



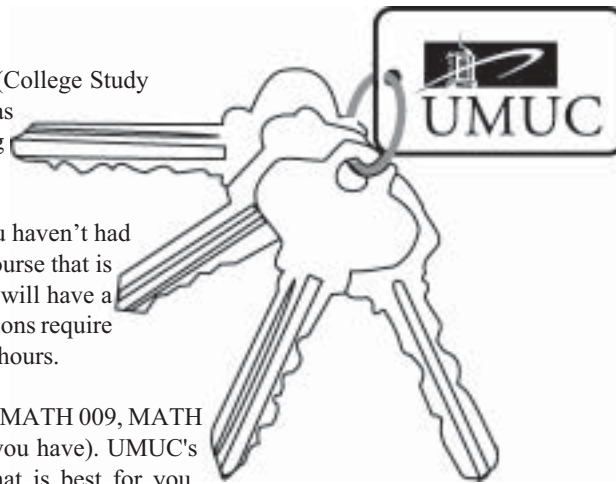
UNIVERSITY *of* MARYLAND UNIVERSITY COLLEGE  
Asia

# UMUC Asia

**Asian Division  
Catalog  
2002 - 2003**

# KEYS TO SUCCESS IN COLLEGE

1. If you have been out of school for a while consider EDCP 108 (College Study Skills) or the EDCP 100 series (Communication Skills Courses) as your very first courses to help you get back into the learning environment.
2. Take English Composition (EDCP 101 or ENGL 101) now if you haven't had it yet. UMUC's English placement test will help you select the course that is best for you. If you can't express yourself clearly in writing you will have a tough time in most other college courses. Also, University regulations require that you complete a writing course within your first 12 semester hours.
3. Be sure you have all the other basics. Take a mathematics course (MATH 009, MATH 012 or MATH 107 depending on how much math background you have). UMUC's mathematics placement test will help you select the course that is best for you. Mathematics will help you be ready for many courses in business, economics and the social and natural sciences. Also take a course covering public speaking (SPCH 100) early in your UMUC career. You will be able to express yourself with greater clarity and confidence in class and out.
4. Get a copy of the UMUC Asia *Student Handbook*. It has a wealth of useful suggestions on how to do well in college. The *Handbook* is available from UMUC Asia Field Representatives at Education Centers.
5. See a UMUC Academic Advisor early in your college career. They are helpful and knowledgeable people. Ask your Field Representative how you can make an appointment with an advisor.



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## University Policy Statements

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## Accreditation

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

## Nondiscrimination

University of Maryland University College welcomes applications from prospective students and employees regardless of race, religion, color, creed, gender, marital status, age, national origin, political affiliation, veteran status, mental or physical disability, or sexual orientation.

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URL <http://www.ad.umuc.edu>

# UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE – ASIA CATALOG 2002-2003



## WELCOME TO UMUC

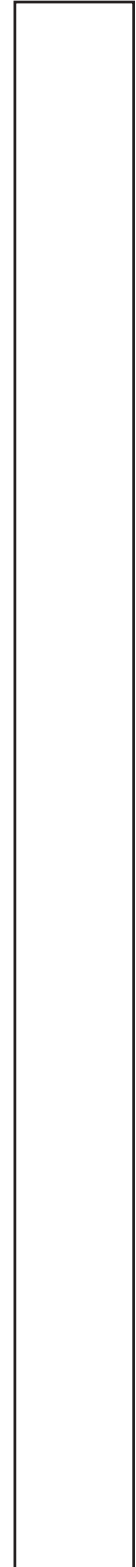
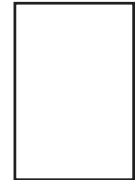
Welcome to the 47th year of the University of Maryland University College program in Asia and the Pacific. Students registering for a course with UMUC join millions of others who have elected to continue their education. These students decide to go to college for personal development or career advancement. Uniting them all is the belief that no one can acquire all the information, ideas, and skills needed for a full and productive life in a few years of study immediately after high school. Instead, they see learning as a lifelong process.

University of Maryland University College (UMUC), working in cooperation with the Department of Defense, has been a pioneer in providing students in military communities with educational opportunities. Part-time adult students have needs and goals that are different from those of younger, full-time university students. UMUC recognizes these differences. Programs and class schedules have been developed to meet the special needs of military students, but the academic standards required by the University have been maintained.

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## Mission of UMUC in Asia

The mission of University of Maryland University College (UMUC) in Asia is to offer academic programs to United States military communities throughout Asia and the Pacific. While serving overseas, students can take a single class or many classes leading to a certificate, an associate of arts degree, a bachelor of arts degree, or a bachelor of science degree. In addition, a master's degree program is available to students on Okinawa. Since University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools, students can take courses with the intention of transferring their credits to other colleges or universities in the United States.

Although the educational setting is overseas, UMUC's programs in Asia are in all respects comparable to those offered at public institutions of higher learning in the United States. Courses are taught by faculty whose credentials meet standards set by appropriate University of Maryland University College academic departments in Adelphi, Maryland. All UMUC courses taught in Asia carry University of Maryland University College resident credit. UMUC is committed to maintaining standards of academic excellence. The past 46 years demonstrate that those standards can be maintained in overseas settings.

## History and Organization

### University of Maryland University College

University of Maryland University College is one of the eleven degree-granting institutions that make up the University System of Maryland. It is the component of the University System dedicated to providing lifelong learn-

ing opportunities for adult students—throughout the state of Maryland, in the Washington, D.C. metropolitan area, in military communities around the world, and increasingly via distance education. In recent years, UMUC has provided courses to students in more than twenty countries on all seven continents. When the University of Maryland began its programs in Asia in 1956, General Lyman L. Lemnitzer, Pacific Commander, remarked that “the sun never sets on the University of Maryland.” His comment is still true today.

The University of Maryland first began serving adult students in the 1920s, by offering evening courses. In 1947, the College of Special and Continuation Studies was established as a division of the University of Maryland to oversee off-campus evening programs. It was renamed “University of Maryland University College” in 1959, and since 1970 has been a separate institution within the University System of Maryland.

As more adult students have become interested in continuing their education, the programs of UMUC have expanded. In cooperation with the Department of Defense, UMUC administers overseas programs in Asia and in Europe. Statewide, regular credit courses are administered by the Office of Undergraduate Programs and by the Graduate School. The UMUC Office of Distance Education and Lifelong Learning develops educational programs and materials using modern technology and methods of instructional design.

The headquarters offices of UMUC are in Adelphi, Maryland, and include the Inn and Conference Center, which serves as one of the largest residential conference facilities in the United States, drawing people from around the world to attend conferences and institutes.

### UMUC Asia

The University of Maryland began its overseas program in 1949 with classes at six education centers in Europe. The program proved very successful, rapidly expanding to include locations in 12 countries in Europe, the Middle East, and Africa. This dramatic success led the Armed Forces to invite Maryland to bring its program to Asia and the Pacific. In 1956, courses began in Japan, Okinawa, Korea, Guam, and Taiwan, with just over 1,700 students. By the second year, enrollments had doubled; it was clear that this experiment in off-duty education would be successful in Asia as well. In fact, to date close to half a million students have taken UMUC courses in Asia, and thousands have earned certificates or degrees.



Establishing university programs in Asia and the Pacific has not been easy for students, faculty, or administrators. During the years of America's military involvement in Southeast Asia, students studied during blackouts, faculty members (who were sometimes driven to class in armored vehicles) shouted over mortar fire, and textbooks were occasionally air dropped.

University of Maryland University College is meeting today's challenge of the changing needs of military communities. UMUC faculty use new computer-assisted teaching techniques, and distance education courses designed for students who cannot easily attend regularly scheduled classes are routinely available. At the same time, UMUC continues to develop new special topics courses that take advantage of its Asian setting, and to improve its library services. UMUC Asia enters its 47th year ready and able to provide lifelong learning opportunities for American citizens serving their country abroad.

## The Student and This Catalog

### Responsibilities

This catalog includes policies and procedures that govern study in UMUC's Asian division. Students are responsible for knowing the information contained in this catalog.

In addition to summarizing student responsibilities, this catalog explains the programs of study that are available from UMUC, and provides descriptions of the courses that are most frequently offered.

### More Information

After reading this catalog, you may still have questions about some aspect of the UMUC program. The Maryland Field Representative at your education center can answer many of your questions, and can direct you to the right person or office if you need further help.

You may need to refer some of your questions to your local UMUC administrator, the Director for your area, or to the UMUC Asia headquarters at Yokota Air Base. The addresses and telephone numbers for these people and offices are in the directory section near the end of this catalog. You may also consult the UMUC Asia Web site at: <http://www.ad.umuc.edu/>.

## Resources

### Library Facilities

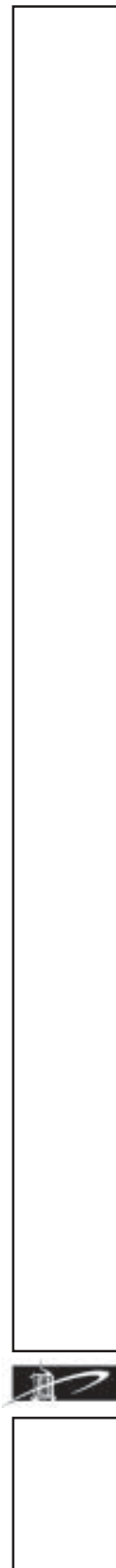
At every military installation where UMUC offers courses, the Army, Air Force, Marine Corps, or Navy maintains a library usually staffed by professional librarians. The combined holdings of these libraries are available to all members of the U.S. military communities. The University contributes to the collections at these libraries through set-aside funds derived from tuition. If a particular book is not in the student's local library, the librarian can often obtain it through inter-library loan.

A faculty library is maintained by UMUC at Yokota Air Base, Japan. This collection of books and other materials is designed to supplement local library resources. The graduate program in Okinawa also has a library for the use of its faculty and students, and for advanced undergraduates.

A huge collection of online library resources is provided by University of Maryland University College on the World Wide Web. All UMUC students and faculty in Asia are encouraged to make use of these databases.

### Textbooks

The textbooks used in UMUC courses are selected in conjunction with the respective University departments and Academic Directors. Textbooks are sold by local Maryland Field Representatives when students register for classes, or may be ordered online for certain distance education courses. Sales of all texts are final, and texts may not be returned for refund to either the Field Representative or the UMUC Asia Textbook Office at Yokota, except when courses have been canceled. Students should avoid writing in their textbooks until courses have definitely materialized. A book buy-back program for used texts is available at most sites; check with the Field Representative for information.





## Eligibility

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members may enroll with UMUC in Asia if they meet admission requirements. Depending on U.S. military policy, local citizens may take UMUC courses in some countries.

## Application for Admission

Students enrolling with UMUC for the first time, or returning to UMUC after an absence of two or more years, must complete an Application for Admission. The Application for Admission is accepted concurrently with course registration at the local education center.

## Admission Policies

Consistent with the commitment of UMUC to serving adult students, admission policies have been simplified so that most persons who have a high school diploma or equivalent can be admitted and register for an undergraduate class at a walk-in registration. In most cases, neither transcripts nor test scores are immediately required.

Upon being admitted to UMUC, students are assigned to one of two status categories: Regular or Provisional.

## Regular

A qualified applicant who wants to audit or receive credit for courses (whether he or she intends to receive a degree or not) is admitted as a regular student. For financial aid purposes, a regular student must be degree seeking or certificate seeking at UMUC. Admission as a regular student is granted to applicants who fulfill the following academic requirements:

- Graduation from a regionally-accredited or state-approved high school or recognized foreign institution; alternatively, successful completion of the General Education Development (GED) examination with a total score of 225 and no individual test score below 40 (for tests completed before January 2002) or a total score of 2250 and no individual test score below 410 (for tests completed after January 2002).
- A cumulative C or better average for all college-level work attempted at other regionally-accredited colleges and universities including other University System of Maryland campuses. Applicants with an average lower than C may enroll under the Regular category after one (16-week) semester has passed since their most recent enrollment at an accredited college or university.



## Provisional

Students may be admitted provisionally to study with UMUC Asia by the Director of Student Affairs or the Registrar, if they do not meet the requirements of regular student status. There are generally two types of students who may be admitted to provisional status: transfer students who had a cumulative grade point average in their last institutions of less than 2.0 (on a 4.0 scale) within the previous two years, and those who were academically dismissed within the past two years from any institution regardless of their cumulative grade point average. Students who were dismissed must wait at least one 16-week semester after their dismissal to apply for admission to UMUC.

If a provisional student's grade point average at UMUC is less than 2.0, the student is placed on probation. If, while on probation, the student's term grade point average is 2.0 or better, she or he returns to provisional status. If, while on probation, the student's semester grade-point average is less than 2.0, he or she is dismissed and must follow the standard reinstatement procedures that apply to all dismissed students. A provisional student's status is automatically changed to regular after the student successfully completes 15 semester hours of graded coursework with a cumulative grade point average of 2.0 or better.

## Auditor

Students who wish to audit courses, seeking neither credit nor grades, may register for classes without academic documentation, although they must meet all established criteria for admission. Auditors pay the same fees as those taking the course for credit.

Audited courses are listed on the student's permanent record, with the notation T. No letter grade is given for audited courses, nor are credits earned.

Once a course has begun a student may not change registration status from audit to credit or from credit to audit.

Additional admission information may be found at: <http://www.ad.umuc.edu>.

## Special Admission Situations

### Concurrent High School Applicants

A high school student may enroll as a Provisional student with UMUC, taking no more than one lower-level course per term, if the student meets all of the following requirements:

1. The student is a senior in high school;
2. The student has a 3.5 (B+) grade point average or better in major (academic) courses completed through the junior year;
3. The student's high school principal concurs in the arrangement and states in writing that the credits earned in college courses will not also be accepted to satisfy high school graduation requirements;
4. The courses in which the student enrolls are widely acknowledged by colleges and universities to be freshman-level courses in the arts and sciences.

A high school student is admitted as a Provisional student only. After graduating from high school, a student may request to be regularly admitted to UMUC.

## International Students

Where local military and host country regulations permit, a limited number of international students may be admitted to the UMUC program. Applications for admission from international students may be individually examined by local committees, the Director of Student Affairs, and/or UMUC Area Directors, depending on the education center through which the student wishes to take classes. Factors that may be evaluated include educational background, motivation, and English ability (a TOEFL score of 550, or 213 on the C.B.T., is normally required).

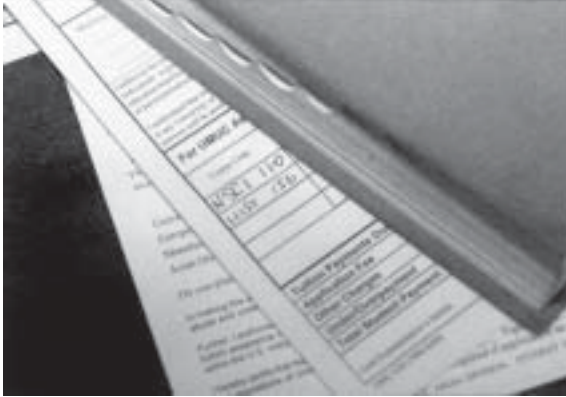
## Admission to Maryland Stateside Campuses

As one of the eleven degree-granting institutions of the University System of Maryland, UMUC offers regular resident credit courses and grants degrees earned by taking classes throughout the world. A student who has done satisfactory work with UMUC in Asia can transfer to the other divisions of UMUC.

Information on transfer to other campuses of the University System of Maryland may be obtained by writing to:

Office of Student Affairs  
UMUC Asia  
Unit 5060 Box 0100  
APO AP 96328-0100

or by consulting the University System of Maryland Web site at <http://www.usmh.usmd.edu>.



University of Maryland University College conducts five eight-week terms in Asia during each academic year, beginning in late August and ending in July. The dates for each term are shown on the back cover of this catalog. There may be variations in this schedule to accommodate military maneuvers and other commitments which adult, part-time students have. The individual education centers publicize registration, term dates, and course offerings. Registration is normally held at the education center for one or two weeks before the opening of the term. Classes are usually in on-base or on-post facilities.

Distance Education courses are offered in fifteen-week terms except for Term V (late May to mid-August), which lasts twelve weeks. Registration information and class schedules are available online at <http://www.ad.umuc.edu/> or <http://de.ad.umuc.edu/>.

## Enrollment Process

To be officially enrolled, at the time of registration the student must:

1. Complete an Application for Admission when registering for the first time, or after a break of two years or more in UMUC enrollment;
2. Complete an Enrollment Form each term;
3. Complete and process the appropriate forms if receiving government tuition assistance or VA educational benefits; and
4. Pay all fees in full.

Upon completion of registration, a student receives one copy of the Enrollment Form, which serves as an official record of registration and payment of fees. Active duty military students have priority whenever a class is full, and may also be authorized to enroll before registration is opened to civilian students.

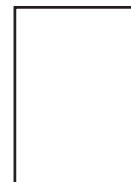
## Distance Education Enrollment

To enroll in a Distance Education (DE) course, a student should view the term schedule on the DE Web site at <http://de.ad.umuc.edu>, click on "Schedules" and then "Asian Division schedule," select the desired course, and click on the course title to view the syllabus for the course. After selecting the course, the next procedure is to click on the "Reservations" button on the left side of the page to request a reservation. An approval letter will be sent to the student, who should print a copy and take it to the nearest UMUC Field Representative to officially enroll. For DE courses, the student is allowed seven days from the date of the approval to complete registration procedures. After the registration is confirmed, the student should receive a password before the first week of the term. This will allow access to the course in WebTycho.

The UMUC Asia Distance Education office can provide additional information about specific course offerings, schedules, and information regarding registration procedures.

## Course Load

An adult student who is employed full time should normally register for one three-semester-hour course or the equivalent during a term. Such a course involves 48 classroom hours of instruction and approximately two hours of outside preparation for each hour of class. An experienced student may enroll for a heavier course load if he or she is able to attend class regularly and complete the necessary outside study. Full-time enrollment is considered to be six semester hours per term for classroom courses, and twelve semester hours at any time in distance education courses.



## Fees

Fees charged to UMUC students in Asia fall into several categories, as outlined in this section.

All fees are payable in full at the times specified. No cash may be accepted. Checks, money orders or postal notes must be made payable to UMUC Asia and must be drawn on a U.S. bank or post office.

### Application Fee:

A fee of \$30.00 is payable at the time of first registration with UMUC (Asia, Europe, or Statewide). This fee covers the cost of establishing and maintaining the student's permanent record, the official University document from which transcripts are issued. A student whose first registration is as an Auditor must also pay this fee.

Colleges and universities serving the military in Asia have agreed that students seeking a certificate or degree with one of the institutions may enroll in a limited number of courses with another of the institutions without having to pay a second application fee. These courses must be (a) needed by the student to complete specific certificate or degree requirements and (b) unavailable from the institution at which the student is seeking to earn the certificate or degree. Students who have a Servicemembers Opportunity Colleges (SOC) Agreement with another SOC School should submit a copy of their SOC Agreement at the time they initially enroll with University of Maryland University College.

A student who requests either a Preliminary or an Official Evaluation/SOC Student Agreement from University of Maryland University College thereby indicates interest in earning a certificate or degree with UMUC and is required to pay the UMUC Application Fee if it has not been previously paid.

### Tuition:

Tuition is payable at the time of registration. A member of the Armed Forces may be entitled to partial tuition assistance from the United States government. The student must submit a completed tuition assistance form at the time of registration. If for any reason the government does not provide funding for the course, the student becomes responsible for payment. Students may also qualify for VA and other education benefits.

### Change of Registration Fee:

A fee of \$10.00 is charged to students who change registration from one course to another.

### Late Registration Fee:

If a student does not complete registration (which includes payment of fees in full) before the opening of each term, a late registration fee of \$30.00 may be assessed.

### Fee for Examination to Establish Credit in a Foreign Language:

A fee of \$98.80 per semester hour for each examination should accompany the application to establish credit in a foreign language.

### Graduation Fee:

A non-refundable fee of \$50.00 is payable when a student applies for graduation and must be paid for any subsequent application.

### Cap and Gown Fee:

A fee of \$40.00 for the rental of a cap and gown is payable at least one month before the Commencement exercises.

### Returned Check Charge:

A charge of \$25.00 is made for checks which have been returned by a bank for insufficient funds, in addition to the amount of the dishonored check.

### Transcript Fee:

A fee of \$5.00 is charged for each transcript issued. Transcripts sent via express mail or fax are available for \$20.00 each. This includes the \$5.00 transcript fee and \$15.00 for fax or express mail. Payment must accompany each request for a transcript.

### Fax Fee:

A fee of \$15.00 is charged for each document faxed up to and including five pages. Additional pages will be charged at \$0.50 per page.

## Student Indebtedness

**All students who incur debts to UMUC Asia during a particular term must clear them with a money order or a cashier's check in order to register for the next term. Requests for transcripts, evaluations and diplomas will be held and grades and grade point averages will not be posted until all debts have been paid. Outstanding debts will be collected against any refunds due the student. After a reasonable period of time, uncollected debts will be forwarded to the Central Collection Unit and other national credit bureaus. All such debts incur an additional 17% processing charge by the State of Maryland.**

# Withdrawal and Refunds

## Standard Three-Semester-Hour Classroom Courses

Students who must withdraw from a course are responsible for completing the Application for Withdrawal, including the reasons for the action, obtaining all necessary signatures and submitting the form to the local Maryland Field Representative at the education center at which they enrolled.

**Students who officially enroll remain enrolled even if they do not attend or participate in a course. Those who do not formally withdraw will automatically receive a failing grade and forfeit any refund.**

An Application for Withdrawal cannot be initiated after the final exam or the last class meeting. Tuition refunds are processed at the end of the term. The refund policy applies to tuition only. All refunds will be calculated from the date the Application for Withdrawal is formally initiated at an education center (not from the date of the last class attended) according to the following schedule:

<b>For Standard Three-Semester-Hour Classroom Courses:</b>	<b>% Refundable</b>
Withdrawal before the first class meeting	100%
Withdrawal if not more than 1/8 of the total class meetings have been held	75%
Withdrawal if more than 1/8 but not more than 1/4 of the total class meetings have been held	50%
Withdrawal after more than 1/4 of the total class meetings have been held	0%

## Distance Education Courses

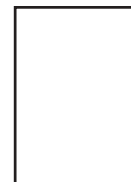
For students enrolled in distance education courses, the number of class meetings held is not a relevant criterion because such courses are designed to substitute independent work for class attendance. Accordingly, the refund policy and withdrawal procedure differ from that of traditional courses.

The refund for withdrawal from distance education courses is computed from the date the Application for Withdrawal is formally initiated. The amount of the refund is based on the time that has elapsed since the beginning of the course:

<b>For Distance Education Courses:</b>	<b>% Refundable</b>
Withdrawal before instruction begins	100%
Withdrawal during the first and second weeks of course instruction	75%
Withdrawal during the third week of course instruction	50%
Withdrawal after the end of the third week of course instruction	0%

**NOTE:** Friday, Midnight (Japan Standard Time) marks the end of each of the refund periods shown above.

Distance Education students may withdraw from a course up to midnight Friday, Japan Standard Time, of the week before the course ends.



## Financial Aid

The Financial Aid Office of University of Maryland University College administers a variety of financial assistance programs—including grants and loans—to help students meet the costs of their university education. Aid is available for students who can prove financial need. Students are urged to research the various sources of financial aid through the UMUC Asia Financial Aid Office.

UMUC attempts to assist all adult students, particularly those studying part time, who would otherwise be unable to afford a college education. Regardless of income level, all students are encouraged to apply for assistance; many financing alternatives are available.

UMUC students in Asia must apply for aid through UMUC Asia, not through any other office of UMUC or institution of the University System of Maryland. Students must reapply for financial aid at each school they may attend.

## General Eligibility Requirements

Eligible applicants for UMUC Asia need-based assistance must:

- Be admitted to UMUC Asia as a degree-seeking student.
- Be a U.S. Citizen or classified as an eligible non-citizen.
- Be enrolled for 3 or more semester hours for most federal and institutional aid programs. Federal loan programs require at least half-time enrollment (3 semester hours per 8-week term or 6 semester hours per Distance Education term). Audited courses, some repeated courses, credit by examination, and EXCEL portfolio credits cannot be counted.
- Demonstrate satisfactory academic progress toward a degree according to UMUC Asia policy.
- Have a high school diploma or GED.
- Possess a valid Social Security Number.
- Register with Selective Service, if required to do so.
- Not be in default on any federal student loans, nor have borrowed in excess of loan limits, nor owe a refund or

repayment on any grant under Title IV federal student aid programs.

- Not be ineligible based on a drug conviction.

## U.S. Federal Financial Aid Programs

Most aid programs are available to both full- and part-time students. UMUC Asia offers several kinds of aid, including grants and loans. In most cases, at least half-time enrollment (3 semester hours per 8-week term or 6 semester hours per Distance Education term) is required.

Amounts and eligibility for financial aid vary from year to year. Following is a brief description of amounts likely to be available for the 2002-2003 award year. For more detailed information refer to the current UMUC Asia Guide to Financial Aid.

## Grants and Scholarships

Financial assistance, for which no repayment is required, is offered by the federal government in the form of Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (SEOG).

The Federal Pell Grant Program is a federal need-based grant program for high-need, first-time undergraduates. Awards for the 2002-2003 year will range from \$100 to \$1750 per term. Award amounts vary by need level and enrollment status.

The Federal Supplemental Educational Opportunity Grant (SEOG) program offers need-based awards for high-need, first-time undergraduates. The amount of the award varies depending on the availability of funds allocated by the Department of Education. Typical awards during the 2002-2003 year will range from \$150 to \$250 per term. Since funds are limited, students are encouraged to apply early.

## Loans

Loan programs are available to students enrolled in at least 3 semester hours per 8-week term or 6 semester hours per Distance Education term. Students who accept loans to pay for college expenses must repay the principal and interest in accordance with the terms of the promissory note.

The William D. Ford Federal Direct Loan Program offers low-interest federal loans to students. Students may qualify for a subsidized Federal Direct Loan, which is



based on financial need. Students can also borrow an unsubsidized Federal Direct Loan which is not based on need—that is, regardless of personal or family income level. The federal government pays the interest on need-based Federal Direct Loans while the borrower is in school or a deferment status. Students with an unsubsidized Federal Direct Loan (one not based on need) are responsible for the interest during in-school and deferment periods. The interest rate is variable but will not exceed 8.25%. Interest rates are set each year in June. Loan amounts vary based on grade level and dependency status. Repayment begins six months after the student leaves school or when the student’s attendance drops below half time. For annual award amounts and general repayment terms please see the UMUC Asia Guide to Financial Aid.

The Federal Direct PLUS Loan program enables parents with good credit histories to borrow for a dependent student enrolled in at least 3 semester hours per 8-week term or 6 semester hours per Distance Education term. It is a non-need-based federal loan program available to parents of undergraduate dependent students. Parents are eligible to borrow up to the cost of education less other financial aid received by the student. Repayment begins 60 days after disbursement, though deferments (granted by the Department of Education) may allow for a delay in payment until after the period of enrollment. The PLUS interest rate is variable but is capped at 9%.

Alternative Student Loan programs are also an option for UMUC Asia students. Students whose financial aid awards do not meet their financial need may be able to borrow up to their cost of attendance from private student loan programs offered by banks and other lenders. These education loans are not federal loans; students borrow directly from and make payments to the lender. Alternative student loans typically require a credit check, and often a cosigner. Students are generally required to be enrolled at least half time (3 semester hours per 8-week term or 6 semester hours per Distance Education term). Students with an alternative loan must pay their tuition charges when they register for

classes. Registration will not be held pending payment, since alternative loan checks are mailed directly to the borrower. There are many lenders who offer alternative student loans. Students who are interested in borrowing an alternative student loan should contact the bank of their choice.

## UMUC Financial Aid Standards for Satisfactory Academic Progress

Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degree. Students who fail to meet the minimum academic standard will be placed on a one-term financial aid probation, during which they may receive their financial aid. If the student fails to meet the minimum requirements during probation, the student will be denied aid the following term, and financial aid will not be disbursed. A copy of the Satisfactory Academic Progress policy is provided with the Financial Aid Award notification and can also be furnished upon request.

## Completing the Financial Aid Application Forms

Students must complete the Free Application for Federal Student Aid (FAFSA) and the UMUC Asia Financial Aid Data Form in order to be considered for any type of financial aid at UMUC Asia. There is no cost to the student to obtain or process these forms. The FAFSA must also be completed for a student to be considered for need-based Maryland state scholarships. The application process can take from six to ten weeks, so students are encouraged to apply early. Please see the UMUC Asia Guide to Financial Aid for more information on the application process.

