person's natural or adoptive mother or father, or the step-parent married to the custodial parent. Parents are required to pass a credit check. PLUS loans carry a fixed interest rate and an origination fee. The parent who completed the FAFSA application and has an FSA ID can apply. Certain parent borrowers may also be required to complete federal PLUS loan counseling; however, the U.S. Department of Education will provide the notification if this counseling requirement must be met.

State Financial Aid Programs. The College administers the state student aid programs in accordance with state and federal rules and regulations. Students seeking financial aid assistance through state financial aid programs must follow the College's policies and procedures and state aid application guidelines to be eligible.

Alabama Student Grant Program (ASGP). The Alabama Student Grant Program was established for undergraduate, non-sectarian, secular education at independent, non-profit, post-secondary institutions of higher learning located within the State of Alabama. This is not a need-based program. Grant amounts vary from year to year based on the availability of funds. Students who are residents of the State of Alabama are required to apply for this Grant. Applications are sent to those who qualify or may be obtained from the Financial Aid Office or from www.miles.edu.

Alabama Student Assistance Program (ASAP). This is a "need-based program" which 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. The State Student Assistance Program determines the amount to be allocated to each eligible school. Student assistance can vary in size but not exceed $5,000 per year.

State Vocational Rehabilitation Program. This 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 Financial Assistance Programs

Veteran's Benefits. 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 School 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. Eligible federal and state veteran benefit programs include Federal Tuition Assistance (TA), Chapter 31, Chapter 33/Post 911, Chapter 35, 1606, 1607, REAP, VA Vocational Rehabilitation, and Alabama GI Dependents Scholarship Program.

COVERED STUDENT POLICY - Students will be permitted to attend and/or participate in the course of education during the period beginning on the date on which the student provides to the College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from the Veterans Administration is made to the College.
- 90 days after the date the College certified tuition and fees following the receipt of the certificate of eligibility.

The College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other college facilitates, or the requirement that a covered student borrow additional funds, on any covered student because of the student's inability to meet his or her financial obligations to the College due to the delayed disbursement funding from VA under chapter 31 or 33.

Complaint Policy for Students Receiving VA Education Benefits. For students receiving VA education

benefits, any complaint against the school (Miles College) should be routed through the VA GI Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily. GI Bill® is a registered trademark of the
U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Federal and State Measurement of Satisfactory Academic Progress (SAP). Financial Aid recipients must maintain satisfactory academic progress as one of the criteria for receiving Federal/State Financial Aid. The federal requirements for making satisfactory progress are as follows:

1.0 **Quantitative** - the amount of course work students are required to complete which is defined as 67% of attempted/scheduled hours.

Attempted/scheduled hours include incompletes, withdrawals, repeated courses, transfer courses, remedial/developmental courses, failed & passed courses.

1.1 **Qualitative** - the grade point average students are required to maintain

Hours Attempted	Minimum Required GPA
0-29	1.6
30-59	1.8
60-89	2.0
90 and above	2.0

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 as stated in this section 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 coursework attempted. An "I" grade is intended to be only an interim course mark. A grade of "I" must be removed by the end of the next regular semester of enrollment.

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 scheduled hours.

Repeated Courses. Each time the student enrolls in a class, it is counted among the scheduled hours. The U.S. Department of Education requires that all classes taken must be counted in the determination of the student's positive movement towards receipt of the degree. In order to receive Title IV federal funds for a repeated course, a previously PASSED course may be repeated only **ONE TIME**. The student may receive Title IV federal funds for this repeated course only ONE TIME. If this passed course continues to be repeated more than once, for example, if you take a course and receive a C and take the course again and make a D, if you take the course a third-time Title IV federal funds will no longer pay for this repeated course.

Transfer Courses. All courses transferred into the College are counted among attempted/scheduled hours.

Remedial/Developmental Courses. The U.S. Department of Education does place a limit on the length of time a student has to complete a remedial/developmental course: the limit is one year. The U.S. Department of Education will not pay for a remedial/developmental course that takes more than one year to complete.

Failed Courses. 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 and eligibility still remains. Remember that Title IV aid recipients have a limited time to complete their degrees (150% of the published time for a degree's

completion [four years per current catalog]). Also that there are limits on the amount of money you are eligible to receive.

Passed Courses. Successfully passed courses may be paid for using Title IV aid one additional time after the initial taking of the class/courses (for students wanting to improve their grade point average).
Length of Time/ Maximum Time Limit. Under federal regulations, students are allowed 150 percent (1.5 percent) of the published length (hours needed to graduate) of the Program. This is measured in credit hours attempted/scheduled. All of the hours for which you transferred in, registered, and received a passing grade, failing grade, an incomplete, withdrawn, and/or repeated are counted. For instance, if an academic program requires 120 credit hours to complete the program, the maximum time frame established by Miles College for the student to complete the program cannot exceed 180 scheduled credit hours. Since different majors may 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. NOTE: 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.
2.0 State of Alabama's Satisfactory Academic Policy. 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 125 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. There is no appeal process for the State grant program.

Satisfactory Academic Progress Determination

The Measurement of Satisfactory Academic Progress is determined at the end of each academic term prior to the beginning of the next or subsequent term. If the evaluation reveals that a student is not making a positive movement towards a degree, the student is notified of their evaluation status and is given an opportunity to appeal if eligible. Financial Aid is also suspended when a student is on academic suspension or has been dismissed from the College.

To secure Title IV Federal Aid and/or State Aid eligibility again, the student must appeal to the Financial Aid Appeals Committee on or before the Appeal deadline.

Semester of Enrollment	SAP Appeal Priority Deadline
Fall	June 30
Spring	October 1
Summer	March 1

The student must follow these sap submission instructions:

A. Complete a SAP Appeal form to appeal the suspension decision of your financial aid.

B. Write a detailed letter explaining the following four things:

(1) The circumstances that prevented you from maintaining Satisfactory Academic Progress,

(2) The specific semesters that you experienced academic problems and withdrawals,

(3) How your circumstances have improved so that you may now be academically successful, and

(4) What corrective action has taken place or will take place to correct the past deficiencies.

C. Gather the appropriate documentation that supports the situation/circumstance described in your letter. All documents are the property of the Appeals Committee and will not be returned.

D. Apply for financial aid using the FAFSA at least six weeks before the Appeal Deadline.

E. Complete and submit SAP Appeal requirements by the Appeal Deadline to the Office of Financial Aid in person, by fax, email, or mail. Incomplete packets will not be reviewed by the Appeal Committee and may receive an Automatic Denial.

Sap Appeal Reinstatement Request Reasons.

Medical: Personal medical problem requiring extensive follow-up or care or accident/injury requiring hospitalization and recovery. Attach documentation from a medical professional.

Death/Illness: Death or illness of an immediate family member. Attach medical records, death certificates, obituary, etc.

Catastrophic Event: Fire, Tornado, Flood, etc. Attach documentation from a disaster relief professional. Military Service: Call to Military Active Duty with short response time. Attach Military documentation.

Second Degree, Double Major, or Change of Major: Attempted more than 150% credit hours due to working on a second degree, double major, or changed major. Attach Department Head's signed audited degree plan indicating how many hours and/or terms are required for graduation.

Other Circumstances: Circumstances beyond your control that occurred during the term for which you lost eligibility. Clearly state the circumstance (not listed above) in your appeal letter and provide appropriate documentation.

Students who appeal will be notified of the decision of the Satisfactory Academic Progress Committee within 30 days of the stated deadline for submitting their appeal.

If the appeal is DENIED, understand that decisions are processed on a case-by-case basis and the committee may deny any SAP appeal. The decision of the Appeal Committee is final. If the appeal is APPROVED, the following is required:

A. Complete and sign an Academic Success Plan with the SAP Coordinator;

B. Enroll in at least 6 credit hours as prescribed by the Academic Success Plan;

C. Maintain enrollment in all courses- Do **not** withdraw, drop, fail, or receive an incomplete grade;

D. Meet with the SAP Advisor for advisement as scheduled; and

E. Earn a minimum GPA of 2.0 = "C" average during the probationary term.

The Financial Aid Office will evaluate academic progress each term to determine if the student can continue to receive Federal /State Financial Aid.

Students must understand that if these requirements are not met, that their financial aid eligibility will be terminated and they will have to use their own resources to pay their cost of attendance bill until the satisfactory academic progress standards are met.

Academic Policies and Procedures

- Registration
- Student Records
- Registration Requirements and Procedures
- Major and Minor Disciplines
- Transfer to Major Program of Study
- Classification of Students
- Academic Standing
- Grading System
- Withdrawal from College
- Attendance Regulations
- Summer Term
- Transfer of Credits
- Transient Student
- BACHE Consortium Program
- Non-Degree Student
- Transcript Request
- Graduation Requirements
- Student Rights and Responsibility

The Office of Academic Records is the official custodian of student 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; submit semester schedule of classes and final examination schedules; and is responsible for the confidentiality, integrity, and security of student records.

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 Website, www.miles.edu.

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 create 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 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.

Registration in Saturday Module Courses. Weekend courses are available for students who seek alternative times and are generally employed. Students registering for courses offered during the Saturday modules must follow the calendar schedule designed for those specific courses. Courses begin and end outside the regular semester schedule (i.e., the first day of class, number of absences allowed, and drop and withdrawal dates vary). Although registration for these courses is required during the normal College schedule, enrollment in

these courses may require the student's attendance at a time before or after residential housing is available. Students should determine their ability to attend these courses before adding them to their schedule. All courses offered during the weekend modules are available to students on the regular fall or spring course schedule (see major paradigm).

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 the 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 officer for the College. Further information about policy and procedures with respect to the 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, Student Norton Building.
Graduation records and transcripts verifying attendance are located in the Office of Academic Records, Brown Hall.

Disability records are located in the Counseling Center with the Student Accommodation Services Counselor, Student Norton Building.

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 canceled are not liable for registration fees for the applicable term.
Students who on their own decision not to attend the College prior to the first day of class MUST 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 website. Applicable fees may incur depending on the date. *See Withdrawal.*

Reinstatement of Canceled Registration. Students whose registration has been canceled 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 program. 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 the 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.
Course Load. The normal full-time load for a student is 15 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 the 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 Provost and Senior Vice President of Academic Affairs on an individual basis by the division chairperson.

Although 12 hours is considered full-time, students taking more than 9 hours during the summer term 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 Provost and Senior Vice President of Academic Affairs on an individual basis by the division chairperson, additional fees will be applied. 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 an academic scholarship is 15 credit hours.

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. Courses considered in satisfying the "minor" must be approved by the division chairperson and Registrar. The same course may not satisfy both a major and minor requirement.

Major Discipline. Students who are degree-seeking must declare a major discipline. Students must formally declare a major by their sophomore year and must fulfill all the requirements of the major in order to obtain a

degree. Students may declare a major by completing the Declaration of Major form with the advisor and the Advising Center. *See Transfer to Major.*

Minor Discipline. Students who wish to declare a minor must formally declare by completing the minor form. Minors in a discipline require the completion of a minimum of 18 hours that have been outlined by the division. Students may confer with their advisor and the Advising Center regarding the declaration of a minor and the required courses. Most minor 18 hours are generally taken in addition to the regular program requirements.

Specializations. Students who are degree-seeking must declare a major. In addition to a major, students must now declare a specialization to accompany their major. The purpose is to enhance the degree and allow students to earn credits that further deepen their understanding of their future career. The specializations are taken within the regular program and are approved by the advisor before entrance into the program. Not all majors (Education, Social Work, etc.) can take a specialization because of the standardization required from the content accrediting bodies.

Transfer to Major Program of Study

Students who decide 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 Advising Center Policy and Procedure Manual.*

Classification of Students

Freshman	0 to 29 hours
Sophomore	30 - 59 hours
Junior	60 - 89 hours
Senior	90 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 - 29	1.60
30 - 59	1.80
60 - 89	2.00
90 and above	2.00

A student, whose course work becomes deficient, below a "C" average, is notified by mid-term.
Some academic majors require a 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.

Suspension (1-term) (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 and will be suspended through one regular semester (may not attend a prior summer term). Students who return from suspension will be

placed on probation (not on warning) and are limited to an enrollment of 12 hours.

Suspension (1-year) (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 (may not attend a prior 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

Grade of 'F' Defined.

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 education course may be allowed to repeat the course to raise the GPA. (an exception of "C" grade is required for EN 102, FYA 101, and developmental courses). 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.

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

Change of Grade Request

Ordinarily, the instructor of a course has the sole and final responsibility for any grade reported. Once the grade has been reported to the Registrar, it may be changed upon the authorization of the instructor who issued the original grade, the division chair and the Dean of Academic Affairs. This policy also applies to the grade of "I" (incomplete).
Change of Grade form receives approval by the division chair (or designee) and the Dean of Academic Affairs. Once approvals are received, the new grade will be reflected on the student's transcript immediately.
Incomplete Grades ("I"). All "Incomplete" grades must be removed by the end of the next regular semester of enrollment. However, students are strongly encouraged to remove "I" grades before the end of the next regular semester (Fall or Spring) so as not to interrupt their paradigm or fulfill a prerequisite requirement. The "I" grade is assigned only when a student is unable to complete course requirements because of illness or other justifiable circumstances. The student must have completed satisfactorily the major portion of the course requirements and convinced the instructor of their ability to complete the remaining assignments. It is not to be given to a student who is already doing failing work. Incomplete grades showing on the students' records will remain until the student repeats the course and passes with a satisfactory grade.
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 Academic Records.

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

Withdrawal from a Saturday Module Course. Courses taught on the Saturday and weekend modules follow a monthly schedule designed for those specific courses. The drop or withdrawal date is processed on a monthly basis. Students must drop or withdraw from the course no later than the Tuesday following the second class session. Students withdrawing from the College will be withdrawn from ALL courses during the semester. Modular courses that have been completed with final grade will remain.

Withdrawal Administratively. 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.
Should other circumstances require the administrative withdrawal of a student by the Dean of Academic Affairs, such exception may or may not waive financial obligations on the part of the student.

Withdrawal from 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.

Attendance Regulations

Class attendance is required. 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 Retention Specialist.

The student is responsible for arranging makeup 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 Counselor and/or Office of Student Affairs. *See Student Handbook* .

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 the 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.

Transfer of Credits

Students transferring to Miles College should know the following:

1. Miles College accepts all transfer credits earned at institutions that have regional accreditation, and in which a grade of "C" or higher was earned. 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). A 2-4 Transfer Articulation Agreement has been approved for students transferring from Alabama community colleges. All other transfer courses will be reviewed based on course descriptions.
4. A maximum of 90 hours is transferable from a regionally accredited four-year institution.
5. Prior to Fall 2008, Miles College did not accept credit hours 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 Provost and Senior Vice President of

Academic Affairs 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 residency status. The last **12** semester hours prior to graduation should be taken at the College

Alternative Credit (AP, IP, CLEP, Dual Enrollment)

The College accepts the use of alternative credit for courses for students entering the College for the first time. Students who wish to receive alternative credit for courses must have official score reports and/or transcripts from the source or agency sent to the Office of Academic Records for an official evaluation and awarding of credit. Scores or transcripts sent to the Office of Admissions will be forwarded to the Office of Academic Records. The maximum number of hours that may be used to satisfy credit for courses through alternative credit is **30 hours**.

These courses do not affect grade point averages and are evaluated as any other transfer course. 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.*

The College accepts alternative credit for courses from the following entities:
Advanced Placement Scores-The College Board (AP)
International Baccalaureate Organization (IB) College Level
Examination Program (CLEP)
NOTE: Credit will be based on evaluation and scores. Not all credit is accepted.

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.

Transient Student

A student enrolled at another institution may be enrolled as a transient student at Miles College. The student may secure permission from that institution to enroll at Miles College for one term only. Transient students must submit an application for special admission and a completed Transient Student Form from their parent institution prior to admission. Enrollment as a transient student in no way implies future admission as a regular student at Miles College. *(Refer to General Admission Information).*

Students currently enrolled at Miles College who wish to transient to another institution should meet with their major advisors and contact the Office of Academic Records. Students must have pre-approved permission to enroll at another college. The description of courses to be taken at the other college will be evaluated to determine the appropriate equivalent course substitution. Students **must** obtain the appropriate signature required to transient.

Transient permission is a privilege granted by the College and is not automatic. Advisors may weigh the best interest of the student. Courses outside the general education curriculum will be closely evaluated by the major division. Students may not acquire transient hours that exceed the cumulative allowable transfer hours. Transient permission will only be granted to regionally accredited institutions outside a 25 miles radius of the College. Students in their last semester of enrollment or graduating seniors are not allowed to transient.
See the Office of Academic Records website for additional information governing transient policies and procedures.

BACHE Consortium Program

The Birmingham Area Consortium in Higher Education (BACHE) consists of five (5) institutions in the Birmingham area: The 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.

Miles College students enrolled full-time during the semester, in consultation with their faculty advisor, may register in one BACHE course per semester (not to exceed 12 semester hours cumulatively). Students enrolled during the Summer Term should be registered for a minimum of 6 hours. (Exceptions require the approval of the Office of Academic Affairs).

Enrollment in courses at the host institution is on a space-available basis and the student may not enroll after classes have begun at the host institution. The Miles College student must adhere to the host institution's policies and procedures governing enrollment in the course (i.e., the drop or withdrawal dates may not be the same as Miles College). It is the student's responsibility to notify Miles College when they are no longer enrolled in the course. The final grade in the course will be forwarded to the College. BACHE forms must be approved and received in the Registrar's office no later than 7 business days prior to the first day of class at the host institution.
Graduating seniors or students in their last semester at the College are not permitted to take a BACHE course.

See the Office of Academic Records website for additional information governing BACHE policies and procedures.

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. *(Refer to General Admission Information)*. 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.

Transcript Request

Requests for copies of transcripts may be made through the National Clearinghouse, mailing requests to the Business Office, or contacting the Office of Academic Records directly. *See Financial Information for cost.*

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 program of study.

All students are required to pass the English Proficiency Examination (**EPE**) prior to being recommended as a prospective graduate.

All students are required to pass the **Senior EXIT examination**. Students generally take the exam during their senior year, or when content courses are completed, whichever occurs first. Exceptions to this exam requirement may be fulfilled through external examinations for students enrolled in education certification

programs (i.e., PRAXIS). Music and Theatre students, respectively, are also required to present exit performances.

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 his or her major division who will then forward their recommendations to the College Registrar. Application for Graduation is available in the Office of the Academic Records and will only be received from students whose names have been recommended by their division chairperson. 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 meet graduation requirements, he or she should consult with their division chairperson or the Registrar and reapply for a subsequent term. Reapplication is not automatic. The intent to graduate must be formally submitted.
Students may complete degree requirements at the end of the months of December, May, or June. ALL prospective graduates are **required** to participate in the once-a-year graduation commencement scheduled during the month of May *(see College Calendar)* which is scheduled after the completion of requirements. Exceptions to this policy require the approval of the Dean of Academic Affairs.

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 semester on the student's grade report)

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 Convocation Program. Students who consistently maintain a cumulative GPA each academic year are recognized at a special honors program during the fall of each year for their academic achievement during the prior year. The program encourages students to maintain this scholastic standing through graduation. Students must 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 the grade reporting period.
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
Students who are members of the Honors Curriculum program, students on Cohort Tracking for graduation, and students who are members of honor societies are also acknowledged during the annual program.

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.

Honors	3.0 - 3.19
Cum Laude	3.2 - 3.49
Magna Cum Laude	3.5 - 3.79
Summa Cum Laude	3.8 - 4.0

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 jurisdiction.
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 Provost 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 Provost 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 Provost will convene the Academic Judiciary Committee to decide the case and make recommendations to the President.
7. Penalties may include (but are 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.

Academic 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 relating 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 Provost and Senior Vice President of Academic Affairs. Decisions that remain unsatisfactory with the student may be forwarded to the Academic Appeals Committee, c/o the Office of the Provost and Senior Vice President of Academic Affairs. If the decision remains unfavorable, the request may be appealed through the Provost and Senior Vice President of Academic Affairs, 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 Provost and Senior Vice President of Academic Affairs.

Academic Support Services

- First and Second Year Enrichment (FSYE)
- Honors Curriculum Program
- Academic Success Center (ASC)
- Special Accommodations Services (SAS)
- Learning Resources Center (LRC)
- The Metacognition Lab
- Tutorial Services
- Peer-to-Peer Tutoring
- Fundamental Studies (developmental)
- Science Drop-In Center
- The Writing Center
- College Chapel Forum

First and Second Year Enrichment (FSYE)

The goal of First and Second 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 and Second Year Enrichment program provides the academic and social support needed to sustain the engagement and achievement of students through the first year of their enrollment at Miles College. The First and Second Year Enrichment program includes:

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

Honors Curriculum

The Miles College Honors Curriculum is a four-year enrichment program for students who are prepared to excel in their intellectual, service, and cultural pursuits. Students are presented with opportunities to engage in a more rigorous academic program, to participate in national, regional, and international conferences, and to be prepared to lead in the corporate world or pursue graduate studies.

Academic Success Center (ASC)

The Academic Success Center (ASC), located in the Kirkendoll Learning Resource Center (LRC), is essential to quality campus life and student retention. Its mission is to provide students with academic and personal counseling, along with testing services. The Center provides academic support for first-time freshmen, transfer students and current students enrolled at the College. The Center is responsible for providing academic advising, coordinating the campus-wide advising program, administering ACCUPLACER and the English Proficiency Exam (EPE) which is required for all students, and Senior EXIT Exam, a requirement for graduating seniors. The Center offers professional counseling to assist students who are dealing with personal, social, and/or emotional concerns. All sessions are on an individual and confidential basis.

Special Accommodations Services (SAS)

The College recognizes the needs of students with physical and other disabilities. In addition to assisted access to campus facilities, reasonable instructional accommodations are provided to students whose needs

have been documented through the Special Accommodations Services counselor located in the LRC.

Learning Resources Center (LRC)

The C. A. Kirkendoll Learning Resources Center (LRC) 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 LRC embodies the concept of integrated support services and enrichment in the college's instructional program by providing information in various 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 can access 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 and in abstract format. More than 74 electronic databases are available for patron use through:

- Alabama Virtual Library (AVL)
- EBSCO
- Credo Reference
- HBCU Library Alliance

Electronic books (ebooks) are available through AVL, which contains a core collection of electronic books in core academic areas.

The general collection comprises 70,000 books, archives, special collections, and inter-library services. The LRC serves as the hub of innovation and resources and continues to trail blaze in programming, outreach, and peer collaboration. The automated facility is comprised of four (4) floors and is located west of the campus in close proximity to all educational facilities.

The LRC is invaluable to the faculty, staff, students, and community. It is a one-stop shop for learning resources, including varied departments and divisions of Academic Affairs. The LRC includes the Division of Communications, TRIO Student Support Services, Office of Academic Advising, TRIO: McNair Scholars, Miles College & CME archives, Career Services, supplemental instruction cubicles, conference rooms, board room, computer laboratories, classrooms, and extended loan services.

The center is open to the community, alumni associations, visiting scholars, faculty, staff, and students.

To ensure the effective use of the LRC, personnel are available to provide guidance during operating hours, and the after-hours feature “Ask A Librarian” is available at any time. The LRC Handbook is available at the main service desk and may be accessed digitally.

Library Hours are Monday through Friday, 8:00 a.m. to 10:00 p.m.; Saturday, 8:00 a.m. to 3:00 p.m.; and Sunday, 2:00 p.m. to 6:00 p.m. Resources are accessible from any mobile device 24 hours a day via Alabama Virtual Library (AVL) or “Ask A Librarian” on the college’s website.

The Metacognition Lab/Innovation Hub

The Metacognition Lab is a specialized center that teaches students how to study. The Metacognition Lab teaches students how to study by helping the students understand their own particular cognitive processes. The focus is on student learning styles and strategies. In the Metacognition Lab, students will learn about the different learning styles, discover which learning style works best for them, and then learn how to incorporate different strategies to maximize the strengths in their learning style.
The Metacognition Lab is staffed with Academic Coaches intermittently who are selected based on their academic success and achievements. These coaches work one on one with students to evaluate and assess

strategies tailored to take advantage of the students' favored learning styles. The coaches also demonstrate to the student how to implement these strategies as they work through the substantive material in the students' courses. The coaches assist students in all courses (e.g., biology, mathematics, English, etc.)

The Metacognition Lab is located in Pearson Hall, Room 207. The Lab is open Monday through Friday. Walk-ins and appointments are welcome.

TRIO Program - Student Support Services (SSS)

Student Support Services (SSS) is one of eight Federal "TRIO" programs authorized by the Higher Education Act. These programs are meant to help college students succeed in higher education. Through funding from the SSS, students who face barriers to completing college-including those who are first-generation students, have disabilities or low-income-will be aided by success coaches, mentors, and peer-to-peer support to assist in their college experience. For more information regarding TRIO - Student Support Services please call (205) 929-1890.
SSS helps students with services like:

- Free tutoring.
- One-on-one assessment of needs by staff each semester.
- Cultural enrichment opportunities.
- Help with developing good study skills.
- Academic, career, personal, financial, and graduate school counseling.
- Assistance with preparation for graduate and professional school entrance examinations; and additional services based on individual needs.

Ronald E. McNair Post Baccalaureate Achievement Program (McNair)

The Ronald E. McNair Post Baccalaureate Achievement Grant (McNair), a cornerstone of the federal TRIO initiative, honors the legacy of Dr. Ronald E. McNair, a pioneering black physicist and NASA astronaut. Born in 1950 in Lake City, South Carolina, Ronald McNair overcame humble beginnings to become a beacon of inspiration for generations to come. Excelling in academics from a young age, McNair's journey epitomizes the power of resilience, perseverance, and the pursuit of excellence. The McNair grant focuses on serving low-income and first-generation as well as students from populations who are underrepresented in graduate education. McNair participants must have completed their Sophomore standing and should be Rising Junior, Junior, Rising Senior, or Senior.
The Miles College McNair grant established the McNair Research Scholar Program (MRSP) whose ultimate goal is preparing undergraduate students (McNair scholars) to enroll in graduate programs (Masters degree, PhD, or Postbac) following graduation from Miles College. A major focus of the MRSP is providing research and scholarly experiences to undergraduate students to enhance their preparation to enroll, persist, and graduate with advanced degrees in nonprofessional disciplines. The MRSP accepts students from all disciplines and majors including STEM, Business and Accounting, Psychology, Education, Communications, and Social Work. A minimum GPA of 3.0 is required for participation in the McNair program. At Miles College, Freshmen and Sophomore students can participate in the Pre-McNair program which exposes them to select activities that prepare them to advance into the McNair Research Scholar program once they complete their Sophomore year. Pre-McNair participants must apply to be admitted into the McNair program.
Examples of services provided by the Miles College McNair program include research and scholarly experiences, paid research internship opportunities, academic counseling, mentorship by faculty, tutoring and success-coaching, graduate school admission and financial aid advising, graduate school preparation seminars, GRE tutoring, conference travel, financial advising, mental health counseling, cultural activities, and many more.

Tutorial Services

The College tutorial centers serve as supportive resources, especially for students enrolled in developmental and general education courses. They serve the students by (1) providing assistance for those experiencing difficulty with regularly assigned classwork, (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. Contact Dr. Charletta Wiggins, PhD for more information.

Peer-to-Peer Tutoring

Peer-to-Peer Tutoring provides tutoring services in the areas of English, Reading, Math, and study skills.

Fundamental Studies (Developmental)

Tutorial assistance to students in the areas of mathematics, English, and reading is available as part of classroom labs enrolled in developmental courses. Students have module software that assists them as well outside the classroom setting. Assistance is available Monday through Friday on the fourth floor of the Learning Resources Center (LRC).

Science Drop-In Center

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.

Writing Center

The Miles College Writing Center is located in the LRC on the 4th floor. It is a space for students at all levels to receive support in writing instruction. Dr. Perz is the Writing Center Director.

College Chapel Forum

The College Chapel Forum is an integral part of the student's total educational experience. Its cultural and religious enrichment supplements the core values of the College. All students are required to attend and participate in these forums. Programs are scheduled each Monday and Wednesday during the regular semesters. Other special events will be published on the College website

Academic Curriculum

New Academic Programs and Curriculum

Interdisciplinary Studies:

Students who select the Interdisciplinary Studies major will be required to complete courses in General Studies. After completing the requirements for General Studies, students can select minors to combine across multiple disciplines to provide an interconnected learning experience.

An Interdisciplinary Studies degree offers a broad range of career opportunities, allowing students to combine their interests in multiple subject areas. This degree equips graduates with versatile skills and knowledge from various disciplines, such as communication, psychology, business, and science, enabling them to pursue diverse career paths. Potential career options include entrepreneurship, nonprofit work, education, creative industries, and roles in government. Additionally, Interdisciplinary Studies programs provide a customizable curriculum, allowing students to tailor their degree to their interests and career goals. Graduates develop critical thinking, communication, adaptability, and leadership skills, making them valuable assets in today's competitive job market and preparing them for success across various industries. Miles College recognized a pressing demand for versatile education options. Dr. Yvette Richardson, Dean of General Studies, is the advisor for Interdisciplinary Studies.

Artificial Intelligence Minor

The minor focuses on artificial intelligence's principles, techniques, and applications in multiple disciplines in six classes:

1. AI-200: Introduction to Artificial Intelligence (AI):
2. AI-300: Machine Language and Natural Language Processing:
3. AI- 350 Introduction to Generative AI:
4. AI-400 Human Artificial Intelligence Interaction:
5. AI-420 Artificial Intelligence Ethics and Privacy:
6. AI-450 Artificial Intelligence and Human Future:

Sports Management Minor:

This minor provides interdisciplinary education in the sports industry's business, operational, and administrative aspects.

MG 333 - Introduction to Sports and Entertainment
Management MG 454 - Sports Facilities and Event
Management
MG 462 - Sports Finance and Economics
MG 335 - Sports Analytics
Two elective classes from the Management

Online Majors:

There are six 100% Online majors added to the current offerings in the Catalog:

100% Online Programs

1. CIS (Computer Information Systems)
2. MIS (Management Information Systems)
3. Management
4. Business

5. Psychology
6. Criminal Justice

Curricula and Course Descriptions

Academic Foundations

Mission

The primary mission of the Department of Academic Foundations is to prepare students to transition into college-level courses. Attention is given to course content, objectives, critical-thinking skills, the development of common syllabi and 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 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 should take FYA 101 - Orientation to the Academy in 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.

Academic Foundation Courses (required based on Placement Test results)

- EN 100 - English Fundamentals **3 Credit Hours**
- MA 100 - Elementary Algebra **3 Credit Hours**
- REA 100 - College Reading **3 Credit Hours**
- FYA 101- Orientation to the Academy**—1 Credit Hour**

Academic Foundations Course Descriptions:

EN 100 (English Fundamentals): 3 Credit Hours. This course is a fundamental course designed to advance the student's ability to communicate his or her thinking in clear, cogent written expression conforming to the rules of Standard American English, with a particular focus on grammatical and mechanical accuracy. This course is for institutional credit only and is **not** open to students who have completed EN 101 and received a passing grade. Specifically, the course provides instruction, training, and practice in the following:

A. basic grammatical rules and organizational structures
B. the writing process, from prewriting through final editing
C. basic patterns of structure and development of both paragraphs and essays
D. analytical and critical reading, as students evaluate their own work as well as others'

REA 100 (College Reading): 3 Credit Hours. This Fundamental Reading course is to prepare students that need additional support to transition into college level courses. This class will equip students with Literacy Strategies that will enhance comprehension across the curriculum. This course will provide students with the necessary tools to reach their full academic potential.

MA 100 (Elementary Algebra): 3 Credit Hours. This course is designed to develop a solid foundation in algebra, knowledge and abilities required for potential success in learning beginning college level algebraic concepts.

FYA 101 (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 attitude 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 become an integral part of the academic community.

General Education Curriculum

The General Education curriculum 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 32 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: socioeconomic 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. communications, critical thinking, global community awareness, technology, and interpersonal skills.

Policies and Procedures.

All sections of each general education course follow an 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 education curriculum, irrespective of the section or instructor of the course.

1. Students must make qualifying scores on either the ACT or COMPASS test to take EN 101 and MA 101. Students can also take the Accuplacer test. If they do not qualify by testing, students must pass EN 100 (English Fundamentals) and MA 100 (Elementary Algebra) in order to take the course.
2. Students are encouraged to attend extracurricular enrichment events that support the learning outcomes.
3. Students must participate in required departmental and institutional assessments in order to complete general education requirements.
4. Students, who have chosen a major program of study, should follow the sequence of general education courses outlined on their major paradigm.

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

- Written Composition (6 credit hours)
- Humanities and Fine Arts (3 credit hours)
- Natural Sciences and Mathematics (7 credit hours)
- History, Social & Behavioral Sciences (3 credit hours)
- Technology (3 credit hours)
- College Orientation (1 credit hour)

General Education Paradigm

Freshman Year

Fall Semester

- FYA 101 - Orientation to the Academy **1 Credit Hours**
- EN 101 - English Composition I **3 Credit Hours**
- MA 101 - Intermediate Algebra **3 Credit Hours**
- BY 101 - General Biology I **3 Credit Hours**
- BY 101L - General Biology I Lab **1 Credit Hours**
-

Total Hours: 11

Spring Semester

- EN 102 - English Composition II **3 Credit Hours**
-
- SS 101 - African- American Experience **3 Credit Hours**
- CIS 110 - Computer Literacy + AI **3 Credit Hours**
- RE 211 - Survey of World Religions **3 Credit Hours**

Total Hours: 12

Sophomore Year

Pathways Choices (9 Hours)			
Enterprise Edge Pathway (Business)	People & Purpose Pathway (Behavioral Science)	Culture, Voice & Ideas Pathway (Humanities)	Innovation Readiness Pathway (STEM)
Principles of Macroeconomics (EC 201)	General Psychology (PSY 201)	Introduction to Literature (EN 201) OR World Masterpieces (EN 202)	General Psychology (PSY 201)
Speech (SPE 111)	American Government (PS 201)	Speech (SPE 111)	Principles of Macroeconomics (EC 201)
General Psychology (PSY 201)	Speech (SPE 111)	American Government (PS 201)	Speech (SPE 111)
General Education = 32 Hours Total			

Total: 32 hours

Pathways Choices (9 Hours)

EN 201 - Introduction to Literature

3 Credit Hours

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.

Prerequisite: EN 102.

or

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.

Prerequisite: EN 102.

HUM 201 – Humanities

3 Credit Hours

This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

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.

EC 201 - 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.

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.

SPE 111 - Fundamentals of Speech

3 Credit Hours

This course is designed to equip students with the skills necessary for a n 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.

Total Hours: 9

Honors Curriculum

The Miles College Honors Curriculum is a dynamic liberal arts program that is interdisciplinary in content. It employs conventional and heuristic approaches to provide breadth and depth of academic involvement. Specifically, the Honors Curriculum systematically: encourages the independent pursuit and appreciation of intellectual achievement, provides Honors seminars on campus and at neighboring campuses, reinforces and cultivates critical reading, writing, and thinking as tools for receiving, sharing, and clarifying knowledge, addresses fundamental issues in ethnicity and world affairs, offers both-in-state and out-of-state conferences, and provides opportunities for ethical awareness and leadership.

The Honors Curriculum is a four year academic enrichment program for students who are prepared to go the extra mile in their intellectual, service and cultural pursuits. Students are presented with opportunities to engage in more rigorous academic program, to participate in national and international conferences, and to be ready to join the corporate world or pursue graduate studies.

Incoming students are invited to apply for admission to the program based on Presidential, Dean A, or Dean B Scholarship Award, and/or a GPA of 3.2 or higher after first semester enrolled at Miles.

For more information about the Honors Curriculum, please contact Dr. Emmanuel Chekwa, Director at echekwa@miles.edu or

Ms. Angela Williams, Associate Director at

awilliams-nall@miles.edu. Honors Curriculum applications are accepted year round.

Honors Curriculum Paradigm

Note: Only students accepted in the Honors Curriculum may enroll in Honors Core Courses.

Honors			
Honors		**Course Substitution for**	
BY 101H Honors General Biology I	3	BY 101 - General Biology I	3
BY 101L-H Honors General Biology Lab I	1	BY 101L - General Biology I Lab	1
EC 201H Honors Principles of Macroeconomics	3	EC 201 - Principles of Macroeconomics	3
EN 101H English Composition I Honors	3	EN 101 - English Composition I	3
EN 102H English Composition II Honors	3	EN 102 - English Composition II	3
EN 240H Comparative Modern Literature- Honors	3	EN 201 Introduction to Literature or EN 202 World Masterpieces	3
HI 101H Honors Western Civilization I	3	HI 101 - World Civilizations	3
HUM 201H Humanity and the Arts	3	HUM 201 - Humanities	3
PSY 201H The Nature of Human Nature	3	PSY 201 - General Psychology	3
RE 340H - The History and Meaning of Black Theology in America	3	RE 211 - Survey of World Religions	3
SPE 111H Fundamentals of Speech - Honors	3	SPE 111 - Fundamentals of Speech	3
SS 101H African-American Experience	3	SS 101 - African- American Experience	3

Division of Business and Accounting

Accreditation:

Accreditation Council for Business Schools and Programs (ACBSP) since 2014.

The Division of Business and Accounting is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), www.acbsp.org. This accreditation covers all the three undergraduate academic programs housed in the Division of Business and Accounting at Miles College.

Introduction/Overview:

The Division of Business and Accounting offers undergraduate 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 Accounting, Business Administration, and Sports and Entertainment Management.

Division Mission

Through dedicated faculty, the mission of the Division of Business and Accounting is to cultivate students for careers in Accounting, Business Administration, 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 transform students through rigorous study and scholarly inquiry, enabling students for graduate studies, entrepreneurship, and careers in public and corporate sectors to become responsible citizens who help shape the global business community.

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.

Examination:

Candidates for the baccalaureate degree must pass a program exit examination in their senior year with a minimum score of 70%. The exam consists of multiple choice and essay questions. Study materials are available for each program's exit examination. Also, students will be recommended to take one of the national standardized tests (e.g., GMAT, GRE), but the score will not affect the students' graduation.

Accounting 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 workplace. Competencies in critical skills in communication, problem solving, use of information technology, and interpersonal relations will be emphasized.

Business Administration 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.

Management 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.

Organizations:

Delta Mu Delta. This is an international honor society in business that recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of its individual members and the business community through life-time membership. Delta Mu Delta recognizes academic distinction of students at select colleges and universities by acknowledging the achievement of its individual members who support and strengthen the communities they serve. An invitation to join the Delta Mu Delta chapter on your campus confirms that you have a proven track record of working hard to achieve excellence in your studies. It shows that you have the knowledge and drive to succeed in a business career.

National Association of Black Accountants (NABA) Student Chapter. The Division of Business and Accounting is a member of NABA. At its core, NABA works diligently to encourage and cultivate interest among minority youth in accounting and finance professions. The student will benefit from the important service 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.

The Future Business Leaders of America, or FBLA. The Future Business Leaders of America, or FBLA, is an American career and technical student organization (CTSO), a non-profit organization who primarily help students transition to the business world. FBLA is one of the largest student organizations in the United States, with more than 200,000 members, and the largest career student organization in the world. Local FBLA chapters are often connected to their school's business education department, and most advisers are business education teachers. FBLA is one of the top 10 organizations listed by the U.S. Department of Education. It 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.

Miles Insurance & Financial Services Club (MIFS-C). MIFS-C vision is to develop a student/faculty led organization on campus to increase industry awareness and opportunities. The Club is designed for students across disciplines interested in risk management, financial services, and insurance, consistent with Miles College's mission. Each year, MIFS-C offers a series of activities designed to bring its members into close contact with the world of financial services and to give them an opportunity to meet leading professionals from around the globe. These activities include monthly meetings featuring distinguished visiting speakers, travel opportunities for leadership and professional development, field trips to corporate offices, social events, and prep sessions for professional exams.

The Society for Financial Education. & Professional Development (SFEPD) Ambassador Program. The Society for Financial Education & Professional Development (SFEPD) is a global leader in financial education working to increase financial literacy for all. Student Ambassadors coordinate educational events, teach financial classes and develop programs to reach their peers. Financial workshops include saving, investing, banking, budgeting, credit, debt, student loan management, and financial goal-setting. Through this unique learning initiative, college students gain financial knowledge and skills that give them a foundation for economic success.

Career Trends:

Graduate study
Entrepreneurship
Careers in public and corporate sectors

Accounting, BS

Program Requirements: 120 hours

Accounting Paradigm (Without a Specialization)

Accounting Paradigm							
Freshman Year - 32 credit hours							
Fall Semester				**Spring Semester**			
FYA	101	Orientation to the Academy	1	EN	102	English Composition II	3
EN	101	English Composition I	3	HUM	201	Humanities	3
MA	101	Intermediate Algebra	3	SPE	111	Fundamentals of Speech	3
BY	101	General Biology I	3	SS	101	African Amer Experience	3
BY	101L	General Biology I Lab	1	RE	211	Survey of Religion	3
CIS	110	Computer Literacy and AI	3				
HI	101	World Civilization I	3				
		Total credit hours	17			Total credit hours	15
Sophomore Year - 30 credit hours							
Fall Semester				**Spring Semester**			
EC	201	Principle of Macroeconomics	3	AC	211	Principles of Accounting I	3
EN	201	Introduction to Literature OR	3	EC	202	Prin of Microeconomics	3
EN	202	World Masterpieces		GB	265	Legal Environment of Business	3
GB	220	Business Math	3	GB	340	Principles of Marketing	3
PSY	201	General Psychology	3			Free Elective	3
PS	201	Intro to American Government	3				
		Total credit hours	15			Total credit hours	15
Junior Year - 30 credit hours							
Fall Semester				**Spring Semester**			
AC	212	Principles of Accounting II	3	AC	311	Financial Accounting I	3
GB	338	Business Communication	3	AC	322	Individual Income Taxation	3
GB	302	Business Statistics	3	AC	414	Managerial & Cost Accounting	3
GB	361	Principles of Finance	3	GB	310	Business Ethics	3
MG	381	Principles of Management	3			Free Elective	3
		Total credit hours	15			Total credit hours	15
Senior Year - 28 credit hours							
Fall Semester				**Spring Semester**			
AC	312	Financial Accounting II	3	AC	420	Financial Accounting III	3
GB	498	Internship	3	GB	449	Senior Seminar	1
GB	450	Business Decisions	3	AC	440	External Auditing	3
AC	411	Accounting Info Systems	3	MG	402	Strategic Management	3
MG	430	International Business Mgt	3			Major Elective	3
		Total credit hours	15			Total credit hours	13
	Total:120 hours						

Accounting Paradigm (With a Specialization)

Accounting Paradigm (With a Specialization)							
Freshman Year - 32 credit hours							
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
MA	101	Intermediate Algebra	3	SPE	111	Fundamentals of Speech	3
BY	101	General Biology I	3	PSY	201	General Psychology	3
BY	101L	General Biology I Lab	1	EC	201	Principle of Macroeconomics	3
CIS	110	Computer Literacy and AI	3				
RE	211	Survey of World Religion	3				
		Total credit hours	17			Total credit hours	15
Sophomore Year - 30 credit hours							
Fall Semester				Spring Semester			
AC	211	Principles of Accounting I	3	AC	212	Principles of Accounting II	3
EC	202	Prin of Microeconomics	3	MG	381	Principles of Management	3
GB	265	Legal Environment of Business	3	GB	302	Business Statistics	3
GB	220	Business Math	3	GB	340	Principles of Marketing	3
GB	338	Business Communication	3	GB	361	Principles of Finance	3
		Total credit hours	15			Total credit hours	15
Junior Year - 30 credit hours							
Fall Semester				Spring Semester			
AC	311	Financial Accounting I	3	AC	312	Financial Accounting II	3
AC	322	Individual Income Taxation	3	GB	498	Internship	3
GB	310	Business Ethics	3	AC	414	Managerial & Cost Accounting	3
MG	430	International Business Mgt	3	GB	450	Business Decisions	3
MG	402	Strategic Management	3	AC	411	Accounting Info Systems	3
		Total credit hours	15			Total credit hours	15
Senior Year - 28 credit hours							
Fall Semester				Spring Semester			
AC	420	Financial Accounting III	3			Specialization Course 4	3
AC	440	External Auditing	3			Specialization Course 5	3
		Specialization Course 1	3			Specialization Course 6	3
		Specialization Course 2	3			Specialization Course 7	3
		Specialization Course 3	3	GB	449	Senior Seminar	1
		Total credit hours	15			Total credit hours	13
	Total:120 hours						

Business Administration, BS

Program Requirements: 120 hours

Business Administration Paradigm (Without a Specialization)

Business Administration Paradigm							
Freshman Year - 32 credit hours							
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
MA	101	Intermediate Algebra	3	SPE	111	Fundamentals of Speech	3
BY	101	General Biology I	3	RE	211	Survey of World Religion	3
BY	101L	General Biology I Lab	1	HUM	201	Humanities	3
CIS	110	Computer Literacy	3				
HI	101	World Civilization I	3				
		Total credit hours	17			Total credit hours	15
Sophomore Year - 30 credit hours							
Fall Semester				**Spring Semester**			
EC	201	Principle of Macroeconomics	3	AC	211	Principles of Accounting I	3
EN	201	Introduction to Literature OR	3	EC	202	Principle of Microeconomics	3
EN	202	World Masterpieces		GB	265	Legal Environment of Business	3
GB	220	Business Math	3	PSY	201	General psychology	3
PS	201	Intro to American Government	3			Free Elective	3
		Free Elective	3				
		Total credit hours	15			Total credit hours	15
Junior Year - 30 credit hours							
Fall Semester				**Spring Semester**			
AC	212	Principles of Accounting II	3	GB	361	Principles of Finance	3
GB	340	Principles of Marketing	3	GB	323	Managerial Economics	3
GB	338	Business Communication	3	GB	302	Business Statistics	3
MG	381	Principles of Management	3	GB	310	Business Ethics	3
		Free Elective	3			Major Elective	3
		Total credit hours	15			Total credit hours	15
Senior Year - 28 credit hours							
Fall Semester				**Spring Semester**			
AC	414	Managerial & Cost Accounting	3	GB	435	Fin Institutions & Economy	3
MG	453	Human Resource Mgt	3	GB	450	Business Decisions	3
GB	498	Internship	3	GB	449	Senior Seminar	1
MIS	415	Management Info Systems	3	MG	402	Strategic Management	3
MG	430	International Business Mgt.	3			Major Elective	3
		Total credit hours	**15**			**Total credit hours**	**13**
	Total:120 hours						

Business Administration Paradigm (With a Specialization)

Business Administration Paradigm (With a Specialization)							
Freshman Year - 32 credit hours							
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
MA	101	Intermediate Algebra	3	SPE	111	Fundamentals of Speech	3
BY	101	General Biology I	3	PSY	201	General psychology	3
BY	101L	General Biology I Lab	1	EC	201	Principle of Macroeconomics	3
CIS	110	Computer Literacy and AI	3				
RE	211	Survey of World Religion	3				
		Total credit hours	17			Total credit hours	15
Sophomore Year - 30 credit hours							
Fall Semester				Spring Semester			
AC	211	Principles of Accounting I	3	AC	212	Principles of Accounting II	3
EC	202	Principle of Microeconomics	3	GB	323	Managerial Economics	3
GB	220	Business Math	3	GB	340	Principles of Marketing	3
GB	265	Legal Environment of Business	3	GB	338	Business Communication	3
		Free Elective	3			Free Elective	3
		Total credit hours	15			Total credit hours	15
Junior Year - 30 credit hours							
Fall Semester				Spring Semester			
GB	361	Principles of Finance	3	GB	450	Business Decisions	3
GB	310	Business Ethics	3	AC	414	Managerial & Cost Accounting	3
GB	302	Business Statistics	3	MG	453	Human Resource Mgt	3
MG	381	Principles of Management	3	MG	430	International Business Mgt.	3
MG	402	Strategic Management	3	MIS	415	Management Info Systems	3
		Total credit hours	15			Total credit hours	15
Senior Year - 28 credit hours							
Fall Semester				Spring Semester			
GB	435	Fin Institutions & Economy	3			Specialization Course 4	3
GB	498	Internship	3			Specialization Course 5	3
		Specialization Course 1	3			Specialization Course 6	3
		Specialization Course 2	3			Specialization Course 7	3
		Specialization Course 3	3	GB	449	Senior Seminar	1
		Total credit hours	15			Total credit hours	13
	Total:120 hours						

Management, BS

Program Requirements: 120 hours

Management Paradigm (With a Specialization)							
Freshman Year - 32 credit hours							
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
MA	101	Intermediate Algebra	3	SPE	111	Fundamentals of Speech	3
BY	101	General Biology I	3	PSY	201	General psychology	3
BY	101L	General Biology I Lab	1	EC	201	Principle of Macroeconomics	3
CIS	110	Computer Literacy and AI	3				
RE	211	Survey of World Religion	3				
		Total credit hours	17			Total credit hours	15
Sophomore Year - 30 credit hours							
Fall Semester				Spring Semester			
EC	201	Prin of Macroeconomics	3	MG	390	Organizational Behavior	3
AC	210	Survey of Accounting	3	GB	351	Business Economics	3
GB	338	Business Communication	3	GB	302	Business Statistics	3
MG	381	Principles of Management	3	GB	340	Principles of Marketing	3
GB	265	Legal Environment of Business	3	AC	313	Accounting for Management	3
		Total credit hours	15			Total credit hours	15
Junior Year - 30 credit hours							
Fall Semester				Spring Semester			
GB	361	Principles of Finance	3	MG	453	Human Resources Management	3
GB	310	Business Ethics	3	GB	450	Business Decisions	3
MIS	415	Management Info Systems	3	MG	430	International Business Mgt	3
MG	423	Computer Tech Research	3	MG	420	Interpersonal Relations	3
MG	442	Professional Research & Writing	3	MG	473	Planning & Control	3
		Total credit hours	15			Total credit hours	15
Senior Year - 28 credit hours							
Fall Semester				Spring Semester			
GB	498	Internship	3			Specialization Course 4	3
MG	402	Strategic Management	3			Specialization Course 5	3
		Specialization Course 1	3			Specialization Course 6	3
		Specialization Course 2	3			Specialization Course 7	3
		Specialization Course 3	3	GB	449	Senior Seminar	1
		Total credit hours	15			Total credit hours	13
	Total:120 hours						

Minors

The Division of Business & Accounting has the following three minors:

- Accounting
- Business Administration
- Sports and Entertainment Management

Accounting Minor

Required Courses: 18 Hours
AC 211 - Principles of Accounting I
AC 212 - Principles of Accounting II
AC 311 - Financial Accounting I
AC 322 - Individual Income Taxation
AC 411 - Accounting Information Systems
AC 414 - Managerial and Cost Accounting

A Business Administration major who wants to minor in Accounting must complete the following courses:

AC 311 - Financial Accounting I
AC 312 - Financial Accounting II
AC 322 - Individual Income Taxation
AC 411 - Accounting Information Systems
• Accounting Electives (300/400 level) 6 Credit Hours

Business Administration Minor

Required Courses: 18 Hours
AC 211 - Principles of Accounting I
GB 220 - Business Mathematics
GB 361 - Principles of Finance
GB 435 - Financial Systems and Economy
MG 381 - Principles of Management
• GB Elective (300/400 level) 3 hours

Accounting major who wants to minor in Business Administration must complete the following courses:

GB 314 - Microcomputer Applications
GB 323 - Managerial Economics
GB 435 - Financial Systems and Economy
MG 453 - Human Resource Management
MIS 415 - Management Information Systems

Sports and Entertainment Management Minor: 18 Hours

The Sports and Entertainment Management Minor is open to all Miles students and equips students with the skills necessary to make a career in the business of sport. The student who wants to minor in Sports and Entertainment Management must have a broad understanding of business, including marketing, finance, accounting, business analytics, and management. This minor will provide students a strong academic foundation to enhance their marketability and become future business leaders in the sports industry. The student must complete the courses mentioned below and attend Weekend Seminars and the Planned Program Outings (2-4 activities). As part of the minor in Sport and Entertainment Management, students are **required** to commit to attending mandatory weekend seminars and planned program outings. Touted as stackable credentials, these additional activities nudge students ahead of their competition. The commitment form is available in the Division of Business and Accounting.:

COURSES:

Required Core: 12 Hours

MG 333 - Introduction to Sports and Entertainment Management	3
MG 454 - Sports Facilities and Event Management	3
MG 462 - Sports Finance and Economics	3
MG 335 - Sports Analytics	3

Minor Electives (Choose two courses, 6 Hours).

AC 210 - Survey of Accounting	3
AC 211- Principles of Accounting I	3
MG 390 - Organizational Behavior	3
GB 435 - Financial Systems and Economy	3
GB 314 - Microcomputer Applications	3
MG 442 - Professional Research and Writing	3
GB 460 – Entrepreneurship	3
GB 323 - Managerial Economics	3
GB 338 - Business Communication	3
MG 402 - Strategic Management	3
GB370 - Personal Finance	3

Course Descriptions:

MG 333. Introduction to Sports and Entertainment Management (3 credit hours)
This course offers an overview of the sports business and entertainment industry and examines the principles and applications of sports business and entertainment management in professional, collegiate, and Olympic sports. Issues such as talent identification, hiring and firing, and cultural, social, and community issues are explored. **Prerequisite:**

MG 454. Sports Facilities and Event Management (3 credit hours)
This course is designed to prepare students interested in pursuing a career in the industry of sport facility and event management. The course will allow students to acquire professional skills that can be applied in an array of career positions within sports facilities and event management. Among the topics to be explored will be: Trends and design of facilities, the sports event planning process, facility and event operations, risk management, and sports event marketing. **Prerequisite:**

MG 462. Sports Finance and Economics (3 credit hours)
This course provides a comprehensive synopsis of economics and financial management in the sports organization decision-making context from both a macro and micro level. This course aims to provide the student with an overview of the financial aspects of the sport and recreation industry. **Prerequisite:**

MG 335. Sports Analytics (3 credit hours)
This course is designed to help students to develop and apply analytical skills that are useful in business, using sports as the application area. These skills include critical thinking, mathematical modeling, statistical analysis, predictive analytics, game theory, optimization, and simulation**.**

AC 210. Survey of Accounting (3 credit hours)
This course introduces financial accounting principles with exposure to basic accounting statements, processes, and management applications. This course is intended for students majoring in management. **Prerequisite: MA 101**

AC 211- Principles of Accounting I (3 credit hours)
The course seeks to develop the students' view of the relationship between business decisions and the business transactions that arise from those decisions which accounting communicates through the processes of transaction analysis, recording, and reporting in the form of financial statements. **Prerequisite: MA 101, GB 220 with a grade of C or better**

MG 390- Organizational Behavior (3 credit hours)

This course analyzes and applies theories and techniques for understanding, predicting, and managing human behavior in the organizational context. The course also introduces students to many of the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. These include theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design. **Prerequisite – EN 101 English Communications**

GB 435. Financial Systems and 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**

GB 314. Microcomputer Applications (3 credit hours)
This course covers advanced microcomputer applications, including Microsoft Office financial functions, amortization schedules, and modifying visual elements and presentation formats. **Prerequisite: CIS 110**

MG 442. Professional Research and Writing (3 credit hours)
This course is designed to give students will the opportunity to develop their writing and communication skills for solving management problems and designing business research. Upon successful completion of this course, the student should be able to demonstrate understanding and abilities in the following areas: Business Communication Management, Reducing Bias in Business Communication, Adapting Your Message to Your Audience, Writing Persuasive Messages, Communicating Across Cultures.

GB 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: None.**

GB 323- Managerial Economics (3 credit hours)
This course deals with "the concepts, tools, and methods of economic theory in the planning operation of business enterprises. Emphasis is placed on the significance of various managerial decisions related to such factors as the type of products, the absolute and relative level of different costs, the market structure, and the problems raised by risk and uncertainty.

GB 338. Business Communication (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 the suggested style manual. **Prerequisite: EN 102.**

MG 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 a strategist, and a view of the organization as an open, socio-technical system, including social responsibility and business ethics. **Prerequisite: MG 381**.

Division of Education

Accreditation:

Miles College is accredited by and a member of the Council for Accreditation of Educator Preparation (CAEP). This accreditation covers initial teacher preparation programs at Miles College. However, the accreditation does not include individual education courses that the College offers to P-12 educators for professional development, re-licensure or other purposes. All teacher education programs have also 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 pre report cards, Miles College, to access the most recent report.

Introduction/Overview:

The Division of Education offers the bachelor of science degrees in the programs above that meet the Alabama Department of Education teacher certification requirements. Candidates who complete teacher certification at Miles College are designated as "Highly Qualified."

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:

The conceptual framework for the Division of Education is described as "The Educator: A Facilitator of Learning." The teacher is a catalyst for learning to take place. Students 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 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 Critical Thinking Activities
4. Providing Encouragement

Program Objectives

1. To satisfy Alabama State Department of Education requirements for all programs of study offered that lead to Class B Teaching Certificates.
2. To assist candidates in developing attitudes, knowledge and technical competencies required to teach pre- school, early childhood, middle and secondary students.
3. To assist candidates in acquiring a quality professional background will enable them to pursue graduate work in education and/or education-related areas.

4. To provide in-service training for pre-school, early childhood/elementary and secondary teachers.

Program Admission: (Educational Studies): N/A Exit Examination:

All students must pass the Division's Senior EXIT Examination with a score of 70 percent or higher.

Program Admission (Certification Programs)

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 after admission to Miles College *(See also General Admissions Information).*

1. Completed admission application.
2. Submitted official secondary school transcript or GED certificate with official scores.
3. 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.

Transition Point 1: Admission into the Teacher Education Program (TEP) by completing the Transition Point 1 application and documentation of:

1. Successful completion of 60 semester hours with an official transcript including both transferred grades from a regionally accredited institution and grades from the last semester's work on file in the Division of Education.
2. Successful completion of the following five pre-requisite professional studies courses:

ED 209 - Introduction to Teaching
or MU 303 - Introduction to Music Teaching ED 300 -Technology for Teachers
or MU 305 - Music Technology ED 319 - Education of the Exceptional Child
ED 350 - Social, History, and Philosophy 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 and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
4. Passing the Praxis Content Knowledge Practice Test and the English Proficiency Examination (EPE).
5. Passing Key Assessment #1 (ED 300) with a 70% or better
6. Satisfactory Disposition Survey (ED 350)
7. Membership in a professional educational organization such as SAEA (Student Alabama Education Association) or any other that provides professional development and liability coverage.
8. Background check performed by the Alabama State Department of Education (ABI and FBI).
9. Recommendation from the major advisor.
10. 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.
11. Electronic portfolio (ED 350)
12. Successful TEP interview.

Review of the completed application, as well as the TEP interview are conducted by the TEP interview committee. An electronic portfolio (ED 350) is submitted for review. Each candidate is notified in writing 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.
Transition Point 2: Pre-Internship: Candidates must submit an application by midterm the semester prior to internship. The application must include an official transcript and proof of:

1. Completed Transition Point 2 application

2. Evidence of overall average of 2.8, with a 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
3. Successful completion of Key Assessment 2 (by program) with 70% or higher score
4. Successful completion of Key Assessment 3 (ED 445) with 70% or higher score
5. Complete 150 hours of field experience
6. Developing level for Pre-Candidate Preservice Assessment of Student Teaching (Pre-CPAST)
7. Passage of the appropriate PRAXIS II examination.
8. Passage of National Evaluation Series (NES) Foundations of Reading Test #190 (passing score of 233 or higher for ECH and ELM only)
9. Membership in the SAEA and a professional organization.
10. A favorable recommendation from the respective division.
11. Successful completion of all required courses.

Transition Point 3. Internship/End of Senior Year:

Candidates must provide documentation of

1. Completed Transition Point 3 application
2. Maintaining membership in the SAEA and a professional organization.
3. Maintaining the required overall 2.8 GPA and 2.8 GPA in professional studies and 2.8 GPA in the teaching field.
4. CPAST-completed with satisfactory scores
5. Successful completion of educative Teacher Performance Assessment (edTPA) for the student's program
6. Successful completion of the internship and seminar with not more than 5 absences

Transition Point 4: Post Graduation 1-3 years

1. Employer Satisfaction Survey
2. Follow up Graduate Survey

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

It is the policy of Miles College to provide remediation, at no cost, to individuals who receive less than the required minimum composite on the teacher evaluation score, Alabama Teacher Observation Tool (ATOT), within two (2) years of initial teaching experience.

Observation and Student Teaching (Internship): All education majors are required to enroll in ED 450/MU 445. ED 450 - Observation and Teaching is an intensive and extensive practicum required for all early childhood, elementary and secondary majors. For early childhood programs, the internship shall include a pre-school or kindergarten placement and a placement in grades 1, 2 or 3. For elementary education (K-6) programs, the internship shall include lower elementary (grades K-3) and upper elementary (grades 4-6) placements. Observation and Student Teaching (Internship) 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. Internships shall be full-time in the schools for a full semester. ED 450/MU 445 are only offered during the Fall and Spring semesters.

Candidates who plan to enroll in ED 450/MU 445 must file an application with the Division of Education office by midterm the semester prior to enrollment as outlined in Transition 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 Field Experience and Clinical Practice and the Division Chairperson who work with superintendents, principals and teachers of selected schools in the districts with which the College has developed and documented ongoing partnerships. This allows college faculty and school faculty to jointly design, implement, evaluate and place candidates in schools for field experience and clinical practice.

Field Experiences: Beginning with the first professional course, ED 209 - Introduction to Teaching or MU 303 - Introduction to Music Teaching, each candidate shall participate in extended field experiences with specific purposes and assessments. Candidates shall acquire a minimum of 150 observation hours for education majors. These are contact hours in their major area at the elementary, middle and/or high school level prior to internship. All Field experiences must be assigned and approved by the classroom.

Organizations:

SAEA. All students seeking teaching certificates in early childhood, elementary and secondary programs must maintain active membership in the SAEA throughout their tenure as education majors at the College.

Kappa Delta Phi. Kappa Delta Pi, International Honors Society in Education, is a prestigious organization that includes the world's best and brightest scholars and practitioners in education. Candidates with GPAs of 3.0 and higher may be invited to join Kappa Delta Pi. Kappa Delta Pi provides candidates with opportunities for enrichment and lifelong resources for professional growth and renewal.

Contact your advisor in the Division of Education for the selection of major courses required in the certification programs:

Early Childhood Education Elementary
Education Biology/Biology Education
Biology/General Science Education
Chemistry/Chemistry Education
English/Language Arts Education
History/Social Science Education
Mathematics/Mathematics Education
Music/Music Education-Choral
Music/Music Education--Instrumental

Early Childhood Education Curriculum

(Leads to the Bachelor of Science degree with Class B teacher certification from the State of Alabama. General Education: 44 hours. Contact the Division of Education in the selection of required courses.

Elementary Education Curriculum

Leads to the Bachelor of Science degree with Class B Teacher Certification from the State of Alabama. General Education: 44 hours. Contact the Division of Education in the selection of major courses required.

Secondary Education Curriculum

General Education: 44 hours

The secondary education programs lead to the bachelor of science degrees (or bachelor of music education) and to Class B Teacher Certification from the State of Alabama. Candidates seeking certification in two or more related fields (e.g., chemistry education and general science education) the internship may be divided between the two teaching fields. The programs are designed to prepare teachers of grades 7-12.

Biology/Biology Education, BS
General Science Education, BS

BIOLOGY /GENERAL SCIENCE EDUCATION
136 Hours

FRESHMAN YEAR

Fall Semester		Spring Semester	
EN 101 Communication Skills I	3	EN 102 Communication Skills II	3
BY 101 General Biology I	4	ED 209 Introduction to Teaching #	3
MA 101 Intermediate Algebra	3	PSY 201 General Psychology	3
FYA 101 Orientation to the Academy	1	MA 110 Pre Calculus 1	3
SPE 111 Fundamentals of Speech	3	ED 319 Ed. of the Exceptional Child#	3
HI 101 World Civilization	3	HUM 201 Humanities	3
Total Hours	**17**	**Total Hours**	**18**

SOPHOMORE YEAR

Fall Semester		Spring Semester	
MA 111 Pre-Calculus II	3	BY 304 Genetics	4
CH 131 General Chemistry	4	ED 300 Technology for Teachers #	3
PS 201 Intro to Government	3	ED 350 Foundation of Ed#	3
EN 201 Intro to Literature	3	CH 132 General Chemistry II	4
PSY 301 Educational Psychology	3	BY 307 Human Anatomy	4
Total Hours	**16**	**Total Hours**	**18**

JUNIOR YEAR

Fall Semester		Spring Semester	
PH 301 Physics	4	PH 302 General Physics	4
BY 210 Zoology	4	ES 321 Environmental Science	4
CH 110 Chemical Concepts	4	CH 306 Organic Chemistry II	4
CH 305 Organic Chemistry I	4	ED 400 Mat & Meth Teach Sec Sub	2
BY 210 Zoology		ED 421 M & M Teach Science	1
		ED 445 Evaluations & Measurements	3
Total Hours	**16**	**Total Hours**	**18**

SENIOR YEAR

Fall Semester		Spring Semester	
BY 405 Microbiology/ Elective	4	BY 449 Senior Seminar	2
BY 406 Mol. Bio& Genetics	4	ED 449 Senior Seminar	1
BY 407 Biochemistry	4	ED 450 Observation & Teaching	12
ED 448 Classroom Management	3		
ED 412 Teach. Read in Content Area	3		
Total Hours	**18**	**Total Hours**	**15**

 # Courses required for entrance into TEP

Chemistry/Chemistry Education, BS

CHEMISTRY/CHEMISTRY EDUCATION

133 Hours

FRESHMAN YEAR				
Fall Semester			**Spring Semester**	
EN 101 Communication Skills I	3		EN 102 Communication Skills II	3
CH 110 Chemical Concepts	4		ED 209 Introduction to Teaching #	3
MA 101 Intermediate Algebra	3		ED 300 Technology for Teachers #	3
FYA 101 Orientation to the Academy	1		HUM 201 Humanities	3
SPE 111 Fundamentals of Speech	3		MA 110 Pre Calculus 1	3
HI 101 World Civilization	3		PS Intro to Government	3
Total Hours	**17**		**Total Hours**	**18**
SOPHOMORE YEAR				
Fall Semester			**Spring Semester**	
EN 201 Intro to Literature	3		RE 211 Survey of World Religions	3
CH 131 General Chemistry	4		ED 319 Ed. of the Exceptional Child#	3
PSY 301 Ed. Psychology #	3		PH 301 College Physics I	4
ED 350 Foundation of Ed #	3		CH 132 General Chemistry II	4
BY 101 General Biology	4		MA 201 Analytical Geometry	4
Total Hours	**17**		**Total Hours**	**18**
JUNIOR YEAR				
Fall Semester			**Spring Semester**	
PH 302 College Physics II	4		ED 448 Classroom Management	3
CH 303 Qualitative Analysis	4		CH 401 Physical Chemistry I	4
CH 305 Organic Chemistry I	4		CH 304 Analytical Chemistry II	4
MA 202 Analytical Geometry & Cal	4		ED 400 Mat & Meth Teach Sec Sub	2
			ED 421 M & M Teach Science	1
			ED 445 Evaluations & Measurements	3
Total Hours	**16**		**Total Hours**	**17**
SENIOR YEAR				
Fall Semester			**Spring Semester**	
CH 306 Organic Chemistry II	4		CH 449 Senior Seminar	2
CH 408 Biochemistry II	4		ED 449 Senior Seminar	1
CH 402 Physical Chemistry II	4		ED 450 Observation & Teaching	12
ED 412 Teach. Read in Content Area	3			
Total Hours	**15**		**Total Hours**	**15**

 # Courses required for entrance into TEP

Early Childhood Education, BS

EARLY CHILDHOOD EDUCATION
Total 134 Hours

FRESHMAN YEAR

Fall Semester		Spring Semester	
EN 101 English Composition I	3	EN 102 English Composition II	3
BY 101 General Biology I	4	ED 209 Introduction to Teaching#	3
MA 101 Intermediate Algebra	3	HUM 201 Humanities	3
FYA 101 Orientation to the Academy	1	PSY 201 General Psychology	3
HI 101 World Civilization	3	BY 201 General Biology II	3
PE 122 Personal and Community Health	3	BY 201L General Biology Lab	1
	3	**Total Hours**	
Total Hours	**17**		**16**

SOPHOMORE YEAR

Fall Semester		Spring Semester	
PSY 301 Educational Psychology	3	ED 300 Technology for Teachers	3
SPE 111 Fundamentals of Speech	3	ED 302 Curriculum	3
EN 201 Introduction to Literature	3	ED 350 Foundations of Education	3
Foreign Language	3	MAED 107 What It Means to Know & Do Math	3
PH 102 Physical Science	3	ED 341 Visual and Performing Arts	3
PH 1032L Physical Science Lab	1	ED 319 Education of the Exceptional Child	3
Total Hours	**16**	**Total Hours**	**18**

JUNIOR YEAR

Fall Semester		Spring Semester	
MAED 207 Constructing Math Knowledge through Social Interaction	3	MAED 307 Planning Math Instruction that Engages All Learners	3
PS 201 Intro to Government	3	ED 440 Field Studies in ECH Educations	3
ED 306 Principles of Teaching (P-6)	3	ED 401 Lit/Social Dev in Young Child (P-3)	3
ED 408 Teaching Social Science (P-6)	3	ED 406 Teaching Elementary Science	3
ED 409 Teaching Beginning Read & Phonics	3	ED 413 Diagnostic/Prescriptive Reading	3
EC 201 Principles of Macroeconomics	3	PSY 206 Developmental Psychology	3
Total Hours	**18**	**Total Hours**	**18**

SENIOR YEAR

Fall Semester		Spring Semester	
ED 405 Teaching Lang. Art (P-6)	3	ED 449 Senior Seminar	1
ED 325 Home, School and Community	3	ED 450 Observation & Teaching	12
MAED 407 Planning Mathematics Instruction Informed by Student Data	3	**Total Hours**	**13**
HP 324 Elementary Methods of Health	3		
ED 445 Evaluations and Measurements	3		
ED 448 Classroom Management	3		
Total Hours	**18**		

Elementary Education, BS

ELEMENTARY EDUCATION
Total 125 Hours

FRESHMAN YEAR				
Fall Semester			**Spring Semester**	
EN 101 English Composition I	3		EN 102 English Composition II	3
BY 101 General Biology I	4		ED 209 Introduction to Teaching#	3
MA 101 Intermediate Algebra	3		PE 122 Per & Community Health	3
FYA 101 Orientation to the Academy	1		PSY 201 General Psychology	3
HUM 201 Humanities	3		BY 201 General Biology II	4
SPE 111 Fundamentals of Speech	3		**Total Hours**	**16**
Total Hours	**17**			
SOPHOMORE YEAR				
Fall Semester			**Spring Semester**	
HI 101 World Civilizations I	3		ED 350 Foundations of Educations#	3
PSY 301 Educational Psychology#	3		PS 201 Introduction to Government	3
ED 319 Education of the Exceptional Child#	3		EC 201 Intro to Microeconomics	3
EN 201 Intro to Literature	3		MAED 107 What It Means to Know & Do Math	3
PH 102 Physical Science	4		ED 300 Technology for Teachers#	3
			Foreign Language	3
Total Hours	**16**		**Total Hours**	**18**
JUNIOR YEAR				
Fall Semester			**Spring Semester**	
ED 306 Principles of Teaching (P-6)	3		ED 409 Teach Beginning Reading/Phonics (P-6)	3
ED 302 Curriculum (P-6)	3		ED 406 Teaching Science (P-6)	3
HP 324 Elementary Methods of Health	3		ED 413 Diagnostic and Prescriptive Read. (P-6)	3
MAED 207 Constructing Math Knowledge through Social Interaction	3		MAED 307 Planning Math Instruction that Engages All Learners	3
Foreign Language	3		ED 341 Visual and Performing Arts	3
Total Hours	**15**		**Total Hours**	**15**
SENIOR YEAR				
Fall Semester			**Spring Semester**	
ED 408 Teaching Social Science (P-6)	3		ED 449 Senior Seminar	1
ED 405 Teaching Elementary Lang Arts (P-6)	3		ED 450 Observation & Teaching	12
MAED 407 Planning Mathematics Instruction Informed by Student Data	3		**Total Hours**	**13**
ED 445 Evaluation & Measurement (P-6)	3			
ED 448 Classroom Management (P-6)	3			
Total Hours	**15**			

English/Language Arts Education, BS

ENGLISH/LANGUAGE ARTS EDUCATION
129 Hours

FRESHMAN YEAR

Fall Semester		Spring Semester	
EN 101 Communication Skills I	3	EN 102 Communication Skills II	3
BY 101 General Biology I	4	ED 209 Introduction to Teaching #	3
MA 101 Intermediate Algebra	3	HUM 201 Humanities	3
FYA 101 Orientation to the Academy	1	PSY 201 General Psychology	3
HI 101 World Civilization	3	ED 300 Technology for Teachers#	3
SPE 111 Fundamentals of Speech	3		
Total Hours	**17**	**Total Hours**	**15**

SOPHOMORE YEAR

Fall Semester		Spring Semester	
EN 201 Intro to Literature	3	PS 201 Intro to Government	3
PSY 301 Educational Psychology #	3	ED 319 Ed. of the Exceptional Child#	3
ED 350 Foundations of Education #	3	EN 366 African American Lit. II	3
EN 301 Grammar and Linguistics	3	EN 320 Creative Writing	3
EN 365 African American Lit I	3	EN 351 Shakespeare	3
Foreign Language 101	3	Foreign Language 102	3
Total Hours	**18**	**Total Hours**	**18**

JUNIOR YEAR

Fall Semester		Spring Semester	
EN 361 American Literature	3	EN 362 American Lit II	3
EN 401 English Lit I	3	EN 380 - Electives	3
CO 320 Introduction to Media Writing	3	ED 445 Evaluations. & Measurements	3
EN 305 Advanced Composition	3	EN 460 Topics in Literature	3
TH 260 Introduction to Theatre	3	EN 402 English Literature II	3
EN 382 Major Writers	3		
Total Hours	**18**	**Total Hours**	**15**

SENIOR YEAR

Fall Semester		Spring Semester	
EN 451 Literary Criticism	3		
ED 412 Teaching Reading in the Content Area	3	ED 449 Senior Seminar	1
ED 400 Mat & Meth of Teach Sec Sub	2	ED 450 Observation & Teaching	12
ED 424 M & M of Teach Lang arts	1		
ED 448 Classroom Management	3		
En 449 Senior Seminar	3		
Total Hours	**15**	**Total Hours**	**13**

 # Courses required for TEP Entrance

History/Social Science Education, BS

GENERAL SOCIAL SCIENCE EDUCATION

135 Hours

FRESHMAN YEAR

Fall Semester		Spring Semester	
EN 101 Communication Skills I	3	EN 102 Communication Skills II	3
BY 201 General Biology	4	PS 201 Intro to Government	3
MA 101 Intermediate Algebra	3	GE Regional Geography	3
FYA 101 Orientation to the Academy	1	HI 102 World Civilization	3
SPE 111 Fundamentals of Speech	3	SS 101 African American Experiences	3
HI 101 World Civilization	3	ED 209 Introduction to Teaching #	3
Total Hours	**17**	**Total Hours**	**18**

SOPHOMORE YEAR

Fall Semester		Spring Semester	
HI 203 American History	3	Foreign Language 102	3
PSY 301 Educational Psychology#	3	ED 300 Technology for Teachers#	3
HUM 201 Humanities	3	ED 319 Education of Exceptional Children	3
Foreign Language 101	3	ED 350 Foundations of Education #	3
EN 201 Intro to Literature	3	HI 204 American History II	3
SO 200 Intro to Sociology 3			
Total Hours	**18**	**Total Hours**	**15**

JUNIOR YEAR

Fall Semester		Spring Semester	
HI 308 African American History	3	HI 324 Women History	3
HI 322 Civil Rights Movement in America	3	HI 412 African History	3
HI 341 Medieval Europe	3	HI 330 Ancient Europe	3
		HI History Elective	3
HI History Elective	3	HI 350 Think& Writing History	3
ED 412 Teach. Read in Content Area	3	ED 445 Evaluations & Measurements	3
Total Hours	**18**	**Total Hours**	**18**

SENIOR YEAR

Fall Semester		Spring Semester	
ED 448 Classroom Management	3	SO 449 Senior Seminar	3
ED 400 Mat & Meth Teach Sec Sub	2	ED 449 Senior Seminar	1
ED 423 M & M Teach Social Science	1	ED 450 Observation & Teaching	12
HI History Elective	1		
HI History Elective	3		
HI 408 Southern History	3		
HI History Elective	3		
Total Hours	**16**	**Total Hours**	**16**

 # Courses required for entrance into TEP

Mathematics/Mathematics Education, BS

MATHEMATICS 6-12

134 Hours

FRESHMAN YEAR

Fall Semester		Spring Semester	
EN 101 Communication Skills I	3	EN 102 Communication Skills II	3
PSY 201 General Psychology	3	ED 209 Introduction to Teaching	3
MA 101 Intermediate Algebra	3	BY 201 General Biology	4
FYA 101 Orientation to the Academy	1	CIS 290 Intro to Computer Programming	4
HI 101 World Civilization	3	MA 110 Algebra and Trig I	3
SPE 111 Fundamentals of Speech	3		
Total Hours	**16**	**Total Hours**	**17**

SOPHOMORE YEAR

Fall Semester		Spring Semester	
MA 111 Analytic Geometry and Trig II	3	ED 300 Technology for Teachers	3
PSY 301 Educational Psychology#	3	ED 319 Ed. of the Exceptional Child	3
ED 350 Foundations of Education	3	HUM 201 Humanities	3
PH 301 College Physics	4	MA 202 Analytic Geometry & C al II	4
MA 201 Analytic Geometry and Cal II	4	PH 302 College Physics	4
Total Hours	**17**	**Total Hours**	**17**

JUNIOR YEAR

Fall Semester		Spring Semester	
MA 203 Analytic Geometry and Calculus III	4	MA 318 Math Statistics	3
MA 317 Probability & Statistics	3	MA 324 Discrete Mathematics	3
MA 308 Differential Equations	3	ED 445 Evaluations. & Measurements	3
MA 311 Linear Algebra	3	MA 315Theory of Numbers	3
ED 412 Teaching Reading in the Content Area	3	MA 319 Fund Concepts of Geometry	3
Total Hours	**16**	**Total Hours**	**18**

SENIOR YEAR

Fall Semester		Spring Semester	
MA 403 Advanced Calculus I	3	MA 449 Senior Seminar	1
MA 421 Abstract Algebra	3	ED 449 Senior Seminar	1
MA 441Numerical Analysis II	3	ED 450 Observation & Teaching	12
ED 400 Mat & Meth of Teach Sec Sub	2		
ED 420 M & M of Teach Lang arts	1		
ED 448 Classroom Management	3		
Total Hours	**15**	**Total Hours**	**14**

Music/Music Education-Instrumental, BME

	Fall Semester			Spring Semester	
Year	**Course**	**Hrs**	**Year**	**Course**	**Hrs**
Freshman	EN 101 English Composition I	3	**Freshman**	EN 102 English Composition II	3
	FYA 101 Orientation to the Academy	1		**PSY 301 Educational Psychology**	**3**
	PSY 201 General Psychology	3		***MU 303 Introduction to Music Teaching**	**3**
	MU 099 Introduction to Music Theory (Remedial)	2		MU 101 Theory I	2
	ED 300 Technology for Teachers	3		MU 131 Keyboard and Musicianship I	2
	MU 141 Applied Lessons	1		MU 103 Ear Drills and Sight-Singing I	1
	MU 216 Ensemble	1		MU 142 Applied Lessons	1
	MU 100 Recital Attendance	**1**		MU 216 Ensemble	1
	MU 373 Percussion Methods	**2**		MU 372 String Methods	2
	Total Hours:	**17**		**Total Hours:**	**18**
Sophomore	**MU 319 Education of the Exceptional Child**	**3**	**Sophomore**	**ED 350 Foundations of Education**	**3**
	EN 201 Introduction to Literature	3		HUM 201 Humanities	3
	MU 102 Theory II	2		MU 201 Theory III	2
	MU 132 Keyboard and Musicianship II	2		MU 231 Keyboard and Musicianship III	2
	MU 104 Ear Drills and Sight-Singing II	1		MU 204 Ear Drills and Sight-Singing III	1
	MU 351 Music History I	2		MU 352 Music History II	2
	MU 302 Conducting I	2		MU 242 Applied Lessons	1
	MU 241 Applied Lessons	1		MU 305 Music Technology	2
	MU 216 Ensemble	1		MU 216 Ensemble	1
	MU 100 Recital Attendance	1		MU 100 Recital Attendance	1
				Transition Point #1 TEP Interview	
	Total Hours:	**18**		**Total Hours:**	**18**
Junior	BY 101 General Biology I	3	**Junior**	MA 101 Intermediate Algebra	3
	BY 101L General Biology Lab	1		PS 201 Intro to Government	3
	MU 202 Theory IV	2		HI 101 World History	3
	MU 232 Keyboard and Musicianship IV	2		ED 412 Teaching Reading in the Content Area	3
	MU 205 Ear Drills and Sight-Singing IV	1		MU 304 Form and Analysis	2

	*MU 356 P-12 Instrumental Methods	3		MU 354 Intro to World Music	2
	MU 374 Brass Methods	2		MU 342 Applied Lessons	1
	MU 341 Applied Lessons	1		MU 100 Recital Attendance	1
	MU 216 Ensemble	1			
	MU 100 Recital Attendance	1			
	MU 100 Recital Attendance	1			
	Total Hours:	**18**		**Total Hours:**	**18**
Senior	ED 448 Classroom Management	3	**Senior**	MU 444 Senior Seminar	1
	ED 445 Evaluation in Music	3		MU 445 Observation & Teaching	12
	MU 399 Writing About Music	2			
	MU 441 Applied Lessons	1		***Transition Point 3 = Program Completion/Licensure***	
	MU 413 Senior Recital	1			
	MU 321 Voice Diction	2			
	MU 371 Woodwind Methods	2			
	SPE 111 Fundamentals of Speech	3			
	MU 100 Recital Attendance	1			
	Transition Point 2 = Pre-Clinical Phase				
	Total Hours:	**18**		**Total Hours:**	**13**

*Indicates in the schools.
+7 Ensemble Credits Must be Within the Concentration (Ex. Instrumental = Bands or Choral = Choirs)

Music/Music Education-Choral, BME

	Fall Semester			Spring Semester	
Year	**Course**	**Hrs**	**Year**	**Course**	**Hrs**
Freshman	EN 101 English Composition I	3	**Freshman**	EN 102 English Composition II	3
	FYA 101 Orientation to the Academy	1		**PSY 301 Educational Psychology**	**3**
	PSY 201 General Psychology	3		***MU 303 Introduction to Music Teaching**	**3**
	MU 099 Introduction to Music Theory (Remedial)	2		MU 101 Theory I	2
	ED 300 Technology for Teachers	3		MU 131 Keyboard and Musicianship I	2
	MU 141 Applied Lessons	1		MU 103 Ear Drills and Sight-Singing I	1
	MU 216 Ensemble	1		MU 142 Applied Lessons	1
	MU 100 Recital Attendance	1		MU 216 Ensemble	1
	MU 373 Percussion Methods	2		MU 372 String Methods	2
	Total Hours:	**17**		**Total Hours:**	**18**
Sophomore	**MU 319 Education of the Exceptional Child**	**3**	**Sophomore**	**ED 350 Foundations of Education**	**3**
	EN 201 Introduction to Literature	3		HUM 201 Humanities	3
	MU 102 Theory II	2		MU 201 Theory III	2
	MU 132 Keyboard and Musicianship II	2		MU 231 Keyboard and Musicianship III	2
	MU 104 Ear Drills and Sight-Singing II	1		MU 204 Ear Drills and Sight-Singing III	1
	MU 351 Music History I	2		MU 352 Music History II	2
	MU 302 Conducting I	2		MU 242 Applied Lessons	1
	MU 241 Applied Lessons	1		MU 305 Music Technology	2
	MU 216 Ensemble	1		MU 216 Ensemble	1
	MU 100 Recital Attendance	1		MU 100 Recital Attendance	1
				Transition Point #1 TEP Interview	
	Total Hours:	**18**		**Total Hours:**	**18**
Junior	BY 101 General Biology I	3	**Junior**	MA 101 Intermediate Algebra	3
	BY 101L General Biology Lab	1		PS 201 Intro to Government	3
	MU 202 Theory IV	2		HI 101 World History	3
	MU 232 Keyboard and Musicianship IV	2		ED 412 Teaching Reading in the Content Area	3
	MU 205 Ear Drills and Sight-Singing IV	1		MU 304 Form and Analysis	2

	MU 357 P-12 Choral Methods	3		MU 354 Intro to World Music	2
	MU 374 Brass Methods	2		MU 342 Applied Lessons	1
	MU 341 Applied Lessons	1		MU 100 Recital Attendance	1
	MU 216 Ensemble	1			
	MU 100 Recital Attendance	1			
	MU 100 Recital Attendance	1			
	Total Hours:	**18**		**Total Hours:**	**18**
Senior	ED 448 Classroom Management	3	**Senior**	MU 444 Senior Seminar	1
	ED 445 Evaluation in Music	3		MU 445 Observation & Teaching	12
	MU 399 Writing About Music	2			
	MU 441 Applied Lessons	1		***Transition Point 3 = Program Completion/Licensure***	
	MU 413 Senior Recital	1			
	MU 321 Voice Diction	2			
	MU 371 Woodwind Methods	2			
	SPE 111 Fundamentals of Speech	3			
	MU 100 Recital Attendance	1			
	Transition Point 2 = Pre-Clinical Phase				
	Total Hours:	**18**		**Total Hours:**	**13**

*Indicates in the schools.
+7 Ensemble Credits Must be Within the Concentration (Ex. Instrumental = Bands or Choral = Choirs)

Division of Humanities and Communications

Overview of Humanities

The Humanities offers a major in English and a performance major in Music. The English major is a program that affords the options of earning a liberal arts degree in English. The purpose of the Music program is to produce graduates whose education-combining specialization and rigorous studies in music with a broad background in liberal arts prepares them for a wide range of further educational and vocational opportunities.
In addition to the two major programs, the Humanities offers the following specializations: Music ~ Education, Video and Audio, Choral or Instrumental Ensembles, Performance, Commercial Music/Cultural Intellectual Property (IP), and Church Music.
English ~ Creative Writing, Professional and Technical Writing, Digital Storytelling, African American and Diasporic Literature, and Pre-Law
In addition to the two major programs, the Division offers a minor in English, Music, Religion/Philosophy, African- American Literature / Studies, and Drama / Theater.

Humanities Mission

Through multiplicative offerings of drama, English, world languages, humanities, music, religion, and speech, the Humanities Division's mission is to graduate and 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 and reading skills.

Program Admission

English: N/A Music: Audition
Music: Placement Evaluation

Exit Examination

Candidates for the Bachelor of Arts degree must pass a program exit examination in their senior year with a minimum score of 70%. The exams consist of essay questions and objective questions.
Study materials are available for each program's EXIT examination.

Students completing the Bachelor of Arts in Music degree (Vocal, Instrumental, or Applied Jazz Studies) will be required to:

1. Perform the formal Junior Applied Recital,
2. Complete a comprehensive senior research project, and
3. Perform a public Senior Exit Recital with 80% or better proficiency on their instrument or voice.

Overview of the English Program

A student must earn 67 semester hours in upper-level English courses for a Bachelor of Arts degree in English. All students earning the B.A. degree must take twelve hours of a foreign language. 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 of 2.0 in all English courses taken
3. Must submit a detailed essay on a topic assigned by and under an English instructor's supervision. The essay must be approved by two English instructors, and
4. Have passed the English Proficiency Exam (EPE). *Refer to the English Handbook for further information.*

To satisfy the major requirements for graduation, a student must pass all English courses with a minimum

grade of "C" or better. English majors are expected to demonstrate college level reading comprehension upon completion of the program.

English 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.

Overview of the Music Program

Humanities houses three majors in Music:
Bachelor of Arts in Music
Bachelor of Music Education P-12 Instrumental *(See Division of Education for degree requirements.)*
Bachelor of Music Education P-12 Choral *(See Division of Education for degree requirements.)*

Admission into Miles College does not guarantee acceptance into the music major. To gain acceptance, the prospective music student will demonstrate suitability for music study through two formal assessments:

1. Primary Applied Music Audition
2. Keyboard/Theory Placement Evaluation

Music Placement Evaluation. The Music placement evaluation tests the student's keyboard musicianship and knowledge of music 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, scale, interval, and chord reading. Students who need musicianship and theory review may be admitted as music majors with the provision that they successfully complete the MU 99 - Music Fundamentals.
Audition. The audition evaluates the prospective music major's 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 - Applied Music class can serve as the audition into the music major. The audition takes place during scheduled Applied Music Jury exams on the last Friday before the Fall term begins and the last Friday before the Spring term begins. Other times will be 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 majors' first applied jury may count as the audition.
Theory Keyboard Musicianship Review. By the end of the sophomore year, music students typically will have completed the following music courses: MU 131, MU 132, MU 101, MU 102, MU 231, MU 232, MU 201, and MU202. They comprise a group of music courses known as the **Theory and Musicianship Core**. Near the point of completion of the Theory and Musicianship core, all music majors are required to demonstrate their ability to continue to advance musical and professional study. This is demonstrated through the Theory and Musicianship Review. *Refer to the Music Student Handbook for additional information.*
In order to graduate with a major in music, the student must pass all music courses with a grade of "C" or better.

Music Mission

The mission of the Music program is to (1) reflect the College's unique philosophical, ethical and spiritual goals through supportive music teaching and learning environments, (2) 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) recognize the intellectual pursuits and achievements of music students

and faculty and further the development of intellectual stimulation and creative growth, (4) enable practice and demonstrations of the highest professional standards through small classes and hands-on learning experiences and (5) expand the social dimensions of the music program in ways that benefit community service, cultural enrichment and educational outreach.

Organizations

Sigma Tau Delta, Alpha Lambda Mu Chapter (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.

Drama Club. This club is composed of students who have an interest in Drama. The club functions under the sponsorship of the Coordinator of Theatre activities. It presents several plays on and off-campus each year.

MENC Collegiate Music Society. The 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.
NASPAAM (National Association for the Preservation of African American Music) is an organization whose purpose is to further the development and dissemination of African American music through advocacy, education, and performance. The organization is committed to providing leadership and motivation for music educators, musicians, and others interested in fostering the inclusion of African and African American music in education and society. The organization serves its members and others by increasing the awareness of Black music and its contribution to the arts, culture, and society.
NAFME (National Association for Music Educators). The mission of the NAFME is to advance music education by encouraging the study and making of music by all.

Career Trends

Graduate Studies Content
Creation Law
Educator
Creative Performer
Music Education; Music Business; Worship, Music Production, Music Technology, Music Publishing, Musical Theatre, Instrument Making, and Repair/Restoration, Movie/TV/Radio, Administration, Recreation Arts, Tours/Road Work, Healthcare/Musical Arts

Major

English, BA

Program Requirements: 120 hours

General Education: 32 hours

General Education Curriculum

Major Requirements: 67 hours

Specialization Requirements: 21 hours

EN 205 - Introduction to the Major
3 Credit Hours
Designed for English majors, this course is an introduction to the history, theory, and practice of English as a discipline. It is required of all majors. It introduces students to current trends in English studies, including critical approaches, research methods, and specialized terminology necessary for success in the major and the field. Students also become familiar with the periods of literary history and the various genres of literature. English majors are strongly encouraged to take EN 205 during the second semester of the sophomore year. Minimum grade of "C" required.
Prerequisite: 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.
Prerequisite: EN 102.

EN 306 - Research and Methods
3 Credit Hours
English 306 provides an overview of query strategies using standard sources of modern literary research. Web-based, subscription journals and bibliographical resources as well as print-based materials are included as research targets.
Prerequisite: EN 102.

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. It also covers sonnets that are representative of Shakespeare's short verse.
Prerequisite: EN 201 or EN 202.

EN 261 - American Literature I
3 Credit Hours
Students explore selected works of major American writers from 1603 to 1860.
Prerequisite: EN 201 or EN 202.

EN 262 - 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 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

EN 401 - British Literature I
3 Credit Hours
This course surveys significant British works from the Anglo-Saxon period through 1789.
Prerequisite: EN 201 or EN 202.

EN 402 - British Literature II
3 Credit Hours
This course is a survey of major writers of British literature from the Romantic period to the contemporary era.
Prerequisite: EN 201 or EN 202.

EN 404 - Comparative Africana 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 449 - Senior Seminar
3 Credit Hours
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.
Prerequisite: Senior Standing.

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.
Prerequisite: EN 201 or EN 202.

EN 490 - Internship
4 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.

Cognates: 15 hours

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.

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.
Prerequisite: SPA 102

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
Prerequisite: SPA 201.

Major Electives: 18 hours

EN 305 - Advanced Composition
3 Credit Hours
Students gain intensive practice in writing various types of prose, based on analysis of the structure, language, and rhetoric of selected works.
Prerequisite: EN102.

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 352 - English Renaissance Drama
3 Credit Hours
Students in this course will read some of the English dramas 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.
Prerequisite: EN 201 or EN 202.

EN 355 - Modernism
3 Credit Hours
This course presents American and British writers of the early 20th century and the theory behind modem art. Poetry, prose, drama, visual art, and music are considered so that students may evaluate the modern period and its influence on the postmodern.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 102

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 102

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 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 analysis.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

English Paradigm Freshman Year
Fall Semester

FYA 101 - Orientation to the Academy

1 Credit Hours
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.

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-hour laboratory per week
Co-requisite: BY 101L.

BY 101L - General Biology I Lab
1 Credit Hours
Lab component to accompany course.

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 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.

HI 101 - World Civilizations
3 Credit Hours
World Civilizations I (HI 101) is one of the Miles College General Education courses and examines the origins of human societies and the development of major world civilizations. This course will examine the various institutions of these civilizations and comparatively examine their connections and interactions.

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.

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.
Prerequisite: A “C” or above in MA 100 or a satisfactory score on placement tests.

Total Hours: 17

Spring Semester

EN 102 - English Composition II
3 Credit Hours
This course is concerned 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. Fundamentals of grammar mastery expected. The passing grade is 'C' or above. Students may receive help in the Center for Writing Across Miles.
Prerequisite: The passing grade is 'C' or above in EN 101.

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.

SS 101 - African- American Experience
3 Credit Hours
This survey course of the history of African-Americans in the United States explores 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.

SPE 111 - Fundamentals of Speech
3 Credit Hours
This course is designed to equip students with the skills necessary for a n 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.

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.

Total Hours: 15

Sophomore Year Fall Semester

EN 201 - Introduction to Literature
3 Credit Hours
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.

Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

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.
Prerequisite: SPA 102

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.

RE 211 - Survey of World Religions
3 Credit Hours
This course presents a comparative study of the major religions of the world.

EC 201 - 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.

Total Hours: 15

Spring Semester

HUM 201 – Humanities
3 Credit Hours
This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical

thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

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
Prerequisite: SPA 201.

EN 205 - Introduction to the Major
3 Credit Hours
Designed for English majors, this course is an introduction to the history, theory, and practice of English as a discipline. It is required of all majors. It introduces students to current trends in English studies, including critical approaches, research methods, and specialized terminology necessary for success in the major and the field. Students also become familiar with the periods of literary history and the various genres of literature. English majors are strongly encouraged to take EN 205 during the second semester of the sophomore year. Minimum grade of "C" required.
Prerequisite: EN 102.

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.

EN 306 - Research and Methods
3 Credit Hours
English 306 provides an overview of query strategies using standard sources of modern literary research. Web-based, subscription journals and bibliographical resources as well as print-based materials are included as research targets.
Prerequisite: EN 102.

Total Hours: 15

Junior Year

Fall Semester

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.
Prerequisite: EN 102.

EN 261 - American Literature I
3 Credit Hours
Students explore selected works of major American writers from 1603 to 1860.
Prerequisite: EN 201 or EN 202.

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 socio political thought, their role in the development of modem African-American literature, and their place in American and

Western literary history from 1760 through the Harlem Renaissance.
Prerequisite: EN 201 or EN 202.

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.

- EN English Elective **3 Credit Hours or**
- SPA Spanish Elective **3 Credit Hours**

Total Hours: 15

Spring Semester

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.
Prerequisite: EN 201 or EN 202.

EN 262 - 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 201 or EN 202.

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. It also covers sonnets that are representative of Shakespeare's short verse.
Prerequisite: EN 201 or EN 202.

- EN English Elective **3 Credit Hours or**
- SPA Spanish Elective **3 Credit Hours**
- EN English Elective **3 Credit Hours**

Total Hours: 15

Senior Year Fall Semester

EN 404 - Comparative Africana 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 401 - British Literature I
3 Credit Hours
This course surveys significant British works from the Anglo-Saxon period through 1789.
Prerequisite: EN 201 or EN 202.

EN 451 - Literary Criticism
3 Credit Hours
This course explores theoretical and practical criticism, and precepts of major critics are applied to literary materials.

Prerequisite: EN 201 or EN 202.
EN 490 - Internship
4 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.

- EN English Elective **3 Credit Hours**

Total Hours: 16

Spring Semester

EN 402 - British Literature II
3 Credit Hours
This course is a survey of major writers of British literature from the Romantic period to the contemporary era.
Prerequisite: EN 201 or EN 202.

EN 449 - Senior Seminar
3 Credit Hours
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.
Prerequisite: Senior Standing.

- EN English Elective **3 Credit Hours**
- EN English Elective **3 Credit Hours**

Total Hours: 12

Total: 120 hours

English Major Electives

Fall Offerings

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.
Prerequisite: EN 102.

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.
Prerequisite: EN 201 or EN 202.

EN 370 - Jewish-American Literature
3 Credit Hours
This course examines the development of Jewish-American literature and Jewish experiences as they are reflected in this literature. The course will focus on the issues raised by Jewish-American literature and its writers.
Prerequisite: EN 102

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.
Prerequisite: EN 102

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 analysis.
Prerequisite: EN 201 or EN 202.

SPA 230 - Conversation and Writing
3 Credit Hours
This course is designed for students at the intermediate level in Spanish. This course provides for development of proficiency in both spoken and written Spanish. This course will emphasize speaking and writing in everyday life situations. At the end of the semester students will be able to have simple conversations with native speakers and they will also be able to elicit and give basic information. The cultural component of the curse will aim to familiarize the student with the culture, lifestyle and values of Spanish speakers.

Spring Offerings

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 355 - Modernism
3 Credit Hours
This course presents American and British writers of the early 20th century and the theory behind modem art. Poetry, prose, drama, visual art, and music are considered so that students may evaluate the modern period and its influence on the postmodern.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

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 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.
Prerequisite: EN 201 or EN 202.

SPA 302 - Latin American Civilization and Culture
3 Credit Hours
Spanish 302 is a survey of Latin American civilization and culture from the conquest to the present. This is a look at the past and the present through the study of history, art, literature, and music. The class will include lectures, readings, student's research and presentations, videos, slides, excursions, interviews and guest speakers. The course content will be presented from a dual perspective and the students on occasions will need to take a side in the debates and express their thoughts. All this will be done with the purpose of emphasizing critical thinking and inquiry-guided learning. The material covered will be divided in five major sections: (A) The Spaniards conquest and the colonial system, (B) National independence (C) revolution and dictatorships, (D) USA and the Americas and (E) Latin America today.

Music, BA

Program Requirements: 120 hours

General Education: 32 hours

General Education Curriculum

Major Requirements: 63-65 hours

Specialization Requirements: 18-21 hours

**Must take a 1-hour course 8 consecutive semesters.*

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 101 - Theory I
2 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.
Prerequisite: Acceptance into the music major or permission of the instructor.

MU 102 - Theory II
2 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.
Prerequisite: MU 101.

MU 103 - Ear Drills and Sight Singing I
1 Credit Hours
Students demonstrate abilities to hear, identify and work conceptually with elements of music such as rhythm, melody, harmony, structure, timbre and texture. Students study the movable " DO" system of solfeggio and sing using these syllables, scale degree numbers and with note letter names in both treble and bass clefs. Students learn to take melodic, harmonic and rhythmic dictation in diatonic relationships. The level of harmony skills applied in this class parallel the material lean in MU 102 Theory. It is recommended that these courses be taken concurrently.

MU 104 - Ear Drills and Sight Singing II
1 Credit Hours
This course continues the development of the aural and theoretical aspects of music reading as begun in MU 103. Students continue to acquire necessary skills through ear training, and the sight-singing of slightly more advanced tonal music.
Prerequisite: MU 103.

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 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: MU 131.

MU 201 - Theory III
2 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 secondary dominants and other chromatic elements, and the singing of chromatic melodies.
Prerequisite: MU 102.

MU 202 - Theory IV 2 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. Graded analysis and composition projects from this class are included in the Major Exit portfolio.
Prerequisite: MU 201.

MU 204 - Ear Drills and Sight Singing III
1 Credit Hours
This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight singing of tonal music.
Prerequisite: MU 201.

MU 205 - Ear Drills and Sight Singing IV
1 Credit Hours
This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight-singing of tonal music.
Prerequisite: MU 202.

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: MU 132.