## UMUC Financial Aid Priority Deadlines

One of the most important aspects of the financial aid process is to apply for assistance as early as possible. The application deadlines listed below are priority deadlines. Students meeting these dates will

have the opportunity to be considered for the various grant and scholarship programs with limited funds available. Students meeting the priority deadlines will enjoy the security of having their award authorizations ready at the time of registration. Students who do not meet these deadlines may not receive their financial aid in time for registration.

Students who apply late may receive still receive aid, depending on their eligibility and the availability of funds. Late applications are processed continually throughout the award year, so students are always encouraged to apply. Eligibility for both loans and grants can be authorized even after the term has begun.

Students who wish their applications for financial aid to receive high priority, and who want their eligibility to be determined early enough for funds to be reserved in time for registration, should complete both their Free Application for Federal Student Aid (FAFSA) and the UMUC Asia Financial Aid Data Form by the priority deadlines shown below.

Enrollment Period Being Applied For	Priority Deadline for Financial Aid Forms Filing
Maryland State Scholarships	March 1
Term I	June 1
Term II	August 1
Term III	October 1
Term IV	January 1
Term V	March 1

## Federal Return of Funds Policy

Students receiving federal financial aid have the responsibility to follow the university’s withdrawal procedures as outlined in this catalog. The 1998 Reauthorization of the Higher Education Act requires the university to calculate a Return of Title IV funds for all federal financial aid students who withdraw from all classes on or before the 60% attendance point during the term. UMUC is required to return to the federal programs any award funds which were “unearned” based on the

percentage of attendance. Students who stop attending all classes without officially withdrawing will also be subject to a Return of Funds calculation at the end of the term based on the last documented date of attendance as determined by faculty members. For further information, please refer to the UMUC Asia Guide to Financial Aid.

## For Further Information

Information and applications are available from the UMUC Asia Financial Aid Office. Students who have additional questions should contact the Financial Aid Office directly at DSN 225-3680/81 or e-mail at [ofinaid@ad.umuc.edu](mailto:ofinaid@ad.umuc.edu).

Additional information on Financial Aid may be found in Appendix F of this *Catalog*.

## Other Sources of Financial Aid

### UMUC Scholarships

Each year UMUC awards scholarships to students in Asia. Approximately 100 are available for 2001-2002. Scholarship funds are provided by the President's Scholarship Fund, the Evans, Ehrensberger and Parnell Funds, and other alumni and friends of the University. The awards provide tuition credits applicable to courses in which the recipients may enroll throughout the academic year.

For further information on UMUC scholarships please check with your UMUC Field Representative or write to:

UMUC Asia  
Attn: Director, Administrative Support  
Unit 5060, Box 0100  
APO AP 96328-0100

### Community Scholarships

Scholarships are sometimes available through Officers' and Noncommissioned Officers' Spouses Clubs and other organizations on military bases. At some locations, the Air Force and Navy have spouse tuition assistance programs for spouses of active duty military members. Check with the local Education Services Officer or

Maryland Field Representative about the possible availability of these scholarships.

In Okinawa, students specializing in Asian Studies may be eligible for scholarships made available through the Barbara Golden Scholarship Fund. The fund honors the memory of Dr. Barbara Golden, who taught Japanese and Ryukyuan Studies courses to many UMUC students before her death in 1989. Numerous individual and corporate donors have contributed to the fund. For more information, contact the office of the Maryland Director for Okinawa.

### Maryland State Scholarships

Maryland State Scholarships are provided to Maryland residents who show academic promise and demonstrate financial need.

1. General State Scholarships are available to full-time students (24 semester hours per year.)
2. Senatorial Scholarships are available to both part-time and full-time students.
3. House of Delegates Scholarships are available to part-time and full-time students.

Students applying for scholarships may request applications from:

Maryland State Scholarship Board  
16 Francis Street  
Annapolis, Maryland 21401.

### Veterans Affairs

Many UMUC students (veterans and active duty military members) are eligible for veterans educational benefits. Information and application forms may be obtained at local education centers. Please ask the education center staff for assistance in filling out the proper VA forms.

Students should note that the "old GI Bill" (Chapter 34) expired on 31 December 1989. No benefits are available under Chapter 34 after this date. Many students are able to convert to the new Montgomery GI Bill (Chapter 30) and thus continue to receive VA benefits. Military education

officials and counselors can advise students on their eligibility for this conversion, and how to complete appropriate paperwork.

Department of Veterans Affairs regulations are subject to change. Such changes may affect the support students receive. Students should check with their Education Services Officer or Navy College Official or with the UMUC Field Representative for the latest VA information.

### Certification Process

UMUC's official status with the VA is that of a certifying agency for VA students. The primary responsibility of the University is to certify active enrollment of VA students, and not to make decisions on individual claims. Student inquiries about certifying procedures should be addressed to:

UMUC Asia  
Attn: VA Certification  
Unit 5060 Box 0100  
APO AP 96328-0100

Active duty military members and Veteran students who use VA educational benefits for the first time must complete an application form (VA Form 22-1990, Application for Educational Benefits). It must be submitted along with UMUC Asia registration forms. UMUC will certify the student's enrollment, forwarding an enrollment certification form along with the application form to the Department of Veterans Affairs. The student may receive a Certificate of Eligibility. If one is received, the student should submit a copy of the certificate to the Office of Student Affairs.

Because the VA's processing of students' checks takes time, VA students should be prepared to meet their educational expenses for their first two terms with UMUC in Asia.

Students who previously used Chapter 34 benefits at another college or university and are applying for Chapter 30 benefits for the first time since January 1, 1994, must submit a VA Form 22-1990 with the first University of Maryland University

College registration for which they wish to be certified to the VA.

Students who are changing their place of training or degree program must fill out a VA Form 22-1995 to officially make the change.

When enrolling, students who have previously been certified to the VA by UMUC should note "VA" on the enrollment form. Continuing VA students should also be sure to enter their names on the "VA sign-up sheet" maintained by UMUC Asia Field Representatives at all registration sites. Through regular review of this form, the VA Certifications Specialist in the UMUC Asia Office of Student Affairs prepares VA certification paperwork as soon as possible after a student registers for classes, in the attempt to speed up the process through which students' checks reach them from the VA.

Some students who use VA benefits take UMUC courses for transfer to other institutions where they expect to complete their degrees. Students who are degree seeking with another institution are defined by the VA as "visiting" and must request written permission from their degree-granting institution for each course they take with UMUC. In addition, such students should indicate their "visiting" status on the "VA Sign-up Sheet" each term.

If courses that a student takes with UMUC are not transferable to the degree-granting institution, the student will not be reimbursed by the VA. It is the responsibility of all students to notify the UMUC Asia Field Representative of their enrollment status at the time of registration.

### **Change of Address**

Students who change their address are required to submit a "Request for Change of Address," VA Form 572,

to the Department of Veterans Affairs, and also to notify UMUC.

### **Questions About Claims**

The Department of Veterans Affairs does not have a representative stationed in Asia and the Pacific who is available to answer questions about educational benefits. Questions regarding individual claims should be addressed directly to:

Department of Veterans Affairs  
Regional Office  
Attn: Chapter 30 Processing  
P.O. Box 4616  
Buffalo, NY 14240

E-mail: [buffrpo@vba.va.gov](mailto:buffrpo@vba.va.gov)

Students may also telephone the VA office in Hawaii by calling DSN DVA 430-0100 and asking for extension 566-1000.

Students who have not received reimbursement for a course from the VA must contact the Department of Veterans Affairs within one year of taking the course, or the VA will not process any claim for reimbursement for the course.

The Department of Veterans Affairs requires that all universities report any changes in the academic status of any student who is receiving VA educational assistance. Further, when a student receives the grade of I or W in a course, UMUC must notify the VA of that fact.

#### **Very Important Notice for VA Students!**

**All veterans or service persons enrolling with UMUC in Asia who have attended other academic institutions and who wish to apply for VA benefits must request an Official Evaluation of their previously earned college credits. The results of this evaluation must be submitted to the appropriate regional VA office for processing. The Official Evaluation must be completed by the end of the student's first term with UMUC in Asia.**

**It is the student's responsibility to request an Official Evaluation by submitting a Request for Evaluation to the Office of Student Affairs at Yokota. This form is available at all education centers. The student must also request that official transcripts from all previously attended colleges or universities be sent to the Office of Student Affairs.**

**VA regulations clearly state that no educational benefits can be awarded without this evaluation.**

**UMUC's agreement with the military services requires military students to see an Academic Advisor and to develop a degree plan before they complete their fourth course with UMUC. Students who are enrolled in the Community College of the Air Force (CCAF) or who have SOCAD, SOCMAR, or SOCNAV agreements already have degree plans and are thus exempt from this requirement.**

## Academic Advisors

Planning a college curriculum is a challenging process. University of Maryland University College employs a number of professional Academic Advisors to provide guidance for students. With offices in Korea, Okinawa, and at Yokota Air Base, Japan, the Academic Advisors travel frequently to visit most education centers. During these visits they are available to meet with students, provide advice, and prepare preliminary evaluations of students' progress toward UMUC certificates, associate degrees and bachelor's degrees.

A primary function of the Academic Advisors is to evaluate credits students may have earned previously, both at other colleges and universities and through non-traditional educational sources such as military schools and college-level examination programs. They also prepare SOCAD-2, SOCMAR-2, SOCNAV-2, SOCAD-4, SOCMAR-4, and SOCNAV-4 Student Agreements. All Maryland students are urged to contact their advisors to obtain advice and to plan coherent programs of study. Students should meet with Academic Advisors as early in their college careers as possible to ensure that their programs of study meet the requirements for a degree or certificate with UMUC.

If students cannot talk with an advisor in person, they can contact one by telephone or e-mail. The Academic Advisors in Korea and Okinawa may be reached through the local Area Director's office. Students may also write to an Academic Advisor at the following address:

Office of Student Affairs  
UMUC Asia  
Unit 5060 Box 0100  
APO AP 96328-0100  
E-mail: aadvisors@ad.umuc.edu

## Informational Brochures

UMUC Asia publishes a series of brochures that include general information on how to get back into college as a part-time student, specific information on the disciplines offered in Asia, financial aid, graduation, and other topics. There is also a Student Handbook which offers advice about studying, test-taking, and writing research papers. Students may obtain these publications from their Maryland Field Representatives.

## Academic Advising Questions and Answers

*Q. Do I have to be a UMUC student to get advice?*

A. No. UMUC Academic Advisors provide assistance to all students or prospective students.

*Q. Will all of my community college credits transfer?*

A. UMUC's flexible degree requirements allow the acceptance of most courses from community colleges, except for remedial courses, up to a limit of 60 s.h. There are also limits to the number of credits accepted from some vocational and technical curricula.

*Q. How can I apply for a SOCAD, SOCMAR or SOCNAV Student Agreement?*

A. Contact a UMUC Academic Advisor.

*Q. Which UMUC degree programs are available in the Asian Division?*

A. The most feasible majors are Accounting, Business Administration, Computer and Information Science, Computer Studies, English, General Studies, History, Information Systems Management, Management Studies, and Psychology.

*Q. What about class sizes?*

A. Most classes are smaller than on stateside campuses. There are no huge lecture classes.

*Q. How long will it take me to finish a bachelor's degree?*

A. You proceed at your own pace. Some students take years; others go as fast as they would stateside. Your work schedule is an important factor.

*Q. What are my chances for getting into graduate school with a bachelor's degree from UMUC's Asian Division?*



A. University of Maryland University College provides a solid foundation for graduate work in a number of fields, and many Asian Division alumni have gone on to earn graduate degrees. Students interested in graduate school in business or the social sciences should take computer courses. Business students must take math and statistics to prepare for quantitative work. For the social sciences, students must take statistics, and are encouraged to take a research methods course. UMUC faculty can provide advice on how to prepare for graduate school in these and other disciplines.

*Q. Why all the emphasis on math, statistics, and writing courses in this catalog?*

A. Basic courses in mathematics, statistics, and English composition prepare you for junior- and senior-level courses, and also for graduate programs. In addition, they provide key job skills many employers are actively seeking. UMUC requires you to complete a writing course in your first 12 semester hours.

*Q. What about distance education courses? How do they fit in?*

A. For many majors, students will need to take some distance education courses.

## Preliminary Evaluation

At any time, a student may request a Preliminary Evaluation of all previous credits. The evaluation may be prepared from official or unofficial records, and will provide a preliminary estimate of the amount of credit the student may expect to receive toward a UMUC degree or certificate. This preliminary estimate is not binding on either the student or UMUC and is subject to change. Students in Korea and Okinawa should direct requests for Preliminary Evaluations to the Academic Advisors who maintain offices in their areas. All other students should contact the Office of Student Affairs at Yokota.

## Official Evaluation

Students who have completed at least 6 semester hours of UMUC course work

with an average of C or better may submit a Request for an Evaluation. This form is available at all education centers. The Official Evaluation shows students how many credits they have earned in courses with Maryland; what credits can be accepted for transfer from other colleges, universities, and military service schools; and what transferable credits they have earned through testing.

In general, the Official Evaluation is based upon UMUC curriculum requirements in effect when the student began continuous enrollment with UMUC, or with any other public institution of higher education in the State of Maryland, whichever was earlier. If a student has not been continuously enrolled, the requirements that apply are those that were in effect at UMUC at the time of the student's most recent enrollment with UMUC, or with any other public institution of higher education in the State of Maryland. To be considered continuously enrolled, degree-seeking students must be, or have been, enrolled at a Maryland public institution of higher education and have had no more than two sequential years of nonenrollment.

Thus, for most students with UMUC in Asia (who will not have attended public institutions of higher education in the State of Maryland), their Official Evaluation will be based on the UMUC curriculum in effect at the time of their first enrollment with UMUC, unless they have had a break in continuous study with UMUC of more than two sequential years. When there has been a break of two sequential years or more, the curriculum applicable to the Official Evaluation will be the one in effect at the time the student resumes study with UMUC.

Students requesting an Official Evaluation should have all records and transcripts of their previous education sent directly from the issuing institutions to:

UMUC Asia  
Evaluations Office  
Unit 5060 Box 0100  
APO AP 96328-0100

The documents required for an Official Evaluation include: USAFI, DANTES, Excelsior College and CLEP test results;

AARTS and SMART transcripts for Army, Navy, and Marine Corps students; and official transcripts from all other colleges and universities a student has attended. All transcripts, military documents and other educational records become the property of University of Maryland University College and can neither be returned to nor copied for the student. If students arrange for the submission of appropriate documents, but do not subsequently request an evaluation, the documents are discarded after one year.

International students whose educational background is not at a U.S. college or university will need to submit their college transcripts to a professional international credential evaluation service for recommendation of possible transfer credit before they are evaluated by UMUC's Academic Advisors. The names and addresses of international credential evaluation services accepted by UMUC are available from Academic Advisors, or at <http://www.umuc.edu/studserv/credeval.html>.

Evaluations cannot be provided to students who have a debt to the University until that debt is paid in full.

## Evaluation of Service School Training

UMUC follows the recommendations of the A.C.E. Guide to the Evaluation of Education Experience in the Armed Services (all editions) in the evaluation of service school credit. Students who desire evaluation of service school training must submit the following documents.

### Air Force Personnel

1. An official Community College of the Air Force (CCAF) transcript. Credits are awarded on the basis of CCAF Evaluations only for courses completed after December 1973. The A.C.E. Guide recommendations are used for awarding credit for courses completed before December 1973.
2. An official copy of DD Form 295 may be submitted in place of a CCAF transcript for courses completed before December 1973.



## Army Warrant Officers

1. A verified copy of a recent Officer's Efficiency Report (OER) signed by the student's personnel officer or commanding officer. The OER must cover a rating period of no less than one year.
2. An official copy of DD Form 295.

## Army Enlisted Personnel

1. All Army enlisted personnel must submit:
  - a. An official copy of DD Form 295 (Application for the Evaluation of Learning Experiences during Military Service) or an official AARTS (Army/American Council on Education Registry Transcript System) transcript. AARTS transcripts are required for active duty Army enlisted personnel who entered the service on or after October 1, 1981.
  - b. Either a certified Form DA 2-1 with SQT scores posted, or a verified copy of a recent Noncommissioned Officer's Efficiency Report (NCOER) signed by the student's personnel officer or commanding officer. The NCOER must cover a rating period of no less than 12 consecutive months.
2. Personnel who took MOS tests between October, 1973 and December, 1977 must submit verified MOS test scores as indicated on USAEREC Form 10A (USAEEC Form 10) or one or more EER (Enlisted Evaluation Report) covering no less than 12 consecutive months in a single MOS.
3. Personnel who held an MOS between December, 1977 and October 1, 1981 must submit one or more EER covering no less than 12 consecutive months in a single MOS.

## Navy and Marine Corps Personnel

A Sailor/Marine American Council on Education Registry Transcript (SMART).

## Veterans

Veterans seeking evaluation of previous service school training should write to:

General Services Administration  
National Personnel Records Center  
Military Personnel Records  
9700 Page Boulevard  
St. Louis, Missouri 63132

Students should request that copies of their in-service training records be sent to University of Maryland Uni-

versity College-Asia, and must also submit a certified DD Form 214.

## Servicemembers Opportunity College

UMUC has been designated a Four-Year Servicemembers Opportunity College (SOC). UMUC participates in the Servicemembers Opportunity Colleges Army Degree programs (SOCAD-2 and SOCAD-4), for Army and Air Force personnel, the equivalent associate degree program for the Marine Corps and Navy (SOCMAR-2 and SOCNAV-2), and in the Marine Corps and Navy SOCMAR-4 and SOCNAV-4 Bachelor's Degree system.

Colleges and universities designated under SOC provide educational programs through a network of traditional and nontraditional offerings on campus and on base, in a variety of instructional modes and delivery systems, and at times appropriate to students' duty assignments.

Through SOCAD-2, SOCMAR-2, SOCNAV-2, SOCAD-4, SOCMAR-4, and SOCNAV-4 student agreements, UMUC assures students seeking Associate of Arts or Bachelor's degrees in approved fields that they will be able to complete their degrees with UMUC if they are transferred before completing the total number of credits required for each degree, as long as they have met the following requirements:

1. The student must have taken the minimum number of semester hours in residence with UMUC required for each degree: 15 s.h. for the Associate degree and 30 s.h. for the B.A./B.S. degree, along with other residency requirements based on the curriculum the student is following.
2. The student must have an average grade of at least C in all courses taken with University of Maryland University College.

Students seeking further information on SOCAD, SOCMAR or SOCNAV should contact a UMUC Academic Advisor.

## Curriculum Planning Sheet

The Curriculum Planning Sheet or SOC Student Agreement indicates the credit for previous study which is applicable to University of Maryland University College degree programs, the UMUC courses the student has completed, and the credits and/or courses remaining to complete the degree. The forms are designed so that students may keep them up to date and may use them to choose courses applicable to a degree.



## What is a Credit?

The credit unit or semester hour represents 16 hours of classroom work (more in laboratory courses) in addition to required outside preparation. Most UMUC courses carry 3 credit units (or semester hours), and thus represent 48 hours of classroom work.

Credit toward a degree or certificate with UMUC may be assigned from several sources.

## Resident Credit

Study in the overseas divisions establishes resident credit with University of Maryland University College. Since both faculty members and courses overseas meet academic standards set by the University, courses offered overseas carry resident credit identical to that earned in the statewide programs of UMUC. Thus a student may earn a UMUC bachelor's degree entirely through study in Asia or in combination with study in Europe and at statewide locations in Maryland and in the Washington, D.C. metropolitan area.

## Transfer Credit

Transfer credit from regionally accredited colleges and universities may be accepted when the grade earned was C or better and the course applies to the student's curriculum. C-minus (C-) grades cannot be transferred.

## Community College Credit

A student with junior standing (60 or more semester hours) at UMUC normally may not take any further credit at a junior college or community college. In exceptional circumstances, however, a student may obtain permission

from the Director of Student Affairs to take lower-level required courses at a community college if the student has not previously earned 60 semester hours of credit from a community college.

## Transfer of Vocational/Technical Credit

UMUC accepts vocational/technical credit in transfer under certain conditions.

### For Bachelor of Science Degrees

1. UMUC accepts up to 21 semester hours of vocational/technical credit in transfer if:
  - a. The student is pursuing a major leading to the Bachelor of Science degree; and
  - b. The technical credits, which must constitute a coherent, vocationally related group, are used only as electives and are considered supportive of the student's major.
2. Academic credit taken in conjunction with a technical program at another accredited institution will continue to transfer as appropriate without reducing the 21 semester hours of vocational/technical credit considered by this policy.
3. Vocational/technical credit may not be used toward the Bachelor of Arts degree. Students who change from a Bachelor of Science to a Bachelor of Arts program after transferring vocational credit will have to complete an equal number of additional academic hours to earn a Bachelor of Arts degree.

### For Associate Degrees

1. A student pursuing an associate degree with UMUC may transfer up to 12 semester hours of vocational/technical credit.
2. These credits may be used as electives only.
3. If the student continues toward a UMUC Bachelor of Science degree, the provisions outlined above will apply.

### For Certificate Programs

1. A student pursuing a certificate program with UMUC may transfer up to 6 semester hours of vocational/technical credit.
2. These credits may be used as electives only.

3. If the student continues toward a UMUC associate or Bachelor of Science degree, the provisions outlined above will apply.

## Credit by Examination

UMUC will award up to 30 semester hours of credit by examination toward an associate degree, and up to 60 semester hours of credit toward a bachelor's degree, provided there is no duplication of other academic credit. Examinations may include those conducted by other regionally accredited colleges and universities, the College Level Examination Program (CLEP) and USAFI/DANTES, the Excelsior College Examination Program, Advanced Placement, and may include UMUC foreign language examinations.

### CLEP General Examinations

The following regulations apply to students who took CLEP General Examinations after 1 July 1993. Students who completed examinations before 1 July 1993 will receive credit for CLEP General Examinations under regulations outlined in previous Asian Division catalogs.

A student who receives credit for the English Composition examination must also complete ENGL 101, and may use no additional examination credit toward the Communications portion of the General Education Requirements. Other writing courses applicable to the General Education Requirements include ENGL 102, 291, 292, 293, 294, and 393. Students are required to complete ENGL 101 within their first 12 s.h. of college work.

Six semester hours of credit may be earned for the CLEP General Examination in Social Science. Three semester hours of social science credit earned through the CLEP General Social Science test will be applied to UMUC's General Education Requirement in the Social Sciences, and three s.h. of history credit will be applied to the Requirement in Arts and Humanities. Students who complete the Humanities exam may not also receive credit for ARTH 100. The CLEP Mathematics test may not be taken for credit by students who have previously completed MATH courses numbered 107 or higher.

### CLEP Subject Examinations

In addition to the CLEP General Examinations, a student may receive credit

through CLEP Subject Examinations, provided the Subject Examination does not duplicate other academic credit.

## USAFI End-of-Course Examinations and DANTES Subject Standardized Tests

Credit may be awarded for USAFI and DANTES examinations which are applicable to the student's curriculum. Credit will be granted when the student attains a score at the 30th percentile or above on the SA and SB series (DANTES) or on which the student attains a grade of Satisfactory or With Distinction (USAFI). For DANTES subject examinations, including the SC, SD, SE and SF series, credit is awarded based on minimum standard scores.

### Excelsior College Examination Program

Credit may be awarded for examinations applicable to the student's course of study on which a grade of C or a standard score of 45 or higher is received.

## Foreign Language Credit by Examination

UMUC foreign language examinations are available for credit to students completing degree requirements with UMUC. To be eligible for a UMUC foreign language examination a student must have completed at least 15 semester hours of UMUC course work and must have had an Official Evaluation. The University reserves the right to determine the native language of a student and the level of exam to be taken. Students who have attended elementary or secondary schools where English was not the language of instruction can establish credit in that language only for certain courses, and will be required to submit translated transcripts and a summary of educational experiences. The summary form may be obtained by writing to:

UMUC Asia  
Office of Student Affairs  
Unit 5060 Box 0100  
APO AP 96328-0100

### Summary of CLEP General Examinations

Examination Title	Credit	Minimum Scaled Score*	Duplicate Exams or Courses
English Composition	3	500	CLEP Freshman English CLEP College Composition PEP Freshman English
Natural Science Biological Science Physical Science	6	500	None
Mathematics	3	500	MATH 105
Humanities Fine Arts Literature	6	500	ARTH 100 None
Social Science Social Sciences History	3 3	500	Social Science, no equivalent Humanities, no equivalent

\* For CLEP CBT examinations, when they become available, the minimum scaled score will be 50.

A check or money order covering the examination fee should be mailed with one copy of the Application to Establish Credit by Examination in a Foreign Language to the above address.

## Service Schools

When it is applicable to the student's UMUC curriculum, UMUC grants credit for resident service schools in accordance with the associate/baccalaureate-level credit recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Appropriate credit may also be awarded,

in accordance with A.C.E. recommendations, for Army Military Occupational Specialty and Marine Corps Military Occupational Specialty (MOS) ratings, Navy ratings (NER), and Community College of the Air Force (CCAF) transcripts.

## Civilian Training

UMUC will award credit according to The National Guide to Educational Credit for Training Programs when such credit is applicable to the student's UMUC curriculum.

### Summary of Credit Sources

Credit Sources	Certificate	Associate	Baccalaureate
A. Maximum number of credits transferred from regionally accredited institutions:	15 s.h.	45 s.h.	90 s.h.
B. Maximum number of credits transferred from American Council on Education (A.C.E) recommended military experience: This includes no more than 30 s.h. of credit for military work experience (e.g., MOS or NER credit) for the Bachelor's degree, 15 s.h. for the Associate degree, and 6 s.h. for the Certificate.	15 s.h.	30 s.h.	60 s.h.
C. Maximum number of examination credits transferred through USAFI, DANTES, CLEP (General and Subject), and Excelsior College examinations:	15 s.h.	30 s.h.	60 s.h.
D. Maximum number of vocational/technical credits transferred from accredited institutions and military sources:	6 s.h.	12 s.h.	21 s.h.*
E. Maximum number of transfer credits from a junior or community college:	15 s.h.	45 s.h.	60 s.h.
TOTAL credits transferred from any combination of the above sources not to exceed:	15 s.h.	45 s.h.	90 s.h.

\*For B.S. degree only.

NOTE: For further information on transferring examination credit, please contact a UMUC Academic Advisor, or refer to the UMUC Asia publication *A Guide to University of Maryland University College Transfer Credit Practices*. This publication is available for reference at all education centers.



## Transcripts

A transcript is an official record of a student’s work. All academic records are confidential. Therefore, UMUC Asia must have a request signed by the student before transcripts are released. Forms for requesting transcripts are available at education centers. The transcript fee should accompany each request. Requests for transcripts should be sent to the last University of Maryland University College division attended.

In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts can be released only upon the request of the student. Transcript requests made by spouses, parents, or other family members, or by other agencies on behalf of the student, cannot be honored. All transcript requests must be in writing; requests made by telephone cannot be honored. UMUC Asia will accept transcript requests submitted by fax, but cannot guarantee that these requests will receive greater priority than those received at the same time by mail. Transcript requests made by e-mail will be honored when the transcript is to be sent to a third party. UMUC Asia will send transcripts by fax or express mail upon a student’s written request, and payment of an additional fee.

When students graduate, they are automatically issued an official transcript free of charge. The fee for all other transcripts is \$5.00 each, and a postal money order or check for the correct amount must accompany the written request. Transcripts sent via express mail or fax are available for \$20.00 each. Requests for transcripts should be sent to:

UMUC Asia  
Transcript Office  
Unit 5060 Box 0100  
APO AP 96328-0100

E-mail: [otranscripts@ad.umuc.edu](mailto:otranscripts@ad.umuc.edu)

Requests should include the student’s full name, social security number, date of birth, and the first and last dates the student attended UMUC in Asia.

No transcript will be released nor certificate or degree granted until all outstanding debts have been paid in full.

## Name Changes

Requests for a name change on official University of Maryland University College records must be accompanied by one of the following:

1. Copy of a court order;
2. Copy of marriage certificate; or
3. Statement from a legal officer certifying the name change.

A student must continue to register under the former name until the official name change has been recorded and the student has received notification from UMUC Asia’s Yokota headquarters office.

## Transfer of UMUC Credit

Since courses carry full resident credit, credits earned with UMUC in Asia are normally transferable to other regionally accredited colleges and universities.

Students planning to transfer credits earned with University of Maryland University College to another institution should seek information directly from the institution to which they plan to transfer. Only that institution can answer specific questions about its own resident and degree requirements or about the applicability of UMUC courses to its curricula.