MU 232 - Keyboard Musicianship IV
2 Credit Hours
This course continues the development of the skills studied in MU 231. Grade sheets from this course are

included in the Music Major Exit portfolio.
Prerequisite: MU 231.

MU 302 - Conducting
2 Credit Hours
This course introduces the student to basic baton technique and score reading for instrumental and choral conductors.
Prerequisite: MU 202, MU 232.

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.
Prerequisite: MU 202.

MU 305 - Music Technology
2 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 introduced.
Prerequisite: MU 202.

- MU 321 - Voice Diction **2 Credit Hours**

MU 341 - Applied Music
1 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Education Exit Portfolio.

MU 342 - Pre-Recital Hearing
1 Credit Hours

This course is a companion pre-hearing course to the MU 343 Junior Recital. All music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) must register for the MU 342 and MU 343 applied jury courses in the same semester. All music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) at the MU 342 level, must perform a minimum of (2) repertoire selections from the Junior Recital program as well as meet technical, skill and aural sight-singing proficiency requirements of the MU 342 Applied jury level. (See Music Handbook for additional information.)
Prerequisite: All music majors must register for the MU 342 and MU 343 courses in the same semester.

- MU 343 - Junior Recital **1 Credit Hours**

MU 351 - Music History and Literature I 2 Credit Hours
In this course, students demonstrate knowledge of music history and the literature of Western and Non-Western cultures, including ethnic, multicultural contributions to music and the relationship of music to the other arts from 1400-1750.

MU 352 - Music History and Literature II
2 Credit Hours
This course is a continuation of MU 351. It explores music from 1750 to the present.
Prerequisite: MU 351.

MU 354 - Introduction to World Music

2 Credit Hours
This course is a survey of music focusing on non-Western cultures. Students learn about selected musical traditions from throughout the world with emphasis on how music functions as part of daily life in particular societies.
Prerequisite: Consent of instructor.

MU 399 - Writing about Music
1 Credit Hours
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.

Theory and Musicianship Review

Must pass Theory and Musicianship Review and the MU 242 Jury to continue in the program.

MU 141 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

MU 142 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

MU 241 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
Prerequisite: MU 142.

MU 242 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
Prerequisite: MU 241.

MU 441 - Final Recital Hearing
0 Credit Hours
This course is the final Recital hearing jury for all music majors electing the MU 413 Senior Recital as their Exit Exam. In doing so, students must elect the MU 441 and the MU 413 in the same semester, and present all required Pre- Recital hearing information to a music faculty committee before approval is granted to present the final MU 413 Senior Recital. (See Music Handbook for additional information.)
Prerequisite: MU 343.

or

MU 402 - Senior Project Pre-Hearing Evaluation
1 Credit Hours

This course is a companion pre-hearing to the MU 403 Senior Project Exit Exam. BA music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) may choose to present a final Senior Project as their Major Exit Assessment instead of the traditional performance Senior Exit Recital. In doing so, students must register for MU 402 and 403 in the same semester and present all required Pre- Project hearing information to a music faculty committee before approval is granted to present the MU 403 Senior Project final public presentation.
Co-requisite: MU 403.

MU 413 - Senior Recital
1 Credit Hours
In this class, students receive final instructional coaching in the preparation and performance of a public recital on the student's major instrument or voice. Students are obligated to follow recital standards, requirements and procedures as described in the music student handbook. This course is repeatable until all requirements are satisfied. All Senior Recital performances for Music Education Majors are presented in the Fall Semester of the majors' senior year. A digital recording of the student in recital is included in the Music Education Exit Portfolio.
Prerequisite: MU 441.

or

- MU 403 - Senior Project **1 Credit Hours**

Small Ensembles: 3 hours

Must fulfill 3 1-hour courses in Small Ensembles.

MU 216BR - Brass Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216CS - Chamber Singers
1 Credit Hours
Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation. Class is scheduled to meet every semester TBA.
Prerequisite: Placement by Faculty Audition.

MU 216GU - Guitar Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216HB - Handbell Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216JC - Jazz Combo
1 Credit Hours
Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation.
Prerequisite: Placement by Faculty Audition.

MU 216PE - Percussion Ensemble

1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216P - Piano Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216SE - String Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

- MU 216 - Trombone **1 Credit Hours**
- MU 216 - Voice **1 Credit Hours**

MU 216WW - Woodwind Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

Large Ensembles: 2 hours

Must fulfill 2 1-hour courses in Large Ensembles.

MU 209 - Inspirational Singers
1 Credit Hours
This choir will share and promote the universal love expressed through gospel music, and will provide historical perspectives in an inclusive environment that will aid in enhancing positive experiences for its members. Participation is open to all majors.

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.
Prerequisite: Non majors with consent of instructor.

MU 213 - Jazz Band
1 Credit Hours
This course is designed to give student performance experiences in jazz literature and improvisation. Students will learn jazz performance practice and play jazz arrangements.
Prerequisite: Non majors with consent of instructor.

MU 214 - Brass Band
0 Credit Hours
This course emphasizes skill development, repertoire and performance requirements of the Large Brass Trombone Choir/ Band Brass Students. Study and performance of standard and contemporary literature for brass chamber ensembles, with emphasis on the development of small ensemble skills. Includes trumpet choirs, trombone ensemble, tuba-euphonium ensemble, and brass quintet.
Prerequisite: Non-majors with consent of instructor.

MU 215 - Opera Workshop
1 Credit Hours
This course is an interdisciplinary performance oriented class that is designed to integrate musical and theatrical performance skills for the singing actor.
Prerequisite: Non-majors audition with consent of instructor.

MU 221 - Wind Band Ensemble
1 Credit Hours
This course includes advanced wind ensemble repertoire.
Prerequisite: Participation is by faculty audition.

Concentrations: 18 hours

Must fulfill 18 hours in **one** Concentration Area.

Church Music

MU 209 - Inspirational Singers
1 Credit Hours
This choir will share and promote the universal love expressed through gospel music, and will provide historical perspectives in an inclusive environment that will aid in enhancing positive experiences for its members. Participation is open to all majors.

MU 218 - Church Organ I
2 Credit Hours
This course will prepare students to plan, perform and evaluate organ and keyboard music that is appropriate for church services.
Prerequisite: MU 232.

MU 219 - Church Organ II
2 Credit Hours
This course will continue to prepare students to plan, perform and evaluate organ and keyboard music that is appropriate for church services.
Prerequisite: MU 218

MU 333 - Contemporary Keyboard Harmony
1 Credit Hours
In this course students learn the fundamental approach to understanding contemporary keyboard harmony, master chords and modern chord voicings. Students are introduced to essential harmonic vocabulary that will also improve their abilities to compose and play contemporary gospel music as needed.
Prerequisite: MU 232 and consent of instructor.

MU 361 - Church Music Literature
3 Credit Hours
This course is designed to introduce students to the history and the importance of the use of hymns and anthems in traditional music 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: MU 302.

MU 363 - History of Church Music
2 Credit Hours
This course is a survey of music from the Old Testament period to the twentieth century Pentecostal Movement. Emphasis is placed on the analysis of trends in church music history through means of musical literature and listening examples.
Prerequisite: Consent of instructor.

MU 364 - Contemporary Music Worship
2 Credit Hours
This course will introduce students to the development of music and worship throughout the history of the Christian Church; to understand the spiritual movements from which they arose, evaluate their effect on the Church's worship life, compare and contrast worship movements, and apply historical ideas to current worship situations.
Prerequisite: MU 363.

MU 365 - Children's Music Ministry
2 Credit Hours
This course focuses on identifying and utilizing available resources for using music in children's worship services demonstrating a basic knowledge of the historical role of music with the church and its various ministries. Students will also apply knowledge and understanding of the child's voice and how to approach recommended preparation and planning for children's choirs through the Church Music Concentration.
Prerequisite: Consent of instructor.

MU 405 - Advanced Conducting - Choral
2 Credit Hours
This course continues the study of baton technique and score reading for choral conductors.
Prerequisite: MU 302.

Jazz Studies

MU 111 - Jazz Improvisation I
2 Credit Hours
This course introduces theoretical concepts and applications that support melodic improvisation in instrumental jazz studies.
Prerequisite: MU 202.

MU 112 - Jazz Improvisation II
2 Credit Hours
This course continues the study and application of theoretical concepts that support and enhance
Prerequisite: MU 111, MU 202 with grade of C or better

MU 203 - Jazz History
2 Credit Hours
This course is an overview of the musical contributions of African Americans in the field of jazz music.

MU 213 - Jazz Band
1 Credit Hours

This course is designed to give student performance experiences in jazz literature and improvisation.

Students will learn jazz performance practice and play jazz arrangements.
Prerequisite: Non majors with consent of instructor.

MU 222 - The Jazz Singer I
2 Credit Hours
This course, also known as the Jazz Voice Class, is designed to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound.
Prerequisite: Consent of instructor.

- MU 233 - Jazz Piano I **1 Credit Hours**

MU 234 - Jazz Piano II
1 Credit Hours
In this courses, students continue their mastery of jazz chord voicings with tensions, and interpreting melodies and phrases with authentic jazz feel.
Prerequisite: MU 233 or consent of instructor.

MU 307 - Jazz Education Forum
1 Credit Hours
This course provides the BA Jazz Studies Concentration Major, a weekly 1-hour forum for Jazz performance presentations that include visiting jazz musicians, artists, clinicians, self-evaluation, jazz performance evaluations as well as opportunities for distance learning exchanges. Extended faculty mentoring and coaching is continuously available. In these sessions, attendance is required.
Prerequisite: This forum is open to non-majors with the consent of the instructor.

MU 325 - Jazz Pedagogy
2 Credit Hours
This course provides students with a familiarity with jazz pedagogy methodologies and resources. Students develop relative proficiencies and competence with implementing jazz ensemble rehearsal skills and techniques that are appropriate for both large and small jazz ensembles.
Prerequisite: Consent of instructor.

MU 328 - Jazz Theory I
2 Credit Hours
This course is an introduction to the language of Jazz improvisation. It is a study of its rhythms, articulation, style, harmony, melody, simple analysis, and of chord and scale relationships.
Prerequisite: Aural and keyboard harmony proficiency skills.

MU 330 - Jazz Harmony and Arranging
2 Credit Hours

This course is a study of basic melodic and harmonic materials commonly used in Jazz. Students complete arranging projects that are appropriate for small jazz groups.
Prerequisite: MU 101 or consent of instructor.

Voice

MU 203 - Jazz History
2 Credit Hours
This course is an overview of the musical contributions of African Americans in the field of jazz music.

MU 213 - Jazz Band
1 Credit Hours

This course is designed to give student performance experiences in jazz literature and improvisation. Students will learn jazz performance practice and play jazz arrangements.
Prerequisite: Non majors with consent of instructor.

MU 215 - Opera Workshop
1 Credit Hours
This course is an interdisciplinary performance oriented class that is designed to integrate musical and theatrical performance skills for the singing actor.
Prerequisite: Non-majors audition with consent of instructor.

MU 222 - The Jazz Singer I
2 Credit Hours
This course, also known as the Jazz Voice Class, is designed to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound.
Prerequisite: Consent of instructor.

MU 223 - The Jazz Singer II
2 Credit Hours
This course is a continuation of MU 222 Jazz Singer I, also known as the Jazz Voice Class. It is designed to continue to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound.
Prerequisite: MU 222 with consent 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. A digital video recording of the MEC student's micro teaching demonstration is included in the BME Exit portfolio.
Prerequisite: MU 321 or permission of instructor.

MU 334 - Techniques of Accompanying
2 Credit Hours
This course was designed to enable the ability to play a piano and other appropriate keyboard instruments with sufficient skills to accompany other student performers. This class requires all piano majors to learn repertoire and perform as an accompanist to at least (one) assigned vocalist or ensemble group of their choice during the term.
Prerequisite: MU 232.

MU 363 - History of Church Music
2 Credit Hours
This course is a survey of music from the Old Testament period to the twentieth century Pentecostal Movement. Emphasis is placed on the analysis of trends in church music history through means of musical literature and listening examples.
Prerequisite: Consent of instructor.

MU 380 - Instrumental Music for Choral Majors
2 Credit Hours
This course is an introductory study of the curriculum, materials, organization and administration of instrumental music ensembles at the elementary and secondary levels. The course is specifically designed to provide MEC music majors supplementary skills needed to be successful in instrumental music teaching positions in P-12 schools.

MU 405 - Advanced Conducting - Choral
2 Credit Hours
This course continues the study of baton technique and score reading for choral conductors.
Prerequisite: MU 302.

Instrumental

**Must take 3 1-hour courses.*

MU 307 - Jazz Education Forum
1 Credit Hours
This course provides the BA Jazz Studies Concentration Major, a weekly 1-hour forum for Jazz performance presentations that include visiting jazz musicians, artists, clinicians, self-evaluation, jazz performance evaluations as well as opportunities for distance learning exchanges. Extended faculty mentoring and coaching is continuously available. In these sessions, attendance is required.
Prerequisite: This forum is open to non-majors with the consent of the instructor.

MU 334 - Techniques of Accompanying
2 Credit Hours
This course was designed to enable the ability to play a piano and other appropriate keyboard instruments with sufficient skills to accompany other student performers. This class requires all piano majors to learn repertoire and perform as an accompanist to at least (one) assigned vocalist or ensemble group of their choice during the term.
Prerequisite: MU 232.

MU 371 - Woodwind Methods
2 Credit Hours
This course introduces the student to standard woodwind instruments and techniques. Emphasis is upon developing and teaching basic concepts of woodwind instruments appropriate to teaching woodwind music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 372 - String Methods
2 Credit Hours
This course introduces the student to standard string instruments and techniques. Emphasis is upon developing and teaching basic concepts of string instruments appropriate to teaching string music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 373 - Percussion Methods
2 Credit Hours
This course introduces the student to standard percussion instruments and techniques. Emphasis is upon developing and teaching basic concepts of percussion instruments appropriate to teaching percussion music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 374 - Brass Methods
2 Credit Hours
This course introduces the student to standard brass instruments and techniques. Emphasis is upon developing

and teaching basic concepts of brass instruments appropriate to teaching brass music in K-12 school settings. Course content also 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.

MU 379 - Choral Music for Instrumental Majors
2 Credit Hours
This course is an introductory study of the curriculum, materials, organization and administration of choral music ensembles at the elementary and secondary levels. The course is specifically designed to provide MEI music majors supplementary skills needed to be successful in choral music teaching positions in P-12 schools.

MU 404 - Advanced Conducting - Instrumental
2 Credit Hours
This course continues the study of baton technique and score reading for instrumental conductors.
Prerequisite: MU 302.

MU 213 - Jazz Band
1 Credit Hours
This course is designed to give student performance experiences in jazz literature and improvisation. Students will learn jazz performance practice and play jazz arrangements.
Prerequisite: Non majors with consent of instructor.

Education Emphasis - Instrumental

MU 213 - Jazz Band
1 Credit Hours
This course is designed to give student performance experiences in jazz literature and improvisation. Students will learn jazz performance practice and play jazz arrangements.
Prerequisite: Non majors with consent of instructor.

MU 303 - Introduction to Music Teaching
3 Credit Hours
This course acquaints pre-professionals with the music education profession. Classroom observation and case analyses provide students with required pedagogical foundations for music teaching.
Prerequisite: Criminal Background Check

- MU 311 - Marching Band Tech **1 Credit Hours**

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 and learning in the instrumental music classroom. Music Education Portfolio for MEI students: Marching band drills from this course are included in the portfolio.
Prerequisite: Acceptance into TEP.

MU 371 - Woodwind Methods
2 Credit Hours

This course introduces the student to standard woodwind instruments and techniques. Emphasis is upon developing and teaching basic concepts of woodwind instruments appropriate to teaching woodwind music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 372 - String Methods
2 Credit Hours
This course introduces the student to standard string instruments and techniques. Emphasis is upon developing and teaching basic concepts of string instruments appropriate to teaching string music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 373 - Percussion Methods
2 Credit Hours
This course introduces the student to standard percussion instruments and techniques. Emphasis is upon developing and teaching basic concepts of percussion instruments appropriate to teaching percussion music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 374 - Brass Methods
2 Credit Hours
This course introduces the student to standard brass instruments and techniques. Emphasis is upon developing and teaching basic concepts of brass instruments appropriate to teaching brass music in K-12 school settings. Course content also 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.

MU 404 - Advanced Conducting - Instrumental
2 Credit Hours
This course continues the study of baton technique and score reading for instrumental conductors.
Prerequisite: MU 302.

Education Emphasis- Choral

MU 295 - Music Education Lab I 0 Credit Hours
This Lab class introduces an in-depth, hands-on knowledge and skills of the major approaches to Music Education within an Elementary School setting, including Orff, Dalcroze, Laban, Suzuki, Weikart, Kodaly, and Gordon. Students will practice movement sequences and techniques, dance, song literature, content and skill learning sequences for tonal and rhythm elements of music, the development of audiation, recorder, and Elementary School Choir concepts.
Students will develop a repertoire of lesson plans and will practice teaching. Students will develop a basic understanding of integration in music.

MU 303 - Introduction to Music Teaching
3 Credit Hours
This course acquaints pre-professionals with the music education profession. Classroom observation and case analyses provide students with required pedagogical foundations for music teaching.
Prerequisite: Criminal Background Check

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. A digital video recording of the MEC student's micro teaching demonstration is included in the BME Exit portfolio.
Prerequisite: MU 321 or permission of instructor.

MU 334 - Techniques of Accompanying
2 Credit Hours
This course was designed to enable the ability to play a piano and other appropriate keyboard instruments with sufficient skills to accompany other student performers. This class requires all piano majors to learn repertoire and perform as an accompanist to at least (one) assigned vocalist or ensemble group of their choice during the term.
Prerequisite: MU 232.

MU 347 - Music for the Exceptional Child
3 Credit Hours
In this course, music education majors demonstrate knowledge and abilities to coordinate the effort of a large group of students with diverse backgrounds and abilities to accomplish desired musical objectives. Emphasis is on preparation to teach music to students with special needs, make practical classroom adaptations and use modification and assessment techniques for teaching students with special needs across music tasks.
Prerequisite: Acceptance into TEP.

MU 355 - Elementary General Music
3 Credit Hours
This course prepares the musician- teacher to be able to lead students to competency, to apply general music knowledge and skills in teaching situations, and to integrate general music instruction across P-12 schools and instructional tasks.
Prerequisite: 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 and learning in the general/vocal choral music classroom: A choral arrangement for changed voices is to be completed in this course and included in the portfolio.
Prerequisite: Acceptance into TEP.

MU 395 - Music Education Lab II
0 Credit Hours
This course is a weekly demonstration class that will provide pre-service learning experience and practice in implementing required certification standards to teach choral music at various levels to different age groups and in a variety of choral ensemble settings.
Prerequisite: MU 322.

MU 405 - Advanced Conducting - Choral
2 Credit Hours
This course continues the study of baton technique and score reading for choral conductors.
Prerequisite: MU 302.

Music Paradigm

Freshman Year

Fall Semester

FYA 101 - Orientation to the Academy
1 Credit Hours
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.

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 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.

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.
Prerequisite: A "C" or above in MA 100 or a satisfactory score on placement tests.

HI 101 - World Civilizations
3 Credit Hours
World Civilizations I (HI 101) is one of the Miles College General Education courses and examines the origins of human societies and the development of major world civilizations. This course will examine the various institutions of these civilizations and comparatively examine their connections and interactions.

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 101 - Theory I
2 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.
Prerequisite: Acceptance into the music major or permission of the instructor.

MU 103 - Ear Drills and Sight Singing I
1 Credit Hours
Students demonstrate abilities to hear, identify and work conceptually with elements of music such as rhythm, melody, harmony, structure, timbre and texture. Students study the movable " DO" system of solfeggio and sing using these syllables, scale degree numbers and with note letter names in both treble and bass clefs. Students learn to take melodic, harmonic and rhythmic dictation in diatonic relationships. The level of harmony skills applied in this class parallel the material lean in MU 102 Theory. It is recommended that these courses be taken concurrently.

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 or permission of the instructor.

MU 141 - Applied Music
0 Credit Hours

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

Total Hours: 17

Spring Semester

EN 102 - English Composition II
3 Credit Hours

This course is concerned 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. Fundamentals of grammar mastery expected. The passing grade is 'C' or above. Students may receive help in the Center for Writing Across Miles.
Prerequisite: The passing grade is 'C' or above in EN 101.

SPE 111 - Fundamentals of Speech
3 Credit Hours
This course is designed to equip students with the skills necessary for a n 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.

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.

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 102 - Theory II
2 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.
Prerequisite: MU 101.

MU 104 - Ear Drills and Sight Singing II
1 Credit Hours
This course continues the development of the aural and theoretical aspects of music reading as begun in MU 103. Students continue to acquire necessary skills through ear training, and the sight-singing of slightly more advanced tonal music.
Prerequisite: MU 103.

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: MU 131.

MU 142 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

- MU 216 - Small Ensemble **1 Credit Hours**

Total Hours: 17

Sophomore Year Fall Semester

EN 201 - Introduction to Literature
3 Credit Hours
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.

Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

EC 201 - 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.

SS 101 - African- American Experience
3 Credit Hours
This survey course of the history of African-Americans in the United States explores 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.

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 201 - Theory III
2 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 secondary dominants and other chromatic elements, and the singing of chromatic melodies.
Prerequisite: MU 102.

MU 204 - Ear Drills and Sight Singing III
1 Credit Hours
This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight singing of tonal music.
Prerequisite: MU 201.

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: MU 132.

MU 241 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
Prerequisite: MU 142.

Total Hours: 16

Spring Semester

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.

RE 211 - Survey of World Religions
3 Credit Hours
This course presents a comparative study of the major religions of the world.

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 an anatomy of vascular plants. Three lecture hours and a two hours laboratory per week
Co-requisite: BY 101L.

BY 101L - General Biology I Lab
1 Credit Hours
Lab component to accompany course.

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 202 - Theory IV
2 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. Graded analysis and composition projects from this class are included in the Major Exit portfolio.
Prerequisite: MU 201.

MU 205 - Ear Drills and Sight Singing IV
1 Credit Hours
This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight-singing of tonal music.
Prerequisite: MU 202.

MU 232 - Keyboard Musicianship IV
2 Credit Hours
This course continues the development of the skills studied in MU 231. Grade sheets from this course are included in the Music Major Exit portfolio.
Prerequisite: MU 231.

MU 242 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
Prerequisite: MU 241.

- MU 216 - Small Ensemble **1 Credit Hours**

Total Hours: 18

Junior Year

Fall Semester

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.

HUM 201 - Humanities
3 Credit Hours
This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 341 - Applied Music
1 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in Music Education Exit Portfolio.

MU 351 - Music History and Literature I
2 Credit Hours
In this course, students demonstrate knowledge of music history and the literature of Western and Non-Western cultures, including ethnic, multicultural contributions to music and the relationship of music to the other arts from 1400-1750.

MU 305 - Music Technology
2 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 introduced.
Prerequisite: MU 202.

MU 302 - Conducting
2 Credit Hours
This course introduces the student to basic baton technique and score reading for instrumental and choral conductors.
Prerequisite: MU 202, MU 232.

Total Hours: 14

Spring Semester

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional

musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 342 - Pre-Recital Hearing
1 Credit Hours
This course is a companion pre-hearing course to the MU 343 Junior Recital. All music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) must register for the MU 342 and MU 343 applied jury courses in the same semester. All music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) at the MU 342 level, must perform a minimum of (2) repertoire selections from the Junior Recital program as well as meet technical, skill and aural sight-singing proficiency requirements of the MU 342 Applied jury level. (See Music Handbook for additional information.)
Prerequisite: All music majors must register for the MU 342 and MU 343 courses in the same semester.

- MU 216 - Small Ensemble **1 Credit Hours**
- MU 313 - Junior Recital **1 Credit Hours**

MU 352 - Music History and Literature II
2 Credit Hours
This course is a continuation of MU 351. It explores music from 1750 to the present.
Prerequisite: MU 351.

MU 354 - Introduction to World Music
2 Credit Hours
This course is a survey of music focusing on non-Western cultures. Students learn about selected musical traditions from throughout the world with emphasis on how music functions as part of the daily life in particular societies.
Prerequisite: Consent of instructor.

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.
Prerequisite: MU 202.

- MU 321 - Voice Diction **2 Credit Hours**
- MU Large Ensemble **1 Credit Hours**

Total Hours: 13

Senior Year
Fall Semester

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 441 - Final Recital Hearing
0 Credit Hours
This course is the final Recital hearing jury for all music majors electing the MU 413 Senior Recital as their Exit Exam. In doing so, students must elect the MU 441 and the MU 413 in the same semester, and present all required Pre- Recital hearing information to a music faculty committee before approval is granted to present the final MU 413 Senior Recital. (See Music Handbook for additional information.)

Prerequisite: MU 343.

MU 413 - Senior Recital
1 Credit Hours
In this class, students receive final instructional coaching in the preparation and performance of a public recital on the student's major instrument or voice. Students are obligated to follow recital standards, requirements and procedures as described in the music student handbook. This course is repeatable until all requirements are satisfied. All Senior Recital performances for Music Education Majors are presented in the Fall Semester of the majors' senior year. A digital recording of the student in recital is included in the Music Education Exit Portfolio.
Prerequisite: MU 441.

or

MU 402 - Senior Project Pre-Hearing Evaluation
1 Credit Hours
This course is a companion pre-hearing to the MU 403 Senior Project Exit Exam. BA music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) may choose to present a final Senior Project as their Major Exit Assessment instead of the traditional performance Senior Exit Recital. In doing so, students must register for MU 402 and 403 in the same semester and present all required Pre- Project hearing information to a music faculty committee before approval is granted to present the MU 403 Senior Project final public presentation.
Co-requisite: MU 403.

or

- MU 403 - Senior Project **1 Credit Hours**
- Concentration **9 Credit Hours**

Total Hours: 13

Spring Semester

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 399 - Writing about Music
1 Credit Hours
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.

- MU Large Ensemble **1 Credit Hours**
- Concentration **9 Credit Hours**

Total Hours: 13

Total: 121 hours

Minors

English Minor

Required Courses: 21 hours

Required (9 hours)

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.
Prerequisite: EN 102.

EN 306 - Research and Methods
3 Credit Hours
English 306 provides an overview of query strategies using standard sources of modern literary research. Web-based, subscription journals and bibliographical resources as well as print-based materials are included as research targets.
Prerequisite: EN 102.

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.
Prerequisite: EN 201 or EN 202.

Choose 2 (6 hours)

EN 261 - American Literature I
3 Credit Hours
Students explore selected works of major American writers from 1603 to 1860.
Prerequisite: EN 201 or EN 202.

EN 262 - 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 201 or EN 202.

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 socio political thought, their role in the development of modem African-American literature, and their place in American and Western literary history from 1760 through the Harlem Renaissance.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

EN 401 - British Literature I
3 Credit Hours

This course surveys significant British works from the Anglo-Saxon period through 1789.
Prerequisite: EN 201 or EN 202.

EN 402 - British Literature II
3 Credit Hours
This course is a survey of major writers of British literature from the Romantic period to the contemporary era.
Prerequisite: EN 201 or EN 202.

Choose 2 (6 hours)

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. It also covers sonnets that are representative of Shakespeare's short verse.
Prerequisite: EN 201 or EN 202.

EN 355 - Modernism
3 Credit Hours
This course presents American and British writers of the early 20th century and the theory behind modem art. Poetry, prose, drama, visual art, and music are considered so that students may evaluate the modern period and its influence on the postmodern.
Prerequisite: EN 201 or EN 202.

EN 404 - Comparative Africana 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.

Music Minor

Required Courses: 18 hours

MU 101 - Theory I
2 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.
Prerequisite: Acceptance into the music major or 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 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: MU 131.

MU 120 - Class Voice
2 Credit Hours
This course acquaints the non-music major, through its vocal literature and in class performances, with basic principles of good singing, and the importance and maintenance of good vocal health.
Prerequisite: Permission of instructor.

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 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 141 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

MU 142 - Applied Music
0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

MU 354 - Introduction to World Music
2 Credit Hours
This course is a survey of music focusing on non-Western cultures. Students learn about selected musical traditions from throughout the world with emphasis on how music functions as part of daily life in particular societies.
Prerequisite: Consent of instructor.

MU 103 - Ear Drills and Sight Singing I
1 Credit Hours
Students demonstrate abilities to hear, identify and work conceptually with elements of music such as rhythm, melody, harmony, structure, timbre and texture. Students study the movable " DO" system of solfeggio and sing using these syllables, scale degree numbers and with note letter names in both treble and bass clefs. Students learn to take melodic, harmonic and rhythmic dictation in diatonic relationships. The level of harmony skills applied in this class parallel the material lean in MU 102 Theory. It is recommended that these

courses be taken concurrently.

- MU 216 - Small Ensemble **1 Credit Hours**
- Large Ensemble, MU 209, 211, 213, 214, 217, 221, 215 **1 Credit Hours**

Overview of Communications

With specializations in digital media, integrated public relations and graphic design, the program prepares you for meaningful employment in an age of global connectivity. Coursework invites you to engage in rigorous intellectual inquiry as you learn mass media skills. A total of 120 hours is needed to complete the program.

Mission

The mission of the Communications Program is to empower students to become adaptive, ethical, and creative storytellers in a rapidly evolving media ecosystem. With specializations in Digital Media, Integrated Public Relations, and Graphic Design, our programs prepare students for meaningful careers across traditional and emerging platforms. Through hands-on experiences, critical inquiry, and technological innovation, students learn to navigate communication networks, craft strategic messages, and produce compelling content that informs, engages, and inspires diverse audiences.

Program Admission

No special requirements are necessary for admission to the Program.

Exit Examination

Before graduating, all Communications students must pass the Program's Senior Comprehensive Exit Examination with a score of 70 percent or higher on each of the four parts: core knowledge, newswriting, digital technology, and their specific concentration. The examination is administered within the program on the second Friday of each month. Students may take the Exit Exam as early as the first semester of their senior year. They must, however, first pass the English Proficiency Exam administered by the Counseling, Advising and Testing unit.

The general core section of the Exam is devised to measure students' abilities to demonstrate communications knowledge, such as of theories associated with mass communication, laws particularly applicable to mass media, and research methods. The newswriting section assesses students' abilities to write a news story appropriate for dissemination through hardcopy and/or online newspapers. The digital technology section assesses students' knowledge of components of audio/visual storytelling. Finally, each student is assessed based on his or her knowledge concerning his or her Communications concentration.

The Program distributes study guides to assist students' preparation. The Program's faculty also schedules at least one week before each exam a meeting with test-takers to answer questions.

Senior Portfolio

All students must individually present a Senior Portfolio to the Program's faculty. Students must earn at least a score of 70 percent. Prospective graduates present their Portfolio in April while prospective Fall graduates present in November.

Policies and Procedures

No applicable policies or procedures are in effect.

Accreditation

No program accreditation is in effect.

Organizations

There are many opportunities for Communications majors to enrich their experiences in the Program, gain exposure to professionals and their work, and interact with the community.

The Communications Club

Go beyond the classroom to get involved in communications-centered forums, workshops and training sessions involving professionals in the field. Other activities include fundraisers, communications conferences and outings, and participation in outreach and community programs. The Club consists of majors and non-majors who meet twice per month.

Miles College Association of Black Journalists

This is an affiliate student chapter of the National Association of Black Journalists (NABJ) that connects students to scholarships, internships, mentorship programs, multimedia short courses, and networking with professional journalists. MCABJ works under the auspices of NABJ as NABJ represents the interests of African Americans in the field of mass communications. By being a part of MCABJ, students will promote the Communications Program, host and organize educational programs, visit neighboring high schools, and work on community service projects.

The Milean

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 students' skills in all aspects of print journalism, including layout, design, photography, reporting, editing and management.

MC-TV: Studio

This television program is produced by Communications. MC-TV: Studio is a news magazine staffed by student on-air talent in both pre- and post-production roles. Programming highlights entertainment and informative events as well as happenings on campus and in the community.

Lambda Pi Eta

This national honor intentionally recognizes, fosters, and rewards outstanding scholastic achievement in mass communication. Other purposes are to stimulate interest in the field of Communications, promote and encourage professional development among Communications majors, and provide opportunities to discuss and exchange ideas in the field of Communications.

Career Trends

The **Integrated Public Relations** concentration prepares students for jobs in the expansive world of persuasive media. Public Relations professionals create and disseminate messages to persuade and motivate internal and external publics to act as desired and to think positively about a company, organization, or a public figure. Courses include Professional Communication, Social Media Management, and Public Relations Strategies and Tactics. Employment options include: public information officer, freelance writer, special events coordinator, and social media manager.

Digital Journalism is a concentration essentially involving telling stories of public importance and communicating verbally and with moving pictures. It is, essentially, television news. Students learn how to produce TV news programs by studying courses such as Digital Video, Broadcast News Writing, TV and Digital News Reporting, and News Producing and Presenting. The specialization prepares students for jobs including: news reporter, videographer, news producer, digital content manager, and web and social media manager.

The **Graphic Design** concentration involves visual communications combining images, words, and ideas to convey information to an audience. Courses include Digital Image Manipulation, Logo Design and Drawing, and Website development. Graduates will be prepared for jobs such as graphic artist, web developer, art director, and multimedia animator and artist.

Major

Communications, BA

Program Requirements: 120 hours
General Education: 32 hours
General Education Curriculum
Major Requirements: 67 hours
Specialization Requirements: 21 hours

Communications Paradigms

Freshman Year
(For all 3 concentrations)
Fall Semester

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 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.

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.
Prerequisite: A "C" or above in MA 100 or a satisfactory score on placement tests.

HI 101 - World Civilizations
3 Credit Hours
World Civilizations I (HI 101) is one of the Miles College General Education courses and examines the origins of human societies and the development of major world civilizations. This course will examine the various institutions of these civilizations and comparatively examine their connections and interactions.

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 an anatomy of vascular plants. Three lecture hours and a two-hour laboratory per week
Co-requisite: BY 101L.

BY 101L - General Biology I Lab
1 Credit Hours
Lab component to accompany course.

FYA 101 - Orientation to the Academy
1 Credit Hours
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.

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.

Total Hours: 17

Spring Semester
EN 102 - English Composition II
3 Credit Hours
This course is concerned 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. Fundamentals of grammar mastery expected. The passing grade is 'C' or above. Students may receive help in the Center for Writing Across Miles.
Prerequisite: The passing grade is 'C' or above in EN 101.

SPE 111 - Fundamentals of Speech
3 Credit Hours
This course is designed to equip students with the skills necessary for a n 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.

SS 101 - African- American Experience
3 Credit Hours
This survey course of the history of African-Americans in the United States explores 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.

HUM 201 - Humanities
3 Credit Hours
This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

RE 211 - Survey of World Religions
3 Credit Hours
This course presents a comparative study of major religions of the world.

Total Hours: 15

Concentration: Digital Journalism

Sophomore Year

Fall Semester

EN 201 - Introduction to Literature
3 Credit Hours
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.
Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

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.

GB 211 - Introduction to Business Application
3 Credit Hours
This course is designed to prepare students in business applications that are necessary for personal and career enhancement. Students will acquire proficiency in the touch method of operating a computer keyboard to produce documents. Students will be introduced to careers in accounting, finance, management, marketing, entrepreneurship and use of technology in workplace.
Prerequisite: None.

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.

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.

Total Hours: 15

Spring Semester

EC 201 - 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.

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 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.

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.

CO 330 - Introduction to Digital Video
3 Credit Hours
This course introduces students to digital video production equipment. Students gain hands-on experience and an overview of the production process.

Total Hours: 15

Junior Year

Fall Semester

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 360 - Broadcast and Digital News Writing
3 Credit Hours
The course introduces students to writing news stories under deadline pressure in the proper style and construction for dissemination through radio, television, and the Web. Students also learn techniques for interviewing and gathering information.

CO 365 - Television and Digital News Reporting I
3 Credit Hours
Students will learn how to use electronic means to gather and report news on deadline. Instruction also includes shooting video, editing video, reporting, and writing for broadcast and the Web. Emphasis is directed toward taped and live performances.

CO 350 - Introduction to Public Relations
3 Credit Hours

Instructors teach basic concepts associated with public relations, including history, theory, organization, and ethics.

- CO Communications Elective **3 Credit Hours**

Total Hours: 15

Spring Semester

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.
Prerequisite: EN 102.

CO 372 - Television and Digital News Reporting II
3 Credit Hours
Students learn advanced approaches to gathering and reporting news using electronic means under deadline pressure. They edit television as well as web news reports. Instruction also involves exercises employing taped as well as live reporting.
Prerequisite: CO 365.

CO 421 - MC-TV: Studio Lab
3 Credit Hours
Students work on the college cable television news magazine, MC-TV: Studio, and gain valuable production experience.
Prerequisite: CO 365.

- CO Communications Elective **3 Credit Hours**
- CO Communications Elective **3 Credit Hours**

Total Hours: 15

Senior Year

Fall Semester

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.

CO 417 - News Producing and Presenting
3 Credit Hours
Students produce television newscasts and file stories onto a website. They rotate responsibilities of newscast and web producers, writers, editors, anchors, sports reporters, and weather announcers.
Prerequisite: CO 372.

CO 425 - Media Law and 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 precedents.
Prerequisite: CO 320.

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.
Prerequisite: CO 310, CO 320.

CO 498 - Internship
4 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.
Prerequisite: CO 310, CO 320.

Total Hours: 16

Spring Semester
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 499 - 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 or TV documentary, or news analysis. The project must be creative, scholarly, and supervised by a communications instructor.
Prerequisite: All core courses except CO 498.

- CO Communications Elective **3 Credit Hours**
- Free Elective **3 Credit Hours**

Total Hours: 12

Concentration: Graphic Design

Sophomore Year
Fall Semester
EN 201 - Introduction to Literature
3 Credit Hours
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.
Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

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.

GB 211 - Introduction to Business Application
3 Credit Hours
This course is designed to prepare students in business applications that are necessary for personal and career enhancement. Students will acquire proficiency in the touch method of operating a computer keyboard to produce documents. Students will be introduced to careers in accounting, finance, management, marketing, entrepreneurship and use of technology in workplace.
Prerequisite: None.

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.

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.

Total Hours: 15

Spring Semester
EC 201 - 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.

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 330 - Introduction to Digital Video
3 Credit Hours
This course introduces students to digital video production equipment. Students gain hands-on experience and an overview of the production process.

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.

- CO Communications Elective **3 Credit Hours**

Total Hours: 15

Junior Year
Fall Semester

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.

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 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 315 - Print Layout and Design
3 Credit Hours
This course affords the student the opportunity to combine technological skill and expertise with a good theoretical foundation of the print medium. Publication design and photographic editing enhance students' technological knowledge and skills.

CO 390 - Digital Image Manipulation
3 Credit Hours
This course introduces students to digital imaging software. Emphasis is placed on the various tools and capabilities of the software to include: painting and editing, creating special effects, correcting basic images, retouching photographs, and preparing images for web publications. Upon course completion, students will be able to name and identify the different digital tools, work with multiple-layer images, retouch photographs, create special effects, and prepare images for print and web publication.

Total Hours: 15

Spring Semester
CO 355 - Print News Reporting
3 Credit Hours

Students apply the basic techniques of collecting information, interviewing, verifying accuracy, and writing news stories for class assignments and publication in The Milean and BT (Birmingham Times).
Prerequisite: CO 320.

CO 430 - Scriptwriting
3 Credit Hours
Introduces scriptwriting for broadcast, video, podcast, and digital media formats. Students develop narrative and persuasive scripts using industry-standard formatting conventions, incorporating AI script development tools while maintaining original authorship and ethical standards.
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CO 425 - Media Law and 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 precedents.
Prerequisite: CO 320.

CO 405 - Logo Design and Drawing
3 Credit Hours
The course introduces students to computer rendering software and its tools and capabilities including: drawing and editing, creating special effects, imaging and product rendering, preparing artwork for web publications and creating color separations. Upon course completion, students will be able to name and identify graphic tools, create digital drawings and special effects, and prepare an image for layout, print, and web publications.

- CO Communications Elective **3 Credit Hours**

Total Hours: 15

Senior Year

Fall Semester

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.

CO 495 - Motion Graphic Design
3 Credit Hours
Equips students with the knowledge and skills to use various software to create moving images, design websites, produce visual effects, and perform post-production on digital stills, films, and video.

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.
Prerequisite: CO 310, CO 320.

- CO Communications Elective **3 Credit Hours**

CO 498 - Internship
4 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.
Prerequisite: CO 310, CO 320.

Total Hours: 16

Spring Semester

CO 499 - 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 or TV documentary, or news analysis. The project must be creative, scholarly, and supervised by a communications instructor.

Prerequisite: All core courses except CO 498.

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 Communications Elective **3 Credit Hours or**
- Free Elective **3 Credit Hours**

Total Hours: 12

Concentration: Integrated Public Relations

Sophomore Year
Fall Semester

EN 201 - Introduction to Literature
3 Credit Hours
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.
Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

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.

GB 211 - Introduction to Business Application
3 Credit Hours
This course is designed to prepare students in business applications that are necessary for personal and career enhancement. Students will acquire proficiency in the touch method of operating a computer keyboard to produce documents. Students will be introduced to careers in accounting, finance, management, marketing, entrepreneurship and use of technology in workplace.
Prerequisite: None.

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.

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.

Total Hours: 15

Spring Semester

EC 201 - 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.

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.

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.

- CO Communications Elective **3 Credit Hours**

Total Hours: 15

Junior Year

Fall Semester

CO 350 - Introduction to Public Relations
3 Credit Hours
Instructors teach basic concepts associated with public relations, including history, theory, organization, and ethics.
CO 330 - Introduction to Digital Video
3 Credit Hours
This course introduces students to digital video production equipment. Students gain hands-on experience and an overview of the production process.
CO 430 - Scriptwriting
3 Credit Hours
Introduces scriptwriting for broadcast, video, podcast, and digital media formats. Students develop narrative and persuasive scripts using industry-standard formatting conventions, incorporating AI script development tools while maintaining original authorship and ethical standards.

CO 315 - Print Layout and Design
3 Credit Hours
This course affords the student the opportunity to combine technological skill and expertise with a good theoretical foundation of the print medium. Publication design and photographic editing enhance students' technological knowledge and skills.

- Free Elective **3 Credit Hours**

Total Hours: 15

Spring Semester

CO 355 - Print News Reporting
3 Credit Hours

Students apply the basic techniques of collecting information, interviewing, verifying accuracy, and writing news stories for class assignments and publication in The Milean and BT (Birmingham Times).
Prerequisite: CO 320.

CO 385 - Professional Communication
3 Credit Hours
Students learn to thrive in situations requiring professional verbal communications such as during business interviews, conference presentations, delivery of reports, spokesperson functions, and other instances requiring professional message dissemination.
Prerequisite: CO 365

CO 352 - 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.
Prerequisite: CO 305, CO 310, CO 320.

CO 390 - Digital Image Manipulation
3 Credit Hours
This course introduces students to digital imaging software. Emphasis is placed on the various tools and capabilities of the software to include: painting and editing, creating special effects, correcting basic images, retouching photographs, and preparing images for web publications. Upon course completion, students will be able to name and identify the different digital tools, work with multiple-layer images, retouch photographs, create special effects, and prepare images for print and web publication.

- CO Communications Elective **3 Credit Hours**

Total Hours: 15

Senior Year

Fall Semester

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 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 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.
Prerequisite: CO 310, CO 320.

CO 425 - Media Law and 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 precedents.
Prerequisite: CO 320.

CO 498 - Internship
4 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.
Prerequisite: CO 310, CO 320.

Total Hours: 16

Spring Semester

CO 465 - Social Media Management
3 Credit Hours
The course provides instruction in the identification and utilization of online social media networks for professional strategic endeavors.
Prerequisite: CO 385.

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, approach es to communicate within a multicultural society, and the use of new media, such as Instagram, Facebook, YouTube, and X. The course form at includes lectures as well as presentations by PR professionals and students.
Prerequisite: CO 352.

CO 499 - 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 or TV documentary, or news analysis. The project must be creative, scholarly, and supervised by a communications instructor.
Prerequisite: All core courses except CO 498.

- CO Communications Elective **3 Credit Hours**

Total Hours: 12

Interdisciplinary Studies

Our approach to the Interdisciplinary Studies program at our institution provides students with a well-rounded education that integrates diverse disciplines and encourages exploration across various fields. With a total of **44 credits** dedicated to **general education courses,** students gain a solid foundation in essential areas of knowledge. Additionally, students can delve deeper into specific areas of interest through the selection of three minors for their focus along with elective courses, totaling **six credits** in **foreign language** studies.

Furthermore, our program emphasizes the importance of interdisciplinary learning by offering minors in various divisions such as Business (BUS), Natural Sciences and Mathematics (NSM), Humanities/Communications (HUM/COMM), and Social and Behavioral Sciences (SBS). Each of the **three minors** consists of **18 credits** for a total of **54 credit hours** in their program based on their selected minors. This will allow students to specialize in multiple areas and tailor their education to their career aspirations and academic interests. Additionally, students have the flexibility to further customize their education with **credits** of **free electives**, providing them with the opportunity to explore additional subjects or pursue specific interests outside of their chosen minors.

By offering a diverse range of minors and elective options, our Interdisciplinary Studies program empowers students to develop critical thinking skills, interdisciplinary perspectives, and a well-rounded knowledge base, preparing them for success in an ever-evolving global society.

Interdisciplinary Studies

Contemporary Business, Sports and Entertainment

INTERDISCIPLINARY STUDIES PROGRAM OVERVIEW	Credit units
GENERAL EDUCATION	**32**
ONE THREE-CREDIT HOUR INTRO TO INTERDISPLINARY STUDIES COURSE/ONE-CREDIT HOUR INTERNSHIP	**4**
PROGRAM COURSES:18 HOURS IN ACCOUNTING	
PROGRAM COURSES:18 HOURS IN BUSINESS ADMINISTRATION	
PROGRAM COURSES:18 HOURS IN SPORTS AND ENTERTAINMENT MANAGEMENT	
TOTAL HOURS IN PROGRAM COURSES	**54**
FOREIGN LANGUAGE CORE	**6**
FREE ELECTIVES	**12**
TOTAL PROGRAM	**108**

Accounting Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Accounting Minor Course Description
AC 211	Principles of Accounting I	3	This course covers accounting principles of sole proprietorship, the accounting cycle, specialized journals, and financial statements.
AC 212	Principles of Accounting II	3	This course covers accounting principles related to partnerships and corporations, financial statement analysis, introduction to cost accounting, and decision-making.
AC 311	Financial Accounting I	3	This course covers measuring and reporting accounting for income, handling various segments of the balance sheet, recognition, measurement, and reporting of income.

Course Code	Course Title	Credit Hours	Accounting Minor Course Description
AC 322	Individual Income Taxation	3	This course covers federal income tax provisions and procedures, gross income, deductions, credits against net income, tax liability, and tax return preparation.
AC 411	Accounting Information Systems	3	This course covers accounting information systems, transaction processing, ethics, fraud and internal control, and database management systems.
AC 414	Managerial and Cost Accounting	3	This course explores cost and managerial accounting principles for decision making, including procedures, by-product costing, budgets, capital investments, and decision making.

Interdisciplinary Studies

Business Administration Minor

INTERDISCIPLINARY STUDIES PROGRAM OVERVIEW	Credit units
GENERAL EDUCATION	**32**
ONE THREE-CREDIT HOUR INTRO TO INTERDISPLINARY STUDIES COURSE/ ONE-CREDIT HOUR INTERNSHIP	**4**
PROGRAM COURSES:18 HOURS IN BUSINESS ADMINISTRATION	
TOTAL HOURS IN PROGRAM COURSES	**60**
FREE ELECTIVES *	**12**
TOTAL PROGRAM	**108**

*FOREIGN LANGUAGE CORE can be used as an optional elective (6 credit units)

** One program course will be a three-credit hour Introduction to Interdisciplinary Studies course*	

Business Administration Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Business Administration Minor Course Description
AC 211	Principles of Accounting I	3	This course covers accounting principles of sole proprietorship, the accounting cycle, specialized journals, and financial statements.
GB 220	Business Mathematics	3	This course provides a review of fundamental mathematical concepts applied to sales records, payroll records, taxes, statistics, financial statements, and debt instruments.
GB 361	Principles of Finance	3	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 are covered in this course.
GB 435	Financial Systems and Economy	3	This course studies money and banking, focusing on their function in the current economic society. Topics include factors determining the supply and value of money, exchange rate equilibrium, and the role of money in investment and employment.
MG 381	Principles of Management	3	Management concepts, approaches, planning, organizing, influencing, communication, leadership, production management, control, and social responsibility are covered in this course.

Course Code	Course Title	Credit Hours	Business Administration Minor Course Description
	GB Elective (300/400 level): 3 hours		

Interdisciplinary Studies

Sports and Entertainment Management

INTERDISCIPLINARY STUDIES PROGRAM OVERVIEW	Credit units
GENERAL EDUCATION	**32**
ONE THREE-CREDIT HOUR INTRO TO INTERDISPLINARY STUDIES COURSE/ONE-CREDIT HOUR INTERNSHIP	**4**
PROGRAM COURSES:18 HOURS IN ACCOUNTING	
PROGRAM COURSES:18 HOURS IN BUSINESS ADMINISTRATION	
PROGRAM COURSES:18 HOURS IN SPORTS AND ENTERTAINMENT MANAGEMENT	
TOTAL HOURS IN PROGRAM COURSES	**54**
FOREIGN LANGUAGE CORE	**6**
FREE ELECTIVES	**12**
TOTAL PROGRAM	**108**

Sports and Entertainment Management Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Sports and Entertainment Management Minor Course Description
MG 333	Introduction to Sports and Entertainment Management	3	This course offers an overview of the sports business and entertainment industry and examines the principles and applications of sports business and entertainment management in professional, collegiate, and Olympic sports. Issues such as talent identification, hiring and firing, and cultural, social, and community issues are explored.
MG 454	Sports Facilities and Event Management	3	This course is designed to prepare students interested in pursuing a career in the industry of sport facility and event management. The course will allow students to acquire professional skills that can be applied in an array of career positions within sports facilities and event management. Among the topics to be explored will be: Trends and design of facilities, the sports event planning process, facility and event operations, risk management, and sports event marketing.
MG 462	Sports Finance and Economics	3	This course provides a comprehensive synopsis of economics and financial management in the sports organization decision-making context from both a macro and micro level. This course aims to provide the student with an overview of the financial aspects of the sport and recreation industry.
MG 335	Sports Analytics	3	This course is designed to help students to develop and apply analytical skills that are useful in business, using sports as the application area. These skills include critical thinking, mathematical modeling, statistical analysis,

			predictive analytics, game theory, optimization, and simulation.

****FREE ELECTIVE 12 CREDITS****

Interdisciplinary Studies

Democracy, Rights and Social Movement

INTERDISCIPLINARY STUDIES PROGRAM OVERVIEW	Credit units
GENERAL EDUCATION	**32**
ONE THREE-CREDIT HOUR INTRO TO INTERDISPLINARY STUDIES COURSE/ONE-CREDIT HOUR INTERNSHIP	**4**
PROGRAM COURSES:18 HOURS IN CRIMINAL JUSTICE	
PROGRAM COURSES:18 HOURS IN POLITICAL SCIENCE	
PROGRAM COURSES:18 HOURS IN HISTORY	
TOTAL HOURS IN PROGRAM COURSES	**54**
FOREIGN LANGUAGE CORE	**6**
FREE ELECTIVES	**12**
TOTAL PROGRAM	**108**

Criminal Justice Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
CJ 200	Introduction to the Criminal Justice System	3	Teaches criminal justice as a system consisting of interaction between police, courts, and corrections. Focuses on investigation, arrest, prosecution, trial, conviction, sentencing, incarceration, and community supervision.
CJ 222	Criminology	3	Explores theories and concepts related to criminal behavior.
CJ 230	Introduction to Law Enforcement	3	Provides understanding of fundamental principles of law enforcement, including history, types of agencies, police activities, and current issues and trends.
CJ 235	Introduction to Courts	3	Provides working knowledge of major structures, basic legal concepts, and processes underlying criminal courts.
CJ 240	Introduction to Corrections	3	Provides overview of U.S. corrections, including jails, prisons, institutional procedures, recent innovations, and future trends.
CJ 385	Juvenile Justice	3	Explores causes and rates of delinquency, nature and function of the juvenile justice system.

Political Science Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
PS 210	Introduction to Political Science	3	An introduction to the study of conflict and competition for political power, this course focuses on the nature, principles, and limits of political authority. Prerequisite: PS 201.
PS 305	Civil Rights and Civil Liberties	3	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

Course Code	Course Title	Credit Hours	Description
			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. Prerequisite: PS 201, PS 210.
PS 306	Municipal Government	3	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; an d problems of city government today. It also considers zoning, planning, housing, revenues, and urban renewals. Prerequisite: PS 201, PS 203.
PS 400	Public Law and Judicial Process	3	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 405	Political Ideologies	3	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 210.
PS 406	Political Theory	3	Students will learn about the philosophical foundations of Western Civilization from Plato to the present. Prerequisite: PS 210.
			• Free Elective 3 Credit Hours
			• Free Elective 3 Credit Hours

History Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
HI 102	World Civilizations II	3	World Civilizations II traces the history of the world's civilizations from the Early Modern to the present. This course will explore the transformation wrought by the Scientific, colonial, liberal and industrial revolutions, and the finally, the world civilizations in the modern world and the great changes wrought by political-ideological revolutions, world war, post colonialism and the post-modern world. Prerequisite: HI 101 is encouraged, but not required.
HI 203	American History I	3	This course surveys American history from the Colonial period, American Revolution, the New Nation, American expansion, slavery, civil War and reconstruction. The course focuses on significant landmark political events, but also on the everyday experiences and social history of the period. Prerequisite: HI 102
			• HI History Elective 3 Credit Hours

Course Code	Course Title	Credit Hours	Description
HI 204	American History II	3	A survey of American national history since 1877 and the emergence of the United States as a world power. This course emphasizes some of the major issues in American politics and society: the growth of big business; changes in the lives of farmers, workers, and immigrants; the rise of the city; reform movements among rural and urban labor and among minority groups. Prerequisite: HI 203
HI 350	Thinking and Writing about History	3	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. Prerequisite: HI 204
HI 451	Special Topics - European History	3	Special Topics in European History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include political history, specific events, such as the French Revolution, regions or countries etc. Prerequisite: HI 102 or HI 452
HI 452	Special Topics - Non-Western History	3	Special Topics in non-Western 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. Prerequisite: HI 102

Interdisciplinary Studies

Media, Arts and Authorship

INTERDISCIPLINARY STUDIES PROGRAM OVERVIEW	Credit units
GENERAL EDUCATION	**32**
ONE THREE-CREDIT HOUR INTRO TO INTERDISPLINARY STUDIES COURSE/ONE-CREDIT HOUR INTERNSHIP	**4**
PROGRAM COURSES:18 HOURS IN MUSIC	
PROGRAM COURSES:18 HOURS IN COMMUNICATIONS	
PROGRAM COURSES:18 HOURS IN ENGLISH	
TOTAL HOURS IN PROGRAM COURSES	**54**
FOREIGN LANGUAGE CORE	**6**
FREE ELECTIVES	**12**
TOTAL PROGRAM	**108**

Music Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
MU 101	Theory I	4	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. Prerequisite: Acceptance into the music major or permission of the instructor.
MU 120	Class Voice	2	This course acquaints the non-music major, through its vocal literature and in class performances, with basic principles of good singing, and the importance and maintenance of good vocal health. Prerequisite: Permission of instructor
MU 131	Keyboard Musicianship I	2	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 or permission of the instructor.
MU 132	Keyboard Musicianship II	2	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: MU 131.
MU 351	Music History and Literature I	2	In this course, students demonstrate knowledge of music history and the literature of Western and Non-Western cultures, including ethnic, multicultural contributions to music and the relationship of music to the other arts from 1400-1750.
MU 352	Music History and Literature II	2	This course is a continuation of MU 351. It explores music from 1750 to the present. Prerequisite: MU 351.
MU 141	Applied Music	1	Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
MU 142	Applied Music	1	Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio

Course Code	Course Title	Credit Hours	Description
MU 216	Small Ensemble	1	
MU 210	Choir	1	

Communications Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
SPE 211	Voice and Diction	3	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.
CO 310	Introduction to Mass Communication	3	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.
C0 320	Introduction to Media Writing	3	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.
CO 330	Introduction to Digital Video	3	This course introduces students to digital video production equipment. Students gain hands-on experience and an overview of the production process.
CO 425	Media Law and Ethics	3	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 Prerequisite: CO 320.

Course Code	Course Title	Credit Hours	Description
CO 455	Media Research Methods	3	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. Prerequisite: CO 310, CO 320.

English Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
EN 261	American Literature I	3	Students explore selected works of major American writers from 1603 to 1860. Prerequisite: EN 201 or EN 202.
EN 262	American Literature II	3	This course is a study of selected works of major American writers from 1860 to the present. Prerequisite: EN 201 or EN 202.
EN 365	African-American Literature I	3	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 modem African-American literature, and their place in American and Western literary history from 1760 through the Harlem Renaissance. Prerequisite: EN 201 or EN 202.
EN 366	African-American Literature II	3	Students in this course will examine works by major Black voices of the 20th century from the Harlem Renaissance to the present. Prerequisite: EN 201 or EN 202.
EN 401	British Literature I	3	This course surveys significant British works from the Anglo-Saxon period through 1789. Prerequisite: EN 201 or EN 202.

Course Code	Course Title	Credit Hours	Description
EN 402	British Literature II	3	This course is a survey of major writers of British literature from the Romantic period to the contemporary era. Prerequisite: EN 201 or EN 202.

Interdisciplinary Studies

Science and Technology

INTERDISCIPLINARY STUDIES PROGRAM OVERVIEW	Credit units
GENERAL EDUCATION	**32**
ONE THREE-CREDIT HOUR INTRO TO INTERDISPLINARY STUDIES COURSE/ONE-CREDIT HOUR INTERNSHIP	**4**
PROGRAM COURSES:18 HOURS IN BIOLOGY	
PROGRAM COURSES:18 HOURS IN COMPUTER SCIENCE	
PROGRAM COURSES:18 HOURS IN AI	
TOTAL HOURS IN PROGRAM COURSES	**54**
FOREIGN LANGUAGE CORE	**6**
FREE ELECTIVES	**12**
TOTAL PROGRAM	**108**

Biology Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
BY 202	Botany	3/1	The study of growth and development of plants: their microscopic structures, physiology, and diversity, with emphasis on vascular plants. Three lecture hours and a one hour laboratory per week. Prerequisite: BY 101
BY 210	Zoology	3/1	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 one hour laboratory per week. Prerequisite: BY 101.

Course Code	Course Title	Credit Hours	Description
BY 302	Cell Biology	3/1	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 one hour laboratory per week. Prerequisite: BY 101.
BY 304	Genetics	3/1	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 one hour laboratory per week Prerequisite: BY 101.
BY 449	Senior Seminar	2	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 Standing.

Computer Science Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
CIS 120	Fundamentals of Microcomputer Applications	3	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 260	Fundamentals of Computer Information Systems	3	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, and systems analysis. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs. Prerequisite: CIS 110.

Course Code	Course Title	Credit Hours	Description
CIS 270	Microcomputer Hardware	3	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. Prerequisite: CIS 110.
CIS 271	Operating Systems	3	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. Prerequisite: CIS 110
CIS 290	Introduction to Computer Programming	3	This course introduces the principles of computer science by program development in the context of the Python programming language. 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. Prerequisite: CIS 110, MA 110
CIS 360	Computer Networks and Data Communications	3	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 or MIS 260

AI Minor Required Courses: 18 Hours

Course Code	Course Title	Credit Hours	Description
AI 200	Introduction to Artificial Intelligence (AI)	3	This foundational course provides an overview of Artificial Intelligence (AI) concepts, applications, and its transformative impact on our lives. Students will explore terms like Machine Learning, Deep Learning, and Neural Networks. Ethical considerations and biases related to AI are also discussed. Pre-Req: None Credit Hours: 3
AI 300	Machine Language and Natural Language Processing	3	In this course, students will explore the concept of natural language processing (NLP) and illustrate various cutting-edge neural networks for NLP, including how AI models process and understand human language. Topics covered include sentiment analysis, language translation, and chatbots. Practical applications, such as chatbots and language translation, are explored. Pre-Req: AI-200 Credit Hours: 3
AI 350	Introduction to Generative AI	3	Generative AI is a powerful field that enables machines to create new content, such as images, text, and music. In this course, students will understand what Generative AI is, how it differs from traditional machine learning, and its real-world applications. Google tools and other applications will be introduced to develop the generative AI application. Pre-Req: AI-300 or AI-200 Credit Hours: 3
AI 400	Human Artificial Intelligence Interaction	3	This course focuses on the intersection of human cognition and AI systems. Students will study user experience (UX) design, human-computer interaction (HCI), and usability principles. Students will explore the psychological, societal, and cultural impacts of AI. Ethical considerations related to AI-human interaction are also covered. Topics include human-in-the-loop decision-making, AI biases, and design guidelines for AI user experiences. Pre-Req: AI-300 or AI-200 Credit Hours: 3
AI 420	Artificial Intelligence Ethics and Privacy	3	In this course, students explore ethical frameworks, bias mitigation, and privacy concerns in AI applications. Students will examine the societal implications, transparency, and privacy concerns related to AI. The course emphasizes responsible AI development and decision-making because Ethics play a crucial role in AI development. Pre-Req: AI-400 or AI-200 Credit Hours: 3

Course Code	Course Title	Credit Hours	Description
AI 450	Artificial Intelligence and Human Future	3	In this course, students examine the future of AI and its implications for humanity. This forward-looking course explores the symbiotic relationship between AI and humanity. Students will contemplate the future impact of AI on our lives, work, and society. Topics include AI-driven automation, ethical considerations, and the role of AI in shaping our collective future. The student will also explore ethical, legal, and philosophical aspects. Pre-Req: AI-420 or AI-200 Credit Hours: 3

Division of Natural Sciences and Mathematics

Introduction/Overview

The Division of Natural Sciences and Mathematics offers major and minor programs in Biology, Chemistry, Mathematics, Environmental Science, Actuarial 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 a Bachelor of Science degree.

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

Division Mission:

The Division of Natural Sciences and Mathematics 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.

Actuarial Science. The Mission of the Actuarial Science Program at Miles College is to provide independent and objective actuarial information analysis, and education to produce well-educated graduates who can make significant contributions to the financial security of individuals, corporate organizations, and society through the ability to identify, quantify, assess and manage risk to produce theoretically sound information in actuarial practice.

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

Chemistry Mission. The mission of the chemistry discipline is to provide a quality education through classroom learning and scientific communication in all the areas of chemistry and areas of science requiring chemistry. Our program of study leading to the bachelor of science degree in chemistry is aimed at preparing students for the job market and graduate school.

Computer and Information Sciences (CIS) Mission. The CIS program provides students with an in-depth education in the conceptual foundations of computer and information sciences and complex software and hardware systems. It allows students to explore the connections between computer and information sciences 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 and information sciences practice, applications to other disciplines, and research.

Environmental Science Mission. The primary mission of the Environmental Science program is to advance, through both classroom instruction and research, the education of students in areas of national and international needs in relation 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 a 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.

Program Admission:

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.
3. Students seeking Teacher Certification in Mathematics, Chemistry, Biology, or General Science Education must have a minimum GPA of 2.8, a grade of C in each major course, and must be recommended by the Division Chairperson.
4. A student must complete at least 30 semester hours in the major area.
5. The programs have been designed for completion in four academic years. If a student should deviate from the program as designed on their paradigm, the Division will not assume the 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, general science, chemistry, and mathematics majors who are interested in teaching on the secondary level may be certified to do so by completing requirements for the baccalaureate 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 and be guided by the Chairperson in the Division of Education.

Exit Exam

Before graduating, all students enrolled in major disciplines must pass the Division's Senior EXIT Examination with a score of 70% or higher. This comprehensive exam is administered in the Division on the second Friday of each month. Students may take the exit exam as early as the first semester of their senior year. They must, however, first pass the English Proficiency Exam.

Organizations:

Students are expected to join one of the science clubs or other professional associations and the graduate school club. Students are also encouraged to join the Beta Kappa Chi National Scientific Honor Society. 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.

Career Trends:

The Division conducts programs for students who are interested in attending medical school, dental school, or entering the allied health field after graduation.

Actuarial Science

Freshman Yea r			
Fall Semester		Spring Semester	
FYA 101 Orientation of the Academy	1	Gen. Ed Pathway Course	3
BY101 General Biology 1	3	RE211 Survey of World Religion	3
BY101L General Biology 1 Lab	1	EN102 English Composition 2	3
EN101 English Composition 1	3	Specialization Course	3
SS101 African American Experience	3	MA202 Calculus 2	4
MA201 Calculus 1	4		
CIS110 Computer Literacy and AI	3		
	18		16

Sophomore Yea r			
Fall Semester		Spring Semester	
Specialization Course	3	AC211 Principles of Accounting I	3
CIS120 Fundamentals of Microcomputer Applications	3	EC201 Principles of Macroeconomics (Gen Ed. Pathway Course)	3
MA203 Calculus 3	4	MA318 Statistical Inference	3
MA217 Probability and Statistics	3	MA 320 Mathematics of Interest Theory	3
Gen Ed. Pathway Course	3	Specialization Course	3
	16		15

Junior Yea r			
Fall Semester		Spring Semester	
AC212 Principles of Accounting II	3	GB361 Principles of Financing	3
EC202 Microeconomics	3	PS201 Intro to American Government	3
MA 405 Mathematical Statistics 1	3	GB340 Principles of Marketing	3
MA324 Discrete Mathematics	3	MA 406 Mathematical Statistics 2	3
Specialization Course	3	Specialization Course	3
	15		15

Senior Yea r			
Fall Semester		Spring Semester	
MA 330 Mathematical Modeling	3	MA 425 Actuarial Seminar 2	1
AC495 Advanced Business Finance	3	MA 416 Actuarial Mathematics 2	3
MA 415 Actuarial Mathematics 1	3	MA441 Numerical Analysis	3
CIS 435 Data Analytics	3	Specialization Course	3
Specialization Course	3	Specialization Course	3
	15		13

- Students that do not test into MA 201 must complete MA101, MA110, and/or MA111 based on competency on the placement test. The placement score will determine the length of time it will take for students to complete the program.

Biology, BS

Program Requirements: 120 hours

PARADIGM
PROGRAM OF STUDY FOR BIOLOGY

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1	BY	201	Biology II	3
BY	101	General Biology I	3	BY	201L	Biology II Lab	1
BY	101L	General Biology I Lab	1	EN	102	English Composition II	3
EN	101	English Composition I	3	RE	211	Survey of World Religion	3
SS	101	African American Experience	3	MA	110	Pre-Calculus I	3
CIS	110	Computer Literacy and AI	3			Ed. Pathway	3
MA	101	Intermediate Algebra	3				
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
MA	111	Pre-Calculus II	3	CH	132	General Chemistry II	3
BY	304	Genetics	3	CH	132L	General Chemistry II Lab	1
BY	304L	Genetics Lab	1	MA	201	Analytic Geometry and Cal I	4
BY		General Education Pathway	3			Gen Ed. Pathway	3
CH	131	General Chemistry I	1			Specialization	3
CH	13lL	General Chemistry I Lab	3				
			16				14

JUNIOR YEAR

Fall Semester				Spring Semester			
BY	406	Molecular Biology	3			Specialization	3
BY	406L	Molecular Biology Lab	1	PH	202	College Physics II	3
		Specialization	3	PH	202L	College Physics II Lab	1
PH	201	College Physics I	3	CH	306	Organic Chemistry II	3
PH	201L	College Physics I Lab	1	CH	306L	Organic Chemistry II Lab	1
CH	305	Organic Chemistry I	3	BY	407	Biochemistry I	3
CH							
CH	305L	Organic Chemistry I Lab	1	BY	407L	Biochemistry I Lab	1
			15				15

SENIOR YEAR

Fall Semester					Spring Semester		
		Specialization	3			Specialization	3
		Specialization	3			Specialization	3
BY	208	Human Anatomy & Phys.	3		BY449	Senior Seminar	3
BY	208L	Human A&P Lab	1		BY	BY Elective w/lab	4
BY		BY Elective w/lab	4				
			14				13

Total 120

Chemistry, BS

Chemistry Paradigm

Freshman Year

Fall Semester			Spring Semester		
FYA101	Orientation to the Academy	1	CIS 110	Computer Literacy and AI	3
BY 101	General Biology I	3	EN 102	English Composition II	3
BY 101L	General Biology I Lab	1	BY 102	General Biology II	3
CH 131	General Chemistry I	3	BY 102L	General Biology II Lab	1
CH 131L	General Chemistry I Lab	1	CH 132	General Chemistry II	3
EN 101	English Composition I	3	CH 132L	General Chemistry II Lab	1
MA101	Intermediate Math	3	MA 110	Pre-Calculus I	3
		15			17

Sophomore Year

Fall Semester			Spring Semester		
MA 111	Pre-Calculus II	3	MA 201	Analytic Geometry and Cal I	4
	Specialization	3	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 303	Qualitative Analysis	3
	Gen. Ed Pathway	3	CH 303L	Qualitative Analysis Lab	1
	Gen. Ed. Pathway	3		Specialization	3
		16			15

Junior Year

Fall Semester			Spring Semester		
CH 304	Analytical Chemistry	3	BY 408	Biochemistry II	3
CH 304L	Analytical Chemistry Lab	1	BY 408L	Biochemistry II Lab	1
BY 407	Biochemistry I	3	CH 402	Physical Chemistry II	3
BY 407L	Biochemistry I Lab	1	CH 402L	Physical Chemistry II Lab	1
CH 401	Physical Chemistry I	3	SS101	African American Experience	3
CH 401L	Physical Chemistry I Lab	1		Gen. Ed. Pathway	3
MA 201	Analytic Geometry and Cal II	4			14
		16			

Senior 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
	Specialization	3		Specialization	3
	Specialization	3		Specialization	3
RE 211	Survey of World Religion	3		Specialization	3
CH 449	Senior Seminar	1			13
		14			
120hrs					

Computer and Information Sciences, BS (On-ground and Online)

Program Requirements: 120 hours

General Education: 44 hours

General Education Curriculum

Major Requirements: 67 hours

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 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, and systems analysis. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs.
Prerequisite: CIS 110.

CIS 270 - Microcomputer Hardware
3 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.
Prerequisite: CIS 110.

CIS 271 - Operating Systems
3 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.
Prerequisite: CIS 110.

CIS 280 - Concepts of Multimedia Development
3 Credit Hours
Students learn how to create multimedia presentations through developing their skills in website development, animation, audio, 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
3 Credit Hours
This course introduces the principles of computer science by program development in the context of the Python programming language. 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.
Prerequisite: CIS 110, MA 110.

CIS 310 - Web Site Design and Development
3 Credit Hours
This course will focus on planning and developing successful websites. The student will learn to design good websites with functional navigation and efficient organization. Students will create sites using HTML, CSS, and JavaScript.
Prerequisite: CIS 290 or MIS 290

CIS 320 - Introduction to Java Programming

3 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.
Prerequisite: CIS 290.

CIS 325 - C Programming Language
3 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.
Prerequisite: CIS 290.

CIS 327 - Visual Basic Programming
3 Credit Hours
This course introduces the student to the concepts and practices of computer programming using one of the easier and more accessible computer languages-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.
Prerequisite: CIS 290.

CIS 350 - Project Management
3 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, managerial competencies required to organize and lead a project, and agile project management.
Prerequisite: CIS 120 or MIS 120 and CIS 260 or MIS 260

CIS 360 - Computer Networks and Data Communications

3 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 or MIS 260

CIS 370 - Data Structures for Information Systems
3 Credit Hours
This course involves the study of fundamental data structures and their application in the context of the Java programming language. 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 c lass libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with bags and polymorphism are investigated.
Prerequisite: MA 324 and CIS 320

CIS 395 - Community Service Internship
4 Credit Hours
This course provides students with hands-on learning opportunities through working on real-world projects. Students provide technological assistance to businesses and non-profit organizations.
Prerequisite: CIS 270 or CIS 271.

CIS 400 - Database Management Systems
3 Credit Hours
This course is designed to provide individuals with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches, such as client/server databases, object-oriented databases, and data warehouses. At the completion of this course, students should be able to understand a user's database requirements and translate those requirements into a valid database design.
Prerequisite: CIS 290 or MIS 290

CIS 440 - Electronic Commerce
3 Credit Hours
This course deals with the various items that must be considered in order for an electronic commerce enterprise to be successful, including (but not limited to) marketing strategies, creating a Web presence, and the technological infrastructure necessary for electronic commerce to take place. Upon completion of the course, the student should be knowledgeable of the technologies, revenue models, marketing strategies, and legal, ethical, and tax issues involved in electronic commerce.
Prerequisite: CIS 260 or MIS 260

CIS 449 - Senior Seminar
3 Credit Hours
This course is required of all CIS and MIS majors in the senior year. It acquaints students with contemporary research presentations and aids students in preparing for their schooling and/or careers after Miles College.
Prerequisite: Senior standing.

Cognates: 9 hours

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 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.

Computer and Information Sciences Paradigm

Freshman Year

Fall Semester

FYA 101 - Orientation to the Academy
1 Credit Hours
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.

HI 101 - World Civilizations
3 Credit Hours
World Civilizations I (HI 101) is one of the Miles College General Education courses and examines the origins of human societies and the development of major world civilizations. This course will examine the various institutions of these civilizations and comparatively examine their connections and interactions.

SS 101 - African- American Experience
3 Credit Hours
This survey course of the history of African-Americans in the United States explores 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.

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 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.

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.
Prerequisite: A "C" or above in MA 100 or a satisfactory score on placement tests.

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.

Total Hours: 16

Spring Semester

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: EN 101.

SPE 111 - Fundamentals of Speech
3 Credit Hours
This course is designed to equip students with the skills necessary for a n 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.

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.

HUM 201 - Humanities
3 Credit Hours
This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

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-hour laboratory per week
Co-requisite: BY 101L.

BY 101L - General Biology I Lab
1 Credit Hours
Lab component to accompany course.

Total Hours: 16

Sophomore Year

Fall Semester

EN 201 - Introduction to Literature
3 Credit Hours
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.

Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

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.

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.

RE 211 - Survey of World Religions
3 Credit Hours
This course presents a comparative study of the major religions of the world.

EC 201 - 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.

Total Hours: 15

Spring Semester

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, and systems analysis. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs.
Prerequisite: CIS 110.

CIS 290 - Introduction to Computer Programming
3 Credit Hours
This course introduces the principles of computer science by program development in the context of the Python programming language. 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.

Prerequisite: CIS 110, 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.
Or

MA 217 - 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.

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.

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.

- CIS Elective 3 hours

Total Hours: 18

Junior Year

Fall Semester

CIS 270 - Microcomputer Hardware
3 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.
Prerequisite: CIS 110.

CIS 271 - Operating Systems
3 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.
Prerequisite: CIS 110.

CIS 400 - Database Management Systems
3 Credit Hours
This course is designed to provide individuals with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches, such as client/server databases, object-oriented databases, and data warehouses. At the completion of this course, students should be able to understand a user's database requirements and translate those requirements into a valid database design.
Prerequisite: CIS 290 or MIS 290

CIS 360 - Computer Networks and Data Communications
3 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 are 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 or MIS 260

- CIS Elective 3 hours

Total Hours: 15

Spring Semester

CIS 365 – Cloud Computing
3 Credit Hours
This course introduces students to the topic of cloud computing and helps them to understand how and why cloud computing is so fundamental to computing today. Topics covered include cloud migration, infrastructure, connectivity, troubleshooting, resources, storage, maintenance, management, and automation. Students will increase in their understanding of virtualization, and they will become familiar with using Amazon Web Services, Google Cloud Platform, and Microsoft Azure.
Prerequisite: CIS 360

CIS 375 - Network Security
3 Credit Hours
This course helps the student to understand the importance of network security and how to implement it. Topics covered include malware, social engineering, cryptography, networking-based and Web server attacks, wireless network security, mobile and embedded devices, business continuity, and risk mitigation.
Prerequisite: CIS 360

MA 217 - 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.
OR

ES 340 - 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.
Prerequisite: ES 321.

- CIS Elective 3 hours
- CIS Elective 3 hours Total Hours:

15

Senior Year

Fall Semester

CIS 395 - Community Service Internship
4 Credit Hours
This course provides students with hands-on learning opportunities through working on real-world projects. Students provide technological assistance to businesses and non-profit organizations.
Prerequisite: CIS 270 or CIS 271.

- CIS Elective 3 hours
- CIS Elective 3 hours
- CIS Elective 3 hours
- CIS Elective 3 hours

Total Hours: 16

Spring Semester

CIS 350 - Project Management

3 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, managerial competencies required to organize and lead a project, and agile project management.
Prerequisite: CIS 120 or MIS 120 and CIS 260 or MIS 260

CIS 449 - Senior Seminar
3 Credit Hours
This course is required of all CIS and MIS majors in the senior year. It acquaints students with contemporary research presentations and aids students in preparing for their schooling and/or careers after Miles College.

Prerequisite: Senior standing.

- CIS Elective 3 hours
- CIS Elective 3 hours

Total Hours: 12

Cybersecurity Concentration

Fall Semester

CIS 280 - Concepts of Multimedia Development
3 Credit Hours
Students learn how to create multimedia presentations through developing their skills in website development, animation, audio, and graphics creation. They also learn how to integrate these skills into a single multimedia presentation.
Prerequisite: CIS 110.

CIS 310 - Web Site Design and Development
3 Credit Hours
This course will focus on planning and developing successful websites. The student will learn to design good websites with functional navigation and efficient organization. Students will create sites using HTML, CSS, and JavaScript.
Prerequisite: CIS 290 or MIS 290

CIS 320 - Introduction to Java Programming
3 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.
Prerequisite: CIS 290.

CIS 324 - Ruby Programming
3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 326 - C# Programming
This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 440 - Electronic Commerce
3 Credit Hours
This course deals with the various items that must be considered in order for an electronic commerce enterprise to be successful, including (but not limited to) marketing strategies, creating a Web presence, and the technological infrastructure necessary for electronic commerce to take place. Upon completion of the course, the student should be knowledgeable of the technologies, revenue models, marketing strategies, and legal, ethical, and tax issues involved in electronic commerce.
Prerequisite: CIS 260 or MIS 260

MIS 435 - Data Analytics
3 Credit Hours
This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: MIS 120 and MIS 302

Spring Semester

CIS 322 - JavaScript Programming

3 Credit Hours
This course is an introduction to the JavaScript language. Students will learn how to work with functions, data types, operators, and arrays. They will understand debugging, error handling, the Document Object Model (DOM), DHTML, and object-oriented programming. They will learn how to program for touch screens and mobile devices. They will also understand how to update Web pages with Ajax and they will be exposed to JQuery. Students will demonstrate understanding of these topics through tests and projects(s).
Prerequisite: CIS 290

CIS 328 - COBOL Programming
3 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.
Prerequisite: CIS 290.

CIS 334 - Computer Architecture and Assembly Language Programming
3 Credit Hours
This course involves the study of combinational and sequential circuits, arithmetic logic control units, memory system design (cashe, primary, and 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. Additionally, it 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 the course.
Prerequisite: CIS 320 , CIS 322 , CIS 324 ,CIS 325, CIS 326 , or CIS 327

CIS 355 - Mobile Applications Development
3 Credit Hours
This course helps students to understand how to create native apps for both the Android and iPhone platforms. Topics covered will include developing for small devices, best practices for small device programming, Android development using Java, and iOS development using Swift.
Prerequisite: CIS 320

CIS 370 - Data Structures for Information Systems
3 Credit Hours
This course involves the study of fundamental data structures and their application in the context of the Java programming language. 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.
Prerequisite: MA 324 and CIS 320

CIS 410 - Database Design for Web Applications
3 Credit Hours
This course helps students to build database-driven Web sites. topics include PHP, functions and control

structures, manipulating strings, working with databases and MySQL, and developing object-oriented PHP.
Prerequisite: CIS 310 and CIS 400

CIS 445 - Social Media Marketing
3 Credit Hours
This course guides the student into the use of social media for marketing purposes. Topics include goals and strategies, identifying target audiences, microblogging, video marketing, social bookmarking, and mobile marketing.
Prerequisite: CIS 440

ES 340 - 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.
Prerequisite: ES 321.

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.

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.

E-Commerce Concentration

Fall Semester

CIS 320 - Introduction to Java Programming
3 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.

Prerequisite: CIS 290.

CIS 324 - Ruby Programming
3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 326 - C# Programming
This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 380 - Information Security Management
3 Credit Hours
This course introduces students to the management of information security. Topics include compliance, governance, strategic planning for security, information security policy, risk management, and planning for contingencies.
Prerequisite: CIS 375

CIS 390 - Disaster Recovery
3 Credit Hours
This course helps the student to understand how to recover vulnerabilities, and how to lessen any damage that may occur as a result of the exploitation of those risks. Topics include contingency planning, planning for organizational readiness, data protection strategies, incident response planning, disaster recovery, business continuity planning and crisis management.
Prerequisite: CIS 375

CIS 405 - Computer Forensics
3 Credit Hours
This course helps the student to learn how to conduct an investigation and perform a digital analysis. Topics include data acquisition, processing crime and incident scenes, computer forensics tools, digital forensics analysis, virtual machine forensics, cloud forensics, report writing, expert testimony, email, social media, and mobile device forensics.
Prerequisite: CIS 375

MIS 435 - Data Analytics
3 Credit Hours
This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: MIS 120 and MIS 302

Spring Semester

CIS 328 - COBOL Programming

3 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.
Prerequisite: CIS 290.

CIS 334 - Computer Architecture and Assembly Language Programming
3 Credit Hours
This course involves the study of combinational and sequential circuits, arithmetic logic control units, memory system design (cashe, primary, and 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. Additionally, it 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 the course.
Prerequisite: CIS 320 , CIS 322 , CIS 324 ,CIS 325, CIS 326 , or CIS 327

CIS 355 - Mobile Applications Development
3 Credit Hours
This course helps students to understand how to create native apps for both the Android and iPhone platforms. Topics covered will include developing for small devices, best practices for small device programming, Android development using Java, and iOS development using Swift.
Prerequisite: CIS 320

CIS 370 - Data Structures for Information Systems
3 Credit Hours
This course involves the study of fundamental data structures and their application in the context of the Java programming language. 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.
Prerequisite: MA 324 and CIS 320

CIS 385 - (CISSP Security Essentials)
3 Credit Hours
This course helps students to prepare for the Certified Information Systems Security Professional (CISSP) certification exam. Students are guided through the 10 CISSP domains. Topics include information security and risk management, access controls, software development security, business continuity and disaster recovery, cryptography, legal regulations, security operations, physical security, and telecommunications and network security.
Prerequisite: CIS 375

CIS 425 - Ethical Hacking
3 Credit Hours
This course helps students to gain understanding of how to protect computer networks by using the tools

and techniques that an ethical hacker would use. Topics include foot printing and social engineering, port scanning, embedded operating systems, hacking Web applications, hacking wireless applications, and cryptography.
Prerequisite: CIS 375

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.

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.

Applications Development Concentration

Fall Semester

CIS 280 - Concepts of Multimedia Development
3 Credit Hours
Students learn how to create multimedia presentations through developing their skills in website development, animation, audio, and graphics creation. They also learn how to integrate these skills into a single multimedia presentation.
Prerequisite: CIS 110.

CIS 310 - Web Site Design and Development
3 Credit Hours
This course will focus on planning and developing successful websites. The student will learn to design good websites with functional navigation and efficient organization. Students will create sites using HTML, CSS, and JavaScript.
Prerequisite: CIS 290 or MIS 290

CIS 324 - Ruby Programming
3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 326 - C# Programming
This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 380 - Information Security Management
3 Credit Hours
This course introduces students to the management of information security. Topics include compliance, governance, strategic planning for security, information security policy, risk management, and planning for contingencies.
Prerequisite: CIS 375

CIS 390 - Disaster Recovery
3 Credit Hours
This course helps the student to understand how to recover vulnerabilities, and how to lessen any damage that may occur as a result of the exploitation of those risks. Topics include contingency planning, planning for organizational readiness, data protection strategies, incident response planning, disaster recovery, business continuity planning and crisis management.
Prerequisite: CIS 375

CIS 405 - Computer Forensics
3 Credit Hours
This course helps the student to learn how to conduct an investigation and perform a digital analysis. Topics include data acquisition, processing crime and incident scenes, computer forensics tools, digital forensics analysis, virtual machine forensics, cloud forensics, report writing, expert testimony, email, social media, and mobile device forensics.
Prerequisite: CIS 375

CIS 440 - Electronic Commerce

3 Credit Hours
This course deals with the various items that must be considered in order for an electronic commerce enterprise to be successful, including (but not limited to) marketing strategies, creating a Web presence, and the technological infrastructure necessary for electronic commerce to take place. Upon completion of the course, the student should be knowledgeable of the technologies, revenue models, marketing strategies, and legal, ethical, and tax issues involved in electronic commerce.
Prerequisite: CIS 260 or MIS 260

MIS 435 - Data Analytics

3 Credit Hours
This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: MIS 120 and MIS 302

Spring Semester

CIS 322 - JavaScript Programming
3 Credit Hours
This course is an introduction to the JavaScript language. Students will learn how to work with functions, data types, operators, and arrays. They will understand debugging, error handling, the Document Object Model (DOM), DHTML, and object-oriented programming. They will learn how to program for touch screens and mobile devices. They will also understand how to update Web pages with Ajax and they will be exposed to JQuery. Students will demonstrate understanding of these topics through tests and projects(s).
Prerequisite: CIS 290

CIS 328 - COBOL Programming
3 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.
Prerequisite: CIS 290.

CIS 385 - (CISSP Security Essentials)
3 Credit Hours
This course helps students to prepare for the Certified Information Systems Security Professional (CISSP) certification exam. Students are guided through the 10 CISSP domains. Topics include information security and risk management, access controls, software development security, business continuity and disaster recovery, cryptography, legal regulations, security operations, physical security, and telecommunications and network security.
Prerequisite: CIS 375

CIS 410 - Database Design for Web Applications
3 Credit Hours
This course helps students to build database-driven Web sites. topics include PHP, functions and control structures, manipulating strings, working with databases and MySQL, and developing object-oriented PHP.
Prerequisite: CIS 310 and CIS 400

CIS 425 - Ethical Hacking
3 Credit Hours
This course helps students to gain understanding of how to protect computer networks by using the tools and techniques that an ethical hacker would use. Topics include foot printing and social engineering, port scanning, embedded operating systems, hacking Web applications, hacking wireless applications, and cryptography.
Prerequisite: CIS 375

CIS 445 - Social Media Marketing
3 Credit Hours
This course guides the student into the use of social media for marketing purposes. Topics include goals and strategies, identifying target audiences, microblogging, video marketing, social bookmarking, and mobile marketing.
Prerequisite: CIS 440

ES 340 - 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.
Prerequisite: ES 321.

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.

Total: 120 hours

Environmental Science, BS

PARADIGM
PROGRAM OF STUDY FOR ENVIRONMENTAL SCIENCE

FRESHMAN YEAR

Fall Semester				Spring Semester			
FYA	101	Orientation to the Academy	1	BY	210	Zoology	3
BY	101	General Biology I	3	BY	210L	Zoology Lab	1
BY	101L	General Biology I Lab	1	EN	102	English Composition II	3
EN	101	English Composition I	3	RE	211	Survey of World Religion	3
SS	101	African American Experience	3	MA	110	Pre-Calculus I	3
CIS	110	Computer Literacy and AI	3			General Ed. Pathway	3
MA	101	Intermediate Algebra	3				
			17				16

SOPHOMORE YEAR

Fall Semester				Spring Semester			
MA	111	Pre-Calculus II	3	CH	132	General Chemistry II	3
ES	321	Environmental Science	3	CH	132L	General Chemistry II Lab	1
ES	321L	Environmental Science Lab	1	MA	201	Analytic Geometry and Cal I	4
BY		General Education Pathway	3			Specialization	3
CH	131	General Chemistry I	1			Specialization	3
CH	13lL	General Chemistry I Lab	3			ES Elective	3
			14				17

JUNIOR YEAR

Fall Semester				Spring Semester			
ES	324	Environmental Analysis	3			Specialization	3
ES	324L	Environmental Analysis Lab	1	PH	202	College Physics II	3
		Specialization	3	PH	202L	College Physics II Lab	1
PH	201	College Physics I	3	CH	306	Organic Chemistry II	3
PH	201L	College Physics I Lab	1	CH	306L	Organic Chemistry II Lab	1
CH CH	305	Organic Chemistry I	3	ES	430 OR 450	ES Internship or Research	3
CH	305L	Organic Chemistry I Lab	1	BY	407L		
			15				14

SENIOR YEAR

Fall Semester				Spring Semester			
		Specialization	3			Specialization	3
ES	340	Intro to GIS/GPS	3			Specialization	3
ES	400	General Ecology	3	ES	449	Senior Seminar	3
ES	400L	General Ecology Lab	1	ES		ES Elective w/ Lab	4
ES		Elective w/lab	4				
			14				13

Total 120

Management Information Systems, BS (On-ground and Online)

Program Requirements: 120 hours General Education: 44 hours
General Education Curriculum

Major Requirements: 73 hours

Management Information Systems Paradigm

Freshman Year

Fall Semester

FYA 101 - Orientation to the Academy
1 Credit Hours
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.

HI 101 - World Civilizations
3 Credit Hours
World Civilizations I (HI 101) is one of the Miles College General Education courses and examines the origis of human societies and the development of major world civilizations. This course will examine the various institutions of these civilizations and comparatively examine their connections and interactions.

SS 101 - African- American Experience
3 Credit Hours
This survey course of the history of African-Americans in the United States explores 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.

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 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.

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.
Prerequisite: A "C" or above in MA 100 or a satisfactory score on placement tests.

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.

Total Hours: 16

Spring Semester

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: EN 101.

SPE 111 - Fundamentals of Speech
3 Credit Hours
This course is designed to equip students with the skills necessary for a n 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.

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.

HUM 201 - Humanities
3 Credit Hours
This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

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-hour laboratory per week
Co-requisite: BY 101L.

BY 101L - General Biology I Lab
1 Credit Hours
Lab component to accompany course.

Total Hours: 16

Sophomore Year

Fall Semester

EC 201 - 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.

EN 201 - Introduction to Literature
3 Credit Hours
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.
Prerequisite: EN 102.
or

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.
Prerequisite: EN 102.

MIS 120 - Fundamentals of Microcomputer Applications
3 Credit Hours
See CIS 120 in the Computer and Information Sciences curriculum.

MIS 211 - Principles of Accounting I
3 Credit Hours
See AC 211 in the Business Administration curriculum.

RE 211 - Survey of World Religions
3 Credit Hours
This course presents a comparative study of the major religions of the world.

Total Hours: 15

Spring Semester

MIS 202 - Principles of Microeconomics
3 Credit Hours
See EC 202 in the Business Administration curriculum.

MIS 212 - Principles of Accounting II
3 Credit Hours
See AC 212 in the Business Administration curriculum.

MIS 260 - Fundamentals of Computer Information Systems
3 Credit Hours
See CIS 260 in the Computer and Information Sciences curriculum.

MIS 290 - Introduction to Programming
3 Credit Hours
See CIS 290 in the Computer and Information Sciences curriculum.

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.

Total Hours: 15

Junior Year

Fall Semester

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.

MIS 302 - Business Statistics
3 Credit Hours
See GB 302 in the Business Administration curriculum.
OR

MIS 381 - Principles of Management
3 Credit Hours
See MG 381 in the Business Administration curriculum.

MIS 340 - Principles of Marketing
3 Credit Hours
See GB 340 in the Business Administration curriculum.

MIS 360 - Computer Networks & Data Communications

3 Credit Hours
See CIS 360 in the Computer and Information Sciences curriculum.

MIS 400 - Database Management Systems
3 Credit Hours
See CIS 400 in the Computer and Information Sciences curriculum.

Total Hours: 15

Spring Semester

MIS 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 systems and issues in information systems, the worldwide web, and the Internet.
Prerequisite: MG 381.
OR

MIS 365 - Cloud Computing
3 Credit Hours
See CIS 365 in the Computer and Information Sciences Curriculum.

MIS 375 - Network Security
See CIS 375 in the Computer and Information Sciences Curriculum.

- MIS Elective 3 hours
- MIS Elective 3 hours Total Hours:

15

Senior Year

Fall Semester

MIS 381 - Principles of Management
3 Credit Hours
See MG 381 in the Business Administration curriculum.
OR

MIS 440 - Electronic Commerce
3 Credit Hours
See CIS 440 in the Computer and Information Sciences curriculum.

MIS 395 - Internship
4 Credit Hours
This course provides students with hands-on learning opportunities through working on real-world projects. Students provide technological assistance to businesses and non-profit organizations.
Prerequisite: MIS 365 or MIS 415

- MIS Elective 3 hours
- MIS Elective 3 hours

- MIS Elective 3 hours
- MIS Elective 3 hours
- MIS Elective 3 hours

Total Hours: 16

Spring Semester

MIS 350 – Project Management
3 Credit Hours
See CIS 350 in the Computer and Information Sciences curriculum.

MIS 449 - Senior Seminar
3 Credit Hours
See CIS 449 in the Computer and Information Sciences curriculum.

MIS 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 systems and issues in information systems, the worldwide web, and the Internet.
Prerequisite: MG 381.
OR

MIS 425 - Ethical Hacking
See CIS 425 in the Computer and Information Sciences Curriculum.
- MIS Elective 3 hours

Total Hours: 12

Cybersecurity Concentration

Fall Semester

CIS 320 - Introduction to Java Programming
3 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.
Prerequisite: CIS 290.

CIS 324 - Ruby Programming
3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 326 - C# Programming
This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

MIS 280 - Multimedia Development
3 Credit Hours
See CIS 280 in the Computer and Information Sciences curriculum.

MIS 310 - Web Design and Development
3 Credit Hours
See CIS 310 in the Computer and Information Sciences curriculum.

MIS 323 - Managerial Economics
3 Credit Hours
See GB 323 in the Business Administration curriculum.

MIS 435 - Data Analytics
3 Credit Hours
This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: MIS 120 and MIS 302

MIS 440 - Electronic Commerce
3 Credit Hours
See CIS 440 in the Computer and Information Sciences curriculum.

Spring Semester

CIS 322 - JavaScript Programming
3 Credit Hours
This course is an introduction to the JavaScript language. Students will learn how to work with functions, data types, operators, and arrays. They will understand debugging, error handling, the Document Object Model (DOM), DHTML, and object-oriented programming. They will learn how to program for touch screens and mobile devices. They will also understand how to update Web pages with Ajax and they will be exposed to JQuery. Students will demonstrate understanding of these topics through tests and projects(s).
Prerequisite: CIS 290

CIS 328 - COBOL Programming
3 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.
Prerequisite: CIS 290.

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 340 - Principles of Marketing
3 Credit Hours
See GB 340 in the Business Administration curriculum.

MIS 410 - Database Design for Web Applications
3 Credit Hours
See CIS 410 in the Computer and Information Sciences Curriculum.

MIS 445 - Social Media Marketing
3 Credit Hours
See CIS 445 in the Computer and Information Sciences Curriculum.

MIS 451 - Business Decisions
3 Credit Hours
See GB 450 in the Business Administration curriculum.

ES 340 - 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.
Prerequisite: ES 321.

MIS 351 - Business Economics
3 Credit Hours
See GB 351 in the Management curriculum.

E-Commerce Concentration

Fall Semester

CIS 320 - Introduction to Java Programming
3 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.
Prerequisite: CIS 290.

CIS 324 - Ruby Programming
3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 326 - C# Programming
This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

MIS 323 - Managerial Economics
3 Credit Hours
See GB 323 in the Business Administration curriculum.

MIS 380 - Information Security Management
3 Credit Hours
See CIS 380 in the Computer and Information Sciences Curriculum.

MIS 390 - Disaster Recovery
3 Credit Hours
See CIS 390 in the Computer and Information Sciences Curriculum.

MIS 405 - Computer Forensics
3 Credit Hours
See CIS 405 in the Computer and Information Sciences Curriculum.

MIS 435 - Data Analytics
3 Credit Hours
This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: MIS 120 and MIS 302

MIS 440 - Electronic Commerce
3 Credit Hours
See CIS 440 in the Computer and Information Sciences curriculum.

Spring Semester

CIS 322 - JavaScript Programming
3 Credit Hours

This course is an introduction to the JavaScript language. Students will learn how to work with functions, data types, operators, and arrays. They will understand debugging, error handling, the Document Object Model (DOM), DHTML, and object-oriented programming. They will learn how to program for touch screens and mobile devices. They will also understand how to update Web pages with Ajax and they will be exposed to JQuery. Students will demonstrate understanding of these topics through tests and projects(s).
Prerequisite: CIS 290

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 328 - COBOL Programming
3 Credit Hours
See CIS 328 in the Computer and Information Sciences curriculum.

MIS 340 - Principles of Marketing
3 Credit Hours
See GB 340 in the Business Administration curriculum.

MIS 351 - Business Economics
3 Credit Hours
See GB 351 in the Management curriculum.

MIS 385 - (CISSP Security Essentials)
3 Credit Hours
See CIS 385 in the Computer and Information Sciences Curriculum.

MIS 425 - Ethical Hacking
See CIS 425 in the Computer and Information Sciences Curriculum.

MIS 451 - Business Decisions
3 Credit Hours
See GB 450 in the Business Administration curriculum.

Applications Development Concentration

Fall Semester

CIS 320 - Introduction to Java Programming
3 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.
Prerequisite: CIS 290.

CIS 324 - Ruby Programming
3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 326 - C# Programming
This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

MIS 280 - Multimedia Development
3 Credit Hours
See CIS 280 in the Computer and Information Sciences curriculum.

MIS 310 - Web Design and Development
3 Credit Hours
See CIS 310 in the Computer and Information Sciences curriculum.

MIS 380 - Information Security Management
3 Credit Hours
See CIS 380 in the Computer and Information Sciences Curriculum.

MIS 390 - Disaster Recovery
3 Credit Hours
See CIS 390 in the Computer and Information Sciences Curriculum.

MIS 405 - Computer Forensics
3 Credit Hours
See CIS 405 in the Computer and Information Sciences Curriculum.

MIS 440 - Electronic Commerce
3 Credit Hours
See CIS 440 in the Computer and Information Sciences curriculum.

Spring Semester

CIS 322 - JavaScript Programming
3 Credit Hours
This course is an introduction to the JavaScript language. Students will learn how to work with functions, data types, operators, and arrays. They will understand debugging, error handling, the Document Object Model (DOM), DHTML, and object-oriented programming. They will learn how to program for touch screens and

mobile devices. They will also understand how to update Web pages with Ajax and they will be exposed to JQuery. Students will demonstrate understanding of these topics through tests and projects(s).
Prerequisite: CIS 290

ES 340 - 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.
Prerequisite: ES 321.

MIS 328 - COBOL Programming
3 Credit Hours
See CIS 328 in the Computer and Information Sciences curriculum.

MIS 340 - Principles of Marketing
3 Credit Hours
See GB 340 in the Business Administration curriculum.

MIS 385 - (CISSP Security Essentials)
3 Credit Hours
See CIS 385 in the Computer and Information Sciences Curriculum.

MIS 410 - Database Design for Web Applications
3 Credit Hours
See CIS 410 in the Computer and Information Sciences Curriculum.

MIS 425 - Ethical Hacking
See CIS 425 in the Computer and Information Sciences Curriculum.

MIS 445 - Social Media Marketing
3 Credit Hours
See CIS 445 in the Computer and Information Sciences Curriculum.

MIS 451 - Business Decisions
3 Credit Hours
See GB 450 in the Business Administration curriculum.