Transfer to UMUC’s European division (or from Europe to Asia) requires no advance application. However, if a student has had a break of two years or more in UMUC enrollment, the student must complete a new Application for Admission. Following a student’s initial enrollment in the new overseas division, the permanent record is automatically transferred. For information on UMUC’s State-wide programs the student should write to:

University of Maryland University College  
Office of Student Affairs  
3501 University Boulevard East  
Adelphi, MD 20783

<http://www.umuc.edu>

Students returning to the United States who wish to continue earning resident credit with UMUC may enroll in distance education courses provided from UMUC’s headquarters offices in Adelphi, Maryland.



UMUC students who wish to transfer to another University System of Maryland institution (for example, to University of Maryland College Park, Baltimore County, or Eastern Shore) must apply formally to that institution.

## Bootstrap/Degree Completion Program

Eligible service men and women may be assigned on temporary duty by their respective branches of service to enroll with UMUC. This enables these students to complete degree requirements, usually the last 30 semester hours, through full-time study. All tuition and other fees are paid by the student, who continues to receive military pay while attending the University. Some students may be able to remain in Asia and complete their degrees using Bootstrap benefits. This is normally possible only at the largest installations, where sufficient courses are available.

Students should consult their Education Services Officer for detailed information on Bootstrap application procedures. One of the first steps is to request, in the format required by their branch of service, the Office of Student Affairs to initiate the application for admission to the program. The Office of Student Affairs will prepare a Bootstrap letter based on the student's updated Curriculum Planning Sheet or SOC Student Agreement. Therefore, applicants must have an Official Evaluation, which provides students with a Curriculum Planning Sheet, before submitting their requests. A period of 4-6 weeks (to include the receipt of all official transcripts), should be allowed for the Official Evaluation.

The initial request for a Bootstrap letter should be submitted to the Yokota office at least six months before the student wishes to begin the Bootstrap program.

## OTS

Information or degree status certification that a student applying for Officer Training School (OTS) and other commissioning programs needs from the Office of Student Affairs should be requested 120 days before the commissioning board deadline of the particular organization.

## Promotion

Information or degree status certification that a student applying for promotion needs from the Office of Student Affairs should be requested 30 days before the deadline of the particular organization, at which time all transcripts that are to be part of the student's record must have been received.

## Federal Family Educational Rights and Privacy Act

Under the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), students have the right to inspect and review their educational records. Request for such inspection and review of student records in the Yokota Office of UMUC Asia may be made to:

Director of Student Affairs  
UMUC Asia  
Unit 5060 Box 0100  
APO AP 96328-0100

In addition, most institutional information concerning students may not be released to third parties without the explicit approval of the students themselves. Parents and spouses cannot request transcripts for students, nor can they request information about a student's official evaluation. The only student information which may be released without prior consent is directory information such as the student's name, major field of study, dates of attendance, degrees and awards received, and previous educational institution most recently attended. Any student who does not wish this information released must submit a written statement to that effect to the Director of Student Affairs.

This request should be made before the end of the second week of classes of the term in which the request is to take effect, and thereafter on an annual basis. Students should be aware that such a request, while it remains in effect, will prevent the release of all the above information.

In accordance with the Privacy Act, grades and grade point averages cannot be provided over the telephone.

## Grades

UMUC students in Asia earn their grades. They should expect to work hard, both in and out of class. UMUC faculty do not lower their expectations because students have full-time jobs or family responsibilities. Students should remember that their work will be evaluated by each faculty member, and that grades (high or low) will not be assigned to them based on their reputation or performance in courses taken previously.

## The Grading System

The following grades are used by University of Maryland University College on a student's Permanent Record to indicate the faculty member's evaluation of a student's academic achievement:

## Grade Meaning

- A** Outstanding Scholarship
- B** Good Scholarship
- C** Satisfactory Scholarship
- D** Marginal performance; the grade of D does not represent satisfactory progress toward a degree
- F(a)** Academic Failure
- F(n)** Failure due to non-attendance (i.e., dropping out of a course without official withdrawal)
- I** Incomplete
- W** Official Withdrawal
- H** Course taken out of sequence; no credit awarded
- S** Satisfactory (C or higher)
- T** Audit

## The Grades of A, B, and C

The grade of A is earned infrequently by students at the university level. It reflects both mastery of the course material and the ability to communicate that mate-

rial. UMUC faculty award the grade of A (outstanding scholarship) to those few students whose work is exceptional. Because the A grade is relatively uncommon, the grades of B and C are awarded more frequently. Both B and C imply hard work and substantial accomplishment in a course. Students progress toward degree goals with grades of A, B, or C.

## The Grade of F

The grade of F may be given for academic failure or for non-attendance. Students who fail to do passing work in a course receive an F(a) (academic failure).

A student who drops out of a course without officially withdrawing receives an F(n) (nonattendance). All the military services require students who are receiving tuition assistance to reimburse the government if they receive the grade of F(n); some services also require reimbursement from such students for the grade of F(a).

## Grade of I

The grade of I (Incomplete) is exceptional. It is to be given only to students whose work in a course has been satisfactory, but who, because of illness or other circumstances beyond their control, are unable to complete the course. To be eligible for the I grade, a student must have completed at least 60% of the total course work requirements, with a grade of C or better.

When requesting an Incomplete, students must provide the faculty member with substantiating information or documents. The faculty member makes a final decision on granting the Incomplete and sets a deadline for completing remaining work. In recording the grade of I, the faculty member states on a Grade Report Slip the quality of the student's work to date, the requirements remaining, and the deadline for completion.

In Korea, military personnel in the Eighth U.S. Army are advised that they have only sixty days to have the grade changed. If the student has not removed the I grade within that period, the grade will change automatically to an F within

the education center computer system. The student will then be billed for the amount of the tuition assistance provided by the military.

When they assign incompletes, faculty set their own specific deadlines, within a six month period following the end of the term in which the I grade was given, for the completion of all course requirements. These are usually much less than six months, more typically two or three weeks. If all required work is not completed by the faculty member's deadline a grade of F(a) may be assigned. In any case, if the work has not been completed and the faculty member has not submitted a new grade, the I grade will change to F(a) with the expiration of the six-month time period after the end of the term in which the course was taken.

It is the responsibility of the student, not of the education center nor of UMUC in Asia, to arrange with the faculty member for the assignment of an Incomplete. Students should realize that it is extremely difficult to remove a grade of I subsequent to their transfer away from Asia. An I cannot be removed by the mark of W. If students elect to repeat the course, they must reregister, pay the full fees and attend the entire course.

## The Grade of W

If a student officially withdraws by filing an Application for Withdrawal within the specified time period, a grade of W will be assigned.

## The Grade of S

The grade of S is used when a Satisfactory (S)/Marginal (D)/Failure (F) grading system applies. The grade denotes satisfactory progress and is defined as C or higher. The grade of S will appear on the student's permanent record, but will not be used in determining the Grade Point Average.

## Change of Grade

With the exception of the grade of I, all grades are final and cannot be changed. If students wish to establish credit in a course

in which they previously received an F, they must reregister, pay the tuition, and repeat the entire course.

## Repeating a Course

If a student repeats a course in which a passing grade has already been earned, the subsequent attempt shall not increase the total hours earned toward a degree.

When a course is repeated by a student, only the higher mark will be used in computing the cumulative average. Within the foreign language and mathematics course sequences credit will not be granted when a basic course is repeated out of sequence. These courses build on specific knowledge gained by students in previous courses, and thus a student may not receive credit for a course that is a prerequisite for a course already completed.

## Grade Point Average

For each student, a grade point average is calculated for all courses taken with University of Maryland University College (Asia, Europe, and Statewide). Grades for courses accepted in transfer are not included.

To compute the grade point average, the number of quality points earned is divided by the number of semester hours attempted. To determine quality points, each letter grade is converted to a numerical grade as follows: A-4.0, B-3.0, C-2.0, D-1.0, and F-0. The number of quality points for a course is the numerical grade multiplied by the number of semester hours the course carries. Thus, a grade of B in a three-semester-hour course earns  $3.0 \times 3 = 9$  quality points.

In counting the number of semester hours attempted, the grade of F is included, but the grades of I and W are not. When the grade of I is replaced with A, B, C, D, or F, the grade point average is recomputed.

As an example, a student with 48 total quality points and 15 semester hours attempted has a grade point average of 48 divided by 15 = 3.20, which is somewhat above a B average.

## Academic Progress

At the end of every 15 or more consecutive semester hours of UMUC credit earned, each student's cumulative grade point average is reviewed for satisfactory academic progress. The cumulative GPA is based solely on UMUC grades.

There are four levels of academic progress: satisfactory, warning, probation, and dismissal.

### Levels of Progress

**Satisfactory** - The cumulative GPA is 2.0 or higher.

**Warning** - A student whose cumulative GPA is less than 2.0 will be placed on academic warning. If the student improves his or her grades by the end of the next 15-semester hour block so that the cumulative GPA is 2.0 or higher, the student returns to a satisfactory level of academic progress. If, however, a student on academic warning achieves a GPA of 2.0 or higher in the next 15-semester hour block but still has a cumulative GPA of less than 2.0, the student remains on academic warning.

A student who attempts 15 semester hours or more and earns no quality points will receive an academic warning regardless of the cumulative grade point average.

**Probation** - A student on academic warning whose cumulative GPA is less than 2.0 at the end of the next consecutive block of 15 or more semester hours will be put on academic probation.

A student on probation whose GPA is 2.0 or better for the next consecutive

block of 15 semester hours or more but whose cumulative GPA is still less than 2.0 will return to academic warning status.

**Dismissal** - A student on probation whose cumulative GPA is less than 2.0 at the end of the next consecutive block of 15 semester hours or more will be academically dismissed.

A student on probation who achieves a GPA of at least 2.0 during the next consecutive block of 15 semester hours or more will not be dismissed at the end of that period, even if the cumulative GPA is still below 2.0. This student returns to academic warning status.

### Reinstatement After Dismissal

A student whose cumulative grade point average falls within academic dismissal range loses eligibility to re-register with UMUC Asia or any other academic unit of UMUC worldwide. The student may request reinstatement by writing to: UMUC Asia, Office of the Registrar, Unit 5060 Box 0100, APO AP 96328-0100. The letter must contain an explanation of how the student will be able to improve academic performance. The student may re-enroll only after the request for reinstatement is approved and two academic terms have elapsed since the dismissal.

### Recognition of Scholastic Achievement

#### Dean's List

Each term the Office of the Registrar compiles the Dean's List to honor students who have completed a block of at least 12 consecutive semester hours of credit with

UMUC with a grade point average of 3.5 or higher. Students on the Dean's List receive a letter of achievement.

Computation of scholarship averages for Dean's List eligibility is based on the first block of 12 credits considered as a unit and on each such block earned subsequently. A student who does not qualify at the end of the whole first unit of 12 credits must complete a second full unit in order to be considered. A course may not be considered as a part of two units. Because all credit earned during the term in which a student completes a unit is added together, it is possible for a unit to consist of more than 12 semester hours. A student need not be enrolled in consecutive terms to be considered for the Dean's List. Dean's List recognition cannot be earned for any block of credit in which the student has an Incomplete (I) grade.

#### Honor Roll

Students who earn a perfect grade point average of A (4.0) receive a letter recognizing this special achievement. Because of the time required to receive and record grades, students are notified of their name being placed on the Honor Roll at the end of the term following the term in which they complete a unit of 12 credits.

#### Baccalaureate Honors

Honors for excellence in scholarship, determined from the cumulative grade point average, are awarded to not more than 10% of each graduating class. Summa Cum Laude is offered to the highest 2%, Magna Cum Laude to the next 3%, and Cum Laude to the next 5%. To be eligible for this recognition, a total of at least 45 semester hours of credit must have been earned with University of Maryland University College.

## Honor Societies

Inquiries concerning honor societies should be addressed to:

UMUC Asia  
Office of the Registrar  
UNIT 5060 Box 0100  
APO AP 96328-0100

### Alpha Sigma Lambda

UMUC students are eligible for membership in Alpha Sigma Lambda, the national honor society for students in continuing higher education. To qualify for membership, a student must be pursuing a first bachelor's degree, have completed at least 30 semester hours at UMUC in courses graded A, B, C, D, or F, and maintained a grade point average of 3.8 or higher in all UMUC courses. At least 15 semester hours, from UMUC or transferred, must be in courses outside the student's major.

### Phi Alpha Theta

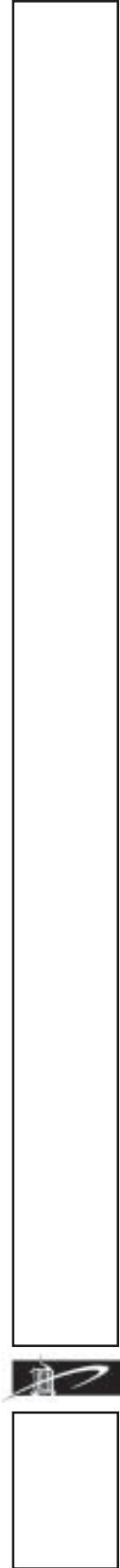
UMUC students may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, students must attain a grade point average 3.5 or higher in at least 12 semester hours of UMUC history courses and have an overall UMUC grade point average of 3.4.

## Phi Kappa Phi

The honor society of Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership in Phi Kappa Phi, candidates must have completed at least 90 semester hours of credit toward the bachelor's degree, at least 45 of which must have been in UMUC courses carrying letter grades of A, B, C, D, or F. The candidate's grade point average in UMUC courses must be in the top 10 percent of the previous UMUC graduating class.

### Sigma Tau Delta

Membership in Sigma Tau Delta, the international English honor society, is open to qualified UMUC students majoring in English. To be eligible, students must have earned at least 45 semester hours toward the bachelor's degree with an overall grade point average of 3.5 or higher. At least 30 semester hours must have been earned at UMUC and must include 12 semester hours of English beyond ENGL 101 and 6 semester hours of upper-level credit. Students must also have earned a grade point average of 3.6 in English course work at UMUC.







## Application for Degrees and Certificates

A student who has had an Official Evaluation and is within 9 semester hours of the total required for completion of the A.A. degree, or within 15 semester hours of the total required for the B.A. or B.S. degree, is eligible to apply for the award of a degree.

## Application for Diploma Deadlines

Students expecting to complete the requirements for a degree must submit an Application for Diploma (Form UMR-206) and the \$50 Diploma Fee to:

UMUC Asia  
Office of Student Affairs  
Unit 5060, Box 0100  
APO AP 96328-0100

The Application for Diploma may be obtained from Maryland Field Representatives or by writing to the Office of Student Affairs.

The completed Application for Diploma must be received by the Office of Student Affairs in accordance with the following schedule:

<u>Application Deadline</u>	<u>Expected Graduation</u>
1 October	December
15 February	May
15 May	August

Students whose Application for Diploma forms are received after these deadlines will be considered for the next scheduled graduation.

## Graduation Review

Associate and bachelor's degree diploma applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include Incomplete grades to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure that this work is completed and that official documentation reaches the Office of Student Affairs no later than the first day of the month in which the degree is to be awarded.

## Noncompletion of Degree Requirements

A student who does not complete degree requirements in time for the graduation date specified on the Application for Diploma must submit a new Application for Diploma and \$50 diploma fee. Students will be informed of remaining degree requirements.

## Certificates

Students who believe they have completed the requirements for a 30-semester-hour Certificate offered by UMUC in Asia should write or telephone the Office of Student Affairs and should also request an Official Evaluation if they have not previously received one. Students who wish to earn a certificate may request Official Evaluations to guide their progress.

Note: The three graduation dates when degrees are awarded are not the same as the dates Commencement ceremonies held in Asia. Degrees are conferred on the 30th of the degree month.

## Conference Courses

Completion of degree requirements is the responsibility of each individual student. However, when all conditions shown below are met, the University may approve a "conference course."



A conference course is a directed-study course available to UMUC seniors who need specific course credits in order to graduate.

UMUC faculty members conduct conference courses, providing students with a course plan and assignments. Students and faculty may meet occasionally; students complete most of the course work by studying independently.

Permission to take a conference course is granted by the Director of Student Affairs subject to the following conditions:

1. The student must have received a Graduation Review and must have applied for the next available graduation date;
2. The student must be within nine semester hours of completion of baccalaureate degree requirements;
3. The required course is not otherwise available to the student before the proposed graduation date;

4. There must be a compelling reason, such as relocation to the United States, why the student must complete the degree by a certain date. Having filed an Application for Graduation for a specific graduation date does not constitute sufficient reason for a conference course to be approved.

Near-graduates should request permission for conference courses in writing. Students must register and pay all tuition before the course begins.

## Commencement and Recognition Ceremonies

Commencement ceremonies are held in Tokyo, Seoul, and Okinawa each spring, as well as recognition ceremonies at other locations. Graduates who receive the A.A., B.A. or B.S. degree during the current academic year (i.e., August, December and May graduations) are invited to attend these ceremonies. The dates of the Commencement ceremonies are not the same as the graduation dates when degrees are awarded. Graduates receive their diplomas by mail.



## Attendance

Students must take responsibility for their academic progress. This includes attending class regularly, because consistent attendance offers the best opportunity to master course material. Furthermore, absences (whether excused or unexcused) do not change what is expected of students, and all classwork missed must be made up to the satisfaction of the faculty member. However, class attendance, in and of itself, is not a criterion for the evaluation of the student's degree of success or failure.

## Religious Observances

Students will not be penalized because of their observance of religious holidays. They will be allowed, whenever feasible and within a reasonable time, to make up any examination, other written test, or class work missed because of religious observance. The President of University of Maryland University College has prohibited the scheduling of examinations and deadlines for the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

## Examinations

Students are responsible for keeping informed concerning the dates of announced quizzes, tests, and examinations. A faculty member is not required to give make-up examinations unless students can present evidence that the absences were caused by illness or emergency circumstances over which they had no control. Make-up examinations, when permitted, are given at the faculty member's convenience and should not interfere with regularly scheduled classes. A student who must be absent from a course excessively should confer with the faculty member; if it is necessary to withdraw from the course, an Application for Withdrawal must be filed at the education center.

## Writing and Mathematics

Students should understand that the quality of their writing will probably affect their grade point average. It is UMUC policy that all courses, with the possible exception of mathematics, should involve some form of written work.

Acceptable college-level writing expresses thoughts in a logical, well-organized form, using proper grammar and complete sentences, and correct punctuation and spelling. No student will be awarded an A (outstanding scholarship) on assignments when ineffective writing creates an obvious failure to communicate.

Students are required to complete ENGL 101 within their first 12 semester hours of UMUC work, and should take at least two writing courses as early as possible in their college career. This will help to ensure that their written assignments in other subjects are completed in an acceptable fashion.

UMUC faculty have developed a program of quantitative reasoning across the curriculum, with the goal of improving students' quantitative reasoning skills. Skills developed in introductory mathematics courses are reinforced and enhanced in appropriate courses in other disciplines, allowing students to gain confidence in their ability to use mathematics and to reason in a quantitative manner. Students should realize that quantitative reasoning is not limited to mathematics courses, and that analytical skills using mathematics are as important for success in college and in the workplace as are verbal skills gained through practice in writing.

## Students with Disabilities

University of Maryland University College Asia is committed to assisting students with disabilities to the extent possible so that they are able to pursue their educational goals while overseas. UMUC faculty are prepared to make reasonable accommodations for students with specific disabilities so that the students will have the opportunity to develop and demonstrate proficiency in the required subject matter. Students also share the responsibility for ensuring that appropriate accommodations can be made, and are primarily responsible for identifying, documenting, and communicating their disabilities to the course instructor. Any special arrangements should be agreed to in writing before the first class meeting each term.



## Overview

University of Maryland University College offers a variety of programs of study to meet the needs of the overseas military community. Students may enroll in programs that lead to a certificate, an Associate of Arts degree, a Bachelor of Science degree, a Bachelor of Arts degree, or a Master's degree (on Okinawa only).

## Certificate Programs

Certificate programs are directed toward professional development in a specific, career-oriented subject area. Programs are available in Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management. Thirty semester hours of course work are required for each of the certificate programs.

## Undergraduate Degree Programs

The undergraduate degree programs described below are designed for students who wish to gain a solid intellectual and cultural background in general education as well as a broad foundation in a specific subject area. These programs include general education requirements in Communications; Arts and Humanities; Social and Behavioral Sciences; Biological and Physical Sciences; Mathematics; and Library Science.

## Associate of Arts Degree

The Associate of Arts degree requires 60 semester hours. Of these, 32 s.h. must be in general education requirements. Students may then follow one of several tracks to the A.A. degree: Accounting, Business and Management, Computer Studies, General Curriculum, Japanese Studies, Korean Studies, Management Studies, or Mathematics.

## Bachelor's Degrees

The Bachelor of Arts degree and the Bachelor of Science degree require 41 semester hours of general education. In addition, students develop majors and minors, choosing from a variety of academic subjects, such as Accounting, Business Administration, Computer and Information Science, Computer Studies, English, General Studies, History, Information Systems Management, Management Studies, and Psychology.

## Graduate Program in Counseling

A graduate program in Counseling and Personnel Services (CAPS), offered through the cooperation of the University of Maryland, College Park Graduate School and the College of Education, is available on Okinawa.

### Summary of Programs of Study

Programs	Semester Hours Required	Areas of Study	
Certificate Programs	30 s.h.	Accounting Computer Studies Japanese Studies	Korean Studies Management
Associate Degree	60 s.h.	Accounting Business & Management Computer Studies General Curriculum	Japanese Studies Korean Studies Management Studies Mathematics
Bachelor of Arts or Bachelor of Science Degree	120 s.h.	Accounting Business Administration Computer & Information Science Computer Studies English (B.A. only)	General Studies History (B.A. only) Information Systems Management Management Studies Psychology
Master's Degree (available on Okinawa only)	36 s.h. (M.Ed.) 48 s.h. (M.A.) in graduate courses	Counseling & Personnel Services	

Through this program students develop theoretical understanding and applied skills in the field of counseling.

Master's degree requirements include 36 semester hours of graduate course work for the M.Ed., or 48 s.h. for the M.A., with a 3.0 overall grade point average, and a comprehensive examination. Additional information and a catalog may be obtained from the CAPS office on Okinawa, whose address is in the directory pages of this catalog.

## Requirements

The requirements for each undergraduate program are described in detail in this section of the catalog. Before deciding on a particular program of study, students should consider their interests and abilities, their future career plans, and the amount of time they intend to devote to college work. Professional UMUC Academic Advisors are available to help students plan their college curricula. Advisors visit most education centers regularly. Students can also obtain assistance from Academic Advisors by writing or phoning the Area Directors' offices in Korea and Okinawa, or the UMUC Asia administrative offices at Yokota Air Base, Japan.

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## Certificate Programs

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UMUC offers five programs in Asia which permit students to earn certificates. These areas are Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management. Certificates are appropriate first goals for students who will later seek associate and bachelor's degrees. Credits fulfilling certificate requirements may also be applied to those degrees. These certificate programs have a number of common features:

1. Each requires the completion of certain general education courses;
2. Each requires a total of 30 semester hours, including at least 15 semester hours with UMUC, in Asia, Europe, or UMUC Statewide;
3. The student must have a cumulative grade point average of at least 2.0 (C) in all courses taken with UMUC and a grade of at least C in each core and discipline-related course.

Students seeking to earn a second certificate in a different academic area must complete an additional 15 semester hours with UMUC (Asia, Europe, or Statewide) following completion of the first certificate, and must fulfill all certificate requirements.

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## Accounting Foundations

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### Certificate in Accounting

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

#### 1. General Education Courses (9 s.h.):

ENGL 101 Introduction to Writing  
MATH 107 College Algebra  
Additional 3 s.h. in writing or speech communication.

#### 2. Accounting and accounting-related courses (18 s.h., of which at least 6 s.h. must be completed with UMUC):

##### a. Accounting core courses (9 s.h.):

ACCT 220 Principles of Accounting I  
ACCT 221 Principles of Accounting II  
ACCT Any upper-level course in accounting or finance

##### b. Accounting-related courses (9 s.h.) selected from:

BMGT 110 Introduction to Business and Management  
ACCT Any upper-level course in accounting  
BMGT Any upper-level course in finance  
BMGT 380 Business Law I  
BMGT 381 Business Law II  
CMIS 102 Introduction to Problem Solving and Algorithm Design  
CMIS 140 Introductory Programming  
CMST 340 Computer Applications in Management  
ECON 201 Principles of Economics I, or  
ECON 205 Fundamentals of Economics  
ECON 203 Principles of Economics II  
STAT 200 Introduction to Statistics  
IFSM 300 Information Systems in Organizations  
IFSM 307 COBOL Programming

#### 3. Electives (3 s.h.). It is recommended that electives be selected from accounting core or accounting-related courses.

### Certificate in Computer Studies

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

#### 1. General education courses (9 s.h.):

ENGL 101 Introduction to Writing  
MATH 107 College Algebra  
Additional 3 s.h. of writing or speech communication.

**2. Computer studies-related courses (15 s.h., at least 6 s.h. of which must be completed with UMUC), to include:**

a. One course from the following:

CMIS 102	Introduction to Problem Solving and Algorithm Design
IFSM 201	Introduction to Computer-Based Systems

b. At least two of the following (to include one programming language):

CMIS 140	Introductory Programming
CMIS 240	Data Structures and Abstraction
IFSM 300	Information Systems in Organizations
IFSM 307	COBOL Programming
IFSM 310	Software and Hardware Concepts

**3. Electives (6 s.h.).** It is recommended that the electives be selected from general education or computer studies courses.

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## Foreign Language Area Studies Certificates

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Foreign language area studies certificates give students the opportunity to focus on the life and culture of a particular country, usually the country in which they live. The student is required to complete 6 semester hours in language core courses and 12 semester hours in courses related to the history and culture of the area. Specific courses are identified for each of the areas studied. Students should check with a UMUC Academic Advisor for information on programs available in their area.

### Certificate in Japanese Studies

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

**1. General Education Requirements (12 s.h.):**

a. ENGL 101 Introduction to Writing

b. At least one of the following courses:

SOCY 100	Introduction to Sociology
SOCY 105	Introduction to Contemporary Social Problems
ANTH 101	Intro. to Anthropology: Archaeology and Physical Anthropology
ANTH 102	Intro. to Anthropology: Cultural Anthropology and Linguistics

c. At least one of the following courses:

GVPT 100	Principles of Government and Politics
PSYC 100	Introduction to Psychology

d. An additional 3 s.h. of writing or speech communication.

**2. Language (6 s.h.):**

JAPN 111	Elementary Japanese I
JAPN 112	Elementary Japanese II

**3. Courses in Japanese area studies (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from such courses as:**

ANTH 417	Peoples and Cultures of the Far East
ASTD 150	Introduction to Asian Studies I
ASTD 160	Introduction to Asian Studies II
ASTD 301	The Japanese: Adapting the Past, Building the Future
ASTD	Other appropriate courses in Japanese area studies
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 482	History of Japan to 1800
HIST 483	History of Japan since 1800
JAPN 105	Introduction to Japanese Language and Culture
JAPN 333	Japanese Life and Culture I
JAPN 334	Japanese Life and Culture II
JAPN 418	Japanese Literature in Translation

NOTE: Foreign language courses cannot be used in place of Japanese area studies courses.

### Certificate in Korean Studies

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

**1. General Education Requirements (12 s.h.):**

a. ENGL 101 Introduction to Writing

b. At least one of the following courses:

SOCY 100	Introduction to Sociology
SOCY 105	Introduction to Contemporary Social Problems
ANTH 101	Intro. to Anthropology: Archaeology and Physical Anthropology
ANTH 102	Intro. to Anthropology: Cultural Anthropology and Linguistics

c. At least one of the following courses:

GVPT 100	Principles of Government and Politics
PSYC 100	Introduction to Psychology

d. An additional 3 s.h. of writing or speech communication.



## 2. Language (6 s.h.):

KORN 111	Elementary Korean I
KORN 112	Elementary Korean II

## 3. Courses in Korean area studies (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from such courses as:

ANTH 417	Peoples and Cultures of the Far East
ASTD 150	Introduction to Asian Studies I
ASTD 160	Introduction to Asian Studies II
ASTD 302	The Two Koreas: Problems and Prospects
ASTD	Other appropriate courses in Korean area studies
KORN 105	Introduction to Korean Language and Culture
KORN 333	Korean Life and Culture
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 318O	The Korean War
HIST 383	Korean History
HIST 480	History of Traditional China
HIST 481	History of Modern China

NOTE: Foreign language courses cannot be used in place of Korean area studies courses.