Total Hours: 120

Mathematics, BS

Program Requirements: 120 hours

PARADIGM

PROGRAM OF STUDY FOR MATHEMATICS

FRESHMAN YEAR

Fall Semester						Spring Semester	
FYA	101	Orientation to the Academy	1			General Education Pathway	3
BY	101	General Biology I	3			General Education Pathway	3
BY	101L	General Biology I Lab	1	EN	102	English Composition II	3
EN	101	English Composition I	3	RE	211	Survey of World Religion	3
SS	101	African American Experience	3	MA	111	Pre-Calculus I	3
CIS	110	Computer Literacy and AI	3	MA	217	Probability & Statistics	3
MA	110	Pre-Calculus I	3				
			17				18

SOPHOMORE YEAR

Fall Semester						Spring Semester	
MA	201	Analytic Geometry & Calculus I	4	MA	350	Intro to Higher Mathematics	3
MA	324	Discrete Mathematics	3	MA	202	Analytic Geometry and Cal II	4
		Specialization Course	3	CIS	290	Intro to Programming	3
		General Education Pathway	3			Specialization Course	3
						MA Elective	3
			16				16

JUNIOR YEAR

Fall Semester						Spring Semester	
MA	203	Analytic Geometry and Cal III	4			MA Elective	3
MA	311	Linear Algebra	3	PH	202	College Physics II	3
		Specialization	3	PH	202L	College Physics II Lab	1
PH	201	College Physics I	3	MA	308	Differential Equations	3
PH	201L	College Physics I Lab	1			Specialization Course	3
			14				13

SENIOR YEAR

Fall Semester				Spring Semester			
MA	449	Senior Seminar	2	MA	441	Numerical Analysis	3
MA	421	Abstract Algebra	3	MA	403	Advanced Calculus	3
MA	405	Math Statistics I	3			MA Elective	3
		Specialization	3			Specialization Course	3
		Specialization	3				
			~~14~~				12

Total 120

NSM SPECIALIZATIONS

PRE-HEALTH SPECIALIZATION
BY302/BY302L Cell Biology/Cell Biology Lab (3hrs/1hr)
BY309/BY30YL Human Anatomy and Physiology II/ Human Anatomy and Physiology II Lab (3hrs/1hr)
BY417/BY417L Immunology/Immunology Lab (4hrs/1hr)
BY205/BY205l Microbiology/Microbiology Lab (3hrs/1hr)
BY310/BY310L Histology/Histology Lab (3hrs/1hr)

ENVIRONMENTAL SCIENCE SPECIALIZATION
ES321/ES321L Environmental Science/Environmental Science Lab (3hrs/1hr)
ES400/ES400L General Ecology/General Ecology Lab (3hrs/1hr)
ES340 Introduction to GIS/GPS (3 HRS)
10 HOURS OF ELECTIVES (CHOOSE FROM LIST BELOW): ES200/ES200L Geology/Geology Lab, ES305/ES305L Soil Science Lab, ES404 Environmental Laws, ES300 Scientific Writing

MATHEMATICS SPECIALIZATION
MA201 Analytic Geometry & Calculus I (4HRS)
MA202 Analytic Geometry & Calculus II (4HRS)
MA203 Analytic Geometry & Calculus III (4HRS)
9HRS OF MATHEMATICS COURSE AT 300 LEVEL OR ABOVE

ARTIFICIAL INTELLIGENCE SPECIALIZATION
AI 200 Introduction to Artificial Intelligence (3hrs)
AI 300 Machine and Natural Language Processes (3hrs)
AI 350 Introduction to Generative Artificial Intelligence (3hrs)
AI 400 Human Artificial Intelligence Integration (3hrs)
AI420 Artificial Intelligence Ethics and Privacy (3hrs)
AI450 Artificial Intelligence and Human Future (3hrs)
CIS ELECTIVE (3hrs)

CHEMISTRY SPECIALIZATION
CH131/CH131L General Chemistry I / General Chemistry I Lab (3hrs/1hr)
CH132/CH132L General Chemistry Ii/General Chemistry Ii Lab (3hrs/1hr)
CH305/CH305L Organic Chemistry I/Organic Chemistry I Lab (3hrs/1hr)
CH306/CH306L Organic Chemistry Ii/ Organic Chemistry Ii Lab (3hrs/1hr)
CH303/CH303L Qualitative Analysis/Qualitative Analysis Lab (3hrs/ 1hr)
CH449 Senior Seminar (1hr)

Minors

Biology Minor

Required Courses: 21-22 hours

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-hour 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-hour 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-hour laboratory per week.
Prerequisite: BY 101.

BY 304 - Genetics
3 Credit Hours
The fundamental concepts of heredity with emphasis 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-hour laboratory per week.
Prerequisite: BY 101.

BY 449 - Senior Seminar
2 Credit Hours
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 Standing.

- Approved Biology Electives (300-400 level) **3-4 Credit Hours**

BY 202L - Botany Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 210L - Zoology Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 302L - Cell Biology Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 304L - Genetics Lab
1 Credit Hours
Lab component to accompany corresponding course.

Chemistry Minor

Required Courses: 21-22 hours

CH 131 - General Chemistry I
3 Credit Hours
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 methods that are the 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-hour laboratory per week.
Prerequisite: MA 101

CH 132 - General Chemistry II
3 Credit Hours
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 methods that are the 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-hour laboratory per week.
Prerequisite: CH 131

CH 305 - Organic Chemistry I
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132.

CH 306 - Organic Chemistry II
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132.

CH 449 - Senior Seminar
2 Credit Hours
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.

- Approved Chemistry Electives (300-400 level) **3-4 Credit Hours**

CH 131L - General Chemistry I Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 132L - General Chemistry II Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 305L - Organic Chemistry I Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 306L - Organic Chemistry II Lab
1 Credit Hours
Lab component to accompany corresponding course.

Environmental Science Minor

Required Courses: 21 hours

ES 200 - Principles of Geology
3 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-hour laboratory per week.
Prerequisite: BY 101.
Co-requisite: ES 201L

ES 305 - 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.
Co-requisite: ES 305L

or

ES 324 - 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-hour laboratory per week.
Prerequisite: CH 303 or CH 304, or special permission from coordinator in consultation with chairperson; Junior standing.
Co-requisite: ES 324L

ES 321 - 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-hour laboratory per week.
Prerequisite: BY 101.

ES 340 - 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.
Prerequisite: ES 321.

ES 400 - General Ecology
3 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-hour laboratory per week.
Prerequisite: ES 321, MA 217; written permission of instructor.
Co-requisite: ES 400L

ES 449 - Senior Seminar
2 Credit Hours
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.
Prerequisite: Senior standing.

Mathematics Minor

Required Courses: 18 hours

**MA 316 is not accepted in the minor nor the major.*

MA 201 - Analytic Geometry and Calculus I
4 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
4 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
4 Credit Hours
This course presents polar coordinates, vector functions of two or more variables, and multiple integrals.
Prerequisite: MA 202.

- Approved Mathematics Electives (300-400 level) **6 Credit Hours**

Artificial Intelligence Minor

Required Courses: 18 hours

AI-200: Introduction to Artificial Intelligence (AI):
3 Credit Hours3
This foundational course provides an overview of Artificial Intelligence (AI) concepts, applications, and its transformative impact on our lives. Students will explore terms like Machine Learning, Deep Learning, and Neural Networks. Ethical considerations and biases related to AI are also discussed.
Prerequisite: None

AI-300: Machine Language and Natural Language Processing:
3 Credit Hours
In this course, students will explore the concept of natural language processing (NLP) and illustrate various cutting-edge neural networks for NLP, including how AI models process and understand human language. Topics covered include sentiment analysis, language translation, and chatbots. Practical applications, such as chatbots and language translation, are explored.
Prerequisite: AI-200

AI- 350 Introduction to Generative AI:
3 Credit Hours
Generative AI is a powerful field that enables machines to create new content, such as images, text, and music. In this course, students will understand what Generative AI is, how it differs from traditional machine learning, and its real-world applications. Google tools and other applications will be introduced to develop the generative AI application.
Prerequisite: AI-300 or AI-200

AI-400 Human Artificial Intelligence Interaction:
3 Credit Hours
This course focuses on the intersection of human cognition and AI systems. Students will study user experience (UX) design, human-computer interaction (HCI), and usability principles. Students will explore the psychological, societal, and cultural impacts of AI. Ethical considerations related to AI-human interaction are also covered. Topics include human-in-the-loop decision-making, AI biases, and design guidelines for AI user experiences.
Prerequisite: AI-300 or AI-200

AI-420 Artificial Intelligence Ethics and Privacy:
3 Credit Hours
In this course, students explore ethical frameworks, bias mitigation, and privacy concerns in AI applications. Students will examine the societal implications, transparency, and privacy concerns related to AI. The course emphasizes responsible AI development and decision-making because Ethics play a crucial role in AI development.
Prerequisite: AI-400 or AI-200

AI-450 Artificial Intelligence and Human Future:
3 Credit Hours
In this course, students examine the future of AI and its implications for humanity. This forward-looking course explores the symbiotic relationship between AI and humanity. Students will contemplate the future impact of AI on our lives, work, and society. Topics include AI-driven automation, ethical considerations, and the role of AI in shaping our collective future. The student will also explore ethical, legal, and philosophical aspects.
Prerequisite: AI-420 or AI-200

Division of Social and Behavioral Sciences

Introduction/Overview

Division Outcomes: To fulfill this mission the Division seeks to instill the following attributes into its graduates, expressed as expected educational outcomes:

1. Proficiency in standard communication skills---speaking, writing, reading and listening;
2. Skills in problem solving, critical and creative thinking;
3. Knowledge of career areas in the Social Sciences;
4. To prepare students to meet the requirements of graduate and professional schools;
5. To provide those students who are interested in secondary teaching certification with the necessary subject matter preparation; and
6. To aid students in preparing for increasing professional opportunities in a society which is rapidly changing.

Division Objectives:

1. To acquaint students with the record of our cultural heritage and to promote a better understanding of diverse cultures;
2. To promote the development of necessary cognitive skills drawing on experience and scientific research to help develop sound judgment in social networking;
3. To investigate the ways in which social institutions can be improved and how positive social change can be initiated;
4. To prepare students to meet the requirements of graduate and professional schools;
5. To provide those students who are interested in secondary teaching certification with the necessary subject matter preparation; and
6. To aid students in preparing for increasing professional opportunities in a society which is rapidly changing.

Division Mission:

The 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 Division strives to produce students who possess critical and ethical perspectives in our global and pluralistic society. It sponsors College community programs and leadership opportunities. Faculty and students are encouraged to engage in activities for the purpose of heightening consciousness of current societal issues.

Criminal Justice Mission

The mission of the Criminal Justice Program is to prepare students for professional careers in law enforcement, corrections, the legal process, and service. Through a combination of required and elective courses, provides a unique theoretical and research base that is desired in the criminal justice field. The multidisciplinary program will provide the necessary preparation for student employment in criminal justice industry is through a rigorous study of the liberal arts, as preparation for written, verbal, technological, cultural literacy, community participation, and responsible citizenship

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.

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 students pre-professional skills in historical content, analysis and interpretation and oral and written communication.
Psychology Mission. The mission of the Psychology Program is to provide students with basic systematic knowledge of the study of behavior and mental processes, its underlying biology and ethical considerations. The program endeavors to provide a strong foundation for advanced study in psychology and its related disciplines, or the professional labor force.

Program Admission: N/A Exit Examination:

Students must earn a score of 70% on the Senior EXIT examination. This exam will be administered to students who are in their last semester of coursework in all of the program disciplines.

Organizations:

Criminal Justice Student Association is a club which seeks to promote scholarly interests and endeavors in the social and behavioral sciences. Members of the Criminal Justice Club are engaged in career planning activities. It is open to all students who have demonstrated a capacity for and promise of excellence in all scholastic endeavors, especially in criminal justice.

Alpha Phi Sigma recognizes academic excellence of undergraduate and graduate students of criminal justice, as well as juris doctorate students. The goals are to honor and promote academic excellence, community service, educational leadership ad unit. It is opened to juniors and seniors who have earned at least a 3.1 grade point average and have taken at least four criminal justice course. The objectives of the organization are to promote extracurricular activities related to public affairs and to promote student interest in political science.
Political Science Club (Club De Poli Sci) seeks to promote scholarly interests and endeavors in the field of Political Science through meetings, special programs, media presentations and guest lectures. The Political Science Club is open to all students.
Phi Alpha Delta Pre-Law Club sponsors various law-related programs and activities. It is open to any student interested in law. Please contact faculty members in the Division of Social and Behavioral Sciences regarding meeting times, locations and programs.
Psychology Club- Joining the Psychology Club enriches your comprehension of human behavior and fosters connections with peers who share your enthusiasm for psychology. Club members engage in diverse activities, including guest lectures by faculty and industry experts, discussions on cutting-edge research, and workshops exploring various career paths in psychology. Additionally, the club coordinates community outreach initiatives, providing opportunities to apply psychological knowledge in practical settings and contribute positively to society.

Career Trends:

In the Division of Social and Behavioral Sciences we prepare our students to excel in dynamic fields where their passion for understanding society and shaping its future can thrive. Explore the diverse career opportunities available in:

Criminal Justice: Career paths in criminal justice are expanding beyond traditional law enforcement roles. Graduates can pursue careers as:

- **Law Enforcement Officers:** Responding to societal needs for safety and security.
- **Legal Advocates:** Representing clients in courtrooms and providing legal guidance.
- **Forensic Specialists:** Investigating crime scenes and analyzing evidence to solve cases.
- **Policy Analysts:** Evaluating and developing policies to improve criminal justice systems.

Psychology: Psychology graduates are equipped to understand human behavior and contribute to mental health and well-being in roles such as:

- **Clinical Psychologists:** Providing therapy and counseling services.
- **Counselors:** Helping individuals navigate personal and emotional challenges.
- **Research Analysts:** Conducting studies to advance psychological knowledge.
- **Human Resource Specialists:** Applying psychological principles in organizational settings.

History: Studying history prepares graduates for careers in:

- **Education:** Teaching history at secondary or post-secondary levels.
- **Archival Management:** Preserving and organizing historical records.
- **Museum Curatorship:** Curating exhibits and managing collections.
- **Journalism:** Reporting on historical events and conducting investigative research.

Political Science: Political science graduates play pivotal roles in:

- **Government and Public Service:** Serving as policymakers, diplomats, and public administrators.
- **Political Analysts:** Analyzing political trends and advising decision-makers.
- **Nonprofit Organizations:** Advocating for social change and community development.
- **International Relations:** Promoting diplomacy and fostering global cooperation.

Criminal Justice, B.S.

MAJOR PARADIGM

Program Name: Criminal Justice

Freshman Year

Fall Semester		Spring Semester	
Course #: FYA 101 Orientation to the Academy	(1) **GEC**	Course #: CIS 101 Computer Literacy	(3) **GEC**
Course #: EN 101 English Composition	(3) **GEC** ___	Course #: EN 102 English Composition II	(3) **GEC** ___
Course #: SS 101 African American Experience	(3) **GEC**	Course #: Pathway	(3) **PW**
Course #: MA 101 Intermediate Algebra_____	(3) **GEC** ___	Course #: RE 211 Survey of World Religion	(3) **GEC** ___
Course #: BY 101 General Biology I	(3) **GEC**	Course #: Pathway	(3) **PW**
Course #: BY 101L General Biology Lab	(1) **GEC**	Course #: Pathway	(3) **PW**
TOTAL HOURS: 14		TOTAL HOURS: 18	

Sophomore Year

Fall Semester		Spring Semester	
Course #: RE 211 Survey of World Religion	(3) GEC	Course #: CJ 230 Introduction to Law Enforcement	(3) **M** ___
Course #: CJ 200 Introduction to Criminal Justice	(3) **M**	Course #: CJ 235 Introduction to Courts	(3) **M**___
Course #: CJ 200-L Introduction to Criminal Justice	(1) **M**	Course #: CJ 240 Introduction to Corrections	(3) **M**
Course #: CJ 222 Criminology	(3) **M** ___	Course #: SPA 102 Spanish	(3) **M**
Course #: CJ 225 Introduction to CJ Writing	(3) **M**	Course #: Specialization	(3) S
Course #: SPA 101 Spanish	(3) **M**		
TOTAL HOURS: 16		TOTAL HOURS: 15	

Junior Year

Fall Semester		Spring Semester	
Course #: CJ 385 Juvenile Justice	(3) **M**	Course #: SS 301 Social Statistics	(3) **M**
Course #: CJ 355 Administrative Policy	(3) **M**	Course #: Specialization	(3) **S**_
Course #: CJ 395 Criminal Justice Ethics	(3) **M**	Course #: Specialization	(3) **S**
Course #: CJ 360 Criminal Law	(3) **M**	Course #: CJ 375 Special Topics in Criminal Justice___	(3) **M**
Course #: CJ 325 Community-Oriented Policing	(3) **M**	Course #: CJ 400 Probation, Pardon and Parole	(3) **M**
TOTAL HOURS: 15		TOTAL HOURS: 15	

Senior Year

Fall Semester		Spring Semester	
Course #: SS 403 Social Research Methods	(3) **M**	Course #: CJ 455 Correctional Rehabilitation	(3) **M**
Course #: CJ 420 Constitutional Law_____	(3) **M**___	Course #: CJ 465 Senior Seminar _____	(3) **M**__
Course #: CJ 405 Criminal Investigations	(3) **M**	Course #: Specialization	(3) **S**
Course #: Specialization	(3) **S** ___	Course #: Specialization	(3) **S** ___
Course #: Specialization	(3) **S**	Course #: CJ 485 Criminal Justice Internship	(3) **M** ___
TOTAL HOURS: 15		TOTAL HOURS: 15	

PROGRAM REQUIREMENT SUMMARY

General Education Courses - (GEC)	23 Hours
Pathways - (PW)	9 Hours
Major - (M)	67 Hours
Specialization - (S)	21 Hours

History, B.A.

MAJOR PARADIGM

Program Name: History

Freshman Year

Fall Semester	Spring Semester
Course #: FYA 101 Orientation to the Academy (1) **GEC**	Course #: PS 201 Introduction to American Government (3) **GEC**
Course #: EN 101 English Composition (3) **GEC**___	Course #: EN 102 English Composition II (3) _**GEC**__
Course #: SS 101 African-American Experience (3) **GEC**	Course #: CIS 110 Computer Literacy (3) **GEC**
Course #: World Civilization I (3) **PW**___	Course #: MA 101 Intermediate Algebra (3) **GEC**
Course #: BY 101 General Biology I (3) **GEC**	Course #: HI 102 World Civilization II (3) **M**
Course #: BY 101L General Biology Lab (1) **GEC**	
TOTAL HOURS: 14	TOTAL HOURS: 15

Sophomore Year

Fall Semester	Spring Semester
Course #: American History I (3) **M**	Course #: HI 204 American History II (3) **M**
Course #: SPA 101 (3) **M** _____	Course #: SPA 102 (3) **M** ___
Course #: SO 200 Intro to Sociology (3) **M**	Course #: HI 350 Thinking & Writing History (3) **M**
Course #: Pathway (3) **PW**	Course #: Pathway (3) **PW** ___
Course #: Pathway (3) **PW**	Course #: HI 303 Alabama History (3) **M**
TOTAL HOURS: 15	TOTAL HOURS: 15

Junior Year

Fall Semester	Spring Semester
Course #: ITS 300 Intro to International Studies (3) **M**	Course #: HI 308 African American History (3) **M**
Course #: HI 343 East Asian History (3) **M** ___	Course #: HI 324 Women in Modern America (3) **M**___
Course #: HI 322 Civil Rights Movement (3) **M**	Course #: HI 341 Latin American History (3) **M**
Course #: HI 332 Modern Europe (3) **M** ___	Course #: Specialization (3) **S** ___
Course #: Specialization (3) **S**	Course #: Specialization (3) **S**
TOTAL HOURS: 15	TOTAL HOURS: 15

Senior Year

Fall Semester	Spring Semester
Course #: SS 449 Senior Seminar (3) **M**	Course #: HI 412 African History (3) **M**
Course #: HI 450 Special Topics: U.S. (3) **M** ___	Course #: HI 451 Special Topics: European (3) **M** ___
Course #: HI 452 Special Topics: Non-Western. (3) **M**	Course #: HI 490 History Internship (1) **M**
Course #: Specialization (3) **S**___	Course #: Specialization (3) **S** ___
Course #: Specialization (3) **S**	Course #: Specialization (3) **S**
TOTAL HOURS: 15	TOTAL HOURS: 16

PROGRAM REQUIREMENT SUMMARY

General Education Courses	23 Hours
Pathways	9 Hours
Major	67 Hours
Specialization	21 Hours

Political Science, B.A.

Political Science Paradigm

Freshman Year

Fall Semester	Hrs	Spring Semester	Hrs
EN 101 English Composition I	3	EN 102 English Composition II	3
BY 101 Biological Science	3	CIS 110 Computer Applications	3
BY 101L Biological Science Lab	1	PS 201 Introduction to American Government	3
MA 101 College Algebra	3	PSY 201 General Psychology	3
FYA 101 First Year Experience	1	SPE 111 Fundamentals of Speech	3
SS 101 African American Experience	3		
RE 211 Religion	3		

Total Hours: 17 | **Total Hours: 15**

Sophomore Year

Fall Semester	Hrs	Spring Semester	Hrs
PS 210 Introduction to Political Science	3	PS 302 Public Policy	3
PS 203 State and Local Governments	3	HI 102 World Civilization II	3
HI 101 World Civilization I	3	SPA 102 Elementary Spanish II	3
SO 200 Introduction to Sociology	3	Specialization Course	3
SPA 101 Elementary Spanish I	3	Specialization Course	3

Total Hours: 15 | **Total Hours: 15**

Junior Year

Fall Semester	Hrs	Spring Semester	Hrs
SS 301 Social Statistics	3	PS 310 American Presidency	3
PS 309 United States Congress	3	PS 404 International Relations and Politics	3
ITS 300 Introduction to International Studies	3	SS 403 Research Methods	3
Specialization Course	3	Specialization Course	3
Specialization Course	3	Specialization Course	3

Total Hours: 15 | **Total Hours: 15**

Senior Year

Fall Semester	Hrs	Spring Semester	Hrs
PS 400 Public Law and Judicial Process	3	PS 406 Political Theory	3
PS 405 Political Ideologies	3	PS 410 Public Administration	3
PS 401 Comparative Government	3	PS 416 Public Administration Internship	4
SS 449 Senior Seminar	3	PS 403 Non-Western Political Systems	3
Specialization Course	3		

Total Hours: 15 | **Total Hours: 13**

Program Requirement Summary

Requirement	Hours
General Education Courses	23
Pathways	9
Major	67
Specialization	21

Psychology, B.S.

Psychology Major PARADIGM

Bachelor of Science in Psychology **Total hours for degree completion** **120**

Freshman Year 32

Fall Semester

FYA	101	Orientation to the Academy	1	EN		English Composition II	3
EN	101	English Composition I	3	PSY		Pathway	3
MA	101	Intermediate Algebra	3	SS		African American Experience	3
BY	101	General Biology I	3	RE		Survey of World Religion	3
BY	101L	General Biology I Lab	1	PSY		Pathway	3
CIS	110	Computer Literacy	3				
			15				15

Spring Semester

Sphomore Year 30

Fall Semester

EC	201	Principles of Macroeconomics	3	PSY	206	Developmental Psychology	3
		Pathway	3	PSY	2140	Abnormal Psychology	3
EN	202	World Masterpieces	3	PSY	2200	Social Psychology	3
				PSY	2180	Ethical Issues	3
PSY	201	Specialization	3	XX	1002	Foreign Language II	3
XX	101	Foreign Language I	3				
			15				15

Spring Semester

[illegible] Year 30

Fall Semester

PSY		Specialization	3	SS	4033	Methods of Social Research I	3
SS	3011	Social Statistics	3	PSY	3111	Brain and Behavior	3

Spring Semester

PSY	215	Human Sexuality	3	PSY	324	Multicultural Psychology	3
PSY	322	Motivation & Emotion	3	PSY		Specialization	3
PSY		Specialization	3	PSY		Specialization	3
			15				15

Senior Year 28

PSY	445	Psychological Research &Theory	3+ 1 lab	PSY	499	Senior Seminar	3
PSY	416	Psychotherapy & Behavior Change	3+ 1 lab	PSY	419	Cognitive Psychology	3
PSY	418	Health & Medical Psychology	3	PSY	450	Psychology Internship	4
PSY	412	Personality Development	3	PSY		Specialization	3
PSY		Specialization	3				
			17				13

SBS Specializations (21 Credit Hours Each)

Criminal Justice

Homeland Security Specialization

Course	Credit Hours
CJ 250 Introduction to Homeland Security	3
CJ 350 Intelligence and Counterintelligence	3
CJ 361 Criminal Evidence	3
CJ 365 Terrorism	3
CJ 370 Criminal Procedure	3
PSY 426 Psychology of Intelligence	3
CJ 480 Correctional Laws and Institutions	3
Total	21

Forensic Science Specialization

Course	Credit Hours
CH 131 General Chemistry with Lab	4
CJ 245 Introduction to Forensic Science	3
BY 307 Human Anatomy with Lab	4
CJ 361 Criminal Evidence	3
CJ 370 Criminal Procedure	3
CJ 410 Criminalistics with Lab	4
Total	21

Psychology

Counseling and Human Services Specialization

Course	Credit Hours
PSY 207 Marriage and Family	3
SWK 313 Substance Abuse	3
PSY 216 Death and Dying	3
PSY 418 Health and Mental Psychology	3
PSY 300 Career Psychology	3
PSY 325 African American Psychology	3
PSY 410 Introduction to Applied Sport Psychology	3
Total	21

Forensic and Intelligence Psychology Specialization

Course	Credit Hours
PSY 427 Forensic Psychology	3
PSY 426 Psychology of Intelligence	3
CJ 245 Introduction to Forensic Science	3
CJ 250 Introduction to Homeland Security	3
CJ 350 Intelligence and Counterintelligence	3
BY 203 Medical Terminology	3
CJ 222 Criminology	3
Total	21

History

Global and American Historical Studies Specialization

Course	Credit Hours
HI 303 Alabama History	3
HI 321 Nineteenth Century America	3
HI 323 American Urban History	3
HI 331 Medieval/Early Modern Europe	3
HI 341 Latin American History	3
HI 343 East Asian Civilization	3
HI 452 Special Topics: Non-Western History	3
Total	21

Public History and Political Institutions Specialization

Course	Credit Hours
HI 303 Alabama History	3
HI 320 Early American History	3
HI 321 Nineteenth Century America	3
HI 323 American Urban History	3
PS 210 Introduction to Political Science	3
PS 309 The United States Congress	3
PS 310 The American Presidency	3
Total	21

Political Science

Political Science and Government Specialization

Course	Credit Hours
PS 210 Introduction to Political Science	3
PS 307 The U.S. Congress	3
PS 308 The American Presidency	3
PS 401 Comparative Government	3
PS 406 Political Theory	3
ITS 300 Introduction to International Studies	3
PS 203 State and Local Governments	3
Total	21

Law, Policy, and Society Specialization

Course	Credit Hours
CO 305 Introduction to Public Speaking	3
PS 305 Civil Rights and Civil Liberties	3
PI 216 Introduction to Philosophy	3
CJ 360 Criminal Law	3
CJ 420 Constitutional Law	3
GB 265 Business Law	3
SO 309 Criminology	3
Total	21

International Studies

Global Studies Specialization

Course	Credit Hours
ITS 300 Introduction to International Studies	3

ITS 470 International Studies Capstone	3
PS 401 Comparative Government	3
HI 341 Latin American History	3
HI 343 East Asian Civilization	3
HI 412 African History	3
HI 452 Special Topics: Non-Western History	3
Total	21

Global Studies Specialization (21 Credit Hours)

Required Course (3 Credit Hours)

Course	Credit Hours
ITS 470 Seminar in International Studies	3

Electives (18 Credit Hours)

Choose 18 credit hours from the following:

Course	Credit Hours
ITS 300 Introduction to International Studies	3
PS 401 Comparative Government	3
PS 403 Non-Western Political Systems	3
PS 404 International Relations and Politics	3
HI 341 Latin American History	3
HI 343 East Asian Civilization	3
HI 412 African History	3
HI 452 Special Topics: Non-Western History	3
MG 430 International Business Management	3
GE 301 Principles of Geography	3
EN 202 World Masterpieces	3
SPA 101 Elementary Spanish I	3
SPA 102 Elementary Spanish II	3

Notes

- Courses used to satisfy major requirements may not also be applied toward the Global Studies Specialization.
- Students whose major requirements overlap with specialization courses may select alternate approved courses from the Global Studies elective pool.
- Additional internationally focused courses may be approved by the Division Chair.

Social Work Program BSW

Accreditation:

The Bachelor of Social Work (BSW) Program at Miles College is accredited by the Council on Social Work Education's (CSWE) Board of Accreditation (BOA). The program has been accredited since June 1998 and was reaffirmed in June 2018.

CSWE accreditation provides assurance that the BSW Program meets standards of program quality through a peer-review process and demonstrates compliance with the Educational Policy and Accreditation Standards (EPAS). Graduation from a CSWE-accredited BSW program supports graduates in meeting educational requirements for baccalaureate-level social work licensure and may support eligibility for advanced standing consideration in Master of Social Work (MSW) programs. Licensure and advanced standing requirements vary by state, jurisdiction, licensing board, and graduate institution.

Introduction/Overview:

The Miles College Bachelor of Social Work Program prepares students for competent, ethical, culturally responsive generalist social work practice with individuals, families, groups, organizations, and communities. Grounded in the liberal arts tradition of Miles College, the program reflects the College's commitment to academic excellence, civic engagement, ethical leadership, and service.

The BSW curriculum aligns with the Social Work Program's mission, goals, and objectives and the CSWE 2022 Educational Policy and Accreditation Standards. It includes general education, a social and behavioral science foundation, required social work courses, social work electives, and a comprehensive field practicum experience.

Students develop the knowledge, values, skills, professional judgment, and competency-based practice behaviors needed for beginning generalist practice, including ethics, human rights, social and economic justice, research-informed practice, policy practice, engagement, assessment, intervention, and evaluation.

Field education serves as the program's signature pedagogy, allowing students to integrate classroom learning with supervised agency and community-based practice.

Mission:

The Miles College Social Work Program trains competent generalist practitioners who are confident, ethical leaders dedicated to transforming lives and communities. Building on the College's tradition of academic excellence, civic engagement, and cultural awareness, we prepare students to advocate for human rights, oppose oppression, and promote access and justice in all systems. Focusing on historically underrepresented and underserved populations, our graduates become advocates, innovators, and change-makers, ready to honor our heritage, engage globally, and advance opportunities and justice for future generations.

Program Admission:

1. Students may choose to major in social work at the beginning of their enrollment at Miles College, or at any

time during their course of study. When students decide to major in social work, they must complete a Declaration of Major form with the Counseling, Advising, and Testing office. Subsequently, the office of the Counseling, Advising, and Testing assigns students to advisors in the Social Work Department.
2. To be admitted into the BSW program, students must complete all general education requirements, **have a cumulative GPA of 2.5, earn a minimum grade of at least a 'B' in SPE 111, PSY 201, and SWK 220, and not repeat this course more than once.** They must also pass the English Proficiency Exam (EPE).
3. Students must also complete a program admission application.
4. Satisfactorily complete an entrance interview (conducted in the Fall and Spring semesters).
5. Submit two (2) letters of recommendation from Miles College or transfer institution faculty.
Students who do not successfully complete the admission process are referred for advisement and counseling. They may appeal an admission decision by submitting a written appeal within seven (7) days to the Social Work faculty. Only students who successfully complete the BSW program admission process (BSW candidates) may enroll in upper-division courses. BSW candidates must maintain a cumulative GPA of 2.5 throughout the program. Students who fall below a 2.5 GPA will be placed on academic probation for one (1) semester and must work with their advisors to improve. Students unable to raise their GPA after academic probation will be referred for counseling and advisement, and may not continue in upper-division social work courses.

Transfer Admissions / Transfer Credit

Students transferring from another accredited institution may be admitted to Miles College upon evaluation of their transcripts. Transfer credit is awarded when a grade of 'C' or higher has been earned, and the course is equivalent to one offered at Miles College. A maximum of 64 semester hours may be transferred from junior or community colleges.
The Registrar's Office evaluates transfer credits according to college policies on GPA, maximum hours, and other conditions. Courses accepted for transfer into the BSW program must have been completed at a CSWE-accredited school. Courses with less than a 'C' grade in major or supportive areas are not accepted. Criteria and procedures of the college transfer policy are written in the General Academic Information and Regulations section of the college catalog.
Transfer students will meet with a social work faculty advisor to review transcripts and determine progress toward program completion. The BSW program avoids duplication of academic credit. General education courses may be transferred if they match Miles College course descriptions. The BSW program only accepts credits in social work courses from CSWE-accredited programs. There is no academic credit given for life experience or previous work experience.
Lower-division and supporting courses may be accepted from junior or community colleges when equivalent to Miles College requirements and approved through the College transfer process (ex: SWK 220 and SO 200). No upper-division social work practice courses are accepted from junior or community colleges. Social work course credit is reviewed by the Social Work Program and accepted only when it is equivalent to program requirements and consistent with CSWE accreditation expectations.
No student is awarded academic credit for life experience or previous work experience.

Exit Examination:

BSW candidates must pass the program's Senior EXIT examination in the spring semester of their senior year with a minimum score of 70. The exams consist of multiple choice and a biopsychosocial assessment. Study materials are given to students at the beginning of their senior year.

Organizations:

Student Social Work Organization (SSWO): The Student Social Work Organization is run by elected representatives consisting of a President, Vice-President, Secretary and a Treasurer, and Chaplain. The goal of the organization is to bring awareness of social, political and economic issues that may arise and to raise funds to conduct organizational activities. Student members play a role in all campus activities, Social Work

Career Fairs, and Social Work Week activities. Our students have organized various programs relative to community concerns and have donated volunteer time to community organizations, and have solicited food for the poor at Thanksgiving and at Christmas time. Elected student representatives from the Social Work Student Organization regularly sit in on, and contribute to Advisory Board Meetings. Student officers act as a liaison between the student body and the faculty. They communicate student concerns to the faculty advisor who shares the information with the Program Director.

- Mr. and Miss Social Work-The Student Social Work Organization is responsible for the selection of Mr. and Miss Social Work. Mr. and Miss Social Work are responsible for representing the Social Work department during all homecoming activities including the homecoming parade and various campus and community events during the academic year. Mr. and Miss Social Work are selected during the Fall Semester. In addition, Mr./ Miss Social Work will serve as the student representative (non-voting) on the Social Work Advisory Board. Must hold at least a 3.0 GPA.

Phi Alpha National Honor Society. In order to become a member, students must meet the following requirements: declare social work as a major, achieve sophomore status; completed eight semester hours of required social work courses and have achieved an overall 3.0 grade average in the core curriculum with a 3.25 grade point average in required social work courses. Students are inducted into Phi Alpha annually during Social Week during the spring semester.

Career Trends:

Medical Social Worker
Residential Counselor
School Social Worker
Social Worker County Welfare Department
Home Care Social Worker
Employee Assistance Counselor
Community Organizer
Case Manager
Group Home Supervisor
Outreach Worker
Youth Worker
Foster Care Worker
Child Care Worker
Group Home Worker
Information and Referral Res. Coordinator
Social Service Worker
Sexual Abuse Worker
Occupational Social Worker
Probation Officer
Drug and Alcohol Abuse Counselor
School Security Officer
Mental Health Worker
Public Health Social Worker
Geriatric Services Coordinator
Family Court Officer
Domestic Abuse Officer Program
Community Mental Health Center Evaluator
Child Care Counselor
Intake Worker
Group Leaders
Bureau of Vocational Rehab Counselor
Instructor for those with Intellectual Disabilities
Adoption Worker
Assistant Director of Social Services
Research Assistant
Social and Case Work Supervisor
Patient Advocate
Peace Corps Volunteer
Chemical Health Coordinator
Residential Counselor Developmental Disabled
School Truant Officer
Psychiatric Social Worker
Child Protection Worker
Social Services for Nursing Home Director
Special Agent FBI

PROGRAM OF STUDY FOR SOCIAL WORK MAJORS

BSW PARADIGM

FRESHMAN YEAR

Fall Semester_	Credit Hours	Spring Semester_	Credit Hours
BY101 General Biology	3	CIS110 Computer Literacy	3
BY101 L General Biology Lab	3	EC201 Principles of Macroeconomics	3
EN101 English Composition I	3	EN102 English Composition II	3
HI101 World Civilization	3	SS101 African American Experience	3
MA101 Intermediate Algebra	3	SPE111 Fundamentals of Speech	3
FYA101 Orientation to the Academy	1		
Total	14	Total	15

SOPHOMORE YEAR

Fall Semester	Credit Hours	Spring Semester	Credit Hours
EN201 Intro to Literature OR	3	SS301 Social Statistics	3
World Masterpieces		SO200 Intro to Sociology	3
HUM201 Humanities	3	SWK220 Introduction to Social	
		Work	3
RE211 Survey of World Religions	3	SWK221 Professional Writing	3
PS201 Intro to American Gov't	3	SWK222 Diversity in Social Work	3
PSY201 General Psychology	3		
Total	15	Total	15

JUNIOR YEAR

Fall Semester	Credit Hours	Spring Semester	Credit Hours
SS403 Methods of Social Research I	3	SWK322 Social Work Practice II	3
SWK321 Social Work Practice I	3	SWK325 Human Behavior and	
SWK321L Social Work Practice I Lab	1	Social Environment II	3
SWK324 Human Behavior and		SWK327 Modern Social	
Social Environment I	3	Work Theories and Practice	3
SWK326 Social Welfare Policy and		SWK Elective _____	3
Services	3	SWK Elective _____	3
SWK314 Introduction to Mental	3		
Total	16	Total	18

SENIOR YEAR

Fall Semester	Credit Hours	Spring Semester	Credit Hours

SWK323 Social Work Practice III	3	SWK425 Field Practicum	9
SWK410 Applied Social Research	3	SWK425L Field Practicum	
SWK420 Career Preparation	3	Seminar	3
SWK Elective _____	3		
SWK Elective _____	3		
Total	15	Total	12

Major Electives
Select from the following:

Course	Hours
SWK 309 Social Services for Exceptional Children	3
SWK 310 Social Work with the Aged	3
SWK 311 Social Work Practice with Family	3
SWK 312 Social Work in Health Care Settings	3
SWK 313 Substance Abuse	3
SWK 315 Introduction to Family Therapy	3
SWK 316 Family Violence	3
SWK 317 Social Services for People Living With HIV/AIDS	3
SWK 320 Ethics in Social Work Practice	3

Total Required Major Electives: 9 hours

General Education and Supporting Course Requirements for Social Work Program

SPE-111 Fundamental of Speech (3 Credits)
This course is designed to equip students with the skills necessary for a n 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. A grade of **B or better** is required to progress in the program**.** Students may not repeat this course more than once to meet the grade requirement.

Prerequisites: None

PSY-201 General Psychology (3 Credits)
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. A grade of **B or better** is required to progress in the program. Students may not repeat this course more than once to meet the grade requirement.
Prerequisites: None

SS-301 Social Statistics (3 Credits)
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.Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisites: MA 101 and completion of at least 30 hours. - Must be completed prior to taking this course.

SS-403 Methods of Social Research I (3 Credits)
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.Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisites: SS 301. - Must be completed prior to taking this course.

Military Programs

Air Force ROTC

MAJOR: None
MINOR: Aerospace Studies

INTRODUCTION/OVERVIEW:

The Air Force Reserve Officers' Training Corps (AFROTC) Program is offered at Samford University and is available to Miles College students. The AFROTC provides college men and women the opportunity to earn a commission as an officer in the United States Air Force or Space Force upon graduation from college.
The program is divided into the General Military Course (GMC) and the Professional Officer Course (POC). The GMC includes the freshman-level and sophomore-level courses and is open to all students without military obligation. The POC includes the junior-level and senior-level courses for those committed to service on active duty. Each course has a required leadership laboratory which is a co-curricular activity that includes a study of Air and Space Force customs and courtesies, drill and ceremonies, and military commands. Uniforms and textbooks for all aerospace studies courses are provided at no charge.
All Air Force ROTC classes and labs are held at Samford University. Transportation is unfortunately not provided.
Miles Registrar will be provided semester schedules however you can still contact Air Force ROTC Detachment 012 at (205) 726-2859 or afrotc@samford.edu for course details. Students will need the class and lab schedule from the Miles Registrar or Detachment to help avoid scheduling conflicts (afrotc@samford.edu). Information about the program at Samford University is available at https://www.samford.edu/departments/air-force-rotc/. Additional information about Air Force ROTC and opportunities can be found at www.afrotc.com.

AEROSPACE STUDIES MINOR

The following courses are required for a minor in Aerospace Studies:

AERO 101 - Heritage and Values I (1) plus Leadership Lab
AERO 102 - Heritage and Values II (1) plus Leadership Lab
AERO 201 - Team and Leadership Fundamentals I (1) plus Leadership Lab
AERO 202 - Team and Leadership Fundamentals II (1) plus Leadership Lab
AERO 301 - Leading People and Effective Communication I (3) plus Leadership Lab
AERO 302 - Leading People and Effective Communication II (3) plus Leadership Lab
AERO 401 - National Security, Leadership Responsibilities and Commissioning Preparation I (3) plus Leadership Lab
AERO 402 - National Security, Leadership Responsibilities and Commissioning Preparation II (3) plus Leadership Lab

To earn a Minor in Aerospace Studies, the student must have a cumulative GPA of 2.0 or better and a minimum of 2.0 in all Aerospace Studies courses. No grade below a "C" will count towards the Minor in Aerospace Studies. This must include at least two courses of the Aerospace Studies 300 Sequence (6 semester hours), and two courses of the Aerospace Studies 400 sequence (6 semester hours). Air Force
ROTC Field training (offered separately) is required and not waiverable. Failure to successfully complete Field Training will prevent a student from earning a Minor in Aerospace Studies.

COURSE DESCRIPTIONS:

AERO 101. Heritage and Values I. 1 Hour.

A survey course serving as an introduction to the Air and Space Forces. The course focuses on information needed to be better informed about the role of the USAF and USSF. The course allows students to examine general aspects of the Department of the Air Force, leadership fundamentals, service benefits, and opportunities for officers. Students should also take AERO 101L Lab. Offered: Fall only. Class conducted at Samford University. Call Detachment for course schedule {205) 726-2859.

AERO 101L. Leadership Laboratory. 0 Hours.
Laboratory to accompany AERO 101.

AERO 102. Heritage and Values II. 1 Hour.
A survey course providing a historical perspective including lessons on war and US military, AF operations, principles of war, and airpower. This course provides students with a knowledge-level understanding for the employment of air and space power, from an institutional, doctrinal, and historical perspective. The students will be introduced to the military way of life and gain knowledge on what it means to be an Air or Space professional. Students should also take AERO 102 LLab. Offered: Spring only. Class conducted at Samford University. Call Detachment for course schedule {205) 726-2859.

AERO 102L. Leadership Lab. O Hours.
Laboratory to accompany AERO 102.

AERO 201. Team and Leadership Fundamentals I. 1 Hour.
A survey course analyzing leadership and followership traits in the context of a modern military force. The course provides details on leadership fundamentals and different leadership styles. Both verbal and written communication skills are taught along with problem solving techniques. Students should also take AERO 201L Lab. Offered: Fall only. Class conducted at Samford University. Call Detachment for course schedule {205) 726-2859.

AERO 201L. Leadership Laboratory. 0 Hours.
Laboratory to accompany AERO 201.

AERO 202. Team and Leadership Fundamentals II. 1 Hour.
A survey course designed to introduce the student to fundamental team dynamics and team building. Application of leadership perspectives in practical activities fostering skills like conflict management and ethical decision making. Group leadership problems designed to enhance interpersonal communications and decision-making skills. Students should also take AERO 202L Lab. Offered: Spring only. Class conducted at Samford University. Call Detachment for course schedule {205) 726-2859.

AERO 202L. Leadership Laboratory. 0 Hours.
Laboratory to accompany AERO 202.

AERO 301. Leading People and Effective Communication I. 3 Hours.
Selected concepts, principles, and theories of Air and Space Force leadership and management. Individual leadership skills and personal strengths and weaknesses as applied to an Air Force environment. Students should also take AERO 301L Lab. Departmental approval required to enroll in course. Offered: Fall only. Class conducted at Samford University. Call Detachment for course schedule (205) 726-2859.

AERO 301L. Leadership Laboratory. 0 Hours.
Laboratory to accompany AERO 301.

AERO 302. Leading People and Effective Communication II. 3 Hours.
Selected Air Force officer's duties and responsibilities as a subordinate leader. Responsibility and authority of an Air Force Officer. Application of listening, speaking, and writing skills in Air and Space Force-peculiar formats and situations with accuracy, clarity, and appropriate style. Air Force officer's responsibilities in personnel counseling and feedback process. Students should also take AERO 302L Lab. Departmental approval required to enroll in course. Offered: Spring only. Class conducted at Samford University. Call Detachment for course schedule (205) 726-2859.

AERO 302L. Leadership Laboratory. 0 Hours.

Laboratory to accompany AERO 302.

AERO 401. National Security, Leadership Responsibilities and Commissioning Preparation I. 3 Hours.

Basic elements of national security policy and process. Roles and missions of air power in implementing national security policy. Preparation for service in the United States Air and Space Forces. Students should also take AERO 401L Lab. Departmental approval required to enroll in course. Offered: Fall only. Class conducted at Samford University. Call Detachment for course schedule (205) 726-2859.

AERO 401L. Leadership Laboratory. 0 Hours.

Laboratory to accompany AERO 401.

AERO 402. National Security, Leadership Responsibilities and Commissioning Preparation II. 3 Hours.

Contemporary roles for the military in society and current issues affecting the military profession. Comparative analysis of civil and military justice systems. Preparation for service in the United States Air and Space Forces. Students should also take AERO 402L Lab. Departmental approval required to enroll in course. Offered: Spring only. Class conducted at Samford University. Call Detachment for course schedule (205) 726-2859.

AERO 402L. Leadership Laboratory. 0 Hours.

Laboratory to accompany AERO 402.

Scholarship Programs

Four-year college scholarships are available to highly qualified high school seniors. Interested students should visit www.afrotc.com or contact the nearest Air Force ROTC program for more information. Applications are due by October of the senior year in high school.

Three-year and two-year scholarships are potentially available to college students. Air Force ROTC scholarships pay college tuition, and books. Scholarship students also receive a monthly tax-free stipend ranging from $300to $500 depending on academic year in school. Family income has no bearing on eligibility for an award. For additional information, contact the Aerospace Studies Department at (205) 726-2859. Uniforms and textbooks for all aerospace studies courses are provided at no charge.

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 meets for two hours each week during the term. 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 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 and Space Force installations throughout the United States.

The first two years of Leadership Laboratory involve activities classified as initial leadership experiences. This includes studying Air and Space Force Customs & Courtesies, Drill & Ceremonies; giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air and Space Force base; and learning about career opportunities available to commissioned officers. The last two years of Leadership Laboratory consist of activities classified as advanced leadership experiences. They involve planning, organizing, coordinating, directing, and controlling the military activities of the cadet corps; preparing and presenting briefings and other oral and written communications; and providing interviews, guidance, and information to increase the understanding, motivation, and performance of other cadets.

Field Training

Air Force ROTC field training is offered during the summer months at selected military bases throughout the United States. Students in the four-year program participate in multi-week field training, usually between their sophomore and junior years. The major areas of study in the field training program include officership training, career orientation, base functions and the active duty environment, and physical training.

Reserve Officer Training Corps (ROTC) Army ROTC

Faculty: LTC Jamaine J. Williams (JJ) Professor of Military Science, MAJ Andrew McCornack Assistant Professor of Military Science, MSG Edsell Bankston Senior Military Science Instructor, SSG Reese Military Science Instructor/ National Guard Recruiter, Ms. Naara Tourgeman Military Science Instructor/Contractor

Contact:

Mrs. Cassandra Toney, Recruiting Operations Officer UAB Email: cytoney@uab.edu
UAB Email: roo@uab.edu Mobile: 205.266.0176 Office: 205.934.8749
Mrs. Litisha Craig, Army ROTC Administrative Assistant 205.934.8763 ibmitche@uab.edu

Location:

ROTC Building 828 8th Court South, Birmingham AL, 35294

The Army Reserve Officers Training Corps (ROTC) program offered at UAB operates under federal laws and Acts of Congress. Students may compete for full tuition ROTC scholarships by attending and ROTC class and meeting the contracting obligation requirements. This is a two day a week classroom instruction with a one evening leadership laboratory. UAB, Samford, and Miles College Student Athletes are highly encouraged to take this course.
ROTC develops core leadership and problem-solving skills training, through hands-on training and classroom instruction provided by experienced active-duty Army Officers and Non-Commissioned Officers. Students learn the necessary skills to become corporate leaders or military professionals. Students will apply leadership, organizational and personnel management skills in a variety of challenging environments.
Qualified students may obtain a commission as a Second Lieutenant, with the opportunity to serve as either full-time in the active Army, or full- or part-time in the National Guard or U.S. Army Reserve.

Enrollment

All students are eligible to apply to the program. Student Athletes are highly encouraged to take this course. The Army ROTC program offers several courses that may be counted as electives. The Basic Phase students will learn the core elements of military leadership designed to benefit students with a broad range of professional goals. The Contracted Phase students leads to a presidential commission as a Second Lieutenant in the U.S. Army. Enrolled students who actively pursue a commission may earn a Minor in Military Science. Students can compete yearly for military school training and internships opportunities.

Military School Training

Airborne School: Become a Paratrooper at the Army Airborne School at Fort Moore, GA. Earn the very unique and rewarding qualification after challenging yourself both mentally and physically! Attend the three-week course to become basic airborne qualified.

Air Assault School: Become an Air Assault Qualified soldier after learning insertion, evacuation, and pathfinder missions that call for use of multipurpose transportation and assault helicopters. Attend the rigorous 10-day course, and graduate after rappelling out of a UH-60 Blackhawk Helicopter!

Combat Diver Qualification Course: The grueling seven-week Combat Diver Qualification Course, or CDQC, at the Special Forces Underwater Operations School in Key West, Fla., is neither for the weak of heart, or the idle of mind.

Internships

Army ROTC Cadets have the opportunity to participate in several courses and internship opportunities during the summer to further develop their leadership potential.
Types of Internships:

- Cadet Troop Leader Training (CTLT)
- Army Science Board (ASB)
- Research Internship Program (RIP)
- Intelligence and Security Command Internship Program (INSCOMIP)
- Army Medical Department Internship Program (AMEDDIP)
- Engineer Internship Program (EIP)
- Nurse Summer Training Program (NSTP)

Basic Phase (Non-Contracted)

Basic Phase courses are normally taken in the freshman and sophomore years. The Military Science Basic Course teaches the organization and roles of the U. S. Army and introduces essential background knowledge of customs and traditions, leadership, map reading, small unit organization, and marksmanship. These courses have the objective of developing the student's leadership, confidence, self-discipline, integrity, and sense of responsibility. There is no obligation to continue in ROTC as a result of taking any Basic Course classes. Additionally, it is recommended that all students in the Basic Course participate in physical training. Physical training is conducted Mondays, Wednesdays and Fridays from 0600 - 0700 hours. Student Athletes are not required to attend Basic Phase physical training. Students may take a compressed version of the Basic Level course in the summer as a six-week, all-expense-paid leadership seminar. Successful completion of the Basic Phase gives students the credentials necessary for enrollment in the Contracted Phase. Please call contact the University of Alabama at Birmingham Department of Military Science at (205) 934-8749 for further information.

Contracted Phase

The Military Science Advanced Course is taken during the junior/senior or graduate years. Students learn land navigation, communications, small unit tactics, patrolling, military management, staff operations, logistics, army administration, military law, ethics, and the Army system and culture. Additionally, students must satisfy Professional Military Education (PME) requirements with an approved Military History course. Students must meet eligibility requirements and sign a contract for commissioning with the U.S. Army. The general objective of these courses is to produce junior officers who will be the future officer leadership of the U.S. Army, U.S. Army Reserve, or the Army National Guard. Contracted Advanced Course students are required to attend the Advanced Camp, normally between their junior and senior academic years. This course is mandatory for all students seeking a commission in the U.S. Army but registration for university credit hour is optional. Students attending this camp are paid and given travel allowance from their home to camp and back. Students may earn three credit hours for attending this course through registration at the Registrar's office upon completion of the course and coordination through the Military Science Department. Students in the Contracted Phase are paid $450 to $500 per month while enrolled and earn a salary for all summer internships. Students that do not intend to commission into the Army will not receive any payment per month or attend advance summer training.

Scholarship Program

Program Options, Obligation, Financial Assistance, Scholarships and Books, Uniforms and Supplies
The ROTC program is designed as a 4-year course of study. However, students who are not eligible for advanced placement and who have not completed the Basic Course program may still become qualified for the advanced program. They must satisfactorily complete Basic Camp, four weeks duration, during the summer between their sophomore and junior years. Students attending this Basic Camp at a regular army post are paid and given a travel allowance from their home to camp and return. Basic Camp Course can count for 3 general credit hours.

Obligation: Once a student is contracted, they will incur an eight-year Military Service Obligation (MSO). The Cadet may elect to serve their MSO either on Active Duty, the National Guard or the Army Reserves. Active duty requires a minimum of four years active duty and four years Inactive Ready Reserve (IRR). The National Guard and Reserves require eight years of drill status (one weekend a month/ two weeks a year) for the entire MSO. All Cadets will incur an eight-year military service obligation whether they elect to go active duty, Reserve duty or National Guard.

Financial Assistance: All contracted Cadets are paid a subsistence allowance (Stipend) of $420 per month based on college standing for up to 10 months per year. This is subject to change yearly.

Scholarship Program: Each year the U.S. Army awards two, three, and four year scholarships to outstanding young men and women contracted in the ROTC program. In most cases, the Army pays either Room & Board or Tuition & Fees. Those students electing Room & Board will receive $5,000 per semester paid directly to the student, while those electing Tuition & Fees will have their money paid directly to the University. Scholarship winners also receive an allowance for books of $1200 per year. Individuals desiring to compete for two and three year scholarships should apply to the Military Science Department (Army ROTC) at University of Alabama at Birmingham. Some students who are enrolled in highly technical academic discipline programs and who qualify for Reserve Officers Training Corps scholarship benefits may be required to take an academic course load that will necessitate more than four academic years of study prior to graduation. It is possible to extend the Army Scholarships benefit to cover this additional period. Contact the University of Alabama at Birmingham Department of Military Science at (205) 934-8749for further information. Family income has no bearing on eligibility for an award.
Army Reserve Officer Training Corps Uniform, Books, And Supplies: Students enrolling in the Army ROTC program will be issued U.S. Army uniforms, most ROTC required books, and supplies by the Military Science Department. Uniforms and equipment must be returned before commissioning or upon disenrollment from the Reserve Officers Training Corps program.

Veterans
Students with prior military experience can fulfill credit requirements for the ROTC Entry Phase sequence. If credit is granted, and provided the student is not on a three-year Army ROTC Scholarship, veterans may bypass the freshman and sophomore years of ROTC and enroll directly in the Contracted Phase sequence. Students with prior service may be eligible for special veteran scholarships. In addition to any financial assistance from ROTC, veterans are still qualified to receive any and all GI Bill, Army College Fund, or VEAP benefits to which they are entitled.

Simultaneous Membership Program

Students may take advantage of the Simultaneous Membership Program (SMP), which allows participation in ROTC and enlistment in the Army National Guard or Reserve at the same time. SMP Students serve as officer trainees in a Guard or Reserve unit and perform duties commensurate with the grade of Second Lieutenant. SMPs are paid at the rate of at least a Sergeant E-5 for Guard or Reserve service.

Honors Program

As part of the Military Honors Program, military science students with outstanding qualities of leadership, academics, and high moral character may be designated by the Professor of Military Science as “Distinguished Military Students.” Upon earning a commission as a Second Lieutenant and a baccalaureate degree, select students may be designated “Distinguished Military Graduates.”

Leadership Laboratory

Leadership Laboratory is an integral part of the Army ROTC program. It provides an opportunity for students to apply classroom teachings to actual environments. Each course has an associated leadership laboratory. The laboratory meets for two hours each week during the term. 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 the life and work of Army junior officers. Students develop their leadership potential in a practical, supervised laboratory, which typically includes field trips to marksman ship ranges and land navigation courses.

The first two years of Leadership Laboratory involve activities classified as initial leadership experiences. This includes teambuilding activities, learning Military Customs & Courtesies, Drill & Ceremonies; giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of a land base operations; and learning about career opportunities available to commissioned officers. The last two years of Leadership Laboratory consist of activities classified as advanced leadership experiences. They involve planning, organizing, coordinating, directing, and controlling the military activities of the cadet corps; preparing and presenting briefings and other oral and written communications; and providing interviews, guidance, and information to increase the understanding, motivation, and performance of other cadets.

MS-Military Science Courses

Requirements		Hours
MS 101	Military Leadership	2
MS 101L	Leadership Lab	0
MS 102	Military Leadership	2
MS 102L	Leadership Lab	0
MS 201	Military Leadership	2
MS 201L	Leadership Lab	0
MS 202	Military Leadership	2
MS 202L	Leadership Lab	0
MS 301	Military Leadership	3
MS 301L	Leadership Lab	0
MS 302	Military Leadership	3
MS 302L	Leadership Lab	0
MS 401	Military Leadership	3
MS 401L	Leadership Lab	0
MS 402	Military Leadership	3
MS 402L	Leadership Lab	0

Required History Course		
MS 327	American Military History	

COURSE DESCRIPTIONS:

MS 101. Military Leadership. 2 Hours.

Foundations of leadership, examines the unique duties and responsibilities of officers. Discusses organization and role of the Army; reviews basic life skills pertaining to fitness and communication; analyzes Army values and expected ethical behavior.

MS 101L. Leadership Lab. 0 Hours.

Labs are the primary training opportunity for and by the cadet chain of command. To be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

MS 102. Military Leadership. 2 Hours.

Basic leadership presents fundamental leadership concepts and doctrine. Practices basic skills that underlie effective problem solving; applies active listening and feedback skills; examines factors that influence leader and group effectiveness and examines the officer experience.

MS 102L. Leadership Lab. 0 Hours.

Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

MS 201. Military Leadership. 2 Hours.

Quality Leadership and Management. Emphasizes individual skills necessary to be a successful leader and manager. Instruction on written and interpersonal communications, briefing/presentation skills, hands-on office equipment and computer software training. First aid and map reading.

MS 201L. Leadership Lab. 0 Hours.

Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

MS 202. Military Leadership. 2 Hours.

Continuation of Quality Leadership and Management. Through lecture, activities, films, short readings, and discussion, students examine leadership dynamics, individual and group behavioral processes and team building. Analysis of professional values and ethics. Decision making and problem-solving skills.

MS 202L. Leadership Lab. 0 Hours.

Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

MS 301. Military Leadership. 3 Hours.

Leadership and Problem solving examines basic skills that underlie effective problem solving; analyzes the role officers played in the transition of the Army from Vietnam to the 21ST century; reviews the features and execution of the Leadership Development Program; analyzes military missions, plan military operations and executes squad battle drills.
Prerequisites: MS 101 [Min Grade: C] and MS 102 [Min Grade: C](Can be taken Concurrently) and MS 201 [Min Grade: C] and MS 202 [Min Grade: C]

MS 301L. Leadership Lab. 0 Hours.

Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also, assist in assessing subordinate cadet leaders.

MS 302. Military Leadership. 3 Hours.

Leadership and Ethics probes leader responsibilities that foster an ethical command climate; develops cadet leadership competencies; prepares for success at National Advanced Leadership Camp; recognizes leader responsibility to accommodate subordinate spiritual needs; apply principles and techniques of effective written and oral communication.
Prerequisites: MS 301 [Min Grade: C]

MS 302L. Leadership Lab. 0 Hours.

Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

MS 327. American Military History. 3 Hours.

Survey of American Military History from 1775 to present.

MS 401. Military Leadership. 3 Hours.

Oral and written presentation skills, including writing and reviewing selections of military correspondence and forms; presentation of performance-oriented training; conduct of briefings and meetings; analysis of organizational morals and ethics.
Prerequisites: MS 302 [Min Grade: C] and MS 301 [Min Grade: C]

MS 401L. Leadership Lab. 0 Hours.
Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

MS 402. Military Leadership. 3 Hours.
Military justice system and junior officer's use of it; Army personnel management, logistics system, and personal support agencies.
Prerequisites: MS 301 [Min Grade: C] and MS 302 [Min Grade: C] and MS 401 [Min Grade: C]

MS 402L. Leadership Lab. 0 Hours.
Labs are the primary training opportunity for and by the cadet chain of command. to be efficient, labs should be multi-echelon exercises. The MS IV cadets act on guidance from the Professor of Military Science to plan, prepare, execute and evaluate the lab and also assist in assessing subordinate cadet leaders.

Further Information

For further information on the UAB Army ROTC program, contact the Professor of Military Science at (205) 934-8763 or 934-8749, or visit the web site at http://www.uab.edu/armyrotc.

All 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 210 - Survey of Accounting

3 Credit Hours

This course is an introduction to financial accounting principles with exposure to basic accounting statements, processes, and management applications. This course is intended for students majoring in management.

Prerequisite: MA 101.

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.

Prerequisite: MA 101.

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 313 - Accounting for Management

3 Credit Hours

This course includes cost accumulation for product, cost behavior, cost-volume-profit analysis, profit planning and budgeting, pricing and capital investment, and use of cost data for decision purposes. This course is intended for students majoring in management.

Prerequisite: AC 210.

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 322 - Individual Income Taxation

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 Information 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 - 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 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 414 - Managerial and Cost Accounting

3 Credit Hours

This course explores principles of cost and managerial accounting for decisions making. Topics covered are procedures and by-product costing, spoilage, master and flexible budgets, balanced scorecard, capital investments and decision making.

Prerequisite: AC 311

AC 420 - Advanced Accounting

3 Credit Hours

This course includes partnerships, leases, mergers, and business combinations.

Prerequisite: AC 312.

AC 420 - Financial Accounting III

3 Credit Hours

This course closes intermediate accounting. Topics covered are advanced revenue recognition issues, accounting for income taxes, pot-retirement benefits, leases, statement of cash flows, and accounting for changes and errors.

Prerequisite: AC 312

AC 422 - Corporate Income Taxation

3 Credit Hours

This course is a completion of Individual Income Taxation course. It addresses Federal income taxation of corporations and their shareholders with emphasis on the formation of the corporation, capital structure, operational alternatives, distributions, partial and complete liquidations, personal holding companies, and the accumulated earnings tax. Formation, operation, and liquidation of S-corporations are also covered.

Prerequisite: AC 312

AC 430 - Internal Auditing

3 Credit Hours

This course explores theory and practice of internal auditing and the application of internal auditing principles, emerging issues, and techniques to selected audit problems.

Prerequisite: AC 311 and AC 411

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 312.

AC 440 - External 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 312

AC 450 - Governmental Accounting

3 Credit Hours

This course includes an examination of accounting theories and practice applied to governmental units and other not

Prerequisite: AC 212.

AC 485 - Seminar in Financial Accounting Theory

3 Credit Hours

This course is a survey of current financial accounting theory. Topics include the nature of accounting theory, the historical development of accounting, the FASB's Conceptual Framework project; and the influence of standard setting agencies on the economic consequences of financial reporting.

Prerequisite: None.

AC 495 - Advanced Corporate Finance
3 Credit Hours
This course introduces the necessary corporate finance concepts as a complement to the accounting and actuarial students and be competitive with peer universities, increase enrollment numbers and retention.

ARABIC

AR 101 - Arabic Language I
3 Credit Hours
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 - Arabic Language II
3 Credit Hours
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 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 foundation 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.

BIOLOGY

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 an anatomy of vascular plants. Three lecture hours and a two-hour laboratory per week
Co-requisite: BY 101L.

BY 101H - Honors General Biology I
3 Credit Hours
This course is designed to help undergraduate students understand the various aspects of biology. Major topics discussed include: the scientific method; the cell and its chemistry; photosynthesis and cellular respiration, the chemical composition of the human body, the nervous system, circulation, respiration, reproduction, the endocrine system, and nutrition. In addition to these topics, this course will discuss human diseases and pathology.

BY 101L - General Biology I Lab
1 Credit Hours
Lab component to accompany course.

BY 101L-H - Honors General Biology Lab I
1 Credit Hours
The student will conduct field and laboratory exercises to provide scientific literacy. It is essential that each student understand the scientific method to when completing laboratory reports. Assignments are graded equally on quality of answers and application of the scientific method and scientific paper format.

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-hour laboratory per week.
Prerequisite: BY 101.
Co-requisite: BY 201L

BY 201L - General Biology II Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 101.

BY 202L - Botany Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 205 - 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-hour laboratory per week.
Prerequisite: BY 101.

BY 205L - Microbiology Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 207 - Human Anatomy Change to BY208 Human Anatomy and Physiology I
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-hour laboratory per week.
Prerequisite: BY 101.

BY 207L - Human Anatomy Lab Change to BY208L Human Anatomy and Physiology I Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 101.

BY 210L - Zoology Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 217 - 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-hour laboratory per week.

Prerequisite: BY 201.

BY 217L - Immunology Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 101.

BY 302L - Cell Biology Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 101.

BY 304L - Genetics Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 101.

BY 305L - Embryology Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 201.

BY 308L - Parasitology Lab
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: BY 101.

BY 310L - Histology Lab
1 Credit Hours
Lab component to accompany corresponding course.

BY 402 - Human Physiology Change to BY309 Human Anatomy and Physiology II
3 Credit Hours
This course involves a study of integrated functions of human cells, tissues, and organ systems Three lecture hours and a two hours laboratory per week.
Prerequisite: BY 207, or permission of instructor.

BY 402L - Human Physiology Lab Change to Human Anatomy and Physiology II Lab
1 Credit Hours
Lab component to accompany corresponding course.

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 403L - Plant Physiology Lab
1 Credit Hours

Lab component to accompany corresponding course.

BY 406 - Molecular Biol & Genetic Engin

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 hour laboratory per week.
Prerequisite: BY 101.

BY 406L - Molecular Biol & Genetic Eng Lab

1 Credit Hours

Lab component to accompany corresponding course.

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 407L - Biochemistry I Lab

1 Credit Hours

Lab component to accompany corresponding course.

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: CH 305

BY 408L - Biochemistry II Lab

1 Credit Hours

Lab component to accompany corresponding course.

BY 449 - Senior Seminar

2 Credit Hours

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 Standing.

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 II

3 Credit Hours

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

CHEMISTRY

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 stoichiometery, energetics involved in reactions, and fundamental organic chemistry are taught in this course. Three lecture hours and a two-hour laboratory per week.
Prerequisite: MA 101.

CH 110L - Chemical Concepts Lab

1 Credit Hours

Lab component to accompany corresponding course.

CH 131 - General Chemistry I

3 Credit Hours

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-hour laboratory per week.
Prerequisite: MA 101

CH 131L - General Chemistry Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 132 - General Chemistry II
3 Credit Hours
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-hour laboratory per week. **Prerequisite:** CH 131

CH 132L - General Chemistry II
1 Credit Hours
Lab component to accompany corresponding course.

CH 303 - Qualitative Analysis
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132

CH 303L - Qualitative Analysis Chem Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 304 - Analytical Chemistry
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 303

CH 304L -Analytical Chemistry Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 305 - Organic Chemistry I
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132.

CH 305L - Organic Chemistry I Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 306 - Organic Chemistry II

3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132.

CH 306L - Organic Chemistry II Lab
1 Credit Hours
Lab component to accompany corresponding course.

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 two-hour laboratory per week.
Prerequisite: CH 304

CH 350L - Instrumentation Techniques Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 401 - Physical Chemistry I
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132, MA 111.

CH 401L - Physical Chemistry I Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 402 - Physical Chemistry II
3 Credit Hours
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 two-hour laboratory per week.
Prerequisite: CH 132, MA 111.

CH 402L - Physical Chemistry II
1 Credit Hours
Lab component to accompany corresponding course.

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-hour laboratory per week.
Prerequisite: CH 306.

CH 407L - Synthetic Organic Chemistry Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 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: CH 305

CH 408L - Biochemistry II Lab
1 Credit Hours
Lab component to accompany corresponding course.

CH 449 - Senior Seminar
2 Credit Hours
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 - Research I
3 Credit Hours
This course involves reading and laboratory work on special topic in chemistry or related field, under faculty supervision.
Prerequisite: Permission of instructor required.

CH 451 - Research II
3 Credit Hours
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 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 207 - APPLE Intro to Application with Swift: Explorations
3 Credit Hours
This course is designed to equip the student to build Apps using the Swift Programming language. The course helps equip learners with the fundamental knowledge and skills about Apple Swift Language and Xcode, used for building Apps, running of iOS devices. This course also allows students to understand "Everyone can code" by using innovative ways to build Apps. This course also will use practical, step-by-step approach to learning iOS development and basic programming concepts using Swift as the language.

CIS 208 - APPLE Application Development with Swift: Fundamentals
This course is based on the iOS App Development with Swift specialization; it equips students to enhance their programming skills and applies them to build Apps by using iOS design principles and Model-view-controller design patterns. In general, with iOS as the platform, students will learn object-oriented programming, design patterns, type systems, functional language features, user interface design, bet practices in programming, and problem analysis.

CIS 209 - APPLE Application Development with Swift: Data Collections

3 Credit Hours

This course is designed to advance the student knowledge and skills needed to develop Advanced Apps that integrate with the latest APIs of swift language. This course will equip students to build prototyping and planning techniques to develop Apps. Overall, in the third App development course, students will advance their knowledge in object-oriented concepts, design patterns, user interface design, best practices in programming and problem analysis.

CIS 216 - IBM Design Thinking

3 Credit Hours

Acquire Knowledge of applying design thinking and its value. A practitioner finds opportunities to use design thinking methods in their everyday work.

CIS 217 - IBM Blockchain

3 Credit Hours

Help organizations lead the way into their digital reinvention journeys, by identifying critical areas for the adoption of enterprise-grade blockchain solutions that can benefit from the implementation of smart contracts using industry leading open source blockchain technologies.

CIS 218 - IBM Data Science

3 Credit Hours

Use advanced data science methods and tolls, leveraging statistical sciences, machine learning, technologies and industry -specific datasets, to implement unique data models that can solve challenging problems across all industries

CIS 240 - Introduction to Microcomputers

3 Credit Hours

Students are provided an advanced-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 120 or MIS 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, and systems analysis. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs.
Prerequisite: CIS 110.

CIS 270 - Microcomputer Hardware

3 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.
Prerequisite: CIS 110.

CIS 271 - Operating Systems

3 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.
Prerequisite: CIS 110.

CIS 280 - Concepts of Multimedia Development

3 Credit Hours

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

CIS 290 - Intro to Computer Programming

3 Credit Hours

This course introduces the principles of computer science by program development in the context of the Python programming language. 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.
Prerequisite: CIS 110, MA 110.

CIS 310 - Web Site Design and Development

3 Credit Hours

This course will focus on planning and developing successful websites. The student will learn to design good websites with functional navigation and

efficient organization. Students will create sites using HTML, CSS, and JavaScript.
Prerequisite: CIS 290 or MIS 290

CIS 320 - Introduction to Java Programming

3 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.
Prerequisite: CIS 290.

CIS 321 - FORTRAN Programming

3 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.
Prerequisite: CIS 290.

CIS 322 - JavaScript Programming

3 Credit Hours
This course is an introduction to the JavaScript language. Students will learn how to work with functions, data types, operators, and arrays. They will understand debugging, error handling, the Document Object Model (DOM), DHTML, and object-oriented programming. They will learn how to program for touch screens and mobile devices. They will also understand how to update Web pages with Ajax and they will be exposed to JQuery. Students will demonstrate understanding of these topics through tests and projects(s).
Prerequisite: CIS 290

CIS 324 - Ruby Programming

3 Credit Hours
This course is an introduction to the Ruby programming language. Students will learn how to work with objects, strings, numbers, loops, collections of data, and regular expressions. They will also come to understand conditional logic. object-oriented programming, and Ruby on Rails Web development. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 325 - C Programming Language

3 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.
Prerequisite: CIS 290.

CIS 326 - C# Programming

This course is an introduction to the C# programming language. Students will learn how to make decisions, loop, and use arrays. Students will come to understand methods, classes, object, inheritance, exception handling, controls, events, and streams. Students will demonstrate understanding of these topics through tests and project(s).
Prerequisite: CIS 290

CIS 327 - Visual Basic Programming

3 Credit Hours
This course introduces the student to the concepts and practices of computer programming using one of the easier and more accessible computer languages -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.
Prerequisite: CIS 290.

CIS 328 - COBOL Programming

3 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.
Prerequisite: CIS 290.

CIS 334 - Computer Architecture and Assembly Language Programming

3 Credit Hours
This course involves the study of combinational and sequential circuits, arithmetic logic control units, memory system design (cashe, primary, and 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. Additionally, it 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 the course.
Prerequisite: CIS 320 , CIS 322 , CIS 324 ,CIS 325, CIS 326 , or CIS 327

CIS 350 - Project Management

3 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, managerial competencies required to organize and lead a project, and agile project management.

Prerequisite: CIS 120 or MIS 120 and CIS 260 or MIS 260

CIS 355 - Mobile Applications Development

3 Credit Hours

This course helps students to understand how to create native apps for both the Android and iPhone platforms. Topics covered will include developing for small devices, best practices for small device programming, Android development using Java, and iOS development using Swift.

Prerequisite: CIS 320

CIS 360 - Computer Networks and Data Communications

3 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 minute laboratory per week.

Prerequisite: CIS 260 or MIS 260

CIS 365 - Cloud Computing

3 Credit Hours

This course introduces students to the topic of cloud computing and helps them to understand how and why cloud computing is so fundamental to computing today. Topics covered include cloud migration, infrastructure, connectivity, troubleshooting, resources, storage, maintenance, management, and automation. Students will increase in their understanding of virtualization, and they will become familiar with using Amazon Web Services, Google Cloud Platform, and Microsoft Azure.

Prerequisite: CIS 360

CIS 370 - Data Structures for Information Systems

3 Credit Hours

This course involves the study of fundamental data structures and their application in the context of the Java programming language. 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 c lass libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with bags and polymorphism are investigated.

Prerequisite: MA 324 and CIS 320

CIS 375 - Network Security

3 Credit Hours

This course helps the student to understand the importance of network security and how to implement it. Topics covered include malware, social engineering, cryptography, networking-based and Web server attacks, wireless network security, mobile and embedded devices, business continuity, and risk mitigation.

Prerequisite: CIS 360

CIS 380 - Information Security Management

3 Credit Hours

This course introduces students to the management of information security. Topics include compliance, governance, strategic planning for security, information security policy, risk management, and planning for contingencies.

Prerequisite: CIS 375

CIS 385 - (CISSP Security Essentials)

3 Credit Hours

This course helps students to prepare for the Certified Information Systems Security Professional (CISSP) certification exam. Students are guided through the 10 CISSP domains. Topics include information security and risk management, access controls, software development security, business continuity and disaster recovery, cryptography, legal regulations, security operations, physical security, and telecommunications and network security.

Prerequisite: CIS 375

CIS 390 - Disaster Recovery

3 Credit Hours

This course helps the student to understand how to recover vulnerabilities, and how to lessen any damage that may occur as a result of the

exploitation of those risks. Topics include contingency planning, planning for organizational readiness, data protection strategies, incident response planning, disaster recovery, business continuity planning and crisis management.
Prerequisite: CIS 375

CIS 395 - Community Service Internship

4 Credit Hours
This course provides students with hands-on learning opportunities through working on real-world projects. Students provide technological assistance to businesses and non-profit organizations.
Prerequisite: CIS 270 or CIS 271.

CIS 400 - Database Management Systems

3 Credit Hours
This course is designed to provide individuals with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches, such as client/server databases, object-oriented databases, and data warehouses. At the completion of this course, students should be able to understand a user's database requirements and translate those requirements into a valid database design.
Prerequisite: CIS 290 or MIS 290

CIS 405 - Computer Forensics

3 Credit Hours
This course helps the student to learn how to conduct an investigation and perform a digital analysis. Topics include data acquisition, processing crime and incident scenes, computer forensics tools, digital forensics analysis, virtual machine forensics, cloud forensics, report writing, expert testimony, email, social media, and mobile device forensics.
Prerequisite: CIS 375

CIS 410 - Database Design for Web Applications

3 Credit Hours
This course helps students to build database-driven Web sites. topics include PHP, functions and control structures, manipulating strings, working with databases and MySQL, and developing object-oriented PHP.
Prerequisite: CIS 310 and CIS 400

CIS 425 - Ethical Hacking

3 Credit Hours
This course helps students to gain understanding of how to protect computer networks by using the tools and techniques that an ethical hacker would use. Topics include foot printing and social engineering, port scanning, embedded operating systems, hacking Web applications, hacking wireless applications, and cryptography.

Prerequisite: CIS 375

CIS 435 - Data Analytics

This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: CIS 120 and MA 217

CIS 440 - Electronic Commerce

3 Credit Hours
This course deals with the various items that must be considered in order for an electronic commerce enterprise to be successful, including (but not limited to) marketing strategies, creating a Web presence, and the technological infrastructure necessary for electronic commerce to take place. Upon completion of the course, the student should be knowledgeable of the technologies, revenue models, marketing strategies, and legal, ethical, and tax issues involved in electronic commerce.
Prerequisite: CIS 260 or MIS 260

CIS 445 - Social Media Marketing

3 Credit Hours
This course guides the student into the use of social media for marketing purposes. Topics include goals and strategies, identifying target audiences, microblogging, video marketing, social bookmarking, and mobile marketing.
Prerequisite: CIS 440

CIS 449 - Senior Seminar

3 Credit Hours
This course is required of all CIS and MIS majors in the senior year. It acquaints students with contemporary research presentations and aids students in preparing for their schooling and/or careers after Miles College.
Prerequisite: Senior standing.

CIS 460 - Special Topics

3 Credit Hours
This course is designed to address selected topics within a technological context. Subject matter may vary. Subjects covered may include Website-database connectivity, social media, cybersecurity, faculty-supervised research, etc. This course can be repeated three

times.
Prerequisite: Permission of the instructor.

CIS 470 - Software Engineering
3 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.
Prerequisite: CIS 370.

CRIMINAL JUSTICE

CJ 200 - 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 222 - Criminology
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.
Prerequisite: CJ 200

CJ 225 - Effective Criminal Justice Writing
3 Credit Hours
Develops rudimentary tools needed for conducting research and writing reports and scholarly papers in criminal justice. Emphasis will be placed on developing essential report writing skills from the crime scene to the courtroom.

CJ 230 - Intro to Law Enforcement
3 Credit Hours
The course is designed to provide students with an understanding of fundamental principles of law enforcement. Substantial chronology of policing in this country, beginning with the pre-American experience and ending with recent events is presented. Discussion is focused on wide spectrum of law enforcement agencies, identifying most important characteristics of city, state, and federal police work. Services and importance of different police activities (patrol, traffic, criminal investigation) are explained. Particular attention is paid to current issues and trends in law enforcement.
Prerequisite: CJ 200

CJ 235 - Intro to Courts
3 Credit Hours
This course will provide students with a working knowledge of the major structures, basic legal concepts and processes that underlie the criminal courts.
Prerequisite: CJ 200.

CJ 240 - Intro to Corrections
3 Credit Hours
A general overview of U. S. corrections including jails and prisons, institutional procedures, recent innovations, and the future of corrections.
Prerequisite: CJ 200.

CJ 325 - Community-Oriented Policing
3 Credit Hours
This course examines police and community collaboration to solve and prevent crime with a focus on police/community relations. The course will explore the history, current strategies and the impact the community can have on crime prevention and law enforcement.
Prerequisite: CJ 230.

CJ 355 - Criminal Justice Administration and Policy
3 Credit Hours
This course focuses on the administration and management of criminal justice agencies. Budgeting and long-range planning as well as human resources management is emphasized.
Prerequisite: CJ 200.

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 200.

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 360.

CJ 370 - Criminal Procedure

3 Credit Hours

Students will learn the process used to convict and punish. They will learn to analyze t h e legal steps of criminal proceedings, from investigation through punishment.
Prerequisite: CJ 360.

CJ 385 - Juvenile Justice

3 Credit Hours

Explores the causes and rates of delinquency; also looks at the nature and function of the juvenile justice system.
Prerequisite: CJ 200.

CJ 395 - Criminal Justice Ethics

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 and concepts of justice.
Prerequisite: CJ 200.

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: CJ 200.

CJ 405 - Criminal Investigation

3 Credit Hours

Students will learn the fundamentals of investigation and crime-scene application, the recording of evidence, investigative techniques and procedures and follow-up case studies. Specific topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and the management of criminal investigations.
Prerequisite: CJ 200.

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).
Prerequisite: CJ 200.

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 200, 360.
Prerequisite: CJ 360.

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 ab out the effect of group and peer dynamics on decision- making.
Prerequisite: CJ 230.

CJ 455 - Correctional Rehabilitation

3 Credit Hours

The goal of this course is to help students become more knowledgeable of the purposes, techniques and theories associated with the rehabilitation of the offender in institutional and community corrections settings.
Prerequisite: CJ 400.

CJ 465 - Senior Research Seminar

1 Credit Hours

This course provides supervised experiences in a criminal justice setting. Students will learn to integrate theory with practice while observing criminal justice professionals.
Prerequisite: CO 222 and Senior Standing.

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 200.

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 200.

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 200.

CJ 485 - Criminal Justice Internship
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 200 and Senior Standing.

COMMUNICATIONS

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 315 - Print Layout and Design
3 Credit Hours
Upgraded introduction to graphic design principles including layout, typography, color theory, and print production for contemporary digital and print media. Students use industry-standard design tools with AI-assisted layout support to develop foundational design competency and produce a beginning portfolio.

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.

CO 330 - Introduction to Digital Video
3 Credit Hours
This course introduces students to digital video production equipment. Students gain hands-on experience and an overview of the production process.

CO 340 - Advertising
3 Credit Hours
Students examine the principles of advertising strategy, message development, consumer targeting, and brand positioning. Coursework explores culturally nuanced advertising and ethical considerations within AI-driven marketing systems. Students use generative AI tools for concept development, audience insights, copywriting, and digital ad prototyping.

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.

CO 350 - Introduction to Public Relations
3 Credit Hours
Instructors teach basic concepts associated with public relations, including history, theory, organization, and ethics.

CO 352 - 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.

Prerequisite: CO 305, CO 310, CO 320.

CO 355 - Print News Reporting

3 Credit Hours

Students apply the basic techniques of collecting information, interviewing, verifying accuracy, and writing news stories for class assignments and publication in The Milean and BT (Birmingham Times).

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 - Broadcast and Digital News Writing

3 Credit Hours

The course introduces students to writing news stories under deadline pressure in the proper style and construction for dissemination through radio, television, and the Web. Students also learn techniques for interviewing and gathering information.

CO 365 - Television and Digital News Reporting I

3 Credit Hours

Students will learn how to use electronic means to gather and report news on deadline. Instruction also includes shooting video, editing video, reporting, and writing for broadcast and the Web. Emphasis is directed toward taped and live performances.

CO 372 - Television and Digital News Reporting II

3 Credit Hours

Students learn advanced approaches to gathering and reporting news using electronic means under deadline pressure. They edit television as well as web news reports. Instruction also involves exercises employing taped as well as live reporting.

Prerequisite: CO 365.

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.

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 385 - Professional Communication

3 Credit Hours

Students learn to thrive in situations requiring professional verbal communications such as during business interviews, conference presentations, delivery of reports, spokesperson functions, and other instances requiring professional message dissemination.

Prerequisite: CO 365

CO 390 - Digital Image Manipulation

3 Credit Hours

This course introduces students to digital imaging software. Emphasis is placed on the various tools and capabilities of the software to include: painting and editing, creating special effects, correcting basic images, retouching photographs, and preparing images for web publications. Upon course completion, students will be able to name and identify the different digital tools, work with multiple-layer images, retouch photographs, create special effects, and prepare images for print and web publication.

CO 405 - Logo Design and Drawing

3 Credit Hours

The course introduces students to computer rendering software and its tools and capabilities including: drawing and editing, creating special effects, imaging and product rendering, preparing artwork for web publications and creating color separations. Upon course completion, a student would be able to name and identify graphic tools, create digital drawings and special effects, and prepare an image for layout, print, and web publications.

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 417 - News Producing and Presenting

3 Credit Hours
Students produce television newscasts and file stories onto a website. They rotate responsibilities of newscast and web producers, writers, editors, anchors, sports reporters, and weather announcers.
Prerequisite: CO 372.

CO 421 - MC-TV: Studio Lab

3 Credit Hours
Students work on the college cable television news magazine, MC-TV: Studio, and gain valuable production experience.
Prerequisite: CO 365.

CO 425 - Media Law and 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
Prerequisite: CO 320.

CO 430 - Scriptwriting

3 Credit Hours
Introduces scriptwriting for broadcast, video, podcast, and digital media formats. Students develop narrative and persuasive scripts using industry-standard formatting conventions, incorporating AI script development tools while maintaining original authorship and ethical standards.

CO 435 – Announcing

3 Credit Hours
The course provides training in 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.
Prerequisite: CO 305

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 form at includes lectures as well as presentations by PR professionals and students.
Prerequisite: CO 352.

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.
Prerequisite: 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 310, CO 320.

CO 465 - Social Media Management

3 Credit Hours
The course provides instruction in the identification and utilization of online social media networks for professional strategic endeavors.
Prerequisite: CO 385.

CO 495 - Motion Graphic Design
3 Credit Hours
Equips students with the knowledge and skills to use various software to create moving images, design websites, produce visual effects, and perform post-production on digital stills, films, and video.

CO 498 - Internship
4 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.
Prerequisite: CO 310, CO 320.

CO 499 - 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 or TV documentary, or news analysis. The project must be creative, scholarly, and supervised by a communications instructor.
Prerequisite: All core courses except CO 498.

DANCE -

DAN 301 - Jazz 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 express ion on a beginning level of proficiency.

DAN 302 - Lyrical Dance
3 Credit Hours
This course is designed to enhance the students' dance technique learned in DAN 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 201 - 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.

EC 201H - Honors Principles of Macroeconomics
3 Credit Hours
This is an introductory course in the principles and applications of aggregate economics, taking into consideration such topics as the building of an economic society, the institutional features of the American economy, and the determination of national income and the contemporary problems of economic growth.

EC 202 - 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.

EDUCATION

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 202 - Education Seminar
none Credit Hours

This course assists students in preparation and mastery for the PRAXIS examinations required for elementary and secondary certification programs (i. e., content knowledge, reading and principles of teaching and learning areas). The course is recommended for all education certification majors. The course requirement will be fulfilled upon the completion of passing scores on all required PRAXIS examinations.
Prerequisite: Education major.

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. Sixty (60) classroom observation hours are required for this course. Students will be assigned to 60 hours of field experience to be determined by the Division Chair and Field Experience Supervisor. Required for admission to TEP.
Prerequisite: Criminal Background Check.

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 K-12 web-based applications and multimedia presentations related to various content areas. Candidates will be expected to create K-12 classroom resources including web pages and video. Candidates will also begin building an electronic portfolio to document their instructional competencies throughout the teacher education program. Required for admission to TEP.

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 - Princ 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 - Educ of Exceptional Child

3 Credit Hour
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. Required for admission to TEP.

ED 325 - Home, School, and Comm Rel (P-6)

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 state initiatives such as The Alabama Reading Initiative (ARI) and Common Core State Standards (CCSS) 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. Offered Spring semester only.

ED 341 - Visual & Performing Arts

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 flutophone 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 - Soc, Hist, & Phil Found in Educ

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. Required for admission to TEP.

ED 400 - Mat & Meth of Teach Sec Subj

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.
Prerequisite: Acceptance to TEP.

Co-requisite: Must take concurrently with ED 420 or ED 421 or ED 423 or ED 424.

ED 401 - Lit & Soc Dev in Sm Child (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 research characteristics of children ages Pre K through third grade and integrate children's characteristics with the literacy development of children of this age. Students will be provided with many activities to become actively involved in integrating social development and literacy of small children that support the Division of Education partnership with schools in the local systems.

ED 405 - Tchg Elem Lang 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 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 Elem 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 408 - Tchg Elem Soc 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 - Tchg Beg Read/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 - Tchg Reading in 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.

Prerequisite: Acceptance to TEP.

ED 413 - Diag/Pres Tchg of Rdg (P-6)

3 Credit Hours

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 - Material/Meth of Tchg Math

1 Credit Hours

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."

Prerequisite: Acceptance in TEP

Co-requisite: Must take concurrently with ED 400.

ED 421 - Material/Meth of Tchg Science

1 Credit Hours

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.”

Prerequisite: Acceptance in TEP

Co-requisite: Must take concurrently with ED 400.

ED 423 - Material/Meth of Tchg Soc Stud

1 Credit Hours

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."

Prerequisite: Acceptance in TEP
Co-requisite: Must take concurrently with ED 400.

ED 424 - Mat/Meth of Tchg Eng/Lang Arts

1 Credit Hours
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."
Prerequisite: Acceptance in TEP
Co-requisite: Must take concurrently with ED 400.

ED 440 - Field Study in Early Child Educ

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. Offered Fall semester only.

ED 445 - Evaluation/Measurement in Educ

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: Acceptance in 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.
Prerequisite: Acceptance in TEP for secondary education majors.

ED 449 - Senior Seminar

1 Credit Hours
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.
Prerequisite: Acceptance in TEP. Passed all PRAXIS examinations required for major. Division Chair's signature required to register.
Co-requisite: Must be taken concurrently with ED 450.

ED 450 - Observation & 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.
Prerequisite: Acceptance in TEP. Passed all PRAXIS examinations required for major. Division Chair's signature required to register.
Co-requisite: Must be taken concurrently with ED 449.

MAED 107 - Wht It Means to Kno and Do Math

3 Credit Hours
This course integrates mathematics content and pedagogy and is specifically designed for students majoring in early childhood and elementary education, referred to as teacher candidates. The mathematical content focuses on algebraic reasoning, geometric reasoning, and proportional reasoning. The pedagogical focus emphasizes developing an understanding of what it means to know and do mathematics, with an emphasis on problem solving, reasoning, and sense making.
Prerequisite: MA 101

MAED 207 - Constr Math Knowl Thru Soc Int

3 Credit Hours
This course integrates mathematics content and pedagogy and is specifically designed for students majoring in early childhood and elementary education, referred to as teacher candidates, focusing on effective methods of teaching mathematics to P-6 students. The mathematics content will focus on the role of units in counting, with an emphasis on composition and decomposition of number and counting/iterating units. The pedagogical focus emphasizes facilitating meaningful mathematical discourse and building procedural fluency from conceptual understanding, while students use appropriate mathematical tools strategically, attend to precision, and use repeated mathematical reasoning.
Prerequisite: MA 101, MAED 107

MAED 307 - Plan Math Inst Engage Learner

3 Credit Hours

This course integrates mathematics content and pedagogy and is specifically designed for students majoring in early childhood and elementary education, referred to as teacher candidates, focusing on effective methods of teaching mathematics to P-6 students. The mathematics content focuses on developing a conceptual understanding of operations on fractions (including decimals). The pedagogical focus emphasizes the use of appropriate manipulatives and drawings that will lead to developing procedural fluency from conceptual understanding. While planning and implementing student-centered lessons, teacher candidates will also engage with practices of establishing student learning goals, supporting students' productive struggle, and eliciting and using student thinking to guide instruction. This course requires a field placement in grades P-3.

Prerequisite: MA 101, MAED 107, MAED 207

MAED 407 - Plan Math Inst Inform Stdt Data

3 Credit Hours

This course integrates mathematics content and pedagogy and is specifically designed for students majoring in early childhood and elementary education, referred to as teacher candidates, focusing on effective methods of teaching mathematics to P-6 students. The mathematics content focuses on developing an understanding of the statistical problem-solving process, including data collection and analysis, theoretical and experimental probabilities of simple and compound events, and defining samples from identified populations. The pedagogical focus emphasizes the ability to assess, plan, and design meaningful student-related contexts for learning, which includes the development and use of classroom assessments to determine student competencies and learning needs (e.g., dyscalculia) to provide feedback, improve instruction, and monitor learning. This course requires a field placement in grades 4-6.

Prerequisite: MA 101, MAED 107, MAED, 207, MAED 307

ENGLISH

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 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 101H - English Composition I Honors

3 Credit Hours

Students in this course review the fundamentals of grammar and improve critical reading and writing skills. Through a variety of readings, both fiction and non-fiction, they explore various modes of academic writing. They also master the basic principles of essay construction, become familiar with at least three patterns of essay development, and post to online forums.

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: EN 101.

EN 102H - English Composition II Honors

English 102 is designed to help students develop skills in writing essays and research papers. The course continues the emphasis on reading and writing begun in English 101. When students enroll in English 102, they are expected to have mastered the basic principles of essay construction and to be familiar with at least three patterns of essay development. English 102 students will receive further instruction and opportunities to work with new rhetorical modes. They will read designated essays and short stories and post to online forums; they will also use their reading and writing skills to produce a research paper. The passing grade for EN 102 is a 'C' or above.

EN 201 - Introduction to Literature

3 Credit Hours

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.

Prerequisite: 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.

Prerequisite: EN 102.

EN 205 - Introduction to the Major

3 Credit Hours

Designed for English majors, this course is an introduction to the history, theory, and practice of English as a discipline. It is required of all majors. It introduces students to current trends in English studies, including critical approaches, research methods, and specialized terminology necessary for

success in the major and the field. Students also become familiar with the periods of literary history and the various genres of literature. English majors are strongly encouraged to take EN 205 during the second semester of the sophomore year. Minimum grade of "C" required.
Prerequisite: EN 102.

EN 240H - Comparative Modern Literature-Honors
3 Credit Hours
Students taking this course will examine literature from Western and non-Western cultures reflecting a variety of genres and literary periods.
Prerequisite: EN 102

EN 261 - American Literature I
3 Credit Hours
Students explore selected works of major American writers from 1603 to 1860.
Prerequisite: EN 201 or EN 202.

EN 262 - 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 201 or EN 202.

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.
Prerequisite: EN 102.

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.
Prerequisite: EN 102.

EN 306 - Research and Methods
3 Credit Hours
English 306 provides an overview of query strategies using standard sources of modern literary research. Web-based, subscription journals and bibliographical resources as well as print-based materials are included as research targets.
Prerequisite: EN 102.

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. It also covers sonnets that are representative of Shakespeare's short verse.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

EN 355 - Modernism
3 Credit Hours
This course presents American and British writers of the early 20th century and the theory behind modem art. Poetry, prose, drama, visual art, and music are considered so that students may evaluate the modern period and its influence on the postmodern.
Prerequisite: EN 201 or EN 202.

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 modem African-American literature, and their place in American and Western literary history from 1760 through the Harlem Renaissance.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 102

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 102

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 British works from the Anglo-Saxon period through 1789.
Prerequisite: EN 201 or EN 202.

EN 402 - British Literature II

3 Credit Hours
This course is a survey of major writers of British literature from the Romantic period to the contemporary era.
Prerequisite: EN 201 or EN 202.

EN 403 - Comparative Analysis of Literary Works

3 Credit Hours
This course attends to a thematic comparison of fictional and/or non-fictional works. 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 404 - Comparative Africana 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.
Prerequisite: EN 201 or EN 202.

EN 449 - Senior Seminar
3 Credit Hours
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.
Prerequisite: Senior Standing.

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.
Prerequisite: EN 201 or EN 202.

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.
Prerequisite: EN 201 or EN 202.

EN 490 - Internship
4 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 SCIENCE

ES 200 - Principles of Geology
3 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 a one hour and twenty-minute laboratory per week. Three lecture hours and a two-hour laboratory per week.
Prerequisite: BY 101.
Co-requisite: ES 201L

ES 200L - Principles of Geology Lab
1 Credit Hours
Lab component to accompany corresponding course.
Prerequisite: MA 111.

ES 300 - 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 102

ES 305 - 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.
Co-requisite: ES 305L

ES 305L - Soil Science Lab
1 Credit Hours
Lab component to accompany corresponding course.

ES 321 - 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-hour laboratory per week.
Prerequisite: BY 101.

ES 321L - Environmental Science Lab
1 Credit Hours
Lab component to accompany corresponding course.

ES 324 - 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-hour laboratory per week.
Prerequisite: CH 303 or CH 304, or special permission from coordinator in consultation with chairperson; Junior standing.
Co-requisite: ES 324L

ES 324L - Environmental Analysis Lab
1 Credit Hours
Lab component to accompany corresponding course.

ES 340 - 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.
Prerequisite: ES 321.

ES 400 - General Ecology
3 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-hour laboratory per week.
Prerequisite: ES 321, MA 217; written permission of instructor.
Co-requisite: ES 400L

ES 400L - General Ecology Lab
1 Credit Hours
Lab component to accompany corresponding course.

ES 404 - 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.
Prerequisite: ES 321 and junior standing or permission of the coordinator.

ES 415 - Principles of Bioremediation
3 Credit Hours
The objective of this course is to introduce students to the applications of bioremediation.
Prerequisite: BY 205; Sophomore standing.

ES 430 - 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.

ES 449 - Senior Seminar
2 Credit Hours
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.
Prerequisite: Senior standing.

ES 450 - Research
3 Credit Hours
Students conduct research in a specific area of environmental science under faculty supervision. Permission of instructor required.

ES 451 - Research
3 Credit Hours
Students conduct research in a specific area of environmental science under faculty supervision. Permission of instructor required.

FRENCH

FR 101 - 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.

FR 102 - 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.

FR 201 - 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.

FR 202 - 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 101 - Orientation to the Academy
1 Credit Hours
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.

GENERAL BUSINESS

GB 211 - Introduction to Business Application
3 Credit Hours
This course is designed to prepare students in business applications that are necessary for personal and career enhancement. Students will acquire proficiency in the touch method of operating a computer keyboard to produce documents. Students will be introduced to careers in accounting, finance, management, marketing, entrepreneurship and use of technology in workplace.
Prerequisite: None.

GB 220 - Business Mathematics
3 Credit Hours
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 265 - 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.

GB 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: MA 101.

GB 310 - Business Ethics
3 Credit Hours
This course introduces contemporary and controversial ethical issues and dilemmas faced by decision makers such as employees and managers. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice, and fairness, ethical standards, and moral conduct. Students will learn from real-world case studies.
Prerequisite: None.

GB 314 - Microcomputer Applications
3 Credit Hours
This course covers advanced microcomputer applications including Microsoft Office financial functions, amortization schedules, and modifying visual elements and presentation formats.

Prerequisite: CIS 110.

GB 323 - Managerial Economics

3 Credit Hours

This course explores concepts, tools, and methods of economic theory in the planning and operation of business enterprises. 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.

GB 338 - Business Communication

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 340 - Principles of Marketing

3 Credit Hours

This course includes marketing concepts and principles, 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.

Prerequisite: None.

GB 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.

Prerequisite: None.

GB 361 - 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: AC 212 or AC 210.

GB 364 - 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: None.

GB 370 - 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: None.

GB 435 - Financial Systems and 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.

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: None.

GB 449 - Senior Seminar

1 Credit Hours

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 - 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.
Prerequisite: None.

GB 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: None.

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 their major specialization.
Prerequisite: Junior standing.

GEOGRAPHY

GE 201 - Principles of Geography
3 Credit Hours
A description and analysis of the world's 12 major regions-in terms of their environmental, cultural, demographic, geopolitical and economic components.

HISTORY

HI 101 - World Civilizations
3 Credit Hours
World Civilizations I (HI 101) is one of the Miles College General Education courses and examines the origis of human societies and the development of major world civilizations. This course will examine the various institutions of these civilizations and comparatively examine their connections and interactions.

HI 101H - Honors Western Civilization I
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
traces the history of the world's civilizations from the Early Modern to the present. This course will explore the transformation wrought by the Scientific, colonial, liberal and industrial revolutions, and the finally, the world civilizations in the modern world and the great changes wrought by political-ideological revolutions, world war, post colonialism and the post-modern world.
Prerequisite: HI 101 is encouraged, but not required.

HI 203 - American History I
3 Credit Hours
This course surveys American history from the Colonial period, American Revolution, the New Nation, American expansion, slavery, civil War and reconstruction. The course focuses on significant landmark political events, but also on the everyday experiences and social history of the period.
Prerequisite: HI 102

HI 204 - American History II
3 Credit Hours
A survey of American national history since 1877 and the emergence of the United States as a world power. This course emphasizes some of the major issues in American politics and society: the growth of big business; changes in the lives of farmers, workers, and immigrants; the rise of the city; reform movements among rural and urban labor and among minority groups.
Prerequisite: HI 203

HI 303 - Alabama History
3 Credit Hours
Alabama History is a survey of state history from the colonial period to the present. It examines Alabama's geography, political and economic development and the groups who have made Alabama their home. This course explores the major events and historical figures of state history and places Alabama in the context of American history.
Prerequisite: HI 204.

HI 308 - African-American History

3 Credit Hours

This course examines the role of African Americans in United States history. It emphasizes slavery, Reconstruction and its aftermath, Jim Crow, the Civil Rights and Black Liberation movements and contemporary African-American life to include African American cultural, intellectual, economic, political and social developments.

Prerequisite: HI 204.

HI 320 - Early American History

3 Credit Hours

This course examines America from the age of European discovery and colonization to the American Revolution. The course focuses on English colonization in America, the political, social and intellectual forces leading to the American Revolution, and the creation of the United States up to the writing of the Constitution.

Prerequisite: HI 204.

HI 321 - Nineteenth Century America

3 Credit Hours

This course examines the history of 19th

Prerequisite: HI 204.

HI 322 - 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.

Prerequisite: HI 204.

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.

Prerequisite: HI 204.

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.

Prerequisite: HI 204.

HI 326 - Twentieth Century America

3 Credit Hours

This course will examine American history to include the progressive Era, World War I and post

Prerequisite: HI 204.

HI 330 - Ancient Europe

3 Credit Hours

This course explores the political, social, cultural, and intellectual development of ancient Europe from the Bronze Age through the fall of the Western Roman Empire. Students will examine major civilizations, including the Greeks, Romans, Celts, and other ancient peoples, while analyzing historical sources to understand the foundations of European society, government, religion, and culture.

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 trace the emergence of the medieval monarchies and society out of elements of the late Roman world and the transformation of that synthesis in the troubles of the 14th century. It will also examine political, economic, institutional and social structures.