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## Management Foundations

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### Certificate in Management

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

#### 1. General Education Courses (12 s.h.):

- a. ENGL 101 Introduction to Writing
- b. At least one of the following courses:

ECON 201	Principles of Economics I, or
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II

- c. At least two of the following courses:

GVPT 170	American Government
PSYC 100	Introduction to Psychology
SOCY 100	Introduction to Sociology

#### 2. Management-related courses (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from such courses as:

ACCT	Any Accounting course
BMGT	Any Business and Management course
CMIS	Any Computer and Information Science course
CMST	Any Computer Studies course
ECON 201	Principles of Economics I, or
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
STAT 200	Introduction to Statistics
GVPT 210	Intro to Public Administration and Policy
IFSM	Any Information Systems Management course
MGST	Any Management Studies course
PSYC 221	Social Psychology
PSYC 361	Survey of Industrial & Organizational Psychology
SOCY 331	Work, Bureaucracy and Industry

#### 3. Electives (6 s.h.). It is recommended that the electives be selected from general education or management-related courses.

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## Undergraduate Degree Programs

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University of Maryland University College offers programs leading to associate and bachelor's degrees. The programs and the specific requirements of each are described in detail in the following pages.

### General Education Requirements

Common to all degree programs are general education requirements. The subjects selected provide a solid cultural and intellectual foundation for the remainder of the student's education. Associate-level General Education Requirements are shown in the accompanying table.

#### Associate of Arts Degree

UMUC offers programs in Asia leading to the Associate of Arts degree in Accounting, Business and Management, Computer Studies, General Curriculum, Japanese Studies, Korean Studies, Management Studies, and Mathematics. Each degree has its own requirements. All are ideal first goals for students who wish to continue their college studies toward a bachelor's degree, and the credits earned may be applied toward that degree. A student should complete one associate degree before applying for another.

The associate degree programs have a number of common features:

1. Each requires completion of the General Education Requirements (32 s.h.);
2. Each allows transfer of a maximum of 12 s.h. of vocational/technical courses;

## Associate-Level General Education Requirements (32 s.h.)

### I. Communications (9 s.h.):

- A. ENGL 101 Introduction to Writing (3 s.h.) (taken within a student's first 12 s.h.). ENGL 101 or equivalent credit may not be earned through credit by examination.
- B. One additional course (3 s.h.) in writing such as ENGL 102 or 291, or COMM 293 or 294.
- C. A third course (3 s.h.) in writing, or certain courses in speech such as SPCH 100, 125.

### II. Arts and Humanities (6 s.h.):

One course in each of two of the following disciplines:

- A. Asian Studies (selected courses including ASTD 150/160, JAPN 105, and KORN 105)
- B. Art
- C. Art history
- D. Dance
- E. Foreign Language
- F. History
- G. Humanities (HUMN)
- H. Literature
- I. Music
- J. Philosophy
- K. Theater

### III. Social and Behavioral Sciences (6 s.h.):

One course in each of two of the following disciplines:

- A. Anthropology
- B. Behavioral and Social Sciences (BEHS)
- C. Economics

- D. Geography
- E. Government and Politics
- F. Psychology
- G. Sociology

### IV. Biological and Physical Sciences (7 s.h.):

Two courses, of which at least one must be a laboratory course. Credits must be from the following disciplines:

- A. Astronomy
- B. Biochemistry
- C. Biology
- D. Botany
- E. Chemistry
- F. Entomology
- G. Geology
- H. Microbiology
- I. Natural Science
- J. Physics
- K. Zoology

### V. Mathematics (3 s.h.):

One course at or above the level of college algebra. MATH 105, MATH 107, or a higher-level mathematics course satisfies this requirement. Must be completed within first 15 s.h. Placement test required.

### VI. Library Research (1 s.h.):

LIBS 150 Information Literacy and Research Methods (1 s.h.), or equivalent.

- 3. Each requires a total of 60 semester hours, including at least 15 semester hours with UMUC, taken in Asia, Europe, or UMUC Statewide;
- 4. The student must have a cumulative grade point average of at least 2.0 (C) in all courses taken with UMUC and a grade of at least C in each core and discipline-related course.

## Associate of Arts, General Curriculum

The Associate of Arts in General Curriculum is for adult students who wish to pursue their own educational goals. They may do this by combining related courses from several disciplines, exploring several interests at once, or choosing a variety of courses from throughout UMUC's offerings. Students in this program accept responsibility for developing a curriculum that meets their specific objectives. They are encouraged to seek assistance from a UMUC Academic Advisor in arranging their curriculum as appropriate to their personal interests and future educational plans.

To qualify for the degree, a student must complete the following course requirements (60 semester hours):

### 1. General Education Requirements (32 s.h.).

- 2. **Electives (28 s.h.).** The student is urged to apply the criteria of personal interest and future educational and career goals to the selection of these courses.

## Associate of Arts, Accounting

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asia, Europe, or Statewide), at least 9 s.h. must be in accounting courses.

- 1. **General Education Requirements (32 s.h.).** To satisfy the mathematics requirement of the GER, students must complete MATH 107.

### 2. Accounting courses (27 s.h.):

- a. Accounting core courses (15 s.h., of which at least 6 s.h. must be taken with UMUC), selected from:

ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ACCT	Any upper-level course in accounting
BMGT	Any upper-level course in finance
MGST 320	Governmental Accounting

- b. Accounting-related courses (12 s.h.), selected from:

BMGT 110	Introduction to Business and Management
BMGT 364	Management and Organization Theory
BMGT 380	Business Law I
BMGT 381	Business Law II
BMGT 496	Business Ethics and Society

	or
ACCT 411	Ethics and Professionalism in Accounting
CMIS 102	Introduction to Problem Solving and Algorithm Design
CMIS 140	Introductory Programming
CMST 340	Computer Applications in Management
ECON 201	Principles of Economics I, or
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
MGST 120	Fundamentals of the Accounting Process
MRKT 310	Marketing Principles and Organization
STAT 200	Introduction to Statistics
	or
BMGT 230	Business Statistics

**3. Electives (1 s.h. to complete the required 60 s.h.).**

## Associate of Arts, Business and Management

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asia, Europe, or Statewide), at least 9 s.h. must be in business and management courses.

**1. General Education Requirements (32 s.h.).** To satisfy the mathematics requirement, students must complete MATH 107.

**2. Business and management courses (24 s.h.):**

a. Business core courses (15 s.h.). Five of the following seven courses:

BMGT 110	Intro to Business & Management
ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 201	Principles of Economics I
	or
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
STAT 200	Introduction to Statistics
	or
BMGT 230	Business Statistics

b. Management-related courses (9 s.h.), selected from:

ACCT	All courses
BMGT	All courses
CMIS	All courses
CMST	All 3-semester-hour courses
ECON	All courses
GVPT 210	Introduction to Public Administration and Policy
IFSM	All courses
HRMN 300	Human Resource Management
MGST	All courses

MRKT 310	Marketing Principles and Organization
PSYC 221	Social Psychology
PSYC 361	Survey of Industrial and Organizational Psychology
SOCY 331	Work, Bureaucracy, and Industry
	or
SOCY 461	Industrial Sociology
SPCH 108	Technical Speech Communication
	or
SPCH 107	Speech Communication: Principles and Practice

**3. Electives (up to 4 s.h. to complete the required 60 s.h.).**

## Associate of Arts, Computer Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours).

**1. General Education Requirements (32 s.h.).** Students must take MATH 107 College Algebra, and one course in statistics (such as STAT 200).

**2. Computer studies-related courses (15 s.h.), including:**

a. One course from the following (3 s.h.)

CMIS 102	Introduction to Problem Solving and Algorithm Design
IFSM 201	Introduction to Computer-Based Systems

b. One programming language (3 s.h.)

CMIS 140	Introductory Programming
CMST 305	Introduction to Visual Basic Programming
IFSM 307	COBOL Programming

c. Two of the following (6 s.h.)

CMIS 240	Data Structures and Abstraction
CMIS 310	Computer Systems and Architecture
	or
IFSM 310	Software and Hardware Concepts
CMST	Any lower-level course (not to exceed 3 s.h.)
IFSM 300	Information Systems in Organizations

d. Any additional course (3 s.h.) selected from CMIS, CMIT, CMST, or IFSM courses.

**3. Electives (up to 13 s.h. to complete the required 60 s.h.).**

May be additional courses selected from CMIS, CMIT, CMST, IFSM, or from another discipline(s), related to career goals and personal interest.

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## Foreign Language Area Studies Associate Degrees

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Foreign language area studies associate degrees give students the opportunity to focus on the life and culture of a particular country, usually the country in which they live. The student is required to complete 12 semester hours in language core courses and 16 semester hours in courses related to the history and culture of the area. Specific courses are identified for each of the areas studied. Students should check with a UMUC Academic Advisor for information on programs available in their area.

### Associate of Arts, Japanese Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asia, Europe, or Statewide), at least 9 s.h. must be in Japanese area studies courses.

#### 1. General Education Requirements (32 s.h.).

#### 2. Language (12 s.h.):

JAPN 111	Elementary Japanese I
JAPN 112	Elementary Japanese II
JAPN 114	Elementary Japanese III
JAPN 115	Elementary Japanese IV

#### 3. Courses in Japanese area studies (16 s.h.) selected from such courses as:

ANTH 417	People and Cultures of the Far East
ASTD 150	Introduction to Asian Studies I
ASTD 160	Introduction to Asian Studies II
ASTD 301	The Japanese: Adapting the Past, Building the Future
ASTD	Other appropriate courses in Japanese area studies
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 482	History of Japan to 1800
HIST 483	History of Japan since 1800
JAPN 105	Introduction to Japanese Language and Culture
JAPN 333	Japanese Life and Culture I
JAPN 334	Japanese Life and Culture II

Note: Foreign language courses cannot be used in place of Japanese area studies courses.

### Associate of Arts, Korean Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h.

completed with UMUC (Asia, Europe, or Statewide), at least 9 s.h. must be in Korean area studies courses.

#### 1. General Education Requirements (32 s.h.).

#### 2. Language (12 s.h.):

KORN 111	Elementary Korean I
KORN 112	Elementary Korean II
KORN 114	Elementary Korean III
KORN 115	Elementary Korean IV

#### 3. Courses in Korean area studies (16 s.h.) selected from such courses as:

ANTH 417	People and Cultures of the Far East
ASTD 150	Introduction to Asian Studies I
ASTD 160	Introduction to Asian Studies II
ASTD 302	The Two Koreas: Problems and Prospects
ASTD	Other appropriate courses in Korean area studies
KORN 105	Introduction to Korean Language and Culture
KORN 333	Korean Life and Culture
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 3180	The Korean War
HIST 383	Korean History
HIST 480	History of Traditional China
HIST 481	History of Modern China

Note: Foreign language courses cannot be used in place of Korean area studies courses.

### Associate of Arts, Management Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asia, Europe, or Statewide), at least 9 s.h. must be in management-related courses.

#### 1. General Education Requirements (32 s.h.).

#### 2. Management-related courses (18 s.h.) selected from such courses as:

ACCT	All courses
BMGT	All courses
CMIS	All courses
CMST	All courses
COMM 390	Writing for Managers
ECON	All courses
GVPT 210	Introduction to Public Administration and Policy
IFSM	All courses

MGST	All courses
PSYC 221	Social Psychology
PSYC 361	Survey of Industrial and Organizational Psychology
SOCY 331	Work, Bureaucracy, and Industry or
SOCY 461	Industrial Sociology
STAT 200	Introduction to Statistics
SPCH 207	Technical Speech Communication

### 3. Electives (up to 10 s.h. to complete the required 60 s.h.).

## Associate of Arts, Mathematics

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asia, Europe, or Statewide), at least 9 s.h. must be in mathematics-related courses.

#### 1. General Education Requirements (32 s.h.).

#### 2. Mathematics-related courses (at least 25 s.h.), including:

##### a. Introductory and intermediate calculus:

MATH 130	Calculus A
MATH 131	Calculus B
MATH 132	Calculus C
MATH 241	Calculus III

##### b. One course in higher mathematics selected from:

MATH 240	Introduction to Linear Algebra
MATH 246	Differential Equations

##### c. Two courses in which a mathematical approach is applied to another field of study, selected from:

ACCT	All courses
BMGT	Any finance course
BMGT 309	Operations Research for Management Decisions
BMGT 385	Production and Operations Management
CHEM 103	General Chemistry I
CHEM 113	General Chemistry II
CMIS 102	Introduction to Problem Solving and Algorithm Design
CMIS 140	Introductory Programming
CMIS 160	Discrete Mathematics for Computing
CMIS 240	Data Structures and Abstraction
CMIS 320	Relational Databases
CMIS 330	Software Engineering Principles and Techniques
ECON 201	Principles of Economics I or
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
ECON 430	Money and Banking

ECON 440	International Economics
PHYS	Any course numbered 111 or higher
STAT 400	Applied Probability and Statistics I
STAT 401	Applied Probability and Statistics II

d. STAT 200 or an equivalent course in statistics (3 s.h.).

### 3. Electives to complete the required 60 s.h.

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## Second Associate Degree

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A student wishing to earn a second Associate of Arts degree must complete an additional 15 semester hours with UMUC (Asia, Europe, or Statewide) following conferral of the first Associate degree, and must fulfill all degree requirements.

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## Bachelor's Degrees

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At the undergraduate level, UMUC offers the Bachelor of Arts (BA) and Bachelor of Science (BS) degrees, as well as the Associate of Arts (AA) degree and various certificates.

Requirements for degrees vary according to the major and minor. The requirements that all candidates for the bachelor's degree must meet are summarized in the following sections.

### Expectations

UMUC aims to produce graduates who are well prepared to be responsible citizens of global society as well as effective participants in the complex, fast-changing world of work. A bachelor's degree from UMUC offers a multidimensional experience, combining a solid educational foundation with cross-curricular breadth as well as focused study in an academic discipline. Through that experience, UMUC graduates develop and demonstrate the hallmarks of the educated person: intellectual ability, curiosity, and flexibility; fundamental skills in reasoning, analysis, and expression; understanding of the principles of scientific and intellectual inquiry; awareness of global and historical context; and civic and ethical responsibility.

UMUC demands that students demonstrate the ability to learn and to apply that learning to career and life experience. The UMUC degree begins with basic intellectual tools, ensuring through the general education requirements that students are able to

- communicate effectively, orally and in writing.
- reason mathematically.
- examine and critically assess aesthetic, historical, and cultural works reflecting the variety of human thought and cultural achievement.
- comprehend the nature, techniques, and limits of science and the social and behavioral sciences.



- use libraries and other information resources to locate, evaluate, and use needed information effectively.
- understand information technology and apply it productively.

Cross-curricular initiatives, promoted both by specific courses and by integration throughout all programs, build the student's ability to analyze, synthesize, and integrate knowledge, perspectives, and techniques. The cross-curricular requirements in effective writing, fluency in information technology, historical and international perspectives, civic responsibility, and information literacy ensure that students are able to

- define problems, develop and articulate informed judgments, and think critically and systematically.
- function in professional roles requiring an appreciation and understanding of the interdependency among all disciplines in the global workplace.
- put learning in the context of historical events and achievements through time.
- function responsibly as adult citizens of the world, engaging and negotiating different perspectives and exercising ethical judgment in their personal and professional lives.

In pursuit of an academic major (and minor), the UMUC student acquires mastery of a considerable body of knowledge in a specific subject area or group of related subjects, with the focused exploration of an academic subject through a major course of study. Each major has clearly articulated objectives for the knowledge, skills, and abilities a student achieves in completing the major.

## Requirements

In general, the UMUC degree requirements that apply to a student are those that were in effect when the student began continuous enrollment in any public institution of higher education in Maryland. If a student has not been continuously enrolled, the requirements that apply are those in effect at UMUC when the student resumes continuous enrollment. To be considered continuously enrolled, degree-seeking students must be, or have been, enrolled at a Maryland public institution of higher education and have had no more than two sequential years of nonenrollment. When a continuously enrolled student chooses to change to a different degree program, the student may be subject to the degree requirements in effect at the time of the change.

The following requirements for the BA and BS are applicable to students who enroll on or after August 1, 2002.

## Major, Minor, and Elective Requirements

### A. Academic Major (30-38 s.h.)

The number of semester hours required to complete an academic major varies according to academic program. At least half the semester hours earned within the major must be upper-level credit and must be earned through UMUC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following section.

Students may receive a dual major on completion of all requirements for both majors, including the required minimum number of semester hours for each major.

### B. Academic Minor (15-19 s.h.)

Students are strongly encouraged to select a minor. Completion of an academic minor is optional except for accounting majors. Students may not take a major and minor in the same area. The number of semester hours required to complete an academic minor varies according to academic program. At least half the semester hours earned within the minor must be earned with UMUC. No grade may be lower than C. Specific coursework is prescribed for each minor and is described in the following section.

### C. Electives (15-49 s.h.)

Electives may be taken in any academic discipline and must include at least 9 semester hours of upper-level coursework. No more than 21 semester hours for the BS degree may consist of vocational or technical credit; such credit is applicable only toward the B.S. and not toward the B.A. Pass/fail credit may be used for electives only.

### Total Major, Minor, and Elective Requirements 70-79 s.h.

## General Bachelor's Degree Requirements

In addition to the general education and cross-curricular requirements and the major, minor, and elective requirements listed above, the following general requirements pertain to all bachelor's degrees:

1. Completion of a minimum of 120 semester hours of credit.
2. A minimum grade-point average of 2.0 (C) overall, and a minimum grade of C (2.0) for any course to be applied to the academic major or minor.
3. Within the required 120 semester hours, coursework taken with UMUC as follows:
  - 30 semester hours (normally the final 30)
  - Half of the required number of semester hours within both the major and the minor
  - 15 semester hours at the upper level, preferably within the major or minor
4. At least 45 semester hours of upper-level credit (i.e., credit earned in courses numbered 300 to 499), including:
  - At least one-half of the semester hours required for the major
  - 3 semester hours in intensive writing
  - 9 semester hours in electives

The remaining upper-level hours may be earned in any part of the curriculum.
5. At least half the required number of semester hours for any academic major or minor must be earned through graded coursework.

## Baccalaureate-Level General Education Requirements (41 s.h.)

### I. Communications (12 s.h.)

- A. ENGL 101 or ENGL 101X (3 s.h.)  
Must be completed within first 12 s.h. Placement test required. May not be earned through credit by examination.
- B. Another writing course (3 s.h.)  
All 3-credit COMM courses (except COMM 300, 380, 400, 486, and 493) and ENGL 278F, 291, 294, 303, 391, 391X, 396\*, 480, 482, 483, 485, and 493 apply.
- C. A third course in writing or speech (3 s.h.)  
All COMM and SPCH courses (except 486A and 486B) and ENGL 278F, 281, 281X, 291, 294, 303, 384, 391, 391X, 396\*, 480, 482, 483, 485, 493, and 498 apply.
- D. An upper-level intensive writing course (3 s.h.)  
ENGL 303, 391, 391X, and 396\*; COMM 390, 393, 393X, 394, and 394X; and LGST 401 apply. May not be earned through credit by examination.  
No more than 3 semester hours of writing credit may be earned through credit by examination.

### II. Arts and Humanities (6 s.h.)

One course each in two of the following disciplines: ASTD (selected courses including ASTD 150/160, JAPN 105, and KORN 105), ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

### III. Behavioral and Social Sciences (6 s.h.)

One course each in two of the following disciplines: ANTH, BEHS, CCJS, ECON, GEOG, GERO (except GERO 341, 342, 351, and 353), GVPT, PSYC, or SOCY. Not all CCJS apply; eligible courses are CCJS 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461.

### IV. Biological and Physical Sciences (7 s.h.)

- A. A science lecture course (3 s.h.) with related laboratory course (1 s.h.) or a science course combining lecture and laboratory (4 s.h.)
- B. Any other science course (3 s.h.)  
Courses from the following disciplines satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, botany, entomology, general science, and zoology.

### V. Mathematics (3 s.h.)

MATH 105, MATH 107, or a course at or above the level of college algebra. Must be completed within first 15 s.h. Placement test required.

Note: MATH 107 or any higher-level course is required for majors in all computing areas and most business-related areas. Students should refer to the specific major for requirements or recommendations.

### VI. Interdisciplinary or Emerging Issues (7 s.h.)

- A. *For all students*: One course (LIBS 150) in information literacy and research methods (1 s.h.)
- B. *For computing majors*: One course satisfying the international perspective requirement and one course satisfying the civic responsibility requirement (6 s.h.)
- C. *For noncomputing majors*: A total of 6 semester hours in computing courses, including
- IFSM 201
  - An additional 3 s.h. computing course appropriate to the academic major
- Students should refer to the specific major for requirements or recommendations. Unless otherwise specified, courses in CMIS, CMIT, CMST, and IFSM; LGST 360 and 363A; BMGT 301; and ACCT 326 apply. *Note*: IFSM 300 or ACCT 326 is required for business-related majors.

### VII. Cross-Curricular Requirements (9 s.h.)

Unless otherwise specified, these requirements may be satisfied anywhere in the degree (within general education requirements, major, minor, or elective courses). Students may apply a given course to only one of the cross-curricular requirements, even though it may appear on more than one list.

- A. Historical Perspective  
One course that offers a historical perspective (3 s.h.)
- B. International Perspective  
One course that offers an international perspective (3 s.h.)  
The international perspective requirement may be met by 3 semester hours of a foreign language. Computing majors must satisfy this requirement within the general education requirements.
- C. Civic Responsibility  
One course that offers a perspective on civic responsibility (3 s.h.) Computing majors must satisfy this requirement within the general education requirements.

**Total General Education and Cross-Curricular Requirements: 41-50 s.h.**

\* ENGL 396 is a 6-credit course that earns 3 credits in upper-level writing and 3 credits in humanities.

## Summary of Bachelor's Degree Requirements

1. Bachelor's Degree General Education Requirements	41 s.h.
2. Cross-Curricular Requirements	9 s.h.
3. Academic Major	30-38 s.h.
4. Academic Minor (optional)	15-19 s.h.
5. Electives	15-49 s.h.

TOTAL	120 s.h.
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### Within these requirements, students must also:

- maintain a cumulative grade point average of at least 2.0 (C).
- complete a minimum 45 s.h. of upper-level credit, including half the credit earned for the major and 15 s.h. taken with UMUC.
- complete a minimum of 30 s.h. at UMUC, including half the credit earned for the major and for the minor.

## Curricula from Previous Catalogs

Some students seeking bachelor's degrees will be following curricula from previous UMUC Asia Catalogs. Information on those curricula may be found on the UMUC Asia Web site at <http://www.ad.umuc.edu>.

## Second Bachelor's Degree

At UMUC, students who have already received a bachelor's degree from UMUC or from another regionally accredited institution can broaden their education by earning a second bachelor's degree with a different major.

A student must have received the first bachelor's degree to be eligible to begin a second. For a second bachelor's degree, the student needs to complete at least 30 semester hours through UMUC after completing the first degree. The combined credit in both degrees must add up to at least 150 semester hours.

Students must complete all requirements for the major, as well as an upper-level writing course, a computing course, an international perspective course, and a civic responsibility course. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 semester hours of new courses should be satisfied with courses related to the major. For purposes of determining what major requirements apply to a given student, the applicable date is the date the student started coursework at UMUC after being admitted into the second undergraduate degree program. As with other degrees, continuous enrollment is required. A minimum grade-point average of 2.0 in all courses taken through UMUC is required for graduation.

All students need to be aware of what is entailed in a second bachelor's degree. Before beginning work or considering nontraditional options toward a second degree, each student should

consult an academic advisor. Advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations.

## Majors and Minors

The academic major requires 30 to 38 semester hours of credit, while the minor (optional) requires 15 to 19 semester hours. Half of the credit applied toward any major must be upper level, and at least half of the credit for any major or minor must be taken with UMUC. At least half of the credit applied toward a major or minor must be earned through graded coursework. A maximum of six one-semester-hour courses may be applied to a major or minor.

Majors and minors are described in the following section. Each major is available only for the Bachelor of Arts or the Bachelor of Science degree. Dual majors are available for the Bachelor of Science degree.

## Accounting

Students may seek either an academic major or minor in accounting.

### Major in Accounting

The accounting major focuses on the processes for analyzing and reporting the economic activities of organizations and communicating that information to decision makers. The accounting curriculum includes studies in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, international accounting, and accounting issues related to for-profit, not-for-profit, and government organizations.

### Objectives

The student who graduates with a major in accounting will be able to

- Employ critical-thinking, analytical, and problem-solving skills when resolving complex business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the intended audience so that they can make informed decisions and take action.
- Utilize technology (such as computers, accounting software, information databases, and the World Wide Web) to facilitate and enhance accounting and financial reporting processes.
- Identify the appropriate managerial and business issues critical to analyzing accounting data and other information used for identifying and assessing opportunities and risks, developing organizational plans, allocating resources, and accomplishing objectives.

- Apply relevant accounting principles and standards to specific business activities and workplace situations.
- Employ national, international, and historical perspectives when considering accounting and business issues.
- Identify ethical issues and apply principles of ethics and civic responsibility when considering accounting and business situations.
- Use analytical and research tools to monitor evolving accounting standards and practices and to maintain professional skills in a changing business environment.
- Apply the interpersonal and leadership skills expected of today's accounting professional.

## Requirements for the Major

A major in accounting requires the completion of 36 semester hours of coursework in accounting; at least 18 of these semester hours must be earned in courses numbered 300 or above. An additional 18 semester hours of related business coursework are required. At least half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

## Accounting Coursework (36 s.h.)

### Required Courses (24 s.h.)

Students must take the following courses:

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
ACCT 310	Intermediate Accounting I (3)
ACCT 311	Intermediate Accounting II (3)
ACCT 321	Cost Accounting (3)
ACCT 323	Taxation of Individuals (3)
ACCT 422	Auditing Theory and Practice (3)
ACCT 495	Contemporary Issues in Accounting Practice (3)

### Supplemental Major Courses (12 s.h.)

Students must choose four of the following courses for a total of 12 semester hours:

ACCT 326	Accounting Information Systems (3)
ACCT 328	Accounting Software (3)
ACCT 410	Accounting for Government and Not-for-Profit Organizations (3)
ACCT 411	Ethics and Professionalism in Accounting (3)
ACCT 417	Taxation of Corporations and Other Entities (3)
ACCT 424	Advanced Accounting (3)
ACCT 425	International Accounting (3)
ACCT 426	Advanced Cost Accounting (3)
ACCT 427	Advanced Auditing (3)
ACCT 436	Internal Auditing (3)

## Related Business Coursework (18 s.h.)

Students must take the following business courses (which will be credited as a minor in business administration):

BMGT 230	Business Statistics (3)
	or
STAT 200	Introduction to Statistics (3)
BMGT 340	Business Finance (3)
BMGT 364	Management and Organization Theory (3)
BMGT 380	Business Law I (3)
MRKT 310	Marketing Principles and Organization (3)

Students must choose one of the following ethics courses:

ACCT 411	Ethics and Professionalism in Accounting (3)
BMGT 496	Business Ethics and Society (3)

## Additional Required Coursework (12 s.h.)

Students must take the following courses; credit may be applied to general education, minor, or elective requirements, as appropriate:

ECON 201	Principles of Economics I (3)
ECON 203	Principles of Economics II (3)
MATH 107	College Algebra (3)

Students must take one of the following courses for the second computing course in the general education requirements:

ACCT 326	Accounting Information Systems (3)
IFSM 300	Information Systems in Organizations (3)

## Recommendations

The following courses are recommended to fulfill general education requirements or as additional electives.

Students are encouraged to take one of the following courses with an international focus:

ACCT 425	International Accounting (3)
BMGT 392	International Business Management (3)

Students are encouraged to take one of the following writing courses:

COMM 390	Writing for Managers (3)
COMM 393	Technical Writing (3)
COMM 394	Business Writing (3)

## Minor in Accounting

The accounting minor complements the skills the student gains in his or her major discipline through the study of how the accounting environment measures and communicates the economic activities of organizations to enable stakeholders to make informed decisions regarding the allocation of limited resources.

### Objectives

The student who graduates with a minor in accounting will be able to

- Employ critical-thinking, analytical, and problem-solving skills when resolving business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the intended audience so that they can make informed decisions and take action.
- Utilize technology (such as computers, accounting software, information databases, and the World Wide Web) to facilitate and enhance accounting and financial reporting processes.
- Apply relevant accounting principles and standards to specific business activities and workplace situations.
- Identify ethical issues and apply principles of ethics and civic responsibility when considering accounting and business issues.