Prerequisite: HI 102

HI 332 - Modern Europe

3 Credit Hours

This course explores European history from the French Revolution through the two world wars. It will explore nationalism, utopianism, European colonial expansion, the Industrial Revolution and the ideological revolution. The course will cover circumstances leading to World War I, the rise of communism, fascism, and World War II.

Prerequisite: HI 102

HI 341 - Latin American History

3 Credit Hours

This is a cross-cultural history of Latin America from Pre-Columbian times through the Wars of Independence and the national period to the present.

This course will examine the various internal dynamics and external influences that have shaped the experiences of the countries of Latin America since independence. Emphasis is placed on socioeconomic structures as the conditioning environment for political and cultural developments.
Prerequisite: HI 102

HI 343 - East Asian Civilization
3 Credit Hours
The survey course will examine the histories of China, Japan and Korea, including their defining historical events, beliefs systems, and interactions. It will include the defining religions and philosophies and institutions up to modern times. It will also examine the influence of the Western powers on the East Asian states and societies.
Prerequisite: HI 102

HI 350 - Thinking/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.
Prerequisite: HI 204

HI 408 - Southern History
3 Credit Hours
Students will learn about Southern history during the antebellum and post-civil War periods through the 20th Century. The course emphasizes slavery and race, social structure, Southern identity and values, the road to secession, and Southern distinctiveness.
Prerequisite: HI 204, HI 303

HI 412 - African History
3 Credit Hours
This is a survey of African history from the Iron Age to the 20th Century. It includes such themes as the ancient kingdoms of Africa, the medieval and Islamic kingdoms of Africa, the exploration of Africa, the age of colonialism and the history of southern Africa. Topics will include colonial politics and the political and economic developments from the last two decades of the nineteenth century to the independence movement in the 1960s.
Prerequisite: HI 102

HI 433 - European Intellectual History
3 credit hours
This course examines the major ideas, thinkers, and intellectual movements that shaped European history from the Renaissance through the modern era, emphasizing their influence on politics, society, culture, and religion.

HI 450 - History of the US 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.
Prerequisite: HI 204

HI 451 - Special Topics - European History
3 Credit Hours
Special Topics in European History focuses on shifting regional and thematic studies that may emphasize an interdisciplinary approach. Subject matter will vary. Subjects covered may include political history, specific events, such as the French Revolution, regions or countries etc.
Prerequisite: HI 102

HI 452 - Special Topics - Non-Western History
3 Credit Hours
Special Topics in non-Western 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.
Prerequisite: HI 102

HI 453 - Special Topics - Comparative History
3 Credit Hours
This course focuses on the key historical developments across the world since about 1700 in the form of comparative regional and thematic studies. Subject matter will vary but may include the comparative study of the rise and fall of empires, revolutions, industrialization, state making, ideologies and nationalism.
Prerequisite: HI 102

HONORS

EN 240H - Comparative Modern Literature-Honors
3 Credit Hours
Students taking this course will examine literature from Western and non-Western cultures reflecting a variety of genres and literary periods.
Prerequisite: EN 102.

EN 460H - Topics in Literature
3 Credit Hours
This course addresses a selected literary concentration and/or contemporary issue.

HON 402H - 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.

HUM 201H - 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.

MG 302H - 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).

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.

PS 315H - 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.).

PSY 201H - The Nature of Human Nature
3 Credit Hours
This offering will cover such behavioral phenomena as learning development, personality adjustment and cultural differences.

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.

SS 101H - 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.

HUMANITIES

HUM 201 - Humanities
3 Credit Hours
See HUM 201 in the Humanities curriculum.

HUM 201 - Humanities
3 Credit Hours
This course provides an integrated survey of the human experience through the lenses of history, literature, philosophy, and the creative arts. By analyzing the cultural and creative expressions of diverse societies across different eras, students will investigate the fundamental questions of existence, morality, and purpose. The curriculum emphasizes the interconnectedness of human thought, encouraging students to develop critical thinking skills and a broader global perspective. Upon completion, students will be able to interpret primary texts, articulate the significance of cultural developments, and communicate their insights effectively.

INTERNATIONAL STUDIES

ITS 300 - Introduction to International Studies
3 Credit Hours
The course Introduction to International Studies is a required course in the International Studies minor. The course is designed to provide an

introductory overview of the world theories of principle subfields into which the discipline of International Studies is generally divided such as liberalism, realism, and neoliberalism, etc. Broadly conceived, ITS 300 addresses macro-level analysis of world-wide matters. The course offers a broad overture to issue of concern to people all over the globe.

ITS 470 - Seminar in International Studies

3 Credit Hours

The course Seminar in International Studies offers a micro-level analysis of world affairs by a narrow focus on specific regions, i. e. the Middle East, South Asia, etc. as well as foreign policy considerations and decision making among major states and groups of states. This is the required terminal course in the International Studies minor that builds upon concepts and topics learned in preceding courses in the International Studies minor as to integrate knowledge of worldly issues and develop worldly perspectives in complex ways in which the student must present in written and oral forms the results of a research project.

Prerequisite: 15 hours in the International Studies minor as this is the terminal course for the minor, with exceptions allotted by the Academic Dean, Director of International Studies or Chairperson of the Division Social and Behavioral Sciences.

MATHEMATICS

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.

Prerequisite: A "C" or above in MA 100 or a satisfactory score on placement tests.

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 201 - Analytic Geometry and Calculus I

4 Credit Hours

This course deals with coordinates and lines; functions and limits; and differentiation and application.

Prerequisite: MA 111

MA 202 - Analytic Geometry and Calc II

4 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 Calc III

4 Credit Hours

This course presents polar coordinates, vectors functions of two or more variables, and multiple integrals.

Prerequisite: MA 202.

MA 217 - 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 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 201.

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 mathematics major or minor.

Prerequisite: MA 110.

MA 318 -Statistical Inference

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 217.

MA 319 - Fundmntl 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 320 - Math of Interest Theory

3 Credit Hours

This course is an introduction of how investments grow over time. this is done in a mathematically precise manner. the emphasis is on practical applications that give the reader a concrete understanding of why the various relationships should be true. Among the modern financial topics introduced are: arbitrage, options, futures and swaps. along with an understanding of probability will provide a solid foundation for readers embarking on actuarial careers. Course Prerequisites: MA 324 Discrete Mathematics with a "C" or better

Prerequisite: MA 324 Discrete Mathematics with a "C" or better

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 325 - Actuarial Seminar I

1 Credit Hours

This seminar is for students who want to prepare for Society of Actuaries Exam P or (CAS Exam 1), Probability. Topics include general probability including conditional probability and Bayes rule, univariate distributions, including binomial, hypergeometric, Poisson, beta, Pareto, gamma, Weibull and normal, and multivariate distributions including joint moment generating functions and transformation techniques.

Prerequisite: MA324 Discrete Mathematics with a "C" or better

MA 330 - Mathematical Modeling

3 Credit Hours

This course is an introduction to mathematical modeling based on the use of elementary functions to describe and explore real-world phenomena and data. Linear, exponential, logarithmic, and polynomial function models are examined closely and are applied to real data in course assignments and projects. Other function models may also be considered. throughout the course computational tools (graphing calculators, spreadsheets, etc.) are used to implement, examine and, validate these models. students are expected to actively engage in the modeling process by questioning phenomena, collecting or creating data, and using computational tools to develop their models and evaluate their efficacy.

Prerequisite: MA 201 Calculus I with a "C" or better

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 405 - Mathematical Statistics I

3 Credit Hours

Calculus based statistics concepts; Descriptive statistics; Basic Probability Concepts; Basic Probability Distributions- Binomial, Poisson, and Normal; Sampling Distributions of the Sample mean and Sample Proportions; One Population Estimation & Hypothesis testing (Population Mean and Proportion); Simple Linear Regression; Linear Regression.

Prerequisite: MA 202 Calculus 2 and MA 217 Probability and Statistics with a "C" or better

MA 406 - Mathematical Statistics II

3 Credit Hours

Calculus based statistical inference; inference from small samples, linear regression and correlation, analysis of enumerative data, analysis of variances, non-parametric statistics, sampling distributions, estimation hypotheses testing, simple & multiple regression and correlation analysis, x^2 distribution and the analysis of frequencies, and design experiments.

Prerequisite: MA 405 Mathematical Statistics I with a "C" or better

MA 410 - History of Mathematics I

3 credit hours

Needs description

MA 411 - History of Mathematics II

3 credit hours

Needs description

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 415 - Actuarial Mathematics I

3 Credit Hours

This course is a special applications course with topics pertaining to application of Calculus and Linear algebra in Actuarial Science. One of the course objectives is for each student to develop a mastery of financial mathematics used by actuaries, based on the mathematics of interest theory. Other course objectives are for each student to understand the long-term individual study commitment necessary to achieve a designation within one of the actuarial societies and for each student to increase their knowledge of the actuarial profession.

Prerequisite: MA 202 Calculus II and MA 217 Probability & Statistics with a "C" or better

MA 416 - Actuarial Mathematics II

3 Credit Hours

This course has an in depth study of the normal and log-normal distributions, the simple random walk, basics of stochastic calculus, the Samuelson (geometric Brownian motion) stock-price model and the Black-Scholes formula, analysis of option Greeks, market making, non-deterministic interest rate models 9both discrete and continuous-time), bond pricing. Monte-Carlo simulations. Then introduces aspects of basic ratemaking, reserving, catastrophe modeling, and rate classification in a property & casualty actuarial context. explores loss & premium trending, loss triangles, loss development, loss ratios, on-level premium, and accident year vs. calendar year vs. policy year data.

Prerequisite: MA 405 Mathematical Statistics I and MA 415 Actuarial Mathematics I with a "C" or better

MA 421 - Intro 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 425 - Actuarial Seminar II

1 Credit Hours

This seminar is for students who want to prepare for Society of Actuaries exam P, (or FM Exam 2), Financial Mathematics. Topics include general accounting, interest theory (discrete and continuous) and introduction to derivative securities. It assumes a basic knowledge of calculus and probability.

Prerequisite: MA 320 Math of Interest Theory, AC 212 Principles of Accounting II and GB 361 Principles of Financing with a "C" or better

MA 441 - 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 203.

MA 442 - 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 441.

MA 449 - Senior Seminar
1 Credit Hours
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.
Prerequisite: Senior standing.

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 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: None.

MG 390 - Organizational Behavior
3 Credit Hours
This course is the analysis and application of theories and none.
Prerequisite: None.

MG 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: MG 381.

MG 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.
Prerequisite: None.

MG 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.
Prerequisite: None.

MG 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 453 - Human Resource Management
3 Credit Hours
This course covers management of labor, dealing with selection, training, placement turnover, payment policies, employee representation, etc.
Prerequisite: MG 381.

MG 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.
Prerequisite: MG 381.

MG 490 - Management Internship

3 Credit Hours
This course supports supervised on-the-job experience in various aspects of office and Business settings including Accounting, Insurance, Retailing, Management, and Marketing. The student elects the phase of emphasis according to his/her major specialization.
Prerequisite: Junior standing.

MANAGEMENT INFORMATION SYSTEMS

MIS 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.

MIS 202 - 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.

MIS 207 - APPLE Intro to Application with Swift: Explorations
3 Credit Hours
This course is designed to equip the student to build Apps using the Swift Programming language. The course helps equip learners with the fundamental knowledge and skills about Apple Swift Language and Xcode, used for building Apps, running of iOS devices. This course also allows students to understand "Everyone can code" by using innovative ways to build Apps. This course also will use a practical, step-by-step approach to learning iOS development and basic programming concepts using Swift as the language.

MIS 208 - APPLE Application Development with Swift: Fundamentals
This course is based on the iOS App Development with Swift specialization; it equips students to enhance their programming skills and applies them to build Apps by using iOS design principles and Model-view-controller design patterns. In general, with iOS as the platform, students will learn object-oriented programming, design patterns, type systems, functional language features, user interface design, bet practices in programming, and problem analysis.

MIS 209 - APPLE Application Development with Swift: Data Collections
3 Credit Hours
This course is designed to advance the student knowledge and skills needed to develop Advanced Apps that integrate with the latest APIs of swift language. This course will equip students to build prototyping and planning techniques to develop Apps. Overall, in the third App development course, students will advance their knowledge in object-oriented concepts, design patterns, user interface design, best practices in programming and problem analysis.

MIS 211 - Principles of Accounting I
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.

MIS 212 - Principles of Accounting II
3 Credit Hours
See AC 212 in the Business Administration curriculum.

MIS 216 - IBM Design Thinking
3 Credit Hours
Acquire Knowledge of applying design thinking and its value. A practitioner finds opportunities to use design thinking methods in their everyday work.

MIS 217 - IBM Blockchain
3 Credit Hours
Help organizations lead the way into their digital reinvention journeys, by identifying critical areas for the adoption of enterprise-grade blockchain solutions that can benefit from the implementation of smart contracts using industry leading open source blockchain technologies.

MIS 218 - IBM Data Science
3 Credit Hours
Use advanced data science methods and tolls, leveraging statistical sciences, machine learning, technologies and industry -specific datasets, to implement unique data models that can solve challenging problems across all industries

MIS 220 - Business Math

3 Credit Hours

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.

MIS 240 - Advanced Microcomputer Concepts

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, and systems analysis. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs.

Prerequisite: CIS 110.

MIS 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, and systems analysis. Students develop knowledge and techniques for designing, implementing, and managing various types of information systems, applying word processing, spreadsheet, database, and project management programs.

Prerequisite: CIS 110.

MIS 280 - Multimedia Development

3 Credit Hours

Students learn how to create multimedia presentations through developing their skills in website development, animation, audio, and graphics creation. They also learn how to integrate these skills into a single multimedia presentation.

Prerequisite: CIS 110.

MIS 290 - Introduction to Programming

3 Credit Hours

This course introduces the principles of computer science by program development in the context of the Python programming language. 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.

Prerequisite: CIS 110, MA 110.

MIS 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: MA 101.

MIS 310 - Web Design and Development

3 Credit Hours

This course will focus on planning and developing successful websites. The student will learn to design good websites with functional navigation and efficient organization. Students will create sites using HTML, CSS, and JavaScript.

Prerequisite: CIS 290 or MIS 290

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

3 Credit Hours

This course explores concepts, tools, and methods of economic theory in the planning and operation of business enterprises. 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.

MIS 328 - COBOL Programming

3 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.
Prerequisite: CIS 290.

MIS 340 - Principles of Marketing

3 Credit Hours
This course includes marketing concepts and principles, 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.
Prerequisite: None.

MIS 345 - Computers & Society

3 Credit Hours
See CIS 340 in the Computer and Information Sciences curriculum.

MIS 350 - Project Management

3 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, managerial competencies required to organize and lead a project, and agile project management.
Prerequisite: CIS 120 or MIS 120 and CIS 260 or MIS 260

MIS 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.
Prerequisite: None.

MIS 360 - Computer Networks & Data Communications

3 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 minute laboratory per week.
Prerequisite: CIS 260 or MIS 260

MIS 361 - 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: AC 212 or AC 210.

MIS 365 - Cloud Computing

3 Credit Hours
This course introduces students to the topic of cloud computing and helps them to understand how and why cloud computing is so fundamental to computing today. Topics covered include cloud migration, infrastructure, connectivity, troubleshooting, resources, storage, maintenance, management, and automation. Students will increase in their understanding of virtualization, and they will become familiar with using Amazon Web Services, Google Cloud Platform, and Microsoft Azure.
Prerequisite: CIS 360

MIS 375 - Network Security

3 Credit Hours
This course helps the student to understand the importance of network security and how to implement it. Topics covered include malware, social engineering, cryptography, networking-based and Web server attacks, wireless network security, mobile and embedded devices, business continuity, and risk mitigation.
Prerequisite: CIS 360

MIS 380 - Information Security Management

3 Credit Hours
This course introduces students to the management of information security. Topics include compliance, governance, strategic planning for security,

information security policy, risk management, and planning for contingencies.
Prerequisite: CIS 375

MIS 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: None.

MIS 385 - (CISSP Security Essentials)

3 Credit Hours
This course helps students to prepare for the Certified Information Systems Security Professional (CISSP) certification exam. Students are guided through the 10 CISSP domains. Topics include information security and risk management, access controls, software development security, business continuity and disaster recovery, cryptography, legal regulations, security operations, physical security, and telecommunications and network security.
Prerequisite: CIS 375

MIS 390 - Disaster Recovery

3 Credit Hours
This course helps the student to understand how to recover vulnerabilities, and how to lessen any damage that may occur as a result of the exploitation of those risks. Topics include contingency planning, planning for organizational readiness, data protection strategies, incident response planning, disaster recovery, business continuity planning and crisis management.
Prerequisite: CIS 375

MIS 395 - Internship

4 Credit Hours
This course provides students with hands-on learning opportunities through working on real-world projects. Students provide technological assistance to businesses and non-profit organizations.
Prerequisite: MIS 365 or MIS 415

MIS 400 - Database Management Systems

3 Credit Hours
This course is designed to provide individuals with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches, such as client/server databases, object-oriented databases, and data warehouses. At the completion of this course, students should be able to understand a user's database requirements and translate those requirements into a valid database design.
Prerequisite: CIS 290 or MIS 290

MIS 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: MG 381.

MIS 405 - Computer Forensics

3 Credit Hours
This course helps the student to learn how to conduct an investigation and perform a digital analysis. Topics include data acquisition, processing crime and incident scenes, computer forensics tools, digital forensics analysis, virtual machine forensics, cloud forensics, report writing, expert testimony, email, social media, and mobile device forensics.
Prerequisite: CIS 375

MIS 410 - Database Design for Web Applications

3 Credit Hours
This course helps students to build database-driven Web sites. topics include PHP, functions and control structures, manipulating strings, working with databases and MySQL, and developing object-oriented PHP.
Prerequisite: CIS 310 and CIS 400

MIS 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 425 - Ethical Hacking

3 Credit Hours
This course helps students to gain understanding of how to protect computer networks by using the tools and

techniques that an ethical hacker would use. Topics include foot printing and social engineering, port scanning, embedded operating systems, hacking Web applications, hacking wireless applications, and cryptography.
Prerequisite: CIS 375

MIS 435 - Data Analytics
3 Credit Hours
This course helps students to understand predictive, descriptive, and prescriptive analytics. Topics include descriptive statistics, data visualization, probability, descriptive data mining, statistical inference, predictive data mining, spreadsheet modeling, and decision analysis.
Prerequisite: MIS 120 and MIS 302

MIS 440 - Electronic Commerce
3 Credit Hours
This course deals with the various items that must be considered in order for an electronic commerce enterprise to be successful, including (but not limited to) marketing strategies, creating a Web presence, and the technological infrastructure necessary for electronic commerce to take place. Upon completion of the course, the student should be knowledgeable of the technologies, revenue models, marketing strategies, and legal, ethical, and tax issues involved in electronic commerce.
Prerequisite: CIS 260 or MIS 260

MIS 445 - Social Media Marketing
3 Credit Hours
This course guides the student into the use of social media for marketing purposes. Topics include goals and strategies, identifying target audiences, microblogging, video marketing, social bookmarking, and mobile marketing.
Prerequisite: CIS 440

MIS 449 - Senior Seminar
3 Credit Hours
This course is required of all CIS and MIS majors in the senior year. It acquaints students with contemporary research presentations and aids students in preparing for their schooling and/or careers after Miles College.
Prerequisite: Senior standing.

MIS 451 - 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.
Prerequisite: None.

MIS 460 - Special Topics
3 Credit Hours
This course is designed to address selected topics within a technological context. Subject matter may vary. Subjects
covered may include Website-database connectivity, social media, cybersecurity, faculty-supervised research, etc. This course can be repeated three times.
Prerequisite: Permission of the instructor.

MUSIC

MU 99 - Music Fundamentals
2 Credit Hours
This course introduces the basic skills of reading and analysis, including clefs, intervals, chords, and scales.

MU 100 - Recital Attendance Class
1 Credit Hours
The objective of the recital attendance class is to provide a forum for students, faculty and other professional musicians to introduce a diverse array of musical performances, forums, media and literature that might otherwise not be experienced.

MU 101 - Theory I
2 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.
Prerequisite: Acceptance into the music major or permission of the instructor.

MU 102 - Theory II
2 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.
Prerequisite: MU 101.

MU 103 - Ear Drills and Sight Singing

1 Credit Hours

Students demonstrate abilities to hear, identify and work conceptually with elements of music such as rhythm, melody, harmony, structure, timbre and texture. Students study the movable " DO" system of solfeggio and sing using these syllables, scale degree numbers and with note letter names in both treble and bass clefs. Students learn to take melodic, harmonic and rhythmic dictation in diatonic relationships. The level of harmony skills applied in this class parallel the material lean in MU 102 Theory. It is recommended that these courses be taken concurrently.

MU 104 - Ear Drills and Sight Singing II

1 Credit Hours

This course continues the development of the aural and theoretical aspects of music reading as begun in MU 103. Students continue to acquire necessary skills through ear training, and the sight-singing of slightly more advanced tonal music.
Prerequisite: MU 103.

MU 111 - Jazz Improvisation I

2 Credit Hours

This course introduces theoretical concepts and applications that support melodic improvisation in instrumental jazz studies.
Prerequisite: MU 202.

MU 112 - Jazz Improvisation II

2 Credit Hours

This course continues the study and application of theoretical concepts that support and enhance
Prerequisite: MU 111, MU 202 with grade of C or better

MU 120 - Class Voice

2 Credit Hours

This course acquaints the non-music major, through its vocal literature and in class performances, with basic principles of good singing, and the importance and maintenance of good vocal health.
Prerequisite: Permission of 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 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: MU 131.

MU 141 - Applied Music

0 Credit Hours

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

MU 142 - Applied Music

0 Credit Hours

Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.

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 - Theory III

2 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 secondary dominants and other chromatic elements, and the singing of chromatic melodies.
Prerequisite: MU 102.

MU 202 - Theory IV

2 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. Graded analysis and composition projects from this class are included in the Major Exit portfolio.
Prerequisite: MU 201.

MU 203 - Jazz History

2 Credit Hours

This course is an overview of the musical contributions of African Americans in the field of jazz music.

MU 204 - Ear Drills and Sight Sing III

1 Credit Hours

This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight singing of tonal music.
Prerequisite: MU 201.

MU 205 - Ear Drills and Sight Singing IV

1 Credit Hours

This course continues the development of the aural, visual and theoretical aspects of music reading. Students acquire necessary skills through ear training and the sight-singing of tonal music.
Prerequisite: MU 202.

MU 209 - Inspirational Singers

1 Credit Hours

This choir will share and promote the universal love expressed through gospel music, and will provide historical perspectives in an inclusive environment that will aid in enhancing positive experiences for its members. Participation is open to all majors.

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.
Prerequisite: Non majors with consent of instructor.

MU 212 - Marching Band

1 Credit Hours

Admission into the Miles College large-scale instrumental ensemble is by audition.

MU 213 - Jazz Band

1 Credit Hours

This course is designed to give student performance experiences in jazz literature and improvisation. Students will learn jazz performance practice and play jazz arrangements.
Prerequisite: Non majors with consent of instructor.

MU 214 - Brass Band

0 Credit Hours

This course emphasizes skill development, repertoire and performance requirements of the Large Brass Trombone Choir/ Band Brass Students. Study and performance of standard and contemporary literature for brass chamber ensembles, with emphasis on the development of small ensemble skills. Includes trumpet choirs, trombone ensemble, tuba-euphonium ensemble, and brass quintet.
Prerequisite: Non-majors with consent of instructor.

MU 215 - Opera Workshop

1 Credit Hours

This course is an interdisciplinary performance oriented class that is designed to integrate musical and theatrical performance skills for the singing actor.
Prerequisite: Non-majors audition with consent of instructor.

MU 216BR - Brass Ensemble

1 Credit Hours

Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216CS - Chamber Singers

1 Credit Hours

Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation. Class is

scheduled to meet every semester TBA.
Prerequisite: Placement by Faculty Audition.

MU 216GU - Guitar Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216HB - Handbell Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216JC - Jazz Combo
1 Credit Hours
Study and performance of standard and contemporary jazz styles for small jazz ensembles. Emphasis is on the art of improvisation.
Prerequisite: Placement by Faculty Audition.

MU 216P - Piano Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216PE - Percussion Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216SE - String Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 216WW - Woodwind Ensemble
1 Credit Hours
Class is scheduled to meet every semester TBA.
Prerequisite: Non-majors audition with consent of instructor.

MU 218 - Church Organ I
2 Credit Hours
This course will prepare students to plan, perform and evaluate organ and keyboard music that is appropriate for church services.
Prerequisite: MU 232.

MU 219 - Church Organ II
2 Credit Hours
This course will continue to prepare students to plan, perform and evaluate organ and keyboard music that is appropriate for church services.
Prerequisite: MU 218

MU 221 - Wind Band Ensemble
1 Credit Hours
This course includes advanced wind ensemble repertoire.
Prerequisite: Participation is by faculty audition.

MU 222 - The Jazz Singer I
2 Credit Hours
This course, also known as the Jazz Voice Class, is designed to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound.
Prerequisite: Consent of instructor.

MU 223 - The Jazz Singer II
2 Credit Hours
This course is a continuation of MU 222 Jazz Singer I, also known as the Jazz Voice Class. It is designed to continue to teach singers the unique characteristics of Jazz Singing and how to apply these characteristics to create an individual and very personal sound.
Prerequisite: MU 222 with consent of instructor.

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: MU 132.

MU 232 - Keyboard Musicianship IV

2 Credit Hours
This course continues the development of the skills studied in MU 231. Grade sheets from this course are included in the Music Major Exit portfolio.
Prerequisite: MU 231.

MU 234 - Jazz Piano II

1 Credit Hours
In this courses, students continue their mastery of jazz chord voicings with tensions, and interpreting melodies and phrases with authentic jazz feel.
Prerequisite: MU 233 or consent of instructor.

MU 241 - Applied Music

0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
Prerequisite: MU 142.

MU 242 - Applied Music

0 Credit Hours
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in the Music Major Exit Portfolio.
Prerequisite: MU 241.

MU 295 - Music Education Lab I

0 Credit Hours
This Lab class introduces an in depth, hands-on knowledge and skills of the major approaches to Music Education within an Elementary School setting, including Orff, Dalcroze, Laban, Suzuki, Weikart, Kodaly, and Gordon. Students will practice movement sequences and techniques, dance, song literature, content and skill learning sequences for tonal and rhythm elements of music, the development of audiation, recorder, and Elementary School Choir concepts.
Students will develop a repertoire of lesson plans and will practice teach. Students will develop basic understanding of integration in music.

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: MU 202.

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: MU 202.

MU 302 - Conducting

2 Credit Hours
This course introduces the student to basic baton technique and score reading for instrumental and choral conductors.
Prerequisite: MU 202, MU 232.

MU 303 - Introduction to Music Teaching

3 Credit Hours
This course acquaints pre-professionals with the music education profession. Classroom observation and case analyses provide students with required pedagogical foundations for music teaching.
Prerequisite: Criminal Background Check

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.
Prerequisite: MU 202.

MU 305 - Music Technology

2 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 introduced.
Prerequisite: MU 202.

MU 307 - Jazz Education Forum

1 Credit Hour
This course provides the BA Jazz Studies Concentration Major a weekly 1 hr forum for Jazz informance presentations that include visiting jazz musicians, artists, clinicians, self-evaluation, jazz performance evaluations as well as opportunities for distance learning exchanges. Extended faculty mentoring and coaching is continuously available. In these sessions, attendance is required.
Prerequisite: This forum is open to non-majors with the consent of instructor.

MU 321 - Voice Diction

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.

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. A digital video recording of the MEC student's micro teaching demonstration is included in the BME Exit portfolio.
Prerequisite: MU 321 or permission of instructor.

MU 325 - Jazz Pedagogy

2 Credit Hours
This course provides students with a familiarity with jazz pedagogy methodologies and resources. Students develop relative proficiencies and competence with implementing jazz ensemble rehearsal skills and technics that are appropriate for both large and small jazz ensembles.
Prerequisite: Consent of instructor.

MU 328 - Jazz Theory I

2 Credit Hours
This course is an introduction to the language of Jazz improvisation. It is a study of its rhythms, articulation, style, harmony, melody, simple analysis, and of chord and scale relationships.
Prerequisite: Aural and keyboard harmony proficiency skills.

MU 330 - Jazz Harmony and Arranging

2 Credit Hours
This course is a study of basic melodic and harmonic materials commonly used in Jazz. Students complete arranging projects that are appropriate for small jazz groups.
Prerequisite: MU 101 or consent of instructor.

MU 333 - Contemporary Keyboard Harmony

1 Credit Hour
In this course students learn the fundamental approach to understanding contemporary keyboard harmony, master chords and modern chord voicings. Students are introduced to essential harmonic vocabulary that will also improve their abilities to compose and play contemporary gospel music as needed.
Prerequisite: MU 232 and consent of instructor.

MU 334 - Techniques of Accompanying

2 Credit Hours
This course was designed to enable the ability to play a piano and other appropriate keyboard instruments with sufficient skills to accompany other student performers. This class requires all piano majors to learn repertoire and perform as an accompanist to at least (one) assigned vocalists or ensemble group of their choice during the term.
Prerequisite: MU 232.

MU 341 - Applied Music

1 Credit Hour
Applied Music consists of private instruction in voice, piano, organ, or a band/orchestral or jazz instrument. Particular content is based on individual ability and rate of progression. Jury sheets from Applied Music are included in Music Education Exit Portfolio.

MU 342 - Pre-Recital Hearing

1 Credit Hour
This course is a companion pre-hearing course to the MU 343 Junior Recital. All music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) must register for the MU 342 and MU 343 applied jury courses in the same semester. All music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) at the MU 342 level, must perform a minimum of (2) repertoire selections from the Junior

Recital program as well as meet technical, skill and aural sight-singing proficiency requirements of the MU 342 Applied jury level. (See Music Handbook for additional information).
Prerequisite: All music majors must register for the MU 342 and MU 343 courses in the same semester.

MU 347 - Music for the Exceptional Child

3 Credit Hours
In this course, music education majors demonstrate knowledge and abilities to coordinate the effort of a large group of students with diverse backgrounds and abilities to accomplish desired musical objectives. Emphasis is on preparation to teach music to students with special needs, make practical classroom adaptations and use modification and assessment techniques for teaching students with special needs across music tasks.
Prerequisite: Acceptance into TEP.

MU 351 - Music History and Literature I

2 Credit Hours
In this course, students demonstrate knowledge of music history and the literature of Western and Non-Western cultures, including ethnic, multicultural contributions to music and the relationship of music to the other arts from 1400-1750.

MU 352 - Music History and Literature II

2 Credit Hours
This course is a continuation of MU 351. It explores music from 1750 to the present.
Prerequisite: MU 351.

MU 354 - Introduction to World Music

2 Credit Hours
This course is a survey of music focusing on non-Western cultures. Students learn about selected musical traditions from throughout the world with emphasis on how music functions as part of the daily life in particular societies.
Prerequisite: Consent of instructor.

MU 355 - Elementary General Music

3 Credit Hours
This course prepares the musician- teacher to be able to lead students to competency, to apply general music knowledge and skills in teaching situations, and to integrate general music instruction across P-12 schools and instructional tasks.
Prerequisite: Acceptance into TEP.

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 and learning in the instrumental music classroom. Music Education Portfolio for MEI students: Marching band drills from this course are included in the portfolio.
Prerequisite: 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 and learning in the general/vocal choral music classroom: A choral arrangement for changed voices is to be completed in this course and included in the portfolio.
Prerequisite: Acceptance into TEP.

MU 361 - Church Music Literature

3 Credit Hours
This course is designed to introduce students to the history and the importance of the use of hymns and anthems in traditional music 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: MU 302.

MU 363 - History of Church Music

2 Credit Hours
This course is a survey of music from the Old Testament period to the twentieth century Pentecostal Movement. Emphasis is placed on the analysis of trends in church music history through means of musical literature and listening examples.
Prerequisite: Consent of instructor.

MU 364 - Contemporary Music Worship

2 Credit Hours
This course will introduce students to the development of music and worship throughout the history of the Christian Church; to understand the spiritual movements from which they arose, evaluate their effect on the Church's worship life, compare and contrast worship movements, and apply historical ideas to current worship situations.

Prerequisite: MU 363.

MU 365 - Children's Music Ministry

2 Credit Hours

This course focuses on identifying and utilizing available resources for using music in children's worship services demonstrating a basic knowledge of the historical role of music with the church and its various ministries. Students will also apply knowledge and understanding of the child's voice and how to approach recommended preparation and planning for children's choirs through the Church Music Concentration.
Prerequisite: Consent of instructor.

MU 366 - Foundations of Music Education

2 Credit Hours

In this course students will study the historical, philosophical, sociological, aesthetic and psychological foundations that support comprehensive music knowledge, understanding and performance.

MU 371 - Woodwind Band Methods

2 Credit Hours

This course introduces the student to standard woodwind instruments and techniques. Emphasis is upon developing and teaching basic concepts of woodwind instruments appropriate to teaching woodwind music in K-12 school settings.
Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 372 - String Methods

2 Credit Hours

This course introduces the student to standard string instruments and techniques. Emphasis is upon developing and teaching basic concepts of string instruments appropriate to teaching string music in K-12 school settings. Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 373 - Percussion Methods

2 Credit Hours

This course introduces the student to standard percussion instruments and techniques. Emphasis is upon developing and teaching basic concepts of percussion instruments appropriate to teaching percussion music in K-12 school settings.
Course content also includes selection and care of instruments, instructional materials and methods, and experience in peer teaching. Video recordings of micro teaching demonstrations are included in the Music Education Portfolio.

MU 374 - Brass Methods

2 Credit Hours

This course introduces the student to standard brass instruments and techniques. Emphasis is upon developing and teaching basic concepts of brass instruments appropriate to teaching brass music in K-12 school settings. Course content also 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.

MU 379 - Choral Music for Instrumental Majors

2 Credit Hours

This course is an introductory study of the curriculum, materials, organization and administration of choral music ensembles at the elementary and secondary levels. The course is specifically designed to provide MEI music majors supplementary skills needed to be successful in choral music teaching positions in P-12 schools.

MU 380 - Instrumental Music for Choral Majors

2 Credit Hours

This course is an introductory study of the curriculum, materials, organization and administration of instrumental music ensembles at the elementary and secondary levels. The course is specifically designed to provide MEC music majors supplementary skills needed to be successful in instrumental music teaching positions in P-12 schools.

MU 395 - Music Education Lab II

0 Credit Hours

This course is a weekly demonstration class that will provide pre-service learning experience and practice in implementing required certification standards to teach choral music at various levels to different age groups and in a variety of choral ensemble settings.
Prerequisite: MU 322.

MU 399 - Writing about Music

1 Credit Hours

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.

MU 402 - Senior Project Pre-Hearing Evaluation

1 Credit Hours
This course is a companion pre-hearing to the MU 403 Senior Project Exit Exam. BA music majors (voice, piano, organ, band/orchestral and jazz studies concentration majors) may choose to present a final Senior Project as their Major Exit Assessment instead of the traditional performance Senior Exit Recital. In doing so, students must register for MU 402 and 403 in the same semester and present all required Pre- Project hearing information to a music faculty committee before approval is granted to present the MU 403 Senior Project final public presentation.
Co-requisite: MU 403.

MU 404 - Advanced Conducting - Instrumental
2 Credit Hours
This course continues the study of baton technique and score reading for instrumental conductors.
Prerequisite: MU 302.

MU 405 - Advanced Conducting - Choral
2 Credit Hours
This course continues the study of baton technique and score reading for choral conductors.
Prerequisite: MU 302.

MU 413 - Senior Recital
1 Credit Hours
In this class, students receive final instructional coaching in the preparation and performance of a public recital on the student's major instrument or voice. Student is obligated to follow recital standards, requirements and procedures as described in the music student handbook. This course is repeatable until all requirements are satisfied. All Senior Recital performances for Music Education Majors are presented in the Fall Semester of the majors' senior year. A digital recording of the student in recital is included in the Music Education Exit Portfolio.
Prerequisite: MU 441.

MU 441 - Final Recital Hearing
0 Credit Hours
This course is the final Recital hearing jury for all music majors electing the MU 413 Senior Recital as their Exit Exam. In doing so, students must elect the MU 441 and the MU 413 in the same semester, and present all required Pre- Recital hearing information to a music faculty committee before approval is granted to present the final MU 413 Senior Recital. (See Music Handbook for additional information.)
Prerequisite: MU 343.

MU 444 - Senior Seminar
1 Credit Hours
This course is only required of the Bachelor of Education Majors. 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.
Co-requisite: MU 445

MU 445 - Directed Teaching and Observat
12 Credit Hours
This course is only required of the Bachelor of Music Education major. The course provides student teaching experiences only for music education majors who have successfully passed the PRAXIS II Teacher Certification test while enrolled in Miles College. The completion of the BME 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 in TEP. Passed all required PRAXIS examinations.
Co-requisite: MU 444

PHYSICAL EDUCATION

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.

PE 118 - Roller Skating
1 Credit Hours

PE 119 - Low Impact Aerobics
1 Credit Hours

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.

PHYSICS

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-hour laboratory per week.
Co-requisite: PH 102L

PH 102L - Physical Science Lab

1 Credit Hours

Lab component to accompany corresponding course.

PH 201 - College Physics I

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-hour laboratory per week.
Prerequisite: MA 110.

PH 201L - College Physics I Lab

1 Credit Hours

Lab component to accompany corresponding course.

PH 202 - College Physics II

3 Credit Hours

This course is an introduction to heat and thermodynamics, static and current electricity, magnetism, and geometrical and physical optics. Three
Prerequisite: PH 201.

PH 202L - College Physics II Lab

1 Credit Hours

Lab component to accompany corresponding course.

PHILOSOPHY

PI 216 - Introduction to Philosophy

3 Credit Hours

This course examines major problems such as the nature of knowledge, reality, truth, a n d morality. It also considers the relation of philosophy to science and religion; analysis and synthesis; valid and invalid arguments.

PI 218 - Ethical Issues

3 Credit 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 modem 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.
Prerequisite: PI 216, PI 218.

POLITICAL SCIENCE

PS 201 - Introduction to American Govt

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 203 - State and Local Governments

3 Credit 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 210 - 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.

Prerequisite: PS 201.

PS 301 - India - Government and Politics

3 Credit Hours

This introductory course i s 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 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.

Prerequisite: PS 201, PS 210.

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; an d problems of city government today. It also considers zoning, planning, housing, revenues, and urban renewals.

Prerequisite: PS 201, PS 203.

PS 309 - The United States Congress

3 Credit Hours

The United States Congress is an examination of the institution's constitutional origins, functions of Congress, its policy-making role, and its structures and procedures. Additionally, this course will examine Congress' relationship with the other two branches of government, the electorate, media and interest groups.

Prerequisite: PS 201.

PS 310 - The American Presidency

3 Credit Hours

The American Presidency is an examination of the most powerful yet unique institution in the world. The course will examine the development of the US presidency from its origins to the present day, presidential powers and responsibilities, the president's relationship with Congress and the federal courts, the performance of presidents relative to the public's expectations and domestic and foreign policy.

Prerequisite: PS 201.

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 210.

PS 402 - The Intelligence Community and National Security

3 Credit Hours

A study of the fundamental elements of national intelligence theory and application. Students are expected to learn how domestic and global decisions are developed and fabricated into both national and international strategies.

Prerequisite: PS 210.

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 210.

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, neocolonialism, and "super" powers in a changing political and economic environment.

Prerequisite: PS 210.

PS 405 - Political Ideologies

3 Credit Hours

This course subject 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 210.

PS 406 - Political Theory

3 Credit Hours

Students will learn about the philosophical foundations of Western Civilization from Plato to the present.

Prerequisite: PS 210.

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.

Prerequisite: PS 201

PS 416 - Public Administration Internship

4 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.

Prerequisite: PS 201.

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 206 - Developmental Psychology

3 Credit Hours

This course involves the study of physical, mental, social, emotional, and moral development change across the life span. An emphasis is placed on the multidisciplinary and multicultural approach to how and why people change from conception through adulthood and dying.

PSY 214 - Abnormal Psychology

3 Credit Hours

This is an introductory course intended to expose the students to the scientific study of psychopathology. Emphasis will be placed on behavior and treatment approaches, as well as the concepts, approaches, issues, and trends in the contemporary views of abnormal behavior. The course will examine current trends and research in the field of mental health and psychopathology.

PSY 215 - Human Sexuality

This course presents an analysis of theories and current research related to the physiological and physiological aspects of human sexuality in the development of gender and sexual identity. Discussions center of the impact of gender roles and how various factors including religion, slavery and other historical aspects influence these roles. Adult sexual structures and behavior, conception control, pregnancy, drugs and reproduction, and sexual pathology and variances are also discussed.

PSY 220 - Social Psychology

3 Credit Hours

This course provides a comprehensive overview of the factors that affect individual and group behavior. Included topics are perception of others, interpersonal attraction, prejudice, changes of attitude, social influence, aggression, altruistic behavior, group processes and the psychology of organizations.

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 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. Required for admission to TEP.

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.

PSY 311 - Brain & Behavior

3 Credit Hours

Brain and Behavior is an introductory course in prescience intended for students to acquire a general interest in the scientific study of how the brain controls behavior and mental processes from a scientific viewpoint. It emphasizes the subject matter of biopsychology and physiology of the central nervous system. Topics include the brain, anatomy, neural cell processes, hemispheric functions, hormonal regulation and behavior, physiological mechanisms involved in attention, arousal, perceptions, consciousness, learning and memory, and psychological disorders.

PSY 324 - Multicultural Psychology

3 Credit Hours

This course is an introduction to multicultural psychology theory, research and practice. it aims to develop student's multicultural competence (i.e., knowledge, awareness and skills) in order to prepare them to live and work with individuals from diverse socio-cultural backgrounds.

PSY 325 - African American Psychology

3 Credit Hours

This course examines the psychology of the African American experience and include an overview of African American psychology as an evolving field of study. The study of this topic will engage the students on the impact of societal and cultural factors that lead to mental illnesses and the potential impact of mental health services once received. The elevated appearance of risk factors such as poverty, violence, and incarceration in the lives of African Americans will be discussed. the impact of both mainstream and Afrocentric theorists and the impact of their work on the study of African American Psychology will be explored as well as current topics and controversies.

PSY 399 - Junior Seminar

3 Credit Hours

This course emphasizes the practical aspects of career development. Students will choose specific topic in psychology and complete in-depth reading and discussion of the topic with the instructor and group. The student will also participate in supervised observation experiences that demonstrate the application of theories and principles and reveal aspects of the real work setting valuable to career development. The course will be concluded with the creation of scholarly project or paper.

PSY 401 - Foundations of sports & Exercise Psychology

3 Credit Hours

Foundations of Sports & Exercise Psychology is an introductory course designed with a comprehensive view of sport and exercise psychology. It bridges research and practice, conveys principles of professional practice, and captures the excitement of sport and exercise. This comprehensive course involves the exploration of the various therapeutic approaches ranging from cognitive, motivation, arousal, personality, and team cohesion and peak performance.

PSY 410 - Introduction to Applied Sport Psychology

3 Credit Hours

Introduction to Applied Sport Psychology is an in-depth overview of the theories and counseling principles which explain factors that directly and indirectly influence human behaviors in sport, exercise, peak performance and physical activity. This course prepares the student/student-athlete for the graduate level psychology application courses by introducing research and practice.

PSY 412 - Personality Development

3 Credit Hours

This course will provide a broad survey of what is considered to be normal and abnormal behavior in personality. Emphasis will be placed on a

scientific, empirical view. The primary focus of the course is the description of various symptoms, syndromes and illnesses, but research and theories concerning etiology will also be covered. Additionally, treatments of personality will be discussed.

PSY 416 - Psychotherapy and Behavior Change

3 Credit Hours

Psychotherapy and Behavior Change is an introductory course designed to explore factors in the therapist-client interaction, which promotes and facilitates cognitive-behavioral change. This comprehensive course involves the exploration of the various therapeutic approaches ranging from cognitive. behavior-modification to modern therapy techniques.

PSY 418 - Health & Mental Psychology

3 Credit Hours

An exploration into the relationship between psychological variables and health. topics covered include: personality factors, attitudes, beliefs, interpersonal relations, life-style, Easter and cross-cultural approaches, emotions, stress reduction, nutrition, and exercise as they relate to psychological and physical health. This course is an introduction to the literature and research on the affects of various psychological states on physical health. there is considerable evidence from clinical and laboratory research showing how psychological stress can influence susceptibility to a variety of illnesses. The course examines how life-challenging conditions can negatively affect the health of ourselves and others. By exploring research from psychology medicine, and alternative resources. The student will develop a comprehensive understanding of the role experience plays in our health.

PSY 419 - Cognitive Psychology

3 Credit Hours

This course surveys cognitive psychology's historical significance, how the field changed over time, and what current cognitive psychologists define as the important issues in the study of topics including perception, thought, memory, attention, knowledge representation, language and concepts, imagery, problem-solving, reasoning and decision making and cognitive development, memory, and free and structured thought processes.

PSY 422 - Motivation and Emotion

3 Credit Hours

The content of the course includes discussions of major concepts, models, theories and research in the areas of motivation and emotion. there is a focus on applications of models of motivation. The lectures in this course will focus on theories, models and research findings in the fields of motivation and emotion. Considerable attention will be given to applications of theories to educational, work and personal contexts.

PSY 426 - Psychology of Intelligence

3 Credit Hours

This course explores the physiological dimensions of intelligence analysis with special focus on human intelligence. covert action and counterintelligence. topics include definitions and problems of intelligence operations; the psycho- analysis review; and decision making. This course also examines international intelligence and security services. The course probes significant past, present and future events, operations and implications involving international intelligence services. This course is designed to introduce students to the role that the intelligence community plays in the contemporary national security.

PSY 427 - Forensic Psychology

3 Credit Hours

This course is intended for advanced undergraduate psychology majors who are interested in forensic psychology. This course and the textbook introduces students to practice of forensic psychology by showing how psychologists aid the legal system by serving as expert witnesses, criminal profilers, and trial consultants for jury selections and child custody hearings. Case studies and class discussions present the roles and responsibilities of forensic psychologists, and address both the opportunities and temptations inherent in those roles. Through this lens, the class will explore the ethical issues facing practicing forensic psychologists, such as promising clients too much, the possibility of becoming advocates rather than objective scientists, and the pitfalls associated with substituting one's values for data. The course provides students with the an accurate and candid picture of the field, and the range of career in forensic psychology.

PSY 450 - Psychology Internship

PSY 499 - Senior Seminar

3 Credit Hours

This course is required for all senior psychology majors and acquaints student with contemporary research and presentations as it helps them prepare for their senior comprehensive examinations in this course, students will integrate theory and research from variety of areas in psychology. The seminar will increase students' conceptual understanding of research and improve their skill in writing, public speaking, active listening, and critical thinking.

RELIGION

GRE 211 - Survey of World Religion

3 Credit Hours

See RE 211 in the Religion Curriculum.

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 i s 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.

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.

REAL ESTATE

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: RL 420.

READING

REA 100 - College Reading
3 Credit Hours
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. Student must complete the course with a passing grade of "C.".

SOCIOLOGY

SO 200 - 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 200.

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.

SPANISH

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.
Prerequisite: SPA 102

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
Prerequisite: SPA 201.

SPA 230 - Conversation and Writing
3 Credit Hours
This course is designed for students at the intermediate level in Spanish. This course provides for development of proficiency in both spoken and written Spanish. This course will emphasizes speaking and writing in everyday life situations. At the end of the semester students will be able to have simple conversation with native speaker they will also be able to elicit and give basic information. The cultural component of the curse will aim to familiarize the student with the culture lifestyle and values of Spanish speakers.

SPA 302 - Latin American Civilization and Culture
3 Credit Hours

Spanish 302 is a survey of Latin American civilization and culture from the conquest to the present. This is a look at the past and the present through the study of history, art, literature, and music. The class will include lectures, readings, student's research and presentations, videos, slides, excursions, interviews and guest speakers. The course content will be presented from a dual perspective and the students on occasions will need to take a side in the debates and express their thoughts. All this will be done with the purpose of emphasizing critical thinking and inquiry-guided learning. The material covered will be divided in five mayor section: (A) The Spaniards conquest and the colonial system, (B) National independence (C) revolution and dictatorships, (D) USA and the Americas and (E) Latin America today.

SPEECH

SPE 111 - Fundamentals of Speech

3 Credit Hours

This course is designed to equip students with the skills necessary for a n 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 111H - Fundamentals of Speech - Honors

3 Credit Hours

Fundamentals of Speech is designed to equip the student with the skills necessary for effective working knowledge of oral communication. Through a combination of theory, class participation and public expression of ideas, the student will develop the tools needed for successful communication.

SPE 112 - Forensics and Debate

1 Credit Hours

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 101 - African- American Experience

3 Credit Hours

This survey course of the history of African-Americans in the United States explores 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.

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: SS 301.

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.
Prerequisite: SS 301, SS 402, Advanced junior standing.

SS 449 - Senior Seminar

3 Credit Hours

Senior Seminar is the capstone course for Political Science and History majors. Seniors will examine in greater detail the subfields of their majors, become familiar with scholarly writings and articles, and submit a major research paper related to their major. The course will be team-taught with instructors from the Political Science and History Departments and the Division Chair will serve as lead instructor. This course is offered to seniors

and in the fall only.
Prerequisite: Senior standing.

SOCIAL WORK

SWK 220 - 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. This course requires 30 hours of community services. A grade of **B or better** is required to progress in the program. Students may not repeat this course more than once to meet the grade requirement.
Prerequisite: None

SWK 221 - Professional Writing

3 Credit Hours

This course helps students strengthen their professional writing skills for social work practice. Students will learn how to read and think critically about information, then organize and present it clearly in writing. The class combines traditional instruction with computer-based activities to prepare students to write case notes, reports, and other documents used in service delivery. By the end of the course, students will be able to analyze information, pull together key points, and communicate effectively in ways that support clients, agencies, and communities. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: None

SWK 222 - Diversity in Social Work

3 Credit Hours

Students learn in depth introduction into meanings and functions of cultural politics, prejudices, discrimination, racism, sexism, ageism, and oppression. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: None

SWK 308 - Child Welfare

3 Credit Hours

This course examines the historical development of child welfare as a field of social work practice Students will study the federal, state and local policies designed to meet the needs of abused children and their families. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: BSW Candidacy, Completion of at least 30 hours needed. - Must be completed prior to taking this course.

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

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, programs and policies associated with the aging population. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

SWK 311 Social Work Practice with Families

3 credit hours

This course provides an integrative approach to social work practice with families across the lifespan, focusing on foundational theoretical frameworks, intervention techniques, and essential practical skills. Students will learn to assess, engage, intervene, and evaluate within family systems while respecting diversity and promoting social justice. The course prepares students for effective and ethical generalist social work practice with families in diverse contexts. Students must earn a grade of C or better in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

SWK 312 - Social Work in the Health Care Settings

3 Credit Hours

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

SWK 314 - Introduction of Mental Health

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: BSW Candidacy, Completion of at least 30 hours needed. - Must be completed prior to taking this course.