### Requirements for the Minor

A minor in accounting requires the completion of 15 semester hours of coursework in accounting; at least 9 of these semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

### Accounting Coursework (15 s.h.)

#### Required Courses (9 s.h.)

Students must take the following courses:

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
ACCT 321	Cost Accounting (3)

#### Supplemental Minor Courses (6 s.h.)

Students must choose two accounting courses from the lists of required and supplemental accounting courses for the accounting major for a total of 6 semester hours.

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## Asian Studies

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Students may seek an academic major or minor in Asian studies.

### Major in Asian Studies

The Asian studies major provides an interdisciplinary overview of the life, history, politics, and cultures of Asia. It examines Asia's rich past as well as the changing contemporary scene. The curriculum focuses on the history and culture of Asia and its local and global influence, including related social, political, and philosophical issues.

### Objectives

The student who graduates with a major in Asian studies will be able to

- Demonstrate understanding of the historical and cultural dimensions of Asia.
- Think critically and perform research in Asian studies.
- Demonstrate effective written and oral communication skills.
- Demonstrate an understanding of Asian social, political, and economic structures and their local and global influences.
- Demonstrate fluency in technology appropriate for research, study, and communication in relation to Asian studies.
- Understand and demonstrate knowledge of ethical and social responsibility issues in relating to other countries.

### Requirements for the Major

The major in Asian studies requires the completion of at least 30 semester hours of coursework related to Asian studies; at least 15 of these semester hours must be earned in courses numbered 300 or above. At least half of the credit for the major must be taken with UMUC.

### Asian Studies Coursework (30 s.h.)

#### Required Courses (18 s.h.)

Students must complete the following foundation courses:

ASTD 150	Introduction to Asian Studies I
ASTD 160	Introduction to Asian Studies II
PHIL 307	Asian Philosophy

Students must complete the following capstone course:

ASTD 485	Great Issues in Asian Studies
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Students must also complete two courses in an Asian language (e.g., Chinese, Japanese, Korean) for a total of 6 semester hours.

#### Supplemental Major Courses (12 s.h.)

Students must choose two courses from each of the following lists.



## Traditional Asia (6 s.h.)

Students must choose two of the following courses on traditional Asia for a total of 6 semester hours:

ASTD 398Y	Anthropology of Asian Religions (3)
HIST 284	East Asian Civilization I (3)
HIST 383	Korean History (3)
HIST 480	History of Traditional China (3)
HIST 482	History of Japan to 1800 (3)
JAPN 333	Japanese Life and Culture I (3)
KORN 333	Korean Life and Culture (3)

Special topic courses in Asian studies, government and politics, history, humanities, or philosophy that focus on traditional Asia may be applied when approved in advance by a UMUC Academic Advisor.

## Modern Asia (6 s.h.)

Students must choose two of the following courses on modern Asia for a total of 6 semester hours:

ANTH 417	Peoples and Cultures of the Far East (3)
ASTD 300	The Chinese: Adapting the Past, Building the Future (3)
ASTD 301	The Japanese: Adapting the Past, Building the Future (3)
ASTD 302	The Two Koreas: Problems and Prospects (3)
ASTD 303	India: The Weight of Tradition in the Modern World (3)
ASTD 304	Southeast Asia: Development amid Diversity (3)
ASTD 306	Inner Asia: Peoples, History, and Politics (3)
ASTD 307	Russia and the Far East (3)
ECON 484	The Economy of China (3)
GVPT 453	Recent East Asian Politics (3)
GVPT 483	Government and Politics of Asia (3)
GVPT 487	Government and Politics of South Asia (3)
HIST 285	East Asian Civilization II
HIST 305	The Pacific Century (3)
HIST 380	American Relations with China and Japan: 1740 to the Present (3)
HIST 381	America in Vietnam (3)
HIST 481	History of Modern China (3)
HIST 483	History of Japan Since 1800 (3)
HIST 485	History of Chinese Communism (3)
JAPN 105	Introduction to Japanese Language and Culture (3)
JAPN 334	Japanese Life and Culture II (3)
JAPN 418	Japanese Literature in Translation (3)
KORN 105	Introduction to Korean Language and Culture (3)
KORN 418	Korean Literature in Translation (3)

Special topic courses in Asian studies, government and politics, history, humanities, or philosophy that focus on modern Asia may be applied when approved in advance.

## Minor in Asian Studies

The Asian studies minor complements the skills the student gains in his or her major discipline by offering interdisciplinary, focused study of the contemporary life, history, and culture of Asia.

### Objectives

The student who graduates with a minor in Asian studies will be able to

- Understand aspects of the historical development of Asian life and culture.
- Discuss aspects of the cultural expression of Asian experience.
- Understand fundamental interdisciplinary methods, research, and topics relevant to Asian studies.

### Requirements for the Minor

A minor in Asian studies requires the completion of 15 semester hours of coursework in Asian studies, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## Asian Studies Coursework (15 s.h.)

### Foundation Course (3 s.h.)

Students must choose one of the following foundation courses:

ASTD 150	Introduction to Asian Studies I (3)
ASTD 160	Introduction to Asian Studies II (3)

### Supplemental Minor Courses (12 s.h.)

Students must choose four courses from the following list for a total of 12 semester hours. No more than 6 semester hours may be earned within any single discipline.

ANTH 417	Peoples and Cultures of the Far East (3)
GVPT 453	Recent East Asian Politics (3)
GVPT 483	Government and Politics of Asia (3)
HIST 381	America in Vietnam (3)
HUMN 350	The Religious Quest (6)
PHIL 307	Asian Philosophy (3)

All courses in the following areas are also eligible:  
Asian art and art history  
Asian studies  
Asian language  
Asian literature (in translation or the original text)  
Asian history

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## Business Administration

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Students may seek either an academic major or minor in business administration.

### Major in Business Administration

The business administration curriculum includes studies in accounting, business law and public policy, customer service and operations management, ethics and social responsibility, finance, human resource management and labor relations, international business, strategic and entrepreneurial management, organization behavior, marketing and sales, e-commerce and technology management, and statistical analysis. A major in business administration prepares graduates for business- and management-related careers in for-profit and not-for-profit organizations and the public sector, encouraging critical thinking and problem solving.

### Objectives

The student who graduates with a major in business administration will be able to

- Think critically and constructively while conducting research in business and management.
- Apply analytical and problem-solving methods in resolving business management problems and issues.
- Use key concepts and theories in business and management.
- Articulate the domestic and global dimensions of and influences on business and management.
- Employ effective written and oral communication skills consistent with the business and professional environment.
- Use current computer applications and technology in the workplace.
- Assess philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.
- Recognize the history and development of theory and concepts in business management, accounting, economics, statistics, finance, marketing, human resource management, business law, and strategic management and apply these theories and concepts in various business situations.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to the environment of business and management, business operations, human resources and human factors, information systems, governmental regulation, and domestic and international ventures.
- Apply knowledge, concepts, and principles to managing changes in business practices and information technology areas (including the use of databases, spreadsheets, accounting software applications, e-commerce, virtual and knowledge management approaches, and strategic and decision-making tools to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans).

### Requirements for the Major

A major in business administration requires the completion of 36 semester hours in courses in business administration, drawn from various disciplines as appropriate; at least 18 semester hours must be earned in courses numbered 300 or above. At least half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

### Business Administration Coursework (36 s.h.)

#### Foundation Courses (9–12 s.h.)

Students without previous business experience must take the following course:

BMGT 110 Introduction to Business and Management (3)

Students must take the following accounting courses:

ACCT 220 Principles of Accounting I (3)

ACCT 221 Principles of Accounting II (3)

Students must choose one of the following statistics courses:

BMGT 230 Business Statistics (3)

STAT 200 Introduction to Statistics (3)

#### Required Core Courses (18 s.h.)

Students must take the following core courses:

BMGT 340 Business Finance (3)

BMGT 364 Management and Organization Theory (3)

BMGT 380 Business Law I (3)

BMGT 495 Strategic Management (3)\*

HRMN 300 Human Resource Management (3)

MRKT 310 Marketing Principles and Organization (3)

\*Should be taken in the student's final 30 semester hours of study.

#### Supplemental Major Courses (6–9 s.h.)

Students must choose two or more courses from the following lists to complete the 36 semester hours required for the major. Courses are organized by topic area.

##### Business Law, International Business, and Public Policy

BMGT 381 Business Law II (3)

BMGT 392 International Business Management (3)

BMGT 481 Public Utilities and Public Policy (3)

BMGT 482 Business and Government (3)

BMGT 496 Business Ethics and Society (3)

BMGT 498F Environmental Management and Business (3)

BMGT 498J Law and Technology in the Information Age (3)

BMGT 498L International Business Contract Management (3)

BMGT 498O The Global Manager and Public Policy (3)  
BMGT 498P International Business Law (3)  
HRMN 462 Labor Relations Law (3)

### **Customer Service and Operations Management**

BMGT 309 Operations Research for Management Decisions (3)  
BMGT 370 Introduction to Transportation Management (3)  
BMGT 372 Introduction to Logistics Management (3)  
BMGT 375 Procurement Management (3)  
BMGT 383 Planning and Control of Services (3)  
BMGT 384 Managing for Quality (3)  
BMGT 385 Production and Operations Management (3)  
BMGT 393 Real Estate Principles I (3)  
BMGT 394 Real Estate Principles II (3)  
BMGT 395 Customer Service Management (3)  
BMGT 396 Customer Consultation and Needs Analysis (3)

### **E-Commerce and Technology Management**

BMGT 301 Computer Systems for Business (3)  
BMGT 304 Managing E-Commerce in Organizations (3)  
BMGT 305 Knowledge Management (3)  
BMGT 317 Problem Solving (3)  
BMGT 366 Managing in the Public Sector (3)  
BMGT 388B Virtual Management (1)  
BMGT 411 Systems Performance (3)  
BMGT 412 Program Analysis and Evaluation (3)  
BMGT 487 Project Management I (3)  
BMGT 488 Project Management II (3)  
BMGT 491 Exploring the Future (3)

### **Finance**

BMGT 341 Finance for the Nonfinancial Manager (3)  
BMGT 342 Fundamentals of Building Wealth (3)  
BMGT 343 Investments (3)  
BMGT 345 Property and Liability Insurance (3)  
BMGT 346 Risk Management (3)  
BMGT 347 Life Insurance (3)  
BMGT 440 Financial Management (3)  
BMGT 443 Security Analysis and Valuation (3)  
BMGT 444 Futures Contracts and Options (3)  
BMGT 445 Commercial Bank Management (3)  
BMGT 446 International Finance (3)  
BMGT 498Q Financial Analysis (3)

### **Health Care Administration**

HMG 310 Health Services Policies (3)  
HMG 320 Health Services Management (3)  
HMG 322 Health Services Financial Management (3)  
HMG 325 Health Services Economics (3)  
HMG 330 Issues in Health Services Management (3)  
HMG 398C Research Issues and Methods in Health Services Management (3)  
HMG 398D Managed Care in Health Services Management (3)  
HMG 398E Health Communications (3)

HMG 398F Regulation of Health Services Professionals and Delivery Systems (3)  
HMG 398G Management of Tele-Health Programs (3)  
HMG 398H Pharmacy Practice Management (3)  
HMG 398I Integrated Health Systems Management (3)  
HMG 410 Introduction to Health Services Planning (3)  
HMG 415 Ethical Considerations in Health Services (3)  
HMG 416 Legal Aspects of Health Services Administration (3)  
HMG 430 Health Services Marketing and Strategic Management (3)  
HMG 498B Managing Quality in Health Services Systems (3)  
HMG 498C Comparative International Health Systems Analysis: A Managerial Perspective (3)  
HMG 498D Health Insurance Analysis and Issues in Health Service Management (3)  
HMG 498E Practice Management (3)  
HMG 498V Health Information-Systems Management (3)

### **Human Resource Management**

BMGT 312 Women in Business (3)  
BMGT 313 Women as Entrepreneurs (3)  
BMGT 314 Women as Leaders (3)  
BMGT 398Z Creative Problem Solving (1)  
BMGT 484 Managing Teams in Organizations (3)  
HRMN 302 Organizational Communication (3)  
HRMN 362 Labor Relations (3)  
HRMN 390 Contemporary Compensation Management (3)  
HRMN 392 Stress Management in Organizations (1)  
HRMN 400 Human Resource Management: Analysis and Problems (3)  
HRMN 404 Managing Diversity in Organizations (3)  
HRMN 406 Employee Training and Development (3)  
HRMN 408 Employment Law for Business (3)  
HRMN 463 Public-Sector Labor Relations (3)  
HRMN 490 International Human Resource Management (3)  
HRMN 494 Strategic Human Resource Management (3)

### **Marketing**

MRKT 312 Services Marketing (3)  
MRKT 314 Nonprofit Marketing (3)  
MRKT 318 Exploring Internet Marketing (1)  
MRKT 323 Fundamentals of Direct Marketing (1)  
MRKT 353 Retail Management (3)  
MRKT 354 Integrated Marketing Communications (3)  
MRKT 357 Marketing Public Relations (3)  
MRKT 371 Professional Selling (3)  
MRKT 373 Marketing Channels (3)  
MRKT 410 Consumer Behavior (3)  
MRKT 412 Marketing Research Applications (3)  
MRKT 454 Global Marketing (3)  
MRKT 456 Advertising (3)  
MRKT 457 Web Marketing (3)  
MRKT 471 Business Marketing (3)  
MRKT 475 Sales Management (3)  
MRKT 495 Marketing Policies and Strategies (3)

## Strategic and Entrepreneurial Management

- ACCT 301 Accounting for Nonaccounting Managers (3)
- BMGT 324 Home-Based Business (1)
- BMGT 325 The Small-Business Plan (1)
- BMGT 327 Financial Analysis and Planning for Entrepreneurs (1)
- BMGT 330 Entrepreneurship and New Venture Planning (3)
- BMGT 334 Managing New Ventures (3)
- BMGT 336 Managing Strategic Venture Growth and Industry (3)
- BMGT 337 Building the Entrepreneurial Team (3)
- BMGT 339 Government and Business Contracting (3)
- BMGT 365 Leadership and Change (3)
- BMGT 368 Managing Organizational Change (3)
- BMGT 388D Managing a Culturally Diverse Organization (1)
- BMGT 388E Managing Multicultural Teams (1)
- BMGT 388G Effective Business Presentations (1)
- BMGT 436 Managing Entrepreneurial Ventures (3)
- BMGT 464 Organizational Behavior (3)
- BMGT 465 Organizational Development and Change (3)
- BMGT 497 Implementing Business Strategy (3)
- HRMN 302 Organizational Communication (3)
- HRMN 363 Negotiation Strategies (3)
- HRMN 365 Conflict Management in Organizations (3)
- HRMN 367 Organizational Culture (3)
- HRMN 394 Motivation, Performance, and Productivity (3)

## Additional Required Coursework (12 s.h.)

Students must take the following courses; credit may be applied to general education, minor, or elective requirements, as appropriate. As basic courses for students majoring in business administration, they should be taken early in the program.

- MATH 107 College Algebra (3)  
or  
A higher numbered mathematics course
- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)

Students must take one of the following courses to complete the general education requirement in computing:

- ACCT 326 Accounting Information Systems (3)
- IFSM 300 Information Systems in Organizations (3)

## Recommendations

The following courses are recommended to fulfill general education requirements or as additional electives:

- COMM 390 Writing for Managers (3)
- COMM 393 Technical Writing (3)
- COMM 394 Business Writing (3)
- ENMT 301 Environment and Ecosystems Management (3)

## Minor in Business Administration

The business administration minor complements the skills the student gains in his or her major discipline through the study of principles and techniques for organizing, planning, managing, and leading within various organizations.

### Objectives

The students who graduates with a minor in business administration will be able to

- Think critically and constructively while conducting research in business and management.
- Apply analytical and problem-solving methods in resolving business management problems and issues.
- Use key concepts and theories in business and management.
- Employ effective written and oral communication skills consistent with the business and professional environment.
- Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

### Requirements for the Minor

A minor in business administration requires the completion of 15 semester hours of coursework in business administration, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## Business Administration Coursework (15 s.h.)

### Foundation Course or Courses (3–6 s.h.)

Students without previous business experience must take the following course:

- BMGT 110 Introduction to Business and Management (3)

Students must take the following course:

- BMGT 364 Management and Organization Theory (3)

### Supplemental Minor Courses (9–12 s.h.)

Students must choose three or more courses from those listed as fulfilling the major in business administration to complete the 15 semester hours required for the minor.



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# Computer and Information Science

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Students may seek an academic major in computer and information science.

## Major in Computer and Information Science

The computer and information science major provides a coherent, sequential, and integrated academic program of in-depth study that furnishes a body of knowledge, methods of study, and practice in the area of computer and information science. The curriculum focuses on the problem-solving skills and techniques needed to provide computer-based solutions to practical problems, including fundamental practical knowledge in the fields of software engineering, relational databases, programming languages, operating systems, computer networks, and distributed systems.

### Objectives

Students who graduate with a major in computer and information science will be able to

- Incorporate relevant theory, techniques, languages, and systems for developing computer-based solutions to practical problems in the field of information systems and technology.
- Effectively use object-oriented programming languages such as C++ or Java in developing computer-based solutions to practical problems.
- Pursue careers as programmers and programmer analysts, software engineers, and system/network administrators working with operating systems such as UNIX/Linux and Windows; programming languages such as C++, Java, and Perl; and relational and object-oriented database systems such as Oracle.
- Effectively use software products and services, such as Perl, CORBA, and Oracle, that have become integral parts of the modern technical workplace.
- Develop clear and precise oral and written communications and enhance skills in the analysis, definition, and documentation of problems and solutions in the field of computer and information science.
- Apply knowledge of the concepts and principles of computer and information science to respond to and manage changes and developments in information systems and technology.
- Understand the environmental, ethical, and social implications of the rapidly changing field of information technology.
- Identify current and historical trends and patterns in computer and information science and the individuals and organizations that influence and foster these global patterns of change.
- Understand and apply the tools and techniques for conducting research and analysis required to evaluate products in computer and information science.

- Appreciate the implications and importance of computer and information science for other disciplines and fields of scholarship.

### Requirements for the Major

A major in computer and information science requires the completion of 30 semester hours in computer and information science, including 3 semester hours each in three out of four areas: computer networking, programming languages and operating systems, software engineering, and database systems. At least 15 semester hours must be earned in courses numbered 300 or above. At least half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

### Computer and Information Science Coursework (30 s.h.)

#### Required Core Courses (12 s.h.)

Students must take the following courses:

CMIS 140	Introductory Programming (3)
CMIS 160	Discrete Mathematics for Computing (3)
CMIS 240	Data Structures and Abstraction (3)
CMIS 310	Computer Systems and Architecture (3)

#### Breadth Courses (9 s.h.)

Students must choose at least one course in three of the following areas for a total of 9 semester hours:

##### Computer Networking

CMIS 370	Data Communications (3)
CMIS 435	Computer Networking (3)
CMIS 445	Distributed Systems (3)

##### Programming Languages and Operating Systems

CMIS 325	UNIX with Shell Programming (3)
CMIS 340	Programming in Java (3)
CMIS 342	Windows User Interface Programming (3)
CMIS 375	Programming in Perl (3)
CMIS 390	UNIX System Administration (3)
CMIS 415	Advanced UNIX and C (3)
CMIS 440	Advanced Programming in Java (3)
CMIS 442	Windows Systems Programming (3)
CMIS 475	Advanced Programming in Perl (3)
CMIS 490	Advanced UNIX System Administration (3)

##### Software Engineering

CMIS 330	Software Engineering Principles and Techniques (3)
CMIS 345	Object-Oriented Design and Programming (3)
CMIS 455	Requirements Development (3)
CMIS 460	Software Design and Development (3)
CMIS 465	Software Verification and Validation (3)



## Database Systems

- CMIS 320 Relational Databases (3)
- CMIS 420 Advanced Relational Databases (3)

## Supplemental Major Courses (9 s.h.)

Students must choose at least two 400-level computer and information science courses and one 300- or 400-level course in computer and information science, computer science, computer studies, computer information technology, or information systems management to complete the 30 semester hours required for the major.

## Additional Required Coursework (3 s.h.)

Students must take the following course; credit may be applied to general education, minor, or elective requirements, as appropriate.

- MATH 107 College Algebra (3)

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## Computer Studies

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Students may seek either an academic major or minor in computer studies.

## Major in Computer Studies

The computer studies major provides a flexible and coherent program of study integrating courses from several of the specialized computer and information fields. The interdisciplinary approach of computer studies will help prepare students for a variety of entry-level and midlevel technical and management positions within the information technology field.

## Objectives

The student who graduates with a major in computer studies will be able to

- Incorporate relevant theory, techniques, languages, and systems in developing computer-related solutions to practical problems.
- Apply knowledge, concepts, and principles to facilitate the handling of changes in computer technology.
- Conceptualize and manage the design and implementation of high-quality information systems.
- Design and develop computer software using a programming language.
- Use technology to research information and provide a critical analysis of alternatives in order to make informed decisions for organizations.
- Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.

- Design and produce accurate and precise written documentation in all phases of the system development life cycle from preliminary feasibility studies to end-user documentation and manuals.
- Contrast information technology needs from historical and international perspectives with regard to the advances in worldwide e-commerce.

## Requirements for the Major

A major in computer studies requires 30 semester hours of coursework in computing subjects, drawn from various disciplines as appropriate; at least 15 semester hours must be earned in courses numbered 300 or above and at least 6 semester hours must be earned in courses numbered 400 or above. At least half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

## Computer Studies Coursework (30 s.h.)

### Introductory Course (3 s.h.)

Students must choose one of the following introductory courses:

- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMST 300 Concepts in Computing (3)
- IFSM 201 Introduction to Computer-Based Systems (3)

### Foundation Courses (6 s.h.)

Students must choose two of the following foundation courses:

- CMIS 240 Data Structures and Abstraction (3)
- IFSM 300 Information Systems in Organizations (3)
- IFSM 310 Software and Hardware Concepts (3)

### Programming Language Course (3 s.h.)

Students must choose one of the following programming language courses (or another suitable programming language course):

- CMIS 140 Introductory Programming (3)
- CMST 305 Introduction to Visual Basic Programming (3)
- IFSM 307 COBOL Programming (3)

## Supplemental Major Courses (18 s.h.)

Students must choose six courses from offerings in computer and information science, computer information technology, computer science, computer studies, and information systems management to complete the 30 semester hours required for the major.

## Additional Required Course (3 s.h.)

Students must take the following course; credit may be applied to general education, minor, or elective requirements, as appropriate.

## Minor in Computer Studies

The computer studies minor complements the skills the student gains in his or her major discipline by studying principles and techniques for developing computer-related solutions to practical problems.

### Objectives

The student who graduates with a minor in computer studies will be able to

- Incorporate relevant theory, techniques, languages, and systems in developing computer-related solutions to practical problems.
- Apply knowledge, concepts, and principles to facilitate the handling of changes in computer technology.
- Use technology to research information and provide a critical analysis of alternatives in order to make informed decisions for organizations.
- Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.

### Requirements for the Minor

A minor in computer studies requires the completion of 15 semester hours of coursework chosen from courses in computer and information science, computer information technology, computer science, computer studies, and information systems management; at least 9 semester hours must be earned in courses numbered 300 or above. Courses may not duplicate those used to satisfy the student's major requirements. At least half of the credit for the minor must be taken with UMUC.

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## English

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Students may seek either an academic major or minor in English.

### Major in English

The major in English produces graduates with demonstrated skills in literary analysis and critical thinking and writing. These skills prepare students majoring in English for careers in education, law, writing and publishing, journalism, public relations, business, and management.

### Objectives

The student who graduates with a major in English will be able to

- Read and analyze significant literary works, primarily those written in English.
- Critically examine intellectual, moral, and ethical issues as they are presented or implied in works of literature.
- Apply techniques of literary research, including research that uses technology and fosters information literacy.
- Analyze literary works, literary genres, literary criticism, the historical development of literature and language, and the contributions of major authors as being representative or unrepresentative of the cultures within which these authors lived and wrote.
- Formulate ideas, especially for literary analysis, and convey them clearly in both written and spoken English.
- Write effectively and demonstrate superior understanding of the writing process and writing techniques.

### Requirements for the Major

A major in English requires the completion of 33 semester hours of coursework in English, including 9 semester hours each in particular genres (drama, novels, and poetry), historical periods (before and after 1800), and major authors (American and British); at least 17 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. **Please note:** ENGL 101 is prerequisite for higher-level English courses. At least half of the credit for the major must be taken with UMUC.

### English Coursework (33 s.h.)

#### Required Foundation Course (3 s.h.)

Students must take the following foundation course:

English 303 Critical Approaches to Literature (3)

#### Genre Courses (9 s.h.)

Students must choose three of the following courses for a total of 9 semester hours. Choices must include at least one course covering each of the three genres: fiction, poetry, and drama. ENGL 240 or ENGL 340 may be substituted for only one of the genres.

- ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
- ENGL 241 Introduction to the Novel (3)
- ENGL 244 Introduction to Drama (3)
- ENGL 246 The Short Story (3)
- ENGL 250 Introduction to Literature by Women (3)
- ENGL 340 Studies in Fiction, Poetry, and Drama (3)
- ENGL 345 Modern Poetry (3)
- ENGL 377 Medieval Myth and Modern Narrative (3)
- ENGL 434 American Drama (3)
- ENGL 441 The Novel in America Since 1914 (3)
- ENGL 446 Postmodern British and American Poetry (3)
- ENGL 454 Modern Drama (3)
- ENGL 457 The Modern Novel (3)
- ENGL 476 Modern Fantasy and Science Fiction (3)

### Historical Period Courses (9 s.h.)

Students must choose three of the following courses, including at least one course focusing on literature written before 1800 (courses marked with an asterisk):

ENGL 201	Western World Literature: Homer to the Renaissance (3)*
ENGL 202	Western World Literature: Renaissance to the Present (3)
ENGL 211	English Literature: Beginning to 1800 (3)*
ENGL 212	English Literature: 1800 to the Present (3)
ENGL 221	American Literature: Beginning to 1865 (3)*
ENGL 222	American Literature: 1865 to the Present (3)
ENGL 310	Medieval and Renaissance British Literature (3)*
ENGL 312	Romantic to Modern British Literature (3)
ENGL 313	American Literature (3)
ENGL 350	English and American Literature: Blake to Conrad (3)
ENGL 363	African American Literature to 1900 (3)
ENGL 364	20th-Century African American Literature (3)
ENGL 425	Modern British Literature (3)
ENGL 433	American Literature: 1914 to the Present (3)
ENGL 437	Contemporary American Literature (3)
ENGL 466	The Arthurian Legend (3)

### Major Author Courses (9 s.h.)

Students must choose three of the following courses, including at least one course focusing on an English author or authors and one on an American author or authors:

ENGL 205	Introduction to Shakespeare (3)
ENGL 304	The Major Works of Shakespeare (3)
ENGL 354	20th-Century American Women Writers (3)
ENGL 358	20th-Century British Women Writers (3)
ENGL 402	Chaucer (3)
ENGL 403	Shakespeare: The Early Works (3)
ENGL 404	Shakespeare: The Later Works (3)
ENGL 406	Shakespeare: Power and Justice (3)
ENGL 419	Major British Writers After 1800 (3)
ENGL 439	Major American Writers (3)

### Supplemental Major Course (3 s.h.)

Students must choose at least one other ENGL course to complete the 33 semester hours required for the major.

Except for the required foundation course (ENGL 303), students may apply three one-semester hour courses within a single category toward the required 9 semester hours for any category. No more than six one-semester hour courses may be applied toward the major.

## Minor in English

The English minor complements the skills the student gains in his or her major discipline through literary analysis, critical thinking and reading, and study of the relationship of literature to contemporary intellectual issues.

## Objectives

The student who graduates with a minor in English will be able to

- Read and analyze significant literary works written in, or translated into, English.
- Analyze literary works, literary genres, literary criticism, the historical development of literature and language, and the contributions of major authors as being representative or unrepresentative of the cultures within which these authors lived and wrote.
- Formulate ideas, especially for literary analysis, and convey them clearly in both written and spoken English.
- Write effectively and demonstrate superior understanding of the writing process and writing techniques.

## Requirements for the Minor

A minor in English requires the completion of 15 semester hours of English coursework; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## English Coursework (15 s.h.)

### Required Foundation Course (3 s.h.)

Students must take the following foundation course:

ENGL 303 Critical Approaches to Literature (3)

### Supplemental Minor Courses (12 s.h.)

Students must choose at least four English courses for a total of 12 semester hours, with at least one upper-level course in each of the distribution areas listed for the English major (genre, historical period, and major author).

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## General Studies

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Students may seek an academic major in general studies.

## Major in General Studies

The general studies major is an interdisciplinary option allowing students to build courses around a particular focus area and related discipline or an interdisciplinary combination. It allows the student to construct a combination of disciplines that provides a body of knowledge appropriate to a specific focus (for example, a cultural, historical, or geographical area). The interdisciplinary

approach emphasizes analysis and synthesis of diverse theory and practice.

## Objectives

The student who graduates with a major in general studies will be able to

- Understand and apply key concepts from focus disciplines.
- Develop effective written and oral communication skills consistent with the focus areas.
- Apply skills and concepts to principles and problems of modern life.
- Define an approach grounded in the focus disciplines and appropriate to the study of a specific topic, area, or theme.
- Develop effective skills in cross-disciplinary comparison, historical and critical analysis, research, and evaluation.
- Use computers for communication and research.
- Demonstrate information literacy through research and resource evaluation appropriate to the focus of study.

## Requirements for the Major

A major in general studies requires the completion of 30 semester hours of coursework appropriate to the option chosen (in-depth focus, interdisciplinary breadth, or individual studies); at least 15 semester hours must be earned in courses numbered 300 or above. **The General Studies major requires the prior approval of a UMUC academic advisor.** Students are required to identify specific course choices and objectives for the proposed course of study. Distribution requirements for each option are listed below. At least half of the credit for the major must be taken with UMUC.

## Major Options

A student must choose one of the following options for the general studies major:

### In-Depth Focus

With an in-depth focus, students combine courses from two disciplines: a focus area plus a supporting area. Students must take 18 semester hours in the focus area and 9 semester hours in the supporting area, as well as 3 semester hours in related elective coursework. At least 12 semester hours in the focus area and 3 semester hours in the supporting area must be earned in courses numbered 300 or above.

### Interdisciplinary Breadth

With the interdisciplinary breadth option, students combine courses from three disciplines, with a minimum of 12 semester hours in each of two areas, plus 6 semester hours in the third. At least half of the semester hours in each area must be earned in courses numbered 300 or above.

## Individual Studies

The individual studies option provides an opportunity for students to create and complete an individualized course of study combining offerings from more than one discipline. With the prior approval of a UMUC academic advisor, the student may design a program of study around an interdisciplinary focus and clearly-defined academic goal that cannot reasonably be satisfied in an existing curriculum at the university.

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## Government and Politics

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Students may seek an academic minor in government and politics.

## Minor in Government and Politics

The government and politics minor complements the skills the student gains in his or her major discipline through study of U.S. government and politics, comparative government, international relations, public administration, and state and local administration.

## Objectives

The student who graduates with a minor in government and politics will be able to

- Understand political science terminology and explanations.
- Understand a variety of approaches to the study and practice of politics.
- Understand the scope of political science, government, political process, law, and international politics.
- Articulate informed judgments about political issues and events.
- Analyze social and political problems.

## Requirements for the Minor

A minor in government and politics requires the completion of 15 semester hours of coursework in government and politics; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## Government and Politics Coursework (15 s.h.)

### Foundation Courses (6 s.h.)

Students must choose two of the following foundation courses:

GVPT 100 Principles of Government and Politics (3)



- GVPT 170 American Government (3)  
 GVPT 200 International Political Relations (3)

## Supplemental Minor Courses (9 s.h.)

Students must choose at least one government and politics course in each of three of the following categories: comparative government, public administration, state and local government and administration, and international relations. A UMUC academic advisor can indicate which courses qualify.

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## History

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Students may seek either an academic major or minor in history.

## Major in History

The major in history provides students with skills in historical research and analysis, a chronological understanding of the past, and factual knowledge of specific historical periods. Study yields an appreciation of U.S. history as well as the histories of other peoples and cultures that enhances multicultural understanding in the workplace and in everyday society. Such skills and knowledge prepare students for careers in education, law, government, business, management, public relations, writing, and research.

## Objectives

The student who graduates with a major in history will be able to

- Demonstrate an understanding of historical methods and appreciate how history has been written and interpreted over recorded time.
- Understand how he or she is uniquely affected by the U.S. historical experience.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Think and read critically and conduct research that includes identifying, evaluating, and presenting with integrity the primary and secondary sources of historical information.
- Demonstrate awareness of the ethical and social issues associated with the writing and interpreting of history.
- Demonstrate an increased awareness of current events and the ability to evaluate these events from a historical perspective.
- Use research opportunities to develop and refine technological skills.
- Write cogent, documented, historical papers that exhibit interpretive skill as well as factual knowledge.

## Requirements for the Major

A major in history requires the completion of 33 semester hours of coursework in history; at least 17 semester hours must be earned in courses numbered 300 or above. At least half of the

credit for the major must be taken with UMUC. Specific course requirements are listed below.

## History Coursework (33 s.h.)

### Required U.S. History Sequence (6 s.h.)

Students must take the following course sequence:

- HIST 156 History of the United States to 1865 (3)  
 HIST 157 History of the United States Since 1865 (3)

### Required Methodology Course (3 s.h.)

Students must take the following methodology course:

- HIST 309 Introduction to Historical Writing (3)

### World History Sequence (6 s.h.)

Students must choose one of the following two-course sequences:

- HIST 141 Western Civilization I (3)  
 HIST 142 Western Civilization II (3)  
 HIST 115 World History I (3)  
 HIST 116 World History II (3)  
 HIST 284 East Asian Civilization I (3)  
 HIST 285 East Asian Civilization II (3)

### Geographic Distribution Courses (18 s.h.)

Students must choose two courses in each of the following three areas: United States, Europe, World Regions (Asia, Africa, Latin America).

#### United States (6 s.h.)

- HIST 255 African American History (3)  
 HIST 266 The United States in World Affairs (3)  
 HIST 306 History of Religion in America (3)  
 HIST 360 America in the Colonial Era: 1600 to 1763 (3)  
 HIST 361 America in the Revolutionary Era: 1763 to 1815 (3)  
 HIST 362 Ante-Bellum America: 1815 to 1861 (3)  
 HIST 363 Civil War and New Industrial Society in the United States: 1860 to 1900 (3)  
 HIST 364 Emergence of Modern America: 1900 to 1945 (3)  
 HIST 365 Recent America: 1945 to the Present (3)  
 HIST 372 Legacy of the Civil Rights Movement (3)  
 HIST 376 Women and the Family in America to 1870 (3)  
 HIST 377 Women in America Since 1870 (3)  
 HIST 380 American Relations with China and Japan: 1740 to Present (3)  
 HIST 381 America in Vietnam (3)  
 HIST 451 Economic History of the United States Since 1865 (3)



HIST 452	Diplomatic History of the United States to 1914 (3)
HIST 453	Diplomatic History of the United States Since 1914 (3)
HIST 460	African American Life: 1500 to 1865 (3)
HIST 461	African American Life Since 1865 (3)
HIST 462	The U.S. Civil War (3)
HIST 467	History of Maryland (3)

### Europe (6 s.h.)

HIST 141	Western Civilization I (3)
HIST 142	Western Civilization II (3)
HIST 224	Modern Military History: 1494 to 1815 (3)
HIST 225	Modern Military History: 1815 to the Present (3)
HIST 324	Classical Greece (3)
HIST 325	Alexander the Great and the Hellenistic Age (3)
HIST 326	The Roman Republic (3)
HIST 327	The Roman Empire (3)
HIST 330	Europe in the Early Middle Ages: 300 to 1000 (3)
HIST 331	Europe in the High Middle Ages: 1000 to 1450 (3)
HIST 332	Europe During the Renaissance and Reformation I (3)
HIST 333	Europe During the Renaissance and Reformation II (3)
HIST 334	The Age of Absolutism (3)
HIST 335	Revolutionary Europe (3)
HIST 336	Europe in the 19th Century: 1815 to 1919 (3)
HIST 337	Europe in the World Setting of the 20th Century (3)
HIST 414	History of European Ideas I (3)
HIST 415	History of European Ideas II (3)
HIST 430	Tudor England (3)
HIST 431	Stuart England (3)
HIST 432	Britain in the 18th Century (3)
HIST 433	Victorian Britain (3)
HIST 434	Britain Since World War II (3)
HIST 436	The French Revolution and Napoleon (3)
HIST 437	Modern France Since 1815 (3)
HIST 440	Germany in the 19th Century: 1815 to 1914 (3)
HIST 441	Germany in the 20th Century: 1914 to the Present (3)
HIST 442	20th-Century Russia (3)
HIST 443	Modern Balkan History (3)
HIST 448	20th-Century Russia (3)

### World Regions (6 s.h.)

HIST 115	World History I (3)
HIST 116	World History II (3)
HIST 284	East Asian Civilization I (3)
HIST 285	East Asian Civilization II (3)
HIST 305	The Pacific Century (3)
HIST 341	African Civilization to 1800 (3)
HIST 342	Sub-Saharan Africa Since 1800
HIST 353	Latin American History I (3)

HIST 354	Latin American History II (3)
HIST 383	Korean History (3)
HIST 391	History of the Ottoman Empire (3)
HIST 392	History of the Contemporary Middle East (3)
HIST 480	History of Traditional China (3)
HIST 481	History of Modern China (3)
HIST 482	History of Japan to 1800 (3)
HIST 483	History of Japan Since 1800
HIST 485	History of Chinese Communism (3)
HIST 496	Africa Since Independence (3)
HIST 497	Islam in Africa (3)

Unless otherwise specified, any course may be used to satisfy more than one of the major requirements. However, the student must still complete the minimum number of semester hours required for the major.

## Minor in History

The history minor complements the skills the student gains in his or her major discipline by offering historical perspective and by developing critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

### Objectives

The student who graduates with a minor in history will be able to

- Demonstrate an understanding of historical methods and appreciate how history has been written and interpreted over recorded time.
- Understand how he or she is uniquely affected by the U.S. historical experience.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Demonstrate an increased awareness of current events and the ability to evaluate these events from a historical perspective.

### Requirements for the Minor

A minor in history requires the completion of 15 semester hours of coursework in history; at least 12 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## History Coursework

### Required Methodology Course (3 s.h.)

Students must take the following methodology course:

## Supplemental Minor courses (12 s.h.)

Students must choose an additional four history courses to complete the 15 semester hours required for the minor. These must include at least one upper-level course each in the three geographic areas (United States, Europe, and other world regions). Applicable courses are listed under the appropriate headings under Major in History.

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## Information Systems Management

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Students may seek an academic major in information systems management.

## Major in Information Systems Management

The information systems management major provides students with the skills needed to successfully participate in and support the increasingly visible role of information technology in corporate decision making. The curriculum focuses on the methods, concepts, and practical applications of information systems in the workplace. It develops graduates' abilities to conceptualize and manage the design and implementation of high-quality information systems.

### Objectives

The student who graduates with a major in information systems management will be able to

- Apply appropriate problem-solving methodologies to the analysis and solution of problems.
- Apply standard systems practices to the planning, implementation, management, and evaluation of information systems.
- Communicate effectively using oral, written, and multimedia techniques.
- Manage change in the dynamic and global environments of automated systems.
- Use technology to research information needed to produce informed decisions for organizations.
- Distinguish relationships between programming languages and information systems.
- Develop skills in systems analysis appropriate to the management of information systems projects.
- Develop skills in the design, creation, maintenance, and reporting functions of database systems and database systems management.
- Use a systems approach to select hardware and software for an organization.
- Evaluate ethical issues in the areas of information systems, work productivity, and human factors.

## Requirements for the Major

A major in information systems management requires the completion of 30 semester hours of coursework in information systems management; at least 15 semester hours must be earned in courses numbered 300 or above. At least half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

## Information Systems Management Coursework (30 s.h.)

### Required Foundation Courses (15 s.h.)

Students must take a course in a programming language (COBOL, C++, C, Java, or Visual Basic) and the following foundation courses:

IFSM 300	Information Systems in Organizations (3)
IFSM 310	Software and Hardware Concepts (3)
IFSM 410	Database Concepts (3)
IFSM 461	Systems Analysis and Design (3)

### Core Courses (9 s.h.)

Students must take one of the following core courses:

IFSM 302	Workplace Productivity (3)
IFSM 303	Human Factors in Information Systems (3)
IFSM 304	Ethics in the Information Age (3)
IFSM 320	Office Automation (3)

Students must take two of the following core courses:

IFSM 425	Decision Support and Expert Systems (3)
IFSM 430	Information Systems and Security (3)
IFSM 438	Project Management (3)
IFSM 450	Telecommunication Systems in Management (3)

### Supplemental Major Courses (6 s.h.)

Students must choose two upper-level courses from offerings in computer and information science, computer information technology, computer science, computer studies, and information systems management to complete the 30 semester hours required for the major. Students should be careful to ensure that all prerequisites have been met before choosing these courses.

### Additional Required Coursework (6 s.h.)

Students must take the following courses (or a higher-numbered course in the same discipline); credit may be applied to general education, minor, or elective requirements, as appropriate:

MATH 107	College Algebra (3)
STAT 200	Introduction to Statistics (3)

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# Management Studies

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Students may seek either an academic major or minor in management studies.

## Major in Management Studies

The management studies major provides a multidisciplinary approach to management and problem solving, based on the premise that many for-profit, nonprofit, and governmental organizations require a knowledge of management principles best gained from a holistic approach to decision making. The management studies curriculum includes a foundation in business, accounting, economics, statistics, communications, and management theory and focuses on analysis and decision making across a wide spectrum of management activities. It prepares students for a variety of management-related careers.

### Objectives

The student who graduates with a major in management studies will be able to

- Apply a multidisciplinary approach to the task of researching organizational problems, issues, and opportunities.
- Analyze information, solve problems, and make decisions across a broad range of management positions from a holistic, global orientation.
- Apply important management concepts and theories from several disciplines.
- Effectively compare different strategies and operations for businesses, not-for-profit, and governmental organizations in determining the best alternative from a number of possibilities.
- Examine the global dimensions involved in managing business and not-for-profit and governmental organizations.
- Analyze global competition and competitive strategies.
- Assess important trends in international ventures, marketing, financing, and human resource management.
- Integrate the emerging online marketplace into overall organizational strategies.
- Assess the significance of an organization that strives to maintain a multicultural, multinational talent pool; that remains aware of international political customs and protocols; that communicates across cultures; that develops relationships with key government departments and officials; that is cognizant of national and international laws and regulations; and that increases organizational synergies of intimate business and organizational relationships, alliances, and partnerships.
- Develop effective written and oral communication consistent with the management and professional environment.
- Apply knowledge, concepts, and principles to changes in management practices and information technology (including the use of databases, spreadsheets, accounting software applications, e-commerce, virtual and knowledge management approaches, and strategic and decision-making tools to analyze

problems and issues, develop business research, report key data, and recommend management strategy and action plans).

- Describe the history and development of theories and concepts in management and related fields (such as accounting, economics, statistics, finance, marketing, human resource management, business law, and strategic management), and how these theories and concepts can be applied in various management situations.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to the environment of organizational management, operations, human resources and human factors, information systems, governmental regulation, and domestic and international ventures.

### Requirements for the Major

A major in management studies requires the completion of 36 semester hours of coursework in management studies, drawn from various disciplines as appropriate; at least 18 semester hours must be earned in courses numbered 300 or above. At least half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

## Management Studies Coursework (36 s.h.)

### Required Introductory Courses (9–12 s.h.)

Students without previous business experience must take the following course:

BMGT 110 Introduction to Business and Management (3)

Students must take the following introductory course:

ACCT 220 Principles of Accounting (3)

Students must take one of the following introductory economics courses:

ECON 201 Principles of Economics I (3)

ECON 203 Principles of Economics II (3)

Students must take one of the following statistics courses:

BMGT 230 Business Statistics (3)

STAT 200 Introduction to Statistics (3)

### Required Foundation Courses (6 s.h.)

Students must take the following foundation courses:

BMGT 364 Management and Organization Theory (3)

HRMN 302 Organizational Communication (3)

## Supplemental Major Courses (18–21 s.h.)

To complete the remainder of the 36 semester hours required for the major, students must choose courses from the following disciplines: accounting, business and management, environmental management, fire science, health services management, human resource management, management studies, and marketing. Recommended courses are listed below, with strongly recommended courses indicated by an asterisk.

BMGT 330	Entrepreneurship and New Venture Planning (3)
BMGT 340	Business Finance (3)
BMGT 365	Leadership and Change (3)
BMGT 378	Legal Environment of Business (3)*
BMGT 380	Business Law I (3)*
BMGT 381	Business Law II (3)
BMGT 392	International Business Management (3)
BMGT 464	Organizational Behavior (3)*
BMGT 482	Business and Government (3)*
BMGT 495	Strategic Management (3)
BMGT 496	Business Ethics and Society (3)
HRMN 300	Human Resource Management (3)*
MGST 310	Managerial Leadership (3)*
MRKT 310	Marketing Principles and Organization (3)

## Additional Required Coursework (3 s.h.)

Students must take one of the following courses to complete the general education requirement in computing:

ACCT 326	Accounting Information Systems (3)
IFSM 300	Information Systems in Organizations (3)

## Recommendation

The following course is recommended to fulfill general education requirements or as an additional elective:

COMM 390	Writing for Managers (3)
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## Minor in Management Studies

The management studies minor complements the skills the student gains in his or her major discipline through the study of management analysis and decision making across a broad range of organizations.

## Objectives

The student who graduates with a minor in management studies will be able to

- Apply a multidisciplinary approach to the task of researching organizational problems, issues, and opportunities.





- Analyze information, solve problems, and make decisions across a broad range of management positions from a holistic, global orientation.
- Understand and apply important management concepts and theories from several disciplines.
- Effectively compare different strategies and operations for businesses, not-for-profit, and governmental organizations in determining the best alternative from a number of possibilities.
- Understand the global dimensions of various tasks: managing business, not-for-profit, and governmental organizations (including appreciating key theories, concepts, and processes); analyzing global competition and competitive strategies; detecting important trends in international ventures; marketing, financing, and managing human resources; and integrating the emerging online marketplace into overall organizational strategies.
- Understand and use the benefits of a multicultural, multinational organization: the increased talent pool of a fully integrated organization; the greater insight gained from considering international political customs and protocols, communicating across cultures, developing relationships with key government departments and officials, and working with national and international law and regulations; and the increased organizational synergies of intimate business and organizational relationships, alliances, joint ventures, and partnerships.
- Develop effective written and oral communication consistent with the management and professional environment.

### Requirements for the Minor

A minor in management studies requires the completion of 15 semester hours of coursework in management studies, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. Courses may not duplicate those used to satisfy the requirements for the major. At least half of the credit for the minor must be taken with UMUC.

### Management Studies Coursework (15 s.h.)

#### Required Course (3 s.h.)

Students must take the following course:

BMGT 364 Management and Organization Theory (3)

#### Supplemental Minor Courses (12 s.h.)

Students must choose at least four courses from accounting, business and management, environmental management, fire science, health services management, human resource management, management studies, or marketing to complete the 15 semester hours required for the minor.

### Recommendation for the Minor

The following course is strongly recommended as a foundation course for those with less than two years of managerial experience:

BMGT 110 Introduction to Business and Management (3)

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## Psychology

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Students may seek either an academic major or minor in psychology.

### Major in Psychology

The psychology major produces graduates with a knowledge base of theory and research in the psychological sciences and the ability to apply the principles of psychology for the improvement of human, animal, and environmental welfare. Study applies psychological knowledge to nonscientific fields and the workplace and promotes multicultural and multinational awareness. It also introduces students to the basis of collaborative and professional relationships within psychology and identifies the foundations and delivery systems of the mental health profession.

### Objectives

The student who graduates with a degree in psychology will be able to

- Recognize how psychology aids job promotability and improves interpersonal relationships across cultural and national boundaries.
- Examine psychology in a wide context of interdisciplinary approaches, covering political overviews, cultural diversity, historical perspectives, and current issues.
- Demonstrate how critical observation, experimentation, and empirical reasoning are cornerstones of psychology in part through developing competence in information technology and information literacy.
- Apply theory and research in psychology to practical situations and problems.
- Effectively communicate psychological concepts and critical thinking in oral and written form (such as research presentations and papers).
- Conduct scientific research, including accessing technical information, writing papers and presenting research, and using computers in psychology.

### Requirements for the Major

A major in psychology requires the completion of 33 semester hours of coursework in psychology, including 9 semester hours focusing on psychology as a natural science, 9 semester hours focusing on psychology as a social science, and 6 semester hours focusing on psychology as a clinical science. At least 17 semester hours must be earned in courses numbered 300 or above. At least



half of the credit for the major must be taken with UMUC. Specific course requirements are listed below.

## Psychology Coursework (33 s.h.)

### Required Introductory Courses (9 s.h.)

Students must take the following introductory courses:

- PSYC 100 Introduction to Psychology (3)
- PSYC 305 Experimental Methods in Psychology (3)

Students must take one of the following statistics courses:

- PSYC 200 Introduction to Statistical Methods in Psychology (3)
- STAT 200 Introduction to Statistics (3)

### Natural Science Psychology Courses (9 s.h.)

Students must choose three of the following courses:

- BIOL 362 Neuropsychology (3)
- PSYC 301 Biological Basis of Behavior (3)
- PSYC 310 Perception (3)
- PSYC 315 Motivation (3)
- PSYC 341 Introduction to Memory and Cognition (3)
- PSYC 391 Introduction to Neuropsychology (3)
- PSYC 402 Physiological Psychology (3)
- PSYC 441 Psychology of Human Learning (3)

### Social Science Psychology Courses (9 s.h.)

Students must choose three of the following courses:

- PSYC 221 Social Psychology (3)
- PSYC 345 Group Dynamics (3)
- PSYC 354 Cross-Cultural Psychology (3)
- PSYC 355 Child Psychology (3)
- PSYC 357 Psychology of Adulthood and Aging (3)
- PSYC 361 Survey of Industrial & Organizational Psychology (3)
- PSYC 424 Communication and Persuasion (3)

### Clinical Science Psychology Courses (6 s.h.)

Students must choose two of the following courses:

- PSYC 353 Adult Psychopathology (3)
- PSYC 432 Introduction to Counseling Psychology (3)
- PSYC 435 Personality Theories (3)
- PSYC 436 Introduction to Clinical Psychology (3)
- PSYC 451 Principles of Psychological Testing (3)

## Minor in Psychology

The psychology minor complements the skills the student gains in his or her major discipline through studies that investigate the nature of mind and behavior, including the biological basis of behavior, perception, memory and cognition, the influence of environmental and social forces on the individual, personality, life-span development and adjustment, research methods, and statistical analysis.

### Objectives

A student who graduates with a minor in psychology will be able to

- Recognize how psychology aids job promotability and improves interpersonal relationships across cultural and national boundaries.
- Demonstrate a foundation in the origins and development of the discipline of psychology and explain some of the issues of world diversity in behavioral research.
- Use critical observation, experimentation, empirical reasoning, and appropriate information technology and information resources.
- Apply theory and research in psychology to practical situations and problems.
- Think critically and communicate an understanding of psychology.
- Access databases for psychological literature and identify psychological resources online.

### Requirements for the Minor

A minor in psychology requires the completion of 15 semester hours of coursework in psychology, including at least 3 semester hours each in courses focusing on psychology as a natural science, as a social science, and as a clinical science. At least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## Psychology Coursework (15 s.h.)

### Required Foundation Courses (6 s.h.)

Students must take the following foundation courses:

- PSYC 100 Introduction to Psychology (3)
  - PSYC 200 Introduction to Statistical Methods in Psychology (3)
- or
- STAT 200 Introduction to Statistics (3)

## Supplemental Minor Courses (9 s.h.)

Students must choose one course in each of the three major categories (natural science psychology courses, social science psychology courses, and clinical science psychology courses) previously listed for the major to complete the 15 semester hours required for the minor.

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## Sociology

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Students may seek an academic minor in sociology.

### Minor in Sociology

The sociology minor complements the skills the student gains in his or her major discipline through the study of current social issues and problems, including poverty, divorce, social stratification, and discrimination.

#### Objectives

The student who graduates with a minor in sociology will be able to

- Understand different perspectives through which human societies may be viewed.
- Discuss fluently a wide range of information arising from social investigation.
- Critically analyze evidence of social change and organization.
- Communicate effectively about society.

#### Requirements for the Minor

A minor in sociology requires the completion of 15 semester hours of coursework in sociology, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level. At least half of the credit for the minor must be taken with UMUC.

## Sociology Coursework (15 s.h.)

### Foundation Course (3 s.h.)

Students must take one of the following foundation courses:

SOCY 100	Introduction to Sociology (3)
SOCY 105	Introduction to Contemporary Social Problems (3)

### Statistics Course (3 s.h.)

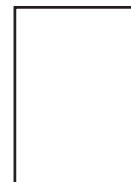
Students must choose one of the following statistics courses:

BMGT 230	Business Statistics (3)
PSYC 200	Introduction to Statistical Methods in Psychology (3)
STAT 100	Elementary Statistics and Probability (3)
STAT 200	Introduction to Statistics (3)

### Supplemental Minor Courses (9 s.h.)




Students must take three of the following courses to complete the 15 semester hours required for the minor:


ANTH 417	Peoples and Cultures of the Far East (3)
ASTD 300	The Chinese: Adapting the Past, Building the Future (3)
ASTD 301	The Japanese: Adapting the Past, Building the Future (3)
ASTD 302	The Two Koreas: Problems and Prospects (3)
ASTD 303	India: The Weight of Tradition in the Modern World (3)
ASTD 304	Southeast Asia: Development amid Diversity (3)
CCJS 330	Contemporary Criminological Issues (3)
CCJS 454	Contemporary Criminological Theory (3)
SOCY	All courses not otherwise listed as a requirement for the minor



## Overview

Working with local Education Services Officers, University of Maryland University College Area Directors schedule UMUC courses in Asia, subject to the availability of qualified faculty.

Courses regularly taught in UMUC Asia are listed below. They are arranged by academic department in alphabetical order. The number of semester hours is shown in parentheses (3) after the title of the course, and recommendations and/or restrictions and prerequisites are indicated. A brief description of the course content then follows. Courses fulfilling the international perspective, historic perspective, and civic responsibility requirements for the bachelor's degree are indicated with  for international,  for historic, and  for civic. For example:

**HIST 156 History of the United States to 1865 (3).**  A survey of the history of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

## Prerequisites

UMUC Asia courses are selected from those available throughout University of Maryland University College.

Course descriptions include specific prerequisites in order to let students know the level of knowledge expected at the beginning of the course. Advanced courses, especially upper-level courses, assume relevant previous study and students are expected to perform at the level of the course regardless of their academic background. Students are advised to complete the Associate-Level General Education Requirements before enrolling in upper-level courses (numbered 300 or higher).

For upper-level courses students should have writing ability equivalent to that achieved after completing ENGL 101 plus an additional writing course. An appropriate background in mathematics should be considered prerequisite to any course of a quantitative nature, numbered 200 or higher, such as economics, statistics, or computer and information science (CMIS).

In mathematics and foreign languages courses build on specific knowledge gained by students in previous courses, and thus a student may not receive credit for a course that is a prerequisite for a course already completed.

Students are urged to consult a UMUC Academic Advisor or the faculty member when in doubt about their ability to do well in a course whose prerequisites they have not completed.

## Course Numbers

Course numbers are designated as follows:

- 000-099 Preparatory courses
- 100-199 Primarily freshman courses
- 200-299 Primarily sophomore courses
- 300-399 Junior and senior courses
- 400-499 Junior and senior courses acceptable toward some graduate degrees

Students enrolling in 300/400-level courses are expected to have writing and study skills commensurate with junior/senior-level work.

## Distance Education

UMUC Asia offers a wide variety of Distance Education (DE) courses. In addition, students in Asia may take DE courses offered by UMUC's European division, and courses provided by UMUC's Statewide Programs in Maryland. DE courses are intended primarily for students whose duty schedule or location makes it difficult for them to enroll in a regularly scheduled course. The courses are computer-based, requiring students to have access to the Internet with their own e-mail account. DE courses last fifteen weeks, except for courses offered during Term V (late May to mid-August), which are twelve weeks in length.

WebTycho, the University's online delivery platform, provides secure access to course materials and course tools via the Internet, including extensive library materials. Faculty post syllabi, lectures, assignments, and discussion questions to course sites. Students are able to participate in discussions, submit assignments, and interact with classmates and faculty who are located at different sites in Asia and elsewhere around the world. Communication is typically asynchronous, in a format that allows the student to participate at any convenient time and place.

DE courses are not self paced; assignments are to be completed according to the due dates of material as set by the faculty member. The importance of writing ability in English cannot be overemphasized, since all course work is written, and faculty and students communicate in writing. The UMUC Asia Distance Education office can provide information about specific course offerings, schedules, and registration procedures. You may also access the DE site: <http://de.ad.umuc.edu/>

## Course Offerings

### Accounting

Courses in accounting (designated ACCT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in accounting, business administration, or management studies;
- a certificate or associate of arts degree in accounting, management, business and management, or management studies; and
- electives.