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 content 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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

SWK 320 - Ethics in Social Work Practice

3 Credit Hours
This course will examine the ethical issues, dilemmas and choices requiring ethical decision-making in social work practice. This course will help students acquire the knowledge base required to identify ethical issues, the skills necessary to resolve ethical dilemmas, and the capacity to make ethical decisions when confronted with conflicting duties and choices that occur within the context of a profession with a specific value base and a code of ethics specifying ethical principles and standards related to clients, colleagues' employers, profession and broader society. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: Completion of at least 30 hours needed. - Must be completed prior to taking this course.

SWK 321 - 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 individual and families including engagement, assessment, treatment planning and case recording. NASW code of ethics and theories toward practice will also be examined. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: BSW Candidacy. - Must be completed prior to taking this course.
This class must be taken simultaneously with SWK 321L. - Must be taken at the same time as this course.

SWK 321L - Social Work Practice I Lab

1 Credit Hours
Social Work Lab will offer an introduction to the helping profession of social work with service learning and simulation opportunities in local social service agencies. Knowledge acquired in SWK 321 will be applied in the setting. This class must be taken simultaneously with SWK 321. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: BSW Candidacy, Concurrent Enrollment in SWK-321 required. - Must be taken at the same time as this course.

SWK 322 - 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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisite: BSW Candidacy, SWK 321. - Must be completed prior to taking this course.

SWK 323 - 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 topics including: social work practice with large groups, communities and social organizations. Students must earn a grade of **C or better** in this course to remain in good standing within the program.
Prerequisites: SWK 322, BSW Candidacy - Must be completed prior to taking this course.

SWK 324 - Human Behavior and 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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.

Prerequisite: BSW Candidacy- Must be completed prior to taking this course.

SWK 325 - Human Behavior and 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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.

Prerequisite: SWK 324, BSW Candidacy - Must be completed prior to taking this course.

SWK 326 - Social Welfare Policy and Services

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. Students must earn a grade of **C or better** in this course to remain in good standing within the program.

Prerequisite: BSW Candidacy- Must be completed prior to taking this course.

SWK 327 - Modern Social Work Theories and Practice

3 Credit Hours

This class will present clear and concise evaluations of the pros and cons of major theories that inform social work practice and comparisons between them. This will be an important course for students to take on their path to licensure. Students must earn a grade of **C or better** in this course to remain in good standing within the program.

Prerequisite: BSW Candidacy, Completion of at least 30 hours needed. - Must be completed prior to taking this course.

SWK 410 - Applied Social Research

3 Credit Hours

Students enrolled in this course are provided with the opportunity to apply the research process to generalist social work practice. Students develop a research problem, research question, literature support, ethical considerations, and an applied research proposal or project connected to social work practice. Students must earn a grade of C or better in this course to remain in good standing within the program.

Prerequisite: SS 301, SS 403.

SWK 420 - Career Preparation

3 Credit Hours

This course is designed to get students prepared for entering into their field placement the following semester. Students must earn a grade of **C or better** in this course to remain in good standing within the program.

Prerequisites: BSW Candidacy, SWK 321, SWK 321-L, SWK 322. - Must be completed prior to taking this course.

SWK 425 - Field Practicum

9 Credit Hours

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 450 clock hours in placement.** Weekly seminar lab participation is required. This course is taken concurrently with SWK 425-L.

Prerequisites: BSW Candidacy, Completion of all upper-level Social Work courses and a minimum 2.5 GPA. Students must earn a grade of **C or better** in this course to remain in good standing within the program. - Must be completed prior to taking this course. **Co-requisite:** SWK 425L.

SWK 425L - Field Practicum Seminar I Lab

3 Credit Hours

This purpose of this course is to facilitate integration of the social work theory and practice on the basis of field practicum experiences.

Prerequisites: BSW Candidacy, Concurrent enrollment in SWK 425. Must be taken at the same time as this course. Students must earn a grade of **C or better** in this course to remain in good standing within the program. - Must be completed prior to taking this course. **Co-requisite:** SWK 425.

THEATRE (MINOR ONLY)

TH 200 - Theatre Practicum

1 Credit Hours

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.
Prerequisite: TH 260

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.
Prerequisite: TH 260

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."
Prerequisite: TH 260.

TH 262 - Costume and Makeup Design

3 Credit Hours

With two shows each year, students interested in Costume and Makeup Design have the opportunity to work side by side with our costume and makeup designer to bring each character to life on stage. From classes in the Costume Shop and Makeup Room to creating costumes and makeup designs for each production, our students develop their talents and skills in a hands-on, supportive environment.
Prerequisite: TH 261.

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 300 - Theatre Practicum

1 Credit Hours

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.
Prerequisite: TH 200.

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.
Prerequisite: TH 260.

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.
Prerequisite: TH 301.

TH 303 - Directing I

3 Credit Hours

A studio class that investigates the fundamental skills a director needs to work with actors. Working with actors, students learn how to animate the text onstage through status exercises and scene work as they develop their skill in text work, staging, and dramatic storytelling.
Prerequisite: TH 302.

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.
Prerequisite: EN 102, TH 260.

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.
Prerequisite: TH 200, TH 260.

TH 312 - Intermediate Acting

3 Credit Hours

This course focuses on beginning scene study with an emphasis on exploring action/objective and the given circumstances of a selected text.
Prerequisite: TH 210.

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.
Prerequisite: TH 301.

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.
Prerequisite: TH 201.

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.
Prerequisite: TH 301.

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 con centration, develop a plan for addressing the interest, and fully promoting and producing the planned objectives to create a fully realized theatrical plan.
Prerequisite: TH 261.

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 375 - Drama as Literature

3 Credit Hours

Studies in the heightened realities of poetic drama. Verse analysis, research, methods and how to approach a classical dialogue.
Prerequisite: TH 301.

TH 400 - Theatre Practicum

1 Credit Hours

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.
Prerequisite: TH 300.

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 312.

TH 403 - Directing II
3 Credit Hours
For the advanced student in directing. Intensive concentration on the full realization of a dramatic text from research and analysis through rehearsal and into performance.
Prerequisite: TH 303.

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.
Prerequisite: TH 312.

TH 408 - Advanced Playwriting
3 Credit Hours
This is a workshop course in the writing of drama. We will examine and write monologues, dialogue, ten-minute plays, as well as study and begin work on one-act and multi-act dramatic works. We will study various theories about constructing plays, read and discuss several plays that exemplify the theories, and workshop with plays-in-progress. The development of student writing will be facilitated by workshop feedback from peers as well as from the professor. This class will also attempt to attend and discuss local plays, and read and discuss professionally written scripts from a playwright's (writer's) point of view. While the focus of the course is on the construction of a script, we will also examine and discuss all parts of a possible and/or existing production. The skills learned in writing dialogue, character development and story will assist students as they pursue all creative writing genres.
Prerequisite: TH 308.

TH 412 - Narrative Theatre
3 Credit Hours
This course charts the development of performance studies and narrative drama. The course discerns the field's disciplinary influences and defining principles. We read many of the texts that are considered foundational, including the work of Richard Schechner, Joseph Roach, Erving Goffman, J. L. Austin, Judith Butler, among others. Particular attention is paid to the relevance of performance theory to theatre and dance studies.
Prerequisite: TH 309.

TH 414 - Styles of Acting
3 Credit Hours
Styles of Acting is a course that will prepare the students to perform classical selections including, but not limited to Shakespeare, Sophocles, Aeschylus, Terrence and other earlier playwrights.
Prerequisite: TH 402.

TH 449 - Senior Seminar
1 Credit Hours
Students prepare polished audition material for their Performance Exit Exam presented during their final semester before a panel of judges who will critique their work. Open to seniors only, with permission of the program.

Prerequisite: Senior Standing.

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.
Prerequisite: TH 308

Student Affairs

The Office of Student Affairs at Miles College is dedicated to fostering excellence, pride, and self-worth in every student we serve. In harmony with the College's mission, our programs support students' intellectual growth, civic engagement, and spiritual development. Through intentional co-curricular experiences, we empower students to become responsible citizens and culturally competent leaders prepared to serve and shape the global society.

The goals of the Office of Student Affairs are threefold:

1. To protect the security, confidentiality, and integrity of student records in an educational

environment that supports the intellectual, cultural, physical, social and moral development of all the students.
2. To foster involvement in the learning community by offering co-curricular support services and activities that encourage a holistic approach to the development of the students.
3. To further the assurance that students know their rights and responsibilities as they matriculate in an environment that is safe, secure, and healthy.

The Office of Student Affairs consists of the areas of Student Activities, Student Government Association, Residence Life, Career Services, Greek Life, and Student Code of Conduct and Discipline. The team maintains an open-door policy for all students, faculty, and staff to ensure that the goals and missions of the College are fulfilled and practiced with a high degree of excellence in everything we do.
The purpose of Student Activities is to enhance the overall educational experience of the Miles College student while promoting cooperation, good citizenship, and opportunities that help cultivate leadership skills. This is in keeping with the guidelines set forth by the Council for the Advancement of Standards in Higher Education.

Residence Life is committed through combined efforts of professional and student staff to help shape a residential environment that supports and stimulates students' academic, personal, and interpersonal learning and development. Res Life is committed to helping students integrate their learning inside the classroom with their rich experience in the residence halls. In residential life, we strive to support the development of true communities inside the residence halls that develop communities of faith and learning that are respectful, supportive, purposeful, and intentionally structured.

Miles College has an active fraternal system: a Multi-cultural/Black Greek Council and the National Pan-Hellenic Council. Fraternities and Sororities provide assistance to the Office of Student Affairs in implementing projects and programs to engage the campus community in extracurricular activities. Students who are members of fraternities and sororities establish friendships that last a lifetime. They also learn how to interact with people from diverse backgrounds in many different settings (business and social).

Miles College places marked emphasis on proper conduct, social graces, orderly behavior, good manners, grooming, concern for the individual, and functions to provide teaching, learning, and social interchange in a healthy environment. Accordingly, certain rules must exist and be enforced. Such rules and regulations have been standardized into a Student Disciplinary System and the Student Code of Conduct. This applies to all students enrolled at Miles College. Miles College is a community like any other that has certain standards of behavior. Students are expected to conduct themselves in a manner that supports the educational goals and missions of the College. All individuals must abide by the law and College policies. Students who do not abide by the College guidelines and Student Disciplinary and the Student Code of Conduct are subject to discipline. Violations are processed through the Office of the Dean of Student Affairs. The administration of student discipline is recognized as a vital part of the educational process. The College will exercise its rules within fair and properly established procedures of due process as appropriate.
For detailed information on Student Affairs, please check the Miles College Student Handbook, SGA Constitution, and The Miles College Greek Life Manual published on the Miles College website.

Information for Students

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), cross country (men and women), baseball (men), softball (women), and golf (men).

College Choir: Membership is open to any student who can meet the audition requirements. The Choir

performs at the campus convocations and assemblies and presents a Christmas and Spring Concert. Continued Choir membership is contingent upon the maintenance of a 2.0 cumulative grade point average.

College Bands (Marching, Concert, Pep, and Jazz): Memberships into these activities are open to all students enrolled at Miles College who express the desire and the musical ability to perform with the band. The Marching Band supports the football program and provides entertainment during halftime. This Band also performs at parades and other events. The Pep Band supports the basketball program and provides entertainment during half-time. The Concert Band performs during benefit dates, community service activities, and formal College events. The Jazz Band performs during benefit dates, community service activities and, and at 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.

Disability Services: Miles College is sensitive to the needs of students with physical and other disabilities. In addition to the assisted access to campus facilities, some special instructional accommodations will be provided to students whose needs have been documented through the Special Accommodation Services counselor on the 4th Floor of the Learning Resources Center.

Student Health Services: All students enrolled full-time at Miles College are provided with student accidental insurance. Additionally, Miles College Health Services can be located in Bell Hall.

Student Life, Engagement and Chapel

The goal and mission is to cultivate an atmosphere conducive for the spiritual, ethical, social and service oriented lives that engages the development of the general college community. The Office of Student Life, Engagement and Chapel engages the College community by way of pastoral care, ensuring multi faith opportunities, motivates and leads the community to a spiritual and service oriented life. Its objective is to provide educational programs anchored in the liberal arts that demand excellence in intellectual and professional preparation for career flexibility in a world that changes exponentially.

Organizational Activities / Services

College (Chapel) Forums, Wednesdays at 6:30pm
College Band (The Purple Marching Machine)
Miles College Choir (The Golden Voices)
Miles College Cheerleaders
Spiritual Life and Development
Judicial Council (Appeals for Disciplinary Actions)
Student Decorum
Pastoral Care and Counseling Development of student servant leaders
Assistance for persons exploring ministerial leadership Liaison between the College and religious community

Policy on Definition of Credit Hour

- Policy Statement
- Entities Affected by the Policy
- Policy Background
- Policy Procedures
- Definitions
- Responsibilities

- Interpreting Authority
- Statutory or Regulatory References
- Policy Adoption Review and Approval

Definition of Credit Hour

Approval Authority: Office of the President

Responsible Executive: Provost and Senior Vice President of Academic Affairs

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, lectures, discussions, and demonstrations. Traditional courses may range between one and four semester hours.
    - Courses require a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum of two hours of out-of-class student work 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 is 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 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.
    - Laboratory courses require a minimum 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 of 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.
    - Courses require 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 practice time per week per credit hour.
    - Applied music lessons can range from one to two semester hours.
    - Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
    - 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 scheduled so they contain the equivalent number of required contact hours as if the courses were scheduled for a full semester.
    - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.
    - Courses require a minimum of six hours of out-of-class student work per week per equivalent credit

hour.
    - Additional out-of-class assignments are assigned to ensure that the required contact hours for the course are met (i.e., additional readings, research, Blackboard discussions, etc.).
    - 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.
- Courses offered through online delivery are scheduled so they contain the equivalent number of required contact hours as if the courses were scheduled for a full semester.
    - Online courses are traditional in nature and the same principles regarding traditional courses apply.
    - Courses require a minimum of two hours of out-of-class student work per week per equivalent 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 equivalence 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 15 weeks for one semester.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the College, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Policy Procedures

- Division chairs and program coordinators will assist faculty with the development of course student learning outcomes that comply with new policy based on a specified course format.
- Division chairs will develop course schedules in a manner consistent with this policy.
- The academic dean will assist the division chairs to adjust the times to meet the established standards.
- The registrar will assist divisions and departments in assigning and calculating times for classes.

Definitions

- Traditional - theory courses focus 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 an emphasis on 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 that are offered during a modified schedule that is less than the minimum semester term.
- Online - theory-type courses focused on principles, concepts, or ideas offered through online delivery during a modified calendar period that is less than the minimum semester term.

Responsibilities

Office of 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 10.7 as it applies to the credit hour, the Commission will notify the U.S. Secretary of Education. The College will be informed of such action.

Policy Adoption Review and Approval

Date	*Entity*	*Action*
March 8, 2012	Miles College Board of Trustees	Approved

Last Reviewed April 20, 2017

Intellectual Property Policy

- Introduction and Scope
- Types of Intellectual Property Subject to this Policy
- Individuals Subject to this Policy
- College Resources
- Determination of Ownership Rights in Intellectual Property
- Background Information and Special Issues
- Appeal Process
- Publication
- Disclosure of Intellectual Property
- Assignment of Intellectual Property
- College Holiday Periods
- Intellectual Property Disclosure and Related Procedures
- Infringements
- Applicable Laws

Introduction and Scope

a. Miles College is a private liberal arts college that embraces its mission of teaching and academically preparing students. The College encourages research and scholarship and recognizes that inventions, discoveries, and creative works may arise from the scholarly activities of the College. Miles promotes the use of such intellectual property for the public good and encourages the development and commercialization of inventions, discoveries, and creative works through patenting or copyrighting.
b. Miles may designate one or more commercialization agent(s) for the intellectual property of the College. To accomplish this, Miles College shall assign to such agent(s) the rights, title, and interest to certain intellectual property created, invented, or discovered by Miles faculty, staff, students, and others for the purpose of evaluation, filing for appropriate legal protection, marketing, and development.
c. All rights in intellectual property subject to this policy shall be allocated in accordance with this intellectual property policy and other College policies. The Appendices to this Policy provide additional information and services to implement and may further define the Policy.

Types of Intellectual Property Subject to this Policy

Except as set forth in other related College policies, this policy applies to all types of intellectual property, including, but not limited to, any invention, discovery, creation, know-how, trade secret, technology,

scientific or technological development, mask work, trademark, research data, work of authorship, and computer software regardless of whether subject to protection under patent, trademark copyright, or other laws.

Individuals Subject to this Policy

This intellectual property policy applies to:

a. All persons employed by, paid by, or under contract with Miles College, unless expressly exempted by contract, including, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, consultants, and students.
b. Students working on sponsored projects and/or who use Miles College resources other than for lecture-based coursework or other course-related assignments.
c. Anyone using the facilities or resources of the College, as defined in this policy, or the facilities of any entity affiliated with Miles College for the purposes or in the manner described in "Determination of Ownership Rights in Intellectual Property."

College Resources. For purposes of this policy, use of College resources:

a. Means the use of College funds, facilities, equipment, personnel, tangible or intangible research materials, information and/or materials that are not publicly or freely available to the public, and funds provided through externally funded grants, contracts, or other types of awards or agreements with third parties - including gifts to the College, and anything not covered in subsection (b) below.
b. Does not include the use of College-designated office space, routinely available office-type equipment such as desktop personal computers, and the College library facilities.

Determination of Ownership Rights in Intellectual Property. Unless provided for otherwise in this policy:

a. College Ownership. The College retains all rights to any intellectual property conceived, created, developed, fixed*, or first actually reduced to practice by a Creator:
    i. Within the scope of their employment or official association and/or appointment with the College - inclusive of summer months and holidays; or
    ii. As part of activities directly or indirectly related to College research whether the research is externally or internally funded or pursuant to an agreement or contract of any type (including gifts) between the College and a third party; or
    iii. In support of specific College initiatives; or
    iv. Using College resources, including any resources provided through externally funded and/or outreach initiatives.
    v. For clarification purposes, the College shall retain rights to:
        1. Classes and/or Courseware developed for teaching at the College whether fixed intangible or electronic media. For illustration purposes only, a Class includes the syllabus and any Class notes, if provided, but would not include teaching notes. The courseware includes any and all software and digital material (in any media). Any Classes which are videotaped or recorded using any other media are College property, and may not be further distributed without permission from the College and pursuant to an approved contractual agreement. Prior to videotaping, permission should be obtained from anyone who will appear in the final program. Permission is not required for 1) the use of videotaped or recorded Classes for student-related or other College purposes or 2) for evanescent recordings. With regard to Courseware, if the College enters into an agreement with a third party to license or otherwise authorize the use, distribution, replication, and sale of such Courseware to third parties for a profit, the College and Author shall share the Copyright Income related to such transactions in accordance with the Income Distribution Plan.
        2. Any and all Marks (trademarks and service marks) relating to Miles College and its affiliates. Pursuant to this Policy, College faculty, staff and students grant and assign to Miles College their entire right, title, and interest in and to all marks which relate in any way to the business or activities of Miles College.

Note: Research data or results created by an employee are owned by the College and, except to the extent that rights

to such research data have not been contractually assigned or licensed to a third party, the Creator shall have a nonexclusive, perpetual license to use such data for nonprofit educational research and scholarly purposes within the scope of the employee's employment, subject to other provisions of this policy. Inventorship shall be determined in accordance with United States Patent Law.

* Under Section 101 of the 1976 Copyright Act, "a work is fixed in a tangible medium of expression when its embodiment in a copy or phonorecord, by or under the authority of the author, is sufficiently permanent or stable to permit it to be perceived, reproduced, or otherwise communicated for a period of more than transitory duration. A work consisting of sounds, images, or both, that are being transmitted, is fixed for purposes of this title if a fixation of the work is being made simultaneously with its transmission."

**Evanescent works include "those projected briefly on a screen, shown electronically on a television or cathode ray tube, or captured momentarily in the 'memory' of a computer." (House Rpt., at 53, reprinted in 1976 U.S.C.C.A.N. 5666-67).

b. Creator Ownership. Creator(s) shall retain all rights to any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s):
    i. On the Creator's own personal, unpaid time; or
    ii. Unrelated to the individual's College responsibilities; and
    iii. Without the use of College resources, including any resources provided through externally funded programs or contracts (including gifts).
    iv. For clarification purposes, Creators shall retain rights to :
        1. Creative or scholarly works including artworks, musical compositions, and literary works directly related to their professional endeavors, credentials, and/or activities. This includes any personal material created, developed, or used solely by Authors in connection with their delivery of College Classes.
        2. Textbooks and other materials are developed without aid or compensation from the College.
c. Student Ownership Exception. In accordance with this policy, student Creators do not hold the rights to intellectual property created, developed, or generated:
    i. In the course of rendering compensated services to the College; or
    ii. As part of sponsored research or projects; or
    iii. Pursuant to an agreement that requires the College and/or student to assign his or her rights either to the College or to a third party; or
    iv. Using pre-existing or background intellectual property belonging to the College or to a third party with whom the College has a contract under which such background intellectual property rights are already allocated.
    v. Notes:
        1. The student retains a non-exclusive, royalty-free, perpetual, irrevocable license to use, reproduce, and publicly distribute, for educational and/or research purposes, copies of intellectual property created by the student.
        2. If intellectual property is developed or generated as a group class project, joint ownership by the collaborators will be assumed unless a prior written agreement exists among the collaborators.
d. Other. There may be instances when College faculty, staff, students, and/or others enter into written agreements with the College to collaborate in the development of the intellectual property. These agreements may provide for the allocation of intellectual property rights in a manner that is not consistent with this Policy. Each such agreement shall be valid only when approved by the College. While each agreement may

contain unique provisions, all such agreements must require disclosure of any intellectual property in accordance with the terms of this Policy.

Use of Facilities and Resources.

Unless authorized or allowed under a College policy, the Miles College facilities and resources shall not be used to:

a. Create, develop, or commercialize intellectual property outside the course and scope of employment and/or College related-responsibilities of the individual; or
b. To further develop or commercialize intellectual properties that have been licensed, released, or are otherwise subject to third party interests except as approved by the College in instances where the College has retained an interest under the terms of the license or release.

Background Information and Special Issues

1. Patents

a. Objectives.

The objectives of the College's policy regarding patents include the following:

i. Encourage research and scholarship as creative academic endeavors while recognizing that commercially viable inventions may yield benefits to both the College and inventors;
ii. Delineate procedures that assist inventors in reporting discoveries with patent potential and safeguard the interests of all concerned parties;
iii. Make inventions resulting from academic research available to the public and promote their effective utilization and development;
iv. Provide adequate recognition and incentives to inventors through shares in proceeds from their inventions; and
v. Provide an appropriate framework to recognize the equity of sponsors by allowing reasonable and equitable provisions for the granting of patent rights to the sponsor.

b. Term. Generally, the term of a new patent is 20 years from the date on which the application for the patent was filed in the United States or, in special cases, from the date an earlier related application was filed, subject to the payment of maintenance fees. U.S. patent grants are effective only within the United States,

U.S. territories, and U.S. possessions. Under certain circumstances, patent term extensions or adjustments may be available.

c. Protection. A provisional application may be filed as a "lower-cost first patent filing" to secure an initial filing date for an invention that will be the subject of a corresponding non-provisional application.

1. To retain the initial date, the non-provisional application must be filed within one year of the provisional application filing date.
2. The provisional application does not require a formal patent claim, oath or declaration, or any information disclosure (prior art) statement and allows the inventor to use the term "Patent Pending" when describing the invention.
3. The inventor may convert the provisional application to a non-provisional application by filing a petition within one year of the provisional application filing date; however, the term of the patent associated with the invention will be negatively impacted since the term will be measured from the filing date of the non-provisional application.

b. Ownership.

The rights of Miles College in patents arising from research will vary in accordance with the College Intellectual Property Policy.

In order to avoid any questions concerning the tax-exempt status of financing used for certain College facilities/resources, Miles shall, with regard to sponsored research activities, seek to:

i. Retain ownership of inventions arising during the performance of research sponsored by any private industry and/or federal Government sponsor and
ii. Grant to such sponsor(s) any right in the invention under-compensation terms that are set after the time when the invention comes into existence and that are at a fair market level of compensation to Miles. Under the terms of certain contracts and agreements between Miles and various sponsors, Miles may be required to license patent rights to the contracting party.
iii. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest. The College will not agree to grant any rights in future inventions to private corporations or businesses unless such provision is included in the contract that sponsored the work leading to the invention.
iv. Special cases not covered by the above statements or which arise because of conflict of interest shall be considered by the College.
v. In the absence of an agreement allocating intellectual property rights, and subject to any licensing arrangements and this Policy, Miles College's policy with regard to ownership of intellectual property is as follows:

1. The college shall retain title to all intellectual property including supporting data for all discoveries and/or inventions made exclusively by any individual subject to this Intellectual Property Policy.
2. The college shall share ownership of intellectual property including supporting data for all discoveries and/or inventions made jointly by any individual subject to this Intellectual Property Policy and a third party.

b. College Responsibilities.

During the summer sessions and extended College holiday periods, the College will have the authority to: a) Expedite the review of patent disclosures deemed time-critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) Initiate negotiations with prospective licensees for patent filing/processing fees or the like, and c) Such other activities that are time-critical and cannot be delayed for handling at a regular or

special called meeting or semester.

c. Record Keeping Guidelines.

Good laboratory practice dictates the use of bound notebooks for record-keeping, making entries on a daily basis. This "diary" format provides a day-to-day chronology. Use the notebook to record a conception (a complete description of a means to accomplish a particular purpose or result), laboratory data, and drawings. Each entry should be headed with a title and continued on successive pages. Make entries in ink and do not erase; instead, draw a line through text or drawings to be deleted and enter the material in corrected form.

Draw a line through any blank spaces on the page. Separate sheets and photographs pasted to notebook pages should be referred to in an entry. Material that cannot be incorporated in the notebook should be keyed to an entry. Sign and date all entries at the time they are made and have them witnessed by an individual who is capable of understanding the material yet had nothing to do with producing it. Secure additional witnesses when something important or highly unusual is discovered. Remember that an inventor and his or her co- inventor(s) cannot serve as their own witnesses. Records - when made a matter of routine - take only a small amount of time and effort, become an invaluable asset to work in progress, and may ultimately reserve for the inventor those rights to which he or she is, by priority, entitled. Records that support the conception, development, and demonstration of a particular intellectual property should be available for review by the College and patent officials at each stage of review of a particular disclosure.

2. Copyrights

a. Introduction and Scope.

Copyright ownership and rights are defined by federal law. College policy is structured within the context of the federal copyright law and the long-standing academic tradition that Creators of works own the copyright resulting from their research, teaching, and writing. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities/resources, or by agreement governing access to certain College resources. This Policy addresses these exceptions.

The 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly. The copyright protects the form of expression rather than the subject matter of the writing. For example, a description of a machine could be copyrighted, but this would only prevent others from copying the description; it would not prevent others from writing a description of their own or from making and using the machine.

b. Copyrighted Materials may include the following:
    - Books, journal articles, texts, glossaries, bibliographies, class notes, study guides, laboratory manuals, reports, syllabi, tests, and proposals;
    - Lectures, musical or dramatic compositions, unpublished script, works of art;
    - Films, filmstrips, charts, transparencies, and other visual aids;
    - Video and audio tapes or cassettes;
    - Live video and audio broadcasts;
    - Programmed instructional materials;
    - Mask works;
    - Other materials or works that qualify for protection under the copyright laws of the United States (USC 102).

c. Ownership. Copyright ownership of all work by College employees or students shall be allocated in accordance with the College Intellectual Property Policy. When using outside consultants/independent contractors to perform work for the College, whether under a sponsored program or otherwise, College employees must ensure there is a written agreement or adequate provisions in other agreements with the consultants/independent contractors to assign the rights to and in all works to the College.
    1. Computer Software Copyrights
        a. Ownership. Ownership of computer software developed by faculty, staff, and student employees of the College shall be handled in accordance with the College Intellectual Property Policy.
        b. Funding by Other College Agent(s). If computer software is developed by faculty, staff, or student employees but funded by another designated College agent(s) pursuant to a contract between the parties, then the College shall require the designated agent(s) to pay the Creator(s) the royalty payments that the Creators(s) would have received after appropriate review and recommendation by the College if the computer software had been funded and developed by the College.

Appeal Process

a. A Creator may appeal a decision or determination made pursuant to this policy by submitting an appeal in writing to the College within thirty (30) days of receiving notice of the decision or determination.
b. The College shall review the appeal and render a decision in writing within a reasonable time of receiving the appeal.

Definitions:

a. "Class" includes a set of educational objectives that are identified in a syllabus and delivered either by an instructor or under an instructor's supervision and pursuant to the College's policies.
b. "Class Notes" are notes or other instructional material provided to the participants by the instructor as part of a Class.
c. "Copyright" is a form of protection provided to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished.
d. "Copyright Income" is defined to include income associated with any copyright disclosure made to the IPC for exploitation, even if the income is received before a copyright application has been filed or copyright issued, and includes such monies received as royalties, fees, advanced payments, the court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the employee(s) or the College, whichever funded the original exploitation. Some examples of such costs are the cost of securing the appropriate copyright licenses, and other legal efforts as required. Copyright Income shall not include indirect economic benefits resulting from the technological position established by the copyrighted technology or the sale of derived articles or concepts, including such items as follow-on sponsored programs that uses the copyrighted technology as a basis for future work.
e. "Courseware" shall mean educational material in the form of software programs/applications and data (usually digital and/or packaged for use with a computer) and intended for classroom instruction (in class or remotely) or for self-learning or faculty/coach assisted program.
f. "Creative and Scholarly Works" shall mean traditional academic publications, such as professional papers published in scholarly journals, or newly created texts published in journals or books.
g. "Creator" is defined as an author of, inventor of, or the person who discovers, develops, or generates any type of intellectual property. Inventorship and authorship shall be determined in accordance with patent law and copyright law, respectively.
h. "Intellectual Property" shall mean any patentable materials, copyrighted materials, trademarks and service marks, software, art, and creative endeavors, and trade secrets, whether or not formal protection is sought.
i. "Patent" refers to the grant of a property right to the inventor, issued by the United States Patent and Trademark Office (USPTO) or foreign analog.
j. "Patent Income" is defined to include income associated with any patent disclosure made to the College for exploitation, even if the income is received before a patent application has been filed or a patent issued, and includes such monies received as royalties, fees, advanced payments, the court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the College. Some examples of such costs include, but are not limited to, the cost of securing the patent, appropriate licenses, and other legal efforts as required. Patent Income shall not include indirect economic benefits resulting from the technological position established by the patented technology or the sale of derived articles or concepts, including such items as follow-on sponsored programs that use the patented technology as a basis for future work.
k. "Software" shall mean one or more computer programs existing in any form, along with any associated operational procedures, manuals, or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions and statements of related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.
l. "Teaching Notes" are the personal notes of the instructor regarding the delivery of a Class.
"Trade Secret" shall refer to information that companies keep secret to give them an advantage over their competitors.
"Trademark" is a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. A "service mark" is the same as a trademark except that it identifies and distinguishes the source of a service rather than a product. The College is concerned only with trademark issues that pertain to patented or copyrighted Intellectual Property of the College. All other trademark issues should be directed to the appropriate

College officials.
"College" includes Miles College and all of its administrative units, including but not limited to departments, centers, institutes, consortia, and other similar organizations, regardless of the source of funding.

Publication

Faculty, staff, students and others may contract with third parties to publish their own research results and other scholarly information unless there are contractually imposed restrictions or temporary restrictions imposed to protect intellectual property that may be the subject of an application for intellectual property protection.

Disclosure of Intellectual Property

All Creators have a duty to promptly disclose any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s) to Miles College in accordance with the procedures in this policy.

Assignment of Intellectual Property

a. If any intellectual property is determined, in accordance with this policy, to be owned by Miles College, Miles College may, at its sole discretion, assign all rights, title, and interests to one or more designated commercialization agents.
b. Faculty, staff, students and others may not assign or license intellectual property owned by the College without the written consent of the College or its designated commercialization agent(s), as applicable. The College has the ultimate right to resolve any conflicts relating to ownership of intellectual property rights arising in connection with contracts between the College and third parties or organizations.
c. In the event that faculty, staff, students, or others are Creators of intellectual property owned by an external entity and the intellectual property does not fall within the scope of this Policy, (e.g., it is not the subject of an agreement between the external entity and the College/its designated commercialization agent(s)) this intellectual property policy will not apply. Neither Miles College nor its designated commercialization agent(s) will have any obligations with regard to the negotiation of terms and conditions, patenting, licensing, or royalty distribution.
d. When using outside consultants/independent contractors to perform work for the College that is not specifically identified in a sponsored research or other contracts, there must be a written agreement established through procurement or other College policies/mechanisms ensuring proper assignment of intellectual property.
e. Any special cases and unique situations relating to intellectual property and not specifically covered by this policy or any other College policy, or which arise because of conflict(s) of interest, shall be brought to the attention of the College Administration.

College Holiday Periods

During the summer sessions and extended College holiday periods, the College will have the authority to a) Expedite the review of intellectual property disclosures deemed time-critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) initiate negotiations with prospective licensees for patent filing/processing fees or the like; and c) such other activities that are time-critical and cannot be delayed for handling at a regular or special called meeting or semester.

Intellectual Property Disclosure and Related Procedures

a. Creators have a duty to promptly disclose all Intellectual Property to the College.
b. With regard to College-owned intellectual property, particularly patents and/or patentable inventions, each Creator has a duty to promptly disclose any intellectual property discovered, conceived, or first reduced to practice to the College prior to disclosing such information to ANY other third party.
c. When a disclosure of Intellectual Property is received by the College, it has a duty to promptly evaluate and provide final disposition of the rights to the intellectual property disclosed. The College shall determine a preliminary course of action based on the commercial potential of the invention. The College will provide notice of any potential delays, and recommend alternative courses of action if unexpected delays are encountered.
d. After reviewing the relevant materials and conducting discussions with the Creator(s), the College may recommend that additional information be gathered to determine the ownership, legal, competitive, and market issues that have bearing on the patenting, copyrighting, or trademark decision. After that information is collected and evaluated, the College will recommend one of two courses of action:
    i. Assert its sole interest in the intellectual property in writing and recommend that the College pursue an application for protection using its own financial and legal resources and/or refer the intellectual property to a designated commercialization agent as determined by College's agreement with such commercialization agent;
    ii. Return or assign sole interest in the Intellectual Property to the Creator(s) for their own pursuits, relinquishing in writing all College interests in said Intellectual Property as well as any related responsibilities for costs and reserving for itself a fee-free and royalty-free, perpetual, irrevocable license to use the Intellectual Property in its academic, research and other non-commercial scholarly endeavors. The agreement between the parties shall be in accordance with this policy.

e. For trademark requests, the College will forward a decision to the Responsible Individual/Organization.
f. If the College pursues a patent or copyright application, its designated commercialization agent shall manage the interactions and timelines with attorneys and the USPTO but will rely on the Creator(s) to provide sufficient technical details and insight so that attorneys will be able to craft the best possible protection.
g. Pursuit of foreign patent applications will only be recommended to the College when: (a) there is substantial justification for the commercial potential of the invention; (b) one or more firms have expressed their intent or made a commitment to license the technology, or (c) a potential licensee will assume all filing and other foreign application costs. Foreign patent applications will be reviewed annually and may be dropped at the College's discretion depending on actual or potential licensing activity. With the College's approval and subject to a mutual agreement regarding the allocation of each party's rights, Creators and/or sponsors may request and be granted rights to assume such costs on foreign patent applications.
h. If a patent is dropped or abandoned, the rights may be released to the inventor(s) subject to a stipulation that any direct patenting costs incurred by the College be reimbursed if the patent generates income. If and when appropriate, income distribution arrangements shall be handled on a case by case basis between the College and the inventor(s) and shall be subject to College approval. The College shall review the status of all disclosures and pending or issued patents provided by the designated commercialization agent in accordance with College policies.
    i. Reassignment to Creator(s) of College Intellectual Property.
    Should the College, or its designated commercialization agent(s), decide not to assert its rights in and to the Intellectual Property for administration, or if at any future time decide not to take any further action in protection or commercialization of the Intellectual Property, it shall exert reasonable efforts to notify the Creator(s) and, upon request of the Creator(s), and subject to prior commitments or obligations, relinquish in writing all College interests in the Intellectual Property as well as any related responsibilities for costs and release the Intellectual Property to the Creator(s) in accordance with the following:
        1. The Creator(s) agree to maintain the technology at their expense from the point of the assignment forward;
        2. The assignment is consistent with any obligations to third parties, including but not limited to unreimbursed fees, any legal obligations, or any approvals from sponsors necessary prior to release; and
        3. The assignment to the Creator(s) does not involve a conflict of interest.
        4. In the case of Federal agency sponsorship, any release must be made to the Federal Government, following which the Creator(s) may directly petition the federal agency for a release of the rights to himself or herself. Decisions by the Federal sponsors to permit individual Creator(s) to acquire ownership are generally made on a case-by-case basis with the Federal Government retaining for itself certain rights as provided for in federal patent laws.
    ii. In the case that unreimbursed fees of third parties or unreimbursed fees incurred by the College, or its designated commercialization agent(s), exist, the Intellectual Property may be licensed to the Creator(s) until all fees are repaid. At which time the Creator(s) may be assigned the Intellectual Property pursuant to section (a) above.
    iii. In exchange for such assignment, the Creator(s) shall grant the College a perpetual, irrevocable, fee and royalty-free license to use such intellectual property for research, academic, and other scholarly purposes of the College.

Infringements

Faculty, staff, and students should notify the College Office of Technology Transfer of any potential infringement of protected College intellectual property.

Applicable Laws

The provisions of this Policy are subject to any applicable laws and regulations. Grants or contracts between external sponsors and the College under which intellectual property is produced may contain specific provisions with respect to disposition of rights to such property that may differ from those contained in this policy. Under the terms of certain contracts and agreements between the College and various agencies of government, private and public corporations, and private interests, the College may be required to license patent rights to the contracting party. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest.

The Library of Congress United States Copyright Office: http://www.copyright.gov/

Responding to Academic Complaints

- Academic Appeal
- Academic Honesty
- Disruptive Behavior
- Academic Complaint Form

Student misconduct and discipline are governed in the *College Regulations and Code of Ethics*, Student Handbook, Office of Student Affairs. Actions that have been defined in the Student Handbook affecting classroom management will pre-empt such actions being handled within the Office of Academic Affairs.

The instructor is the primary personnel governing actions in the classroom. Both the instructor and student will follow the same process in resolving academic conflicts originating from the classroom to the Academic Judicial Committee.

Academic Appeal

Students enrolled at the College may register a concern or complaint about **any** academic regulation without any adverse actions. Concerns and complaints may include, but not limited to:

- instructional program;
- delivery of the program;
- grade received;
- test results;
- academic advisement;
- student-instructor conflict; or
- other matters related to academic affairs

Concerns and complaints will be received and followed as outlined in the **Procedures** outlined above (i.e., the first level of the complaint, the Division Chair, the Provost and Senior Vice President of Academic Affairs and/or Academic Judicial Committee, and President of the College).

Academic Honesty

The College expects all students to be honest in their efforts to obtain an education. Any student found to be dishonest in acquiring, using, or reporting information, or violating established academic codes of conduct, in any other manner, will be subject to penalty for the requirement in question. Cheating, plagiarism, or any other act of academic dishonesty will not be tolerated. In the case 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.

Disruptive Behavior

(classroom concerns)

Professional deportment is expected in the classroom at all times. Issues unresolved in the classroom that rise to an improper dismissal of the student may require:

a. request made by the instructor for which the student adheres;
b. request made by the instructor for which the student does not adhere; (if assistance from College Security is requested, the instructor should document, in writing, the nature of the issue with the Division Chair the same day (but not later than 24 hours). The Division Chair, based on the unresolved issue, and on a case-by-case basis, determines the next step on the part of the Instructor, with notification to the student. A formal procedural process, if necessary, may be initiated;

c. if the action of the student deems to threaten other students in the class, the Instructor may dismiss the class. The Division Chair should be informed immediately.

If the action poses a personal threat to other students in the class, the instructor should dismiss the class and call Campus Security immediately. The Division Chair should be informed and the Chair will determine the next procedural step on the part of the instructor, with notification to the student (i.e., a student posing personal threats must report to the Counseling Center and if the matter is not resolved, the students should be sent to the Dean of Student Affairs).

Procedures

1. The instructor discusses with the student any evidence of dishonesty with tests, assignments, or other requirements and the resulting consequences. Based on documented sound evidence, the instructor may require the student to repeat the assignments, complete an alternate assignment or record a reduced grade of "F" for the assignment; based on circumstantial evidence, the instructor may talk with the student about the importance of honesty in the academic environment.
2. The student is expected to accept established consequences for acts of dishonesty and refrain from committing any further acts. In the face of circumstantial evidence, it is expected that the student will show the instructor respect in discussing the matter.
3. If the student disagrees with an instructor's charge of academic dishonesty and the subsequently imposed penalty, the student must make a written appeal to the division chair for relief.
4. The chair, in consultation with appropriate individuals, secures documentation of dishonesty, determines if the charge is valid and/or the penalty is reasonable. The chair submits a written response to the student within **5** business days.
5. If the student disagrees with the chair's decision, the student will submit a written appeal to the Provost and Senior Vice President of Academic Affairs within **5** business days of notice.
6. Students who commit repeated acts of dishonesty may be referred to the Office of Student Affairs with a recommendation for suspension from the College.
7. The Provost and Senior Vice President of Academic Affairs provides the final written response within **5** business days. If the decision is not favorable to the student, the Provost and Senior Vice President of Academic Affairs may forward the final response to the student **or** defer to the Academic Judicial Committee.
8. If the student disagrees with the decision coming from the Provost and Senior Vice President of Academic Affairs or Academic Judicial Committee, the student may submit a written appeal to the President. The decision of the President will be final.

Concerns and complaints will be received and followed as outlined in the **Procedures** outlined above.

NOTE: At each stage of the appeal process, the process should be initiated within **5** business days (not to include weekends and holiday breaks) from notice of the previous appeal from either the student or instructor and handled in a professional manner.
Academic complaints dating back more than a calendar year generally will not be investigated.

Students, at the expiration of disciplinary decisions, may be recommended to participate in campus-based seminars, workshops, or counseling.
Where the academic conflict is between a student and Division Chair, the Chair will notify the Provost and Senior Vice President of Academic Affairs to allow another chair to replace their position in the process.

Full-Time Faculty

Agee, Jarralynne *(since 2020)*
Professor, Psychology
PsyD, University of California, Berkeley
M.L.S, The Ohio State University
B.A, Fisk University

Anand, Mohit *(since 2019)*
Chair, Professor Business and Accounting
Ph.D., Auburn University

Baptiste, Bala James *(since 2005)*
Communications; Professor
Ph.D., Indiana University
M.A., University of Mississippi
B.A., Southern University at New Orleans

Bauer, Jordan *(since 2020)*
Assistant Professor, Social and Behavioral Sciences
Ph.D., The University of Alabama
MA, University of Alabama
BA, Valdosta State University

Chappell, Melvin *(since 2009)*
Assistant Professor, Computer Science
M.S., Washington State University
B.S., Miles College

Chekwa, Amara *(since 2016)*
Assistant Professor, Communications
M.F.A., Rochester Institute of Technology
B.F.A., Jacksonville State University

Chekwa, Emmanuel *(since 1993)*
Professor, Business
DBA, Nova Southeastern University
MBA, City University

Cotchery, Nia *(since 2010)*
Assistant Professor, Social Research
EdD., University of West Florida
EdS., University of West Florida
MDiv., Southern Christian University
MSCJ., University of Alabama
B.S., University of Alabama
Doctoral study in Sociology, Georgia State University

Cunningham, Felecia *(since 2003)*
Chair, Natural Sciences and Mathematics
Professor,
Biology and Environmental Science
Ed.D., University of Alabama
J.D., Samford University
M.S., Alabama A&M University
B.A., Talladega College

Dabbit, Terri *(since 2017)*
Instructor, Mathematics
Ed.S., Jacksonville State University
MS, Jacksonville State University
BS, Jacksonville State University

Darrington, Fredeisha Harper *(since 2024)*
Assistant Professor, Education
Ph.D., University of Alabama at Birmingham
M.S., Samford University
B.S., University of Montevallo

Flowers, Natasha (*since 2025)*
Instructor, Education
Ed.S. University of Alabama at Birmingham
B.S. University of Montevallo

Harper, Hodges *(since 2012)*
Instructor, Music
M.M., Georgia State University

Harris, Michael L. *(since 2014)*
Instructor, Criminal Justice
M.S., The University of Alabama

Harrison, Randall *(since 2002)*
Associate Professor, Mathematics
Ph.D., The University of Alabama
B.S., Wake Forest University

Hayes, Gloria D. *(since 2013)*
Associate Professor
Dean of Fundamental Studies
Ph.D., Mississippi State University
Ed.S., Mississippi State University

Henderson, Charlyn *(since 2025)*
Instructor, English
M. Ed, University of St. Thomas
M.S. University of Houston-Clear Lake
B.A. University of Notre Dame

Hodges, Harper

Hogan, Tasha (*since 2025)*
Instructor, Psychology
M. S. , Capella University
B. A., The University of Alabama

Jackson, Terri (since 2025)
Instructor, Social Work
MSW, University of Tennessee
BSW, Jacksonville State University

James, Kesha *(since 2026)*
Dean of Online Education
Assistant Professor
Ph. D, Auburn University
Ed.S., Auburn University
MS, Auburn Universtiy
BS, Alabama State University

Jelks, Craig
Instructor, Political Science
MA, Columbia University
BA, Howard University

Johnson, Rozina L. *(Since 2024)*
Chair, Humanities and Communications
Assistant Professor, English
PhD, Saint Louis University
M.A, Southern Illinois University Edwardsville
B.A., Southern Illinois University Carbondale

Kirkland, Lynn*(Since 2024)*
Chair, Education
Professor, Education
Ed.D., University of Alabama
Ed.S. University of Alabama at Birmingham
M.A, University of Alabama at Birmingham
B.S., University of Alabama at Birmingham

Lawson-Fountain, Shontarrious *(Since 2025)*
Ed.S., University of Montevallo
JD, Birmingham School of Law
M.Ed., University of Alabama at Birmingham
B.S., Talladega College

Laird, TaMara
Instructor, Biology
MS, Alabama A&M University
BS, Miles College

Lee, Anita Jackson *(Since 2024)*
Instructor, Social Work
MSW, University of Alabama
BSW, University of Alabama at Birmingham

Lyons, Willis
Assistant Professor, Biology
PhD, Florida Agricultural & Mechanical University
M.S., Jackson State University
B. S. Jackson State University

Madden, Rotasha *(Since 2024)*
Instructor, Social Work
DSW, Capela University
MSW, University of Alabama
BSW, University of Alabama at Birmingham

McPherson-Richardson, Yvette *(since 2011)*
Professor, Education
Dean, General Education
Ed.D., The University of Alabama
Ed.S., Samford University
M.S., Samford University

Merritt, Jonathan *(since 2019)*
Assistant Professor,
Social and Behavioral Sciences
Ph.D., The University of Alabama
M.A., The University of Alabama
B.A., Valdosta State University

Mondeh, Tamba *(since 2025)*
Instructor, Criminal Justice
JD., University of Alabama
MA, Duke University
MSCJ, University of Alabama

Muhammad, Darrel
Instructor, Business
M.B.A., New Mexico University
BBA, New Mexico State University

Morris, III, Charles N. *(since 2011)*
Instructor, Mathematics
M.S., California Polytechnic State University
B.S., University of California at Davis

Newton, Jr. Demetrius *(since 2002)*
Assistant Professor, Communications
M.F.A., Howard University
B.S., Tuskegee University

Pierce, R. Marian *(since 2006)*
Assistant Professor, English
M.A., University of Alabama
B.A., University of Montevallo

Randall, Ruth *(since 2008)*
Assistant Professor, Music
A.D., Cincinnati Conservatory of Music
MA, Regent University
B.M.A., Birmingham Southern College

Raza, Syed *(since 2020)*
Assistant Professor, Computer Information Science and Management Information Systems
Ph.D., Nova Southeastern University
MBA, Strayer University
M.S., Nova Southeastern University

Rhodes, Tammy
Instructor, Criminal Justice
MS, University of North Alabama
BS, University of North Alabama

Reed, Frederick (since 2023)
Instructor, Social Sciences/History
MA, Southern New Hampshire University
BA., Tennessee State University

Ssenkoloto, Margaret *(since 1998)*
Assistant Professor, Biology
M.S., Alabama State University
B.S., Makerere University

Stewart, Wendy McCormick *(since 2012)*
Assistant Professor, Business
DBA, University of the Southwest
M.B.A., Ashford University
BS, University of Montevallo

Summerlin, Jennifer ***(since 2025)***
Associate Professor, Education
Ph. D, University of Alabama at Birmingham
MA, University of Alabama at Birmingham

Suswam, Esther *(since 2012)*
Associate Professor, Natural Sciences
Ph.D., University of Edinburgh
M.S., Ahmadu Bello University

Sykes-Joseph, Yolaine
M.Ed., Grand Canyon University
M.A., Alabama State University
B.S., Miles College
B.A., Howard University

Syed, Mohammad *(since 1986)*
Professor, Business
Ed.D., The University of Alabama
M.Acc., University of Alabama at Birmingham
M.B.A., Atlanta University
B.A., Agra University
Further Studies: Auburn University

Tanniehill, Jelisa *(since 2019)*
Instructor, Communications
M.F.A., Full Sail University
B.F.A., Jacksonville State University

Thomas, Jameka *(since 2024)*
Assistant Professor, Education
PhD, University of Alabama at Birmingham
EdS, University of Alabama at Birmingham
M A ED, Jacksonville State University
M A ED, University of Alabama at Birmingham
B.S., University of Montevallo

Westry, Loretta D. *(since 2013)*
Professor, Fundamental Mathematics
Ph.D., Walden University
M.Ed., Auburn University

White, Tamatha *(since 2013)*
Professor, Business
D.B.A., Argosy University
M.B.A., Kaplan University

Williams, Angela *(since 2015)*
Assistant Professor, Business
M.S., Troy University

Withers, Christopher *(since 2018)*
Instructor, Physical Science
M.S., University of Chicago

Woods, Charles C. *(since 1995)*
Emeritus Professor, Biology
Ph.D., Alabama A&M University
M.A., University of West Alabama
B.S., University of West Alabama