#### **ACCT 220 Principles of Accounting I**

**(3).** An introduction to the basic theory and techniques of contemporary financial accounting. Topics include the accounting cycle and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

#### **ACCT 221 Principles of Accounting II**

**(3).** Prerequisite: ACCT 220. Continuation of the study of financial accounting (emphasizing accounting for liabilities, equity, and corporate forms of ownership), followed by an introduction to managerial accounting. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and variances. Emphasis is on management reporting. Students may receive credit for only one of the following courses: ACCT 221, BMGT 221, MGST 301, or MGMT 301.

#### **ACCT 310 Intermediate Accounting I**

**(3).** (Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisites: BMGT 110 or at least two years of business or management experience; and ACCT 221 or equivalent. A comprehensive analy-

sis of financial accounting topics involved in preparing financial statements and in external reporting. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

#### **ACCT 311 Intermediate Accounting II**

**(3).** A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310 or equivalent. A comprehensive study of financial accounting topics, including preparation of financial statements and external reports. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

#### **ACCT 321 Cost Accounting (3).**

Prerequisites: BMGT 110 (or at least two years of business or management experience) and ACCT 221 or equivalent. A study of the basic concepts of determining, setting, and analyzing costs for purposes of managerial planning and control. Emphasis is on the role of the accountant in the management of organizations and in the analysis of cost behavior, standard costing, budgeting, responsibility accounting, and costs that are relevant for making decisions. Various techniques are used to study cost and managerial accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

#### **ACCT 323 Taxation of Individuals (3).**

(Formerly Income Tax Accounting.) Prerequisite: ACCT 220 or equivalent. An introduction to federal taxation of the income of individuals. Tax laws are examined by means of illustrative examples and problems. Computer applications may be used to analyze specific examples. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

#### **ACCT 326 Accounting Information**

**Systems (3).** Prerequisites: ACCT 321 and a course in information systems management, or equivalent. A study of the control aspects of accounting systems. Topics include setting standards; defining and imposing administrative, operational, and security controls; and judging cost-effectiveness of systems. Various techniques are used to study accounting information-systems concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 326, BMGT 320, or BMGT 326.

#### **ACCT 422 Auditing Theory and Practice**

**(3).** Prerequisite: ACCT 311 or equivalent. A study of the independent accountant's attest function, generally accepted auditing standards, tests of controls and substantive tests, and report forms and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 422 or BMGT 422.

#### **ACCT 495 Contemporary Issues in Accounting Practice**

**(3).** (Formerly ACCT 498C.) Prerequisites: ACCT 311, ACCT 321, ACCT 422, and BMGT 364. An examination of accounting for innovative and emerging business transactions and financing. Previously acquired knowledge is drawn on to aid in thinking critically, analyzing information, and proposing solutions to complex accounting and financial issues. Web accounting and business technology, accounting theory, and management techniques are used to research and analyze developing issues in the workplace. Topics include e-commerce, financial derivatives, balanced scorecards, and the changing nature of financial reporting and risk management. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.



### Anthropology

Courses in Anthropology (designated ANTH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the social and behavioral sciences;
- a minor in Asian Studies; and
- electives.

**ANTH 101 Introduction to Anthropology: Archaeology and Physical Anthropology (3).** A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

**ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3).** A survey of social and cultural principles inherent in ethnographic descriptions, coupled with the study of language in the context of anthropology. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

**ANTH 401 Cultural Anthropology: Principles and Processes (3).** Prerequisite: ANTH 101, 102, or equivalent. An examination of the nature of human culture and its processes, both historical and functional. The approach will be topical and theoretical rather than descriptive.

**ANTH 402 Cultural Anthropology: World Ethnography (3).** Prerequisite: ANTH 101, 102, or equivalent. A descriptive survey of the culture of various areas of the world through an examination of representative societies.

**ANTH 417 Peoples and Cultures of the Far East (3).** Prerequisite: an introductory course in the social sciences or permission of the faculty member. A survey of the major sociopolitical systems of

China, Korea, and Japan. Major anthropological questions are discussed.

### Asian Studies

Courses in Asian Studies (designated ASTD) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities or the social and behavioral sciences (based on course content);
- a major or minor in Asian Studies;
- a certificate or associate of arts degree in Japanese studies or Korean studies; and
- electives.

**ASTD 150 Introduction to Asian Studies I (3).** (The first course in the two-course sequence ASTD 150-160. Applicable to the general education requirements in arts and humanities or social and behavioral sciences.) An interdisciplinary examination of the classical Asian tradition, encompassing a general survey of the region.

**ASTD 160 Introduction to Asian Studies II (3).** (The second course in the two-course sequence ASTD 150-160. Applicable to the general education requirements in arts and humanities or social and behavioral sciences.) Recommended: ASTD 150. An interdisciplinary examination of the modern period in Asian history, beginning approximately with the 17th century.

**ASTD 300 The Chinese: Adapting the Past, Building the Future (3).** An examination of contemporary Chinese society as it seeks modernization after a century of rapid change.

**ASTD 301 The Japanese: Adapting the Past, Building the Future (3).** A study of modern Japanese society as it attempts to find its place in the post-Cold

War international system after a century of imperial expansion, ruinous defeat, and renewal.

**ASTD 302 The Two Koreas: Problems and Prospects (3).** An examination of Korean society. Topics include the legacy of the past, unifying factors, internal forces, contemporary issues, prospects for reunification.

**ASTD 303 India: The Weight of Tradition in the Modern World (3).** A study of contemporary Indian society as it seeks modernization within an age-old culture and caste system. Pakistan is also discussed where appropriate to subcontinental issues.

**ASTD 304 Southeast Asia: Development Amid Diversity (3).** A broad examination of twentieth century Southeast Asia. Topics include colonialism, nationalism, independence, factors of unity and disunity, the role of regional organizations (ASEAN), and contrasting developmental models.

**ASTD 305 Pacific Century (3).** An examination of the emergence of modern nations from the rich and varied cultures and societies of Pacific Asia. The historical and geographical context of Pacific Asian development is discussed. Students may receive credit for only one of the following courses: ASTD 305 or HIST 305.


**ASTD 306 Inner Asia: Peoples, History, and Politics (3).** A survey of the peoples, history, and politics of the Turkestani and Mongolian nations and their interaction with other major Asian states. The periods before and after the collapse of the Soviet Union in 1991 are covered.

**ASTD 307 Russia and the Far East (3).** A study of cultural, historical, and political developments pertaining to Russia as an Asian nation. The development of Siberia and the Far Eastern Maritime Provinces, as well as relationships with other



## Course Offerings

members of the post-1991 Commonwealth of Independent States, are discussed.

**ASTD 485 Great Issues in Asian Studies (3).**  Prerequisite: 9 credits in Asian Studies or Asian Studies-related course work. A comparative study of the broad issue of modernization in Asian nations. Previous study about Asia is integrated and complemented.

## Astronomy

Courses in astronomy (designated ASTR) may be applied toward

- the general education requirement in the biological and physical sciences; and
- electives.

**ASTR 100 Introduction to Astronomy (3).** (Not open to students who have taken or are taking any astronomy course numbered 250 or higher. For students not majoring or minoring in a science.) Prerequisite: MATH012. A discussion of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, GNSC 125, or NSCI 125.

**ASTR 110 Astronomy Laboratory (1).** (Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. Not for students majoring or minoring in science.) Prerequisite or corequisite: ASTR 100 or equivalent. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy. Experiments to demonstrate instruments and principles of astronomy. Daytime and nighttime observations of celestial objects and phenomena. Use of photographs of moon, stars, and galaxies and spectra.

## Biology

Courses in biology (designated BIOL) may be applied toward

- the general education requirement in the biological and physical sciences; and
- electives.

**BIOL 101 Concepts of Biology (3).** (Not for students majoring in science.) An introductory study of the fundamental organization, processes, and the interdependence of living organisms, considering the implications of the influence of human beings in the biological world. Students may receive credit for only one of the following courses: BIOL 101, BIOL 105, or BSCI 105.

**BIOL 102 Laboratory in Biology (1).** (Not for students majoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101 or equivalent. A laboratory study of the concepts underlying the organization and interrelationships of living organisms. Students may receive credit for only one of the following courses: BIOL 102, BIOL 105, or BSCI 105.


**BIOL 160 Human Biology (3).** (Formerly GNSC 160.) A general introduction to human structure, functions, genetics, evolution, and ecology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Pertinent health topics are also discussed. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

**BIOL 161 Laboratory in Human Biology (1).** (Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 160.) Prerequisite or corequisite: BIOL 160 or equivalent. A laboratory study of the human organism as a primary example illustrating the con-

cepts underlying the organization and interrelationships of all living organisms.

**BIOL 164 Introduction to Human Anatomy and Physiology (3).** (Formerly GNSC 161.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. An introduction to the anatomy and physiology of the human organism. Topics include basic concepts of physics and chemistry that are necessary for understanding biological function, the structure and function of cells, tissues, and the major organ systems in the body. Students may receive credit for only one of the following courses: BIOL 164 or GNSC 161.

**BIOL 181 Life in the Oceans (3).** (Formerly ZOO 181.) A study of the major groups of plants and animals in various marine environments, as well as their interactions with each other and the nonliving components of the ocean. The impact of human activity on life in the ocean, and the potential uses and misuses of the ocean are discussed. Students may receive credit for only one of the following courses: BIOL 181 or ZOO 181.

**BIOL 211 Environmental Science (3).**  A survey of ecological principles as they apply to the interrelated dilemmas of overpopulation, pollution, the increasing consumption of natural resources, and the ethics of land use. Students may receive credit for only one of the following courses: BIOL 211, BOTN 211, or P BIO 235.

**BIOL 215 Population Biology & General Ecology (3).** (Formerly ZOO 270.) A general introduction to population and community biology. Topics include evolution, population genetics, population growth and steady states, age structure of populations, multispecies, dependencies, and ecosystem energetics. Illustrations are drawn both from natural populations and human populations. Students may receive credit for only one of the following courses: BIOL 215 or ZOO 270.

**BIOL 220 Human Genetics (3).** (Not for science majors.) An introduction to genet-

ics, focusing on the human organism. Topics include transmission and biochemical genetics, mutation, the behavior of genes in populations, and genetic engineering. The roles of recent discoveries in the treatment of genetic diseases, cancer, and organ transplantation are examined. Students may receive credit for only one of the following courses: BIOL 220, BIOL 346, ZOOL 146, or ZOOL 346.

## Business and Management

Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in business administration or management studies;
- a certificate or associate of arts degree in accounting, management, business and management, or management studies; and
- electives.


**BMGT 110 Introduction to Business and Management (3).** (For students with little or no business background. Recommended preparation for many other BMGT courses.) A survey of the field of business management. Topics include human relations, technology in business, ethical behavior, the environment, global and economic forces, organization, quality, products and services, functional management, and current issues and developments.

**BMGT 330 Entrepreneurship and New Venture Planning (3).** (Formerly MGMT 330.) Recommended: Familiarity with computers and business software. An overview of entrepreneurship and planning new business ventures for prospective entrepreneurs and managers. Topics include developing entrepreneurial ideas and innovations; strategic planning; marketing research, analysis, and planning; advertising, promotion, and sales; financial planning and financing; operations and services planning; human resources planning


and management; analysis of risk; information management strategy and the advent of the World Wide Web; legal aspects of new venture formation; and global venturing. Entrepreneurial theory, profiles and roles of entrepreneurs, business life cycles, entrepreneurial behavior, use of computer software to aid in planning, and entrepreneurial management and technology issues are explored. Discussion and group activities focus on development of a business plan, the factors that should be considered, and the entrepreneur's role in developing and operating a new business. Students may receive credit for only one of the following courses: BMGT 330, MGMT 330, or SBUS 200.


**BMGT 340 Business Finance (3).** Prerequisites: ACCT 221 and BMGT 230 or STAT 200. An overview of the principles and practices of organizing, financing, and rehabilitating a business enterprise. Topics include the various types of securities and their usefulness in raising funds; methods of apportioning income, risk, and control; intercorporate relations; and new developments. Emphasis is on solving problems of financial policy that managers face.

**BMGT 364 Management and Organization Theory (3).** Prerequisite: BMGT 110 or at least two years of business and management experience. A study of the development of theories about management and organizations. Processes and functions of management discussed include the communication process, the role of the manager as an organizer and director, the determination of goals, and the allocation of responsibilities. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

**BMGT 378 Legal Environment of Business (3).**  (For students with little or no legal background.) An overview of fundamental legal concepts and principles that affect business in the relevant functional and regulatory environments. Emphasis is on the definition and application of legal principles and concepts through illustrative

examples and cases. Primary topics include the interplay among business, ethics, and law; legal reasoning and research; the judicial system and conflict resolution; and torts and business crimes. Key concepts relating to transactional aspects of business are defined; these include contracts and business organizations, property, and government regulations in the human resource, marketing, and financial dimensions of business. Important global concepts are discussed. Assignments include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BMGT 378 or BMGT 480.

**BMGT 380 Business Law I (3).**  (Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 110 or at least two years of business and management experience. An in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions. Topics include the legal, ethical, and social environment of business; agencies, partnerships, and other forms of business organizations; and contracts and sales agreements. Salient legal aspects of international business are also discussed. Assignments may include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the World Wide Web) as well as other methods for accessing information.

**BMGT 381 Business Law II (3).**  (Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 380. Further in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions. Topics include personal and real property (bailments, wills, trusts, and estates); government regulations affecting employment and marketing; negotiable instruments; debtor/credi-


## Course Offerings

to relationships; and bankruptcy and reorganization. Salient legal aspects of international business are also discussed. Assignments may include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the World Wide Web) as well as other methods for accessing information.

**BMGT 384 Managing for Quality (3).** (Formerly BMGT 425 and MGMT 425 Total Quality Management. Course applications require a PC, spreadsheet and statistical software, and access to the World Wide Web.) Prerequisite: BMGT 364 and BMGT 230 or STAT 200 or equivalent. A survey of methods used to apply principles of total quality management (TQM) in various organizational settings to improve quality and productivity. Topics include evolution of TQM theory; TQM models, tools, and techniques; development of TQM teams; production of graphs and charts; strategies for meeting customer expectations; benchmarking; and comparison of TQM applications. Spreadsheet and statistical software may be used to develop statistical process control charts and graphs. Students may receive credit for only one of the following courses: BMGT 384, BMGT 425, or MGMT 425.

**BMGT 385 Production and Operations Management (3).** Prerequisites: BMGT 364 and BMGT 230 or STAT 200, or equivalent. An overview of the operations of manufacturing and service enterprises, concentrating on production management, planning, and control. Topics include demand forecasting, materials planning and control, and capacity planning. Case studies are examined to analyze the manufacturing and service environments in terms of operational planning, the use of teams, teamwork, and decision making regarding problems commonly confronting managers and supervisors. Fundamentals of the analytical method are introduced early to help solve problems in the design, operation, and control of systems. Students may receive credit only once under this course number and for only one of the following

courses: BMGT 383, BMGT 385, MGMT 340, MGST 318, or TEMN 318.



**BMGT 392 International Business Management (3).**  Prerequisites: BMGT 110 (or at least two years of business and management experience) and ECON 203 or equivalent. Examination and analysis of international business in its historical, theoretical, environmental, and functional dimensions. Focus is on understanding the growing economic interdependence of nations and the impact on managerial and corporate policy decisions that transcend national boundaries. Topics include the nature and scope of international business; the institutional, sociocultural, political, legal, ethical, and economic environments; trade, foreign investment, and development; transnational management, including global operations, strategic planning, human resources, marketing, and finance; and international business diplomacy and conflict resolution. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

**BMGT 395 Customer Service Management (3).** Prerequisite: BMGT 364 or equivalent. A study of customer services accompanying a core product and service products themselves. Problems and issues related to the service mix, service-level decisions, the formulation of service policies, customer service management, the development of customer service staff, training, and evaluation are analyzed. Discussion covers customer information, customer surveys and suggestions, the handling of complaints and adjustments, techniques for dealing with difficult and angry customers, dissemination of information, credit services, maintenance, technical service, and the development of new programs. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, or MGMT 398A.

**BMGT 436 Managing Entrepreneurial Ventures (3).** (Formerly BMGT 461 Entrepreneurship.) Prerequisite: BMGT 330 or familiarity with the business functions


and factors involved with planning and managing an entrepreneurial venture. An exploration of entrepreneurial management and strategies in various competitive situations and stages of development. Topics include the development of partnerships, joint ventures, strategic alliances, and licensing. Issues regarding management, financing, marketing, production, administration, human resources, and growth of the business are analyzed. Examination covers strategies and tactics using environmental scanning, analysis, and planning and decision making (including reviewing relevant options and opportunities, forecasting demand and sales, estimating costs, and developing pro forma financial statements) by entrepreneurs. Potential business opportunities are assessed using exercises, case studies, and research related to new technologies, innovation, competition, economic and social change, governmental regulation and laws, major product and service features, organizational and human resource issues, information management, global issues, financial management, marketing, operations, and customer service. Students may receive credit for only one of the following courses: BMGT 436, BMGT 461, or MGMT 461.

**BMGT 464 Organizational Behavior (3).** Prerequisites: BMGT 110 (or at least two years of business and management experience) and BMGT 364 or equivalent. An examination of research and theory on the forces underlying the way members of an organization behave. Topics include the behavior of work groups and supervisors, intergroup relations, employees' goals and attitudes, problems in communication, the circumstances of change in an organization, and the goals and design of an organization.

**BMGT 482 Business and Government (3).**   Prerequisites: BMGT 110 (or at least two years of business and management experience) and ECON 201 or ECON 203 or equivalent. A study of the role of government in the modern economy and the intricate relationships between the pub-

lic and private sectors. Emphasis is on the regulatory and public policy dimensions of government intervention, the promotion of business, and corporate responses to government action in the changing domestic and global marketplaces. Students may receive credit for only one of the following courses: BMGT 482 or TMGT 340.

**BMGT 495 Strategic Management (3).** (Intended as a final, capstone course to be taken in a student's last 30 semester hours.) Prerequisites: BMGT 340 and 364 and MRKT 310, or equivalent. An overview of general management and the continuous, systematic process of managerial planning, including environmental scanning and the development of plans and strategies to gain competitive advantage. Tactical and strategic management issues are highlighted by means of case studies, projects, and discussion. Access to spreadsheet software is recommended to analyze case studies and develop strategic planning information, charts, and graphs. Students may receive credit for only one of the following courses: BMGT 495, HMG 430, MGMT 495, or TMGT 380.

**BMGT 496 Business Ethics and Society (3).**  A study of the relationship of business ethics and social responsibility in both domestic and global settings. Ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies are explored. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public consequence in both the domestic and global environments.

**Chinese** *See Foreign Languages*

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## Computer and Information Science

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Courses in computer and information science (designated CMIS) may be ap-

plied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in computer and information science or computer studies;
- a minor in computer studies;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.

**CMIS 102 Introduction to Problem Solving and Algorithm Design (3).** (May not be applied to a major in computer and information science.) A study of techniques for finding solutions to problems through structured programming and step-wise refinement. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive whole. Algorithms are used to demonstrate programming as an approach to problem solving, and basic features of the C++ language are illustrated. Students may receive credit for only one of the following courses: CMIS 102 or CMSC 101.

**CMIS 140 Introductory Programming (3).** (Not open to students who have completed CMIS 315. The first in a sequence of courses in C++. Taking CMIS 140 and 240 in consecutive terms is recommended.) Prerequisite: CMIS 102 or equivalent knowledge. A study of structured programming using the C++ language. The discipline, methodologies, and techniques of software development are covered. Algorithms and simple data structures are developed and implemented in C++. Object-oriented concepts such as classes and encapsulation are introduced.

**CMIS 160 Discrete Mathematics for Computing (3).** (Not open to students who have completed CMSC 150.) Prerequisite: MATH 107 strongly recommended. An introduction to discrete mathematical techniques for solving problems in the field of computing. Basic principles from areas such as sets, relations and functions, logic, proof methods, and recursion are

examined. Topics are selected on the basis of their applicability to typical problems in computer languages and systems, databases, networking, and software engineering.

**CMIS 240 Data Structures and Abstraction (3).** (The second in a sequence of courses in C++. Taking CMIS 140 and 240 in consecutive terms is recommended.) Prerequisite: CMIS 140. A study of program design and the implementation of abstract data structures in C++. Topics include programming tools, verification, debugging and testing, and data structures. Emphasis is on stacks, queues, lists, recursion, trees, sorting, and searching. C++ is the programming language used. Students may receive credit for only one of the following courses: CMIS 240 or CMIS 315.

**CMIS 310 Computer Systems and Architecture (3).** (Not open to students who have completed CMSC 311.) Prerequisites: CMIS 140 required; CMIS 160 strongly recommended. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. Topics include data representation and the design and analysis of combinational and sequential circuits. Focus is on how basic hardware components (multiplexers, decoders, memories, arithmetic-logic units, etc.) are built. Hardwired and microprogrammed design of control units are discussed. Concepts such as pipelining and memory hierarchy are introduced. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

**CMIS 320 Relational Databases (3).** Prerequisite: CMIS 140 or equivalent; CMIS 310 or equivalent recommended. A study of the functions and underlying concepts of relationally organized database systems. Data models are described and their application to database systems is discussed. The entity/relationship (E/R) model and Codd's relational theory—including relational algebra, normalization and integrity constraints, and the SQL language—are emphasized. Physical design and data ad-



## Course Offerings

ministration issues are addressed. Projects include hands-on work with E/R and relational models (using Oracle). Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

**CMIS 325 UNIX with Shell Programming (3).** Prerequisite: CMIS 140 or equivalent. A study of the UNIX operating system. Topics include file structures, editors, pattern-matching facilities, shell commands, and shell scripts. Shell programming is presented and practiced to interrelate system components. Projects give practical experience with the system.

**CMIS 330 Software Engineering Principles and Techniques (3).** Prerequisite: CMIS 240, CMIS 315, or equivalent; CMIS 310 or equivalent recommended. A study of the process of software engineering from initial concept through design, development testing, and maintenance to retirement of the product. Development life-cycle models are presented. Issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures are considered. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

**CMIS 340 Programming in Java (3).** Prerequisites: CMIS 240 (or CMIS 315) and knowledge of HTML. An examination of the features of the Java programming language. Topics include design of classes, class libraries, data structures, exception handling, threads, input and output, and applet programming. Assignments include programming in Java.

**CMIS 345 Object-Oriented Design and Programming (3).** Prerequisite: CMIS 240, CMIS 315, or equivalent. An examination of the principles, practices, and applications of programming in an object-oriented environment. Techniques and language features of object-oriented design are implemented in programming projects. Assignments include programming in an

object-oriented language such as C++ or Java. Students may receive credit only once under this course number.

**CMIS 370 Data Communications (3).** Prerequisite: CMIS 310 or equivalent. Investigation of the effects of communication technology on information systems. Major topics include components of communication systems, architectures and protocols of networks, security measures, regulatory issues, and the design of network systems. Issues and applications in local area networks and communication services are covered. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

**CMIS 415 Advanced UNIX and C (3).** Prerequisites: CMIS 240 (or CMIS 315) and CMIS 325; CMIS 310 or equivalent recommended. An investigation of the interaction between the UNIX operating system and the C programming language. The features of UNIX that support C, including library and system calls, UNIX utilities, debuggers, graphics, and file structure, are presented. Programming projects in C that implement UNIX command features are assigned.

**CMIS 420 Advanced Relational Databases (3).** Prerequisite: CMIS 320 or equivalent. A study of advanced logical and physical design features and techniques of relational databases appropriate to the advanced end user, database designer, or database administrator. Topics include object-relational concepts, data modeling, challenge areas, physical design in relation to performance, and relational algebra as a basis of optimizer strategies. Future trends, advanced concurrency control mechanisms, and maintenance issues such as schema restructuring are addressed. Projects include hands-on work (using Oracle) in designing and implementing a small database, creating triggers, loading through forms and utility, querying through interactive and embedded Structured Query Language (SQL), restructuring schema, and analyzing performance. Students may receive credit for only one of the following

courses: CMIS 420, IFSM 411, or IFSM 498I.

**CMIS 435 Computer Networking (3).** Prerequisite: CMIS 370 or equivalent. An overview of communications topics such as signaling conventions, encoding schemes, and error detection and correction. Emphasis is on routing protocols for messages within various kinds of networks, as well as on methods that network entities use to learn the status of the entire network. Students may receive credit for only one of the following courses: CMIS 435 or CMSC 440.

**CMIS 445 Distributed Systems (3).** Prerequisites: CMIS 310 and 240 required; CMIS 325 recommended. An exploration of protocols and methods for allocating to more than one processor various parts of the work associated with a single task. Emphasis is on environments such as array processing, parallel processing and multiprocessor systems, and communication among cooperating processes. Topics include reliability, security, and protection, as well as how these issues affect the development of programs and systems. Standards for object-oriented programming (Common Object Request Broker Architecture) are discussed. Projects include programming. Students may receive credit for only one of the following courses: CMIS 445 or CMSC 445.

**CMIS 455 Requirements Development (3).** Prerequisite: CMIS 330. A study of concepts and techniques for planning and developing high-quality software products. Fundamentals of specification (including formal models and representations, documents, and standards) are examined. Methods of specifying and developing requirements for generating software are discussed. Projects using these techniques are included. Students may receive credit only once under this course number.

**CMIS 460 Software Design and Development (3).** Prerequisite: CMIS 330 or equivalent. An in-depth treatment of the concepts and techniques for designing and



developing software for large projects. Design strategies, principles, methodologies, and paradigms are discussed, as are evaluation and representation. Architectural models and idioms, development tools and environments, implementation guidelines and documentation, and organization of design and development functions are included. Issues of program quality, program correctness, and system integration are addressed. Project work incorporates principles and techniques of software design and development.

**CMIS 465 Software Verification and Validation (3).** Prerequisite: CMIS 330 or equivalent. A study of tools, methods, and current practices for assessing the quality and correctness of software. Topics include the roles of testing and formal verification, fundamentals and formal models of program verification, planning and documentation for quality assurance, methods of performing technical reviews, strategies of system testing and integration planning, and principles and practices used in conducting tests.

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## Computer Studies

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Courses in computer studies (designated CMST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major or minor in computer studies;
- a major in computer and information science or information systems management;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.

Students who have already received credit for courses designated CAPP may not receive credit for comparable courses designated CMST.

**CMST 305 Introduction to Visual Basic Programming (3).** (Formerly CAPP 305.) Prerequisite: CMIS 102 or equivalent. A structured approach to developing programs using the Visual Basic language with Windows. Hands-on experience in implementing features of this event-driven, visual interface for program design is provided. Programming projects in Visual Basic are included. Students may receive credit for only one of the following courses: CAPP 305 or CMST 305.

**CMST 310 Desktop Publishing (3).** (Formerly CAPP 310.) Prerequisite: Basic familiarity with personal computers and experience with a word-processing or text-editing program. An introduction to concepts and methods of desktop publishing. Highlights include the design and layout of a publication, the choice of computer hardware and software, the integration of computer graphics, the drafting and editing of a publication, and methods of interfacing with high-level printing equipment to produce a final document. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

**CMST 311 Advanced Desktop Publishing (3).** (Formerly CAPP 311.) Prerequisite: CMST 310 or equivalent. A project-oriented study of the concepts and methods of desktop publishing. Techniques for using color in page layouts are implemented. Features essential to multimedia presentations are integrated with techniques for capturing and editing photos to produce business publications. Students may receive credit for only one of the following courses: CAPP 311 or CMST 311.

**CMST 340 Computer Applications in Management (3).** (Formerly CAPP 340.) Prerequisite: CMST 300, IFSM 201, or equivalent. An overview of computer-based information-system concepts and operations and how these capabilities are applied by management to improve the work processes of business, government, and academic organizations. Consideration is also given to management planning at

the strategic, tactical, and operational levels necessary to effect continuous improvements. The interchange of electronic information and the application of various computing tools such as spreadsheet programs are introduced. Students may receive credit for only one of the following courses: CAPP 340, CMST 340, or CMIS 350.

**CMST 385 Internet: A Practical Guide (3).** (Formerly CAPP 385.) Prerequisite: CMST 300, IFSM 201, or equivalent. An introduction to the Internet and the World Wide Web. Topics include basic principles and protocols of the Internet; configuration and use of graphical Web browsers; application programs such as Telnet, FTP, e-mail, and Net news readers; finding and retrieving information on the World Wide Web; and the use of portals and search engines. HTML and Web page design are introduced. Discussion covers Internet security measures as well as social, ethical, and legal issues related to the growth of the Internet. HTML and Web page design are introduced. Assignments include designing and publishing a Web page. Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

**CMST 386 Internet: An Advanced Guide (3).** (Formerly CAPP 386.) Prerequisite: CMST 385 or equivalent. A study of advanced applications for the Internet and the World Wide Web. Focus is on Web page design, including features such as frames, animation, and cascading style sheets. Dynamic HTML and JavaScript are introduced. Assignments include publishing a Web page. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

**CMST 415 Advanced Visual Basic Programming (3).** (Formerly CAPP 498B.) Prerequisite: CMST 305 or equivalent. An investigation of advanced Visual Basic programming concepts, tools, and methods. Topics include object linking and embedding (OLE), dynamic data exchange (DDE), and data access objects (DAO) for

## Course Offerings

interface with other applications and databases. Emphasis is on application design and development. Practical opportunities to design and develop complete applications integrating multiple features of the Visual Basic programming language are provided. Students may receive credit for only one of the following courses: CAPP 498B or CMST 415.

### Economics

Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward


- the general education requirements in the social and behavioral sciences;
- related requirements for a major or minor in business administration or management studies;
- a certificate or associate of arts degree in accounting, management, business and management, management studies, or mathematics; and
- electives.

**ECON 201 Principles of Economics I (3).** An introduction to the problems of unemployment, inflation, and economic growth. Emphasis is on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

**ECON 203 Principles of Economics II (3).** Recommended: ECON 201. Analysis of the principles underlying the behavior of individual consumers and business firms. Topics include problems of international trade and finance, distribution of income, policies for eliminating poverty and discrimination, problems of environmental pollution, and effects of various market structures on economic activity.

**ECON 205 Fundamentals of Economics (3).** A one-term introduction to the principles of economics and their applications to the major economic problems of society. Topics include problems of population, poverty, inflation, unemployment, inequality, monopoly, urban renewal, environmental protection, economic planning, imperialism, international trade, and comparative economic systems. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

**ECON 301 Current Issues in American Economic Policy (3).** Prerequisite(s): ECON 201 and 203, or ECON 205. Analysis of current economic problems and public policies. Topics include market power, federal budget and tax policy, governmental regulation, inflation, unemployment, poverty and distribution of income, and environmental issues.

**ECON 380 Comparative Economic Systems (3).**  Prerequisite(s): ECON 201 and 203, or ECON 205. A comparative analysis of the theory and practice of various types of economic systems, especially the economic systems of the United States, the former Soviet Union, the People's Republic of China, Western and Eastern Europe, and less-developed countries.

**ECON 430 Money and Banking (3).** Prerequisite(s): ECON 201 and 203, or ECON 205. An examination of the structure of financial institutions and their role in providing money and near-money. Institutions, processes, and correlations analyzed include the functions of the Federal Reserve System, the techniques of central banks, the control of the supply of financial assets as a mechanism of stabilization policy, and the relationship of money and credit to economic activity and prices. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

**ECON 440 International Economics (3).**  Prerequisite(s): ECON 201 and 203, or

ECON 205. A description of international trade and an analysis of international transactions, exchange rates, and balance of payments. Policies of protection, devaluation, and exchange-rate stabilization and their consequences are also analyzed. Students may receive credit for only one of the following courses: BEHS 440, ECON 440, or ECON 441.

### Education

UMUC offers a limited number of courses in education at selected locations in Asia.

Students enrolling for career purposes should inquire with the state where they plan to teach for information about specific curriculum assessment and student teaching requirements.

**EDUC 316 Foundations of Education (3).** A study of the major historical, social, and philosophical concepts that support present educational philosophy, objectives, forms, and practices. The administration of the organization and financing of public education laws dealing with American education are discussed. Emphasis is on values and the teaching of values in a school setting.

**EDUC 405 Classroom Assessment (3).** A study of the theory and practice of formal and informal assessment and the development and use of classroom assessments (including tests, performance assessments, rating scales, portfolios, observation, and verbal interactions). An overview of strategies for assessing student performance is provided; these strategies are incorporated into the development of original assessment tasks.

**ELED 301 Theory and Practice/Elementary (3).** A study of the theory and teaching techniques appropriate for elementary school children. Topics include recent research on effective teaching; planning,

## Course Offerings

implementing, and evaluating lessons; motivating and organizing for effective instruction; and techniques for meeting the needs of diverse school populations.

**SCED 304 Methods of Teaching/Secondary (3).** An integrated study of practices and processes related to teaching in the secondary school. Both general methods for all secondary students and content-specific methods are covered. A school-based practicum is required.

**SPED 403 Orientation to Special Education (3).** A review of the historical development of educational interventions for disabled persons. The various philosophies, legal issues, and problems that are currently at issue in special education are discussed. Professional, parental, local, state, and federal agencies dealing with exceptional children are also examined.

**ELED 401 Directed Teaching and Seminar/Elementary School (6).** Prerequisite: Completion of the Praxis Exam I: Academic Skills and Praxis II: Subject Assessments/Specialty Series, or, where required, individual State Teacher Examination, either before or during the student teaching experience; 18 s.h. of content coursework; and appropriate additional education coursework. A supervised practicum in teaching at the elementary school level. Classroom teacher responsibilities are increased gradually. Classroom experiences are reviewed, analyzed, and evaluated.

**SCED 401 Directed Teaching and Seminar/Secondary (6).** Prerequisite: Completion of the Praxis Exam I: Academic Skills and Praxis II: Subject Assessments/Specialty Series, or, where required, individual State Teacher Examination, either before or during the student teaching experience; 18 s.h. of content coursework; and appropriate additional education coursework. A supervised practicum in teaching at the secondary school level. Classroom teacher responsibilities are increased gradually. Classroom experiences are reviewed, analyzed, and evaluated.

### Other Education Course Offerings

**EDCP 410 Introduction to Counseling and Personnel Services (3).** A presentation of principles and procedures in counseling and personnel services. The functions of counselors, school psychologists and social workers, and other personnel service workers are examined.

**EDHD 460 Educational Psychology (3).** (Also listed as PSYC 339.) An overview of educational psychology focusing on processes of learning. Measurement of differences between individuals (in intelligence, styles of thinking, understanding, attitudes, ability to learn, motivation, emotions, problem solving, and communication of knowledge) is investigated, and the significance of those differences is discussed. Problems in the field are introduced and outlined. Examination of research in educational psychology supplements study. Students may receive credit for only one of the following courses: EDCP 498E, EDHD 460, PSYC 309J, or PSYC 339.

**EDMS 451 Introduction to Educational Statistics (3).** An introduction to statistical reasoning. Topics include location and dispersion measures, computer applications, regression and correlation, formation of hypotheses tests, t-test, one-way analysis of variance, and analysis of contingency tables.

### English and Communication Studies

Courses in English and communication studies (designated ENGL and COMM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications (writing courses) or in the arts and humanities (literature courses);
- a major or minor in English; and
- electives.

### Communication Skills Courses

These courses are designed to help students read and write effectively in college courses, as well as in their professional work. They are particularly recommended for students returning to the classroom.

**EDCP 100A Grammar Review (1).** (Elective credit only.) A review of the principles of basic English grammar. Topics include parts of speech, basic sentence structure, mechanics, and word usage.

**EDCP 100B Effective Reading Skills (1).** (Elective credit only.) Development of basic reading comprehension skill at the word, sentence, and paragraph level. Various reading strategies are covered.

**EDCP 100C Vocabulary and Word Usage (1).** (Elective credit only.) Development of a more sophisticated vocabulary.

**EDCP 108 Introduction to College Study Skills (1-3).** (Elective credit only.) A course designed to help adult students develop efficient study habits. Emphasis is on the acquisition of skills needed to learn effectively, such as reading, writing and study skills; listening and note taking; techniques of the term paper; and taking examinations.

### Basic Courses in Writing

Since writing skills are critical to success in college work, students are required to complete ENGL 101 Introduction to Writing within their first 12 s.h. of study. Important follow-up writing courses, at least one of which must also be taken to fulfill the GER communications requirement, are ENGL 102, ENGL 291, and COMM 293. Students planning to transfer credits in English to institutions requiring two terms of freshman English should take both ENGL 101 and either ENGL 102 or 291.

A placement test, available at Education Centers, is administered to students as

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a guide to initial enrollment in the UMUC English program. Students must take this test prior to their first enrollment in English with UMUC Asia to ensure that they are placed in a course appropriate to their abilities and backgrounds.

**EDCP 101 Effective Writing Skills (3).** (Does not fulfill the general education requirement in communications. Recommended as preparation for ENGL 101.) A study of writing designed to improve basic skills at the level of sentence and paragraph. Topics include word choice, grammar, punctuation, and mechanics. Frequent opportunities to practice and refine skills are provided. Students may receive credit for only one of the following courses: COMP 100, EDCP 101, or ENGL 100.

**ENGL 101 Introduction to Writing (3).** Prerequisite: Satisfactory performance on a placement test. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 101 or ENGL 101X.

**ENGL 102 Composition and Literature (3).** (Fulfills the general education requirements in communications or arts and humanities.) Prerequisite: ENGL 101. Further practice in writing using readings in literature. Focus is on academic writing forms, especially critical analysis of literature through a variety of modes such as comparison and contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

**ENGL 106 Introduction to Research Writing (1).** Designed to help students enhance their research and writing skills. Instruction and practice in the fundamen-

tals of the research and writing process: planning and beginning a paper, composing the paper, citing sources, and presenting the paper in manuscript form. Both the MLA and APA styles of documentation are used.


**ENGL 291 Expository Writing (3).** (Fulfills the general education requirement in communications.) Prerequisite: ENGL 101. Advanced practice in critical reading and critical thinking. Focus is on the processes of working with information and ideas acquired primarily through research: summary, critical analysis, and interpretation. Assignments include several short papers and a research paper. Students may receive credit for only one of the following courses: ENGL 291 or ENGL 291H.


**COMM 293 Technical Report Writing (3).** (Formerly ENGL 293. Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or equivalent. An introduction to the process of technical writing. Discussion covers conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct technical prose; and producing a variety of routine technical reports and correspondence. Students may receive credit for only one of the following courses: COMM 293 or ENGL 293.


**ENGL 294 Introduction to Creative Writing (3).** (Fulfills the general education requirements in communications, and in arts and humanities.) Prerequisite: ENGL 101. An introductory study of creative writing designed to develop critical awareness, creativity, and skill in writing and analyzing poems and short stories.


### Upper-level Writing Courses


In addition to ENGL 101 or its equivalent, students should complete at least one subsequent 3-semester-hour writing course such as ENGL 102 or ENGL 291 before enrolling in upper-level courses in writing. The completion of at least one upper-level intensive writing course is required for all bachelor's degrees.

Courses fulfilling the upper-level intensive writing requirement are designated by the symbol .

**COMM 390 Writing for Managers (3).**  Prerequisite: ENGL 101 or equivalent. A practicum in the kinds of writing skills that managers need for the workplace. Communication skills emphasized include planning information, developing reader-based prose, improving personal writing performance and guiding the writing of subordinates, and mastering such writing tasks as strategic plans and performance appraisals. Students may receive credit for only one of the following courses: COMM 390 or HUMN 390.

**ENGL 391 Advanced Composition (3).**  Prerequisite: ENGL 101 or equivalent. Instruction and practice in methods of presenting ideas and factual information clearly and effectively. Emphasis is on developing skills fundamental to both workplace and academic writing. Published writings are discussed and evaluated. Assignments include composing a total of 6,000 words (approximately 25 pages).

**COMM 393 Technical Writing (3).**  Prerequisite: ENGL 101 or equivalent. The writing of technical papers and reports. Focus is on building skills in critical thinking, research, and document design. Assignments include composing a total of 6,000 words (approximately 25 pages) in various formats (e.g., the oral presentation, the resume, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393X, or ENGL 393.

**COMM 394 Business Writing (3).**  Prerequisite: ENGL 101 or equivalent. An introduction to professional workplace writing. Topics include context, purpose, audience, style, organization, format, technology, results, and strategies for persuasion when writing typical workplace messages. In addition to shorter assignments, a







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substantial formal report that incorporates data analysis and support for conclusions is required. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394X, or ENGL 394.


### Literature Courses

Students enrolling in an upper-level literature course are expected to have completed a minimum of 6 s.h. in English courses other than ENGL 100/EDCP 101.

**ENGL 201 Western World Literature: Homer to the Renaissance (3).**   Prerequisite: ENGL 101 or equivalent. A survey of classic writings from Greek, biblical, Roman, and medieval civilizations. Literary forms and the ways the works reflect the values of their cultures are discussed. Readings may include selections from the Bible and the writings of Homer, Sophocles, Virgil, Dante, and Chaucer. Selections may vary each term.

**ENGL 202 Western World Literature: Renaissance to the Present (3).**   Prerequisite: ENGL 101 or equivalent. A survey of European classic writings from the Renaissance to the modern age. Literary form and the way the works reflect the changing ideas and values of European civilization are discussed. Readings may include works by Shakespeare, Moliere, Voltaire, Goethe, Dostoyevsky, and Camus. Selections may vary each term.

**ENGL 205 Introduction to Shakespeare (3).**   Prerequisite: ENGL 101 or equivalent. An examination of representative plays from each genre (comedy, history, tragedy, and romance).


**ENGL 221 American Literature: Beginning to 1865 (3).**  Prerequisite: ENGL 101 or equivalent. A close study of some masterpieces of American literature, covering the period from the beginning of American literature to 1865.

**ENGL 222 American Literature: 1865 to the Present (3).** Prerequisite: ENGL 101 or equivalent. A study of the development of American literature since the Civil War, emphasizing representative authors and works. Genres investigated include stories and poems as well as novels and plays. Novels may be chosen from works of Mark Twain, Henry James, Edith Wharton, F. Scott Fitzgerald, Kurt Vonnegut, and William Faulkner; plays may be chosen from works of Eugene O'Neill, Arthur Miller, and Tennessee Williams. Significant films may be viewed.



**ENGL 240 Introduction to Fiction, Poetry, and Drama (3).** Prerequisite: ENGL 101 or equivalent. An introduction to fiction, poetry, and drama, with emphasis on developing critical reading skills. Study may be organized either by genre or by theme. Writers covered vary from term to term. Films may be included. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.


**ENGL 244 Introduction to Drama (3).** Prerequisite: ENGL 101 or equivalent. The study of significant and representative plays from the Greek era to modern times. The theory and development of drama are discussed. Emphasis is on the analysis and discussion of the plays.


**ENGL 250 Introduction to Literature by Women (3).** Prerequisite: ENGL 101 or equivalent. A survey of literature by and about women from the Middle Ages to the present.

**ENGL 303 Critical Approaches to Literature (3).**  (Fulfills the general education requirement in intensive upper-level writing. Designed as a foundation for other upper-level literature courses.) Prerequisite: ENGL 101 or equivalent. A study of the techniques of literary analysis, emphasizing close reading of texts. The goal is to better understand and appreciate literature and to be able to formulate concepts and express them in well-written, coherent prose. Assignments include composing a

total of 6,000 words (approximately 25 pages).

**ENGL 304 The Major Works of Shakespeare (3).**   Prerequisite: ENGL 101 or equivalent. An overview of the variety of Shakespeare's works, including a representative sample of comedies, histories, tragedies, and romances. The goal is to gain a better understanding of and appreciation for the plays, both in reading the texts and viewing performances of them.

**ENGL 454 Modern Drama (3).**  Prerequisite: ENGL 101 or equivalent. An examination of representative authors in the development of modern drama, from Ibsen to the present. Plays are generally drawn from the works of Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, and Shepard. Film and television adaptations of some of the plays may be included.

**ENGL 457 The Modern Novel (3).**  Prerequisite: ENGL 101 or equivalent. An examination of the development of the novel from the late 19th century to the present, with emphasis on British and American works. Authors and works vary each term but may include writers such as Thomas Hardy, Henry James, Theodore Dreiser, Edith Wharton, Virginia Woolf, William Faulkner, James Joyce, Anne Tyler, Alice Walker, and Tim O'Brien.

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### Foreign Languages

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Courses in foreign languages (designated CHIN, JAPN, KORN, or SPAN) may be applied as appropriate toward

- the general education requirements in arts and humanities and international perspective coursework;
- a certificate or associate of arts degree in Japanese studies or Korean studies; and
- electives.




## Course Offerings


A student who has received high school credit for one year of a foreign language may take any course in the same language and receive full University of Maryland University College credit. A student who has received high school credit for two or more years of the same language can receive UMUC credit for the first course in that same language only if at least four years have elapsed between that last high school language course and the date of enrollment in the first UMUC language course.

Students may not establish credit in the 100- and 200-level courses of their primary language. The University reserves the right to determine the primary language of a student. Usually, it is the one the student first learned to read and write as a child through regular schooling. It is not necessarily, therefore, the language of the parents or that of the country in which the student was born.

Foreign language courses build on specific knowledge gained in previous courses, and thus, after successfully completing a language course, a student may not take a less advanced course for credit (e.g., may not take JAPN 111 after JAPN 112, or KORN 114 after KORN 115.) A student may not take two different courses in the same foreign language (for example, JAPN 112 and 114) at the same time.


### Chinese

**CHIN 101 Elementary Chinese I (6).**  A study of basic structures and vocabulary in Mandarin Chinese using five hundred characters, and oral-lingual and communication-oriented approaches.



**CHIN 102 Elementary Chinese II (6).**  Prerequisite: CHIN 101. Further study of basic structures and vocabulary in Mandarin Chinese using five hundred characters, and oral-lingual and communication-oriented approaches.


**CHIN 201 Intermediate Chinese I (3).**  Prerequisite: CHIN 102 or equivalent.


CHIN 201 is a prerequisite for CHIN 202. Intermediate stage of Mandarin Chinese. Additional patterns, vocabulary and one thousand more characters are studied. Emphasis is on oral communication.


**CHIN 202 Intermediate Chinese II (3).**  Prerequisite: CHIN 201 or equivalent. Further intermediate study of Mandarin Chinese. Additional patterns, vocabulary, and one thousand more characters are studied. Emphasis is on oral communication and culturally oriented texts.


### Japanese


**JAPN 105 Introduction to Japanese Language and Culture (3).**   (Not open to students whose native language is Japanese. Conducted in English.) An introduction to Japanese language and culture. Emphasis is on practical application.

**JAPN 111 Elementary Japanese I (3).**  Integrated study of the fundamentals of the Japanese language. Emphasis is on listening comprehension and speaking; reading and writing skills are introduced.

**JAPN 112 Elementary Japanese II (3).**  Prerequisite: JAPN 111. Integrated study of the fundamentals of the Japanese language. Emphasis is on listening comprehension and speaking; reading and writing skills are introduced.


**JAPN 114 Elementary Japanese III (3).**  Prerequisite: JAPN 112. Further integrated study of Japanese. Reading and writing skills are developed.



**JAPN 115 Elementary Japanese IV (3).**  Prerequisite: JAPN 114. Further integrated study of Japanese. Reading and writing skills are developed.



**JAPN 221 Intermediate Japanese I (3).**  Prerequisite: JAPN 115. Continued integrated study of Japanese. Emphasis is on reading, writing, and cultural phases.

**JAPN 222 Intermediate Japanese II (3).**  Prerequisite: JAPN 221. Continued in-



tegrated study of Japanese. Emphasis is on reading, writing, and cultural phases.


**JAPN 333 Japanese Life and Culture I (3).**  (Conducted in English.) A study of the origin and historical background of contemporary Japanese culture and civilization.


**JAPN 334 Japanese Life and Culture II (3).**   (Conducted in English.) A study of the origin and historical background of contemporary Japanese culture and civilization.


**JAPN 418 Japanese Literature in Translation (3).**   (Conducted in English.) A study of representative works of Japanese literature in translation. May be repeated for a total of six credits when course content differs.


### Korean

**KORN 105 Introduction to Korean Language and Culture (3).**   (Not open to students whose native language is Korean. Conducted in English.) An introduction to Korean language and culture. Emphasis is on practical application.


**KORN 111 Elementary Korean I (3).**  Development of speaking and listening skills in Korean and study of the structural patterns and writing system.


**KORN 112 Elementary Korean II (3).**  Prerequisite: KORN 111. Continued development of speaking and listening skills in Korean and study of the structural patterns and writing system.



**KORN 114 Elementary Korean III (3).**  Prerequisite: KORN 112. Further development of speaking and listening skills and study of linguistic structure. Writing skill is cultivated.

**KORN 115 Elementary Korean IV (3).**  Prerequisite: KORN 114. Further development of speaking and listening skills and study of linguistic structure. Writing ability is cultivated.


## Course Offerings


**KORN 221 Intermediate Korean I (3).**  Prerequisite: KORN 115. Advanced integrated study of Korean. Emphasis is on reading and writing.


**KORN 222 Intermediate Korean II (3).**  Prerequisite: KORN 221. Advanced integrated study of Korean. Emphasis is on reading and writing.

**KORN 333 Korean Life and Culture (3).**   (Conducted in English.) A study of the origin and historical development of Korean culture and traditions. Students may receive credit for only one of the following courses: KORN 333 or KORN 398.


### Spanish

**SPAN 111 Elementary Spanish I (3).**  An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Spanish. No prior exposure to Spanish is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

**SPAN 112 Elementary Spanish II (3).**  Prerequisite: SPAN 111. Continued development of vocabulary and understanding, as well as use of grammatical structures. Focus is on achieving oral proficiency and communication skills in Spanish through a knowledge and understanding of the customs, habits, and culture of the Spanish-speaking world. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 112.

**SPAN 211 Intermediate Spanish I (3).**  Prerequisite: SPAN 112. Further development of language skills in Spanish. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency

in spoken idiomatic Spanish. Cultural topics related to customs are read and discussed. Students may receive credit for only one of the following courses: SPAN 102, SPAN 114, or SPAN 211.

**SPAN 212 Intermediate Spanish II (3).**  Prerequisite: SPAN 211. Further development of language skills in Spanish. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication and in writing using culturally accurate expressions in Spanish is provided. Students may receive credit for only one of the following courses: SPAN 115, SPAN 201, or SPAN 212.

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### Geography

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Courses in Geography (designated GEOG) may be applied as appropriate toward

- the general education requirement in the social and behavioral sciences; and
- electives.

**GEOG 100 Introduction to Geography (3).** An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

**GEOG 201 Geography of Environmental Systems (3).** A systematic introduction to the processes and fundamental forms of the atmosphere and Earth's surface. The interactions of climatology, hydrology, and geomorphology are highlighted.

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### Geology

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Courses in geology (designated GEOL) may be applied toward

- the general education requirement in the biological and physical sciences; and
- electives.

**GEOL 100 Physical Geology (3).** A study of the principles of dynamic and structural geology. The rocks and minerals composing Earth, the movement within it, and its surface features and the agents that form them are surveyed. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

**GEOL 120 Environmental Geology (3).**  A review of geologic factors underlying many environmental problems, and the interactions between population and physical environment. Topics include mineral resources, geologic hazards, conservation, land reclamation, land-use planning, waste disposal, and the geologic aspects of health and disease.

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### Government and Politics



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Courses in government and politics (designated GVPT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the social and behavioral sciences;
- a minor in Asian studies or government and politics;
- electives.

**GVPT 100 Principles of Government and Politics (3).** A study of the basic principles and concepts of political science.

**GVPT 170 American Government (3).** A comprehensive study of government in the United States-national, state, and local.

**GVPT 200 International Political Relations (3).**   A study of the major factors underlying international relations, the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding or alleviating international conflicts. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

## Course Offerings

**GVPT 210 Introduction to Public Administration and Policy (3).** An introduction to the study of the administrative process in the executive branch. The concepts and principles of administration are examined, then placed in the context of their relationship to public policy. Organizational structure and theory are analyzed; the behavior of participants in the administration of policy is probed.

**GVPT 240 Political Ideologies (3).** A survey and an analysis of the leading ideologies of the modern world. Topics include anarchism, communism, socialism, fascism, nationalism, and democracy.

**GVPT 401 Problems of World Politics (3).** A study of governmental problems of international scope. Topics include causes of war, problems of neutrality, and propaganda. Assignments include reports on readings from current literature.

**GVPT 403 Law, Morality, and War (3).** An exploration of fundamental moral and legal issues concerning war.

**GVPT 431 Introduction to Constitutional Law (3).** A systematic inquiry into the general principles of the U.S. constitutional system. Special reference is made to the role of the judiciary in interpreting and enforcing the federal Constitution.

**GVPT 453 Recent East Asian Politics (3).** A perspective on the background of recent political events in East Asia. Interpretation of the influence of those events on worldwide politics is included.

**GVPT 457 American Foreign Relations (3).** A study of the principles and machinery of American foreign relations. Emphasis is on the conduct of the U.S. Department of State and the Foreign Service. Analysis of the major foreign policies of the United States is provided.

**GVPT 483 Government and Politics of Asia (3).** A comparative study of the political systems of China, Japan, India, and other selected Asian countries.

## History

Courses in history (designated HIST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities and historical perspective coursework;
- a major or minor in history;
- a minor in Asian studies; and
- electives.

**HIST 141 Western Civilization I (3).** A survey of the history of Western civilization from antiquity through the Reformation. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

**HIST 142 Western Civilization II (3).** A survey of the history of Western civilization from the Reformation to modern times.

**HIST 156 History of the United States to 1865 (3).** A survey of the history of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

**HIST 157 History of the United States Since 1865 (3).** A survey of economic, intellectual, political, and social developments since the Civil War. The rise of industry and the emergence of the United States as a world power are emphasized. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

**HIST 255 African American History (3).** A survey of the African American in American history. Topics include the African background, slavery, and the role of blacks in the social, political, economic, cultural and artistic life of the United States.

Emphasis is on enduring themes and the black experience in American society, including contemporary problems in race relations.

**HIST 266 The United States in World Affairs (3).** A study of the United States as an emerging world power and of the domestic response to the nation's changing status in world affairs. Emphasis is on the relationship between the internal and the external development of the nation.

**HIST 284 East Asian Civilization I (3).** An interdisciplinary survey of the development of East Asian cultures. All facets of East Asian traditional life are examined from a historical perspective.

**HIST 285 East Asian Civilization II (3).** A survey of the historical development of modern Asia since 1700. The efforts of East Asians to preserve traditional cultures while facing Western expansion in the 18th and 19th centuries are presented; the efforts of those cultures to survive as nations in the 20th century are assessed.


**HIST 309 Introduction to Historical Writing (3).** Recommended: 12 credits in history courses. A study of the methods and problems of historical research and presentation. Assignments include a major research paper.


**HIST 337 Europe in the World Setting of the 20th Century (3).** An investigation of the political, economic, and cultural developments of 20th-century Europe, with special emphasis on the factors involved in the two world wars and their worldwide effects and significance.



**HIST 361 America in the Revolutionary Era: 1763 to 1815 (3).** A consideration of the background and direction of the American Revolution, and the early development of the nation through the War of 1812. Emphasis is on how the Revolution shaped American political and social development, including the creation of a new



## Course Offerings



government under the Constitution and the challenges facing the new nation.



**HIST 364 Emergence of Modern America: 1900 to 1945 (3).**  A study of the emergence of modern American institutions and identities in the years 1900-45. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Special consideration is also given to emerging issues such as the role of women and African Americans, corporate enterprises, and the welfare state.



**HIST 365 Recent America: 1945 to the Present (3).**  A survey of U.S. history from the presidencies of Truman and Eisenhower to the present. Topics include 1960s radicalism, the Cold War, Vietnam, Watergate, and changes in American society.



**HIST 380 American Relations with China and Japan: 1740 to Present (3).**   A study of American political, economic and cultural relations with China and Japan from the American colonial era to modern times. Topics include diplomacy and power politics; Christian missions; immigration and exclusion; overseas education; art and literature; and trade, investment, and technology.



**HIST 383 Korean History (3).**   A study of the history of Korea from prehistory to the present. Focus is on Korea's political, social, and economic history. Korea's relations with China and Japan are explored. Students may receive credit for only one of the following courses: HIST 383 or HIST 319 History of Korea.

**HIST 448 20th-Century Russia (3).**   (Formerly HIST 442.) A history of Russia and the Soviet Union from the fall of the tsars to the postcommunist present. The impact of Leninism, Stalinism, and Soviet communism on state, society, culture, and nationality are covered. Students may receive credit for only one of the following courses: HIST 442 or HIST 448.

**HIST 480 History of Traditional China (3).**   A study of the history of China from earliest times to 1644. Emphasis is on the development of Chinese institutions that have molded the life of the nation and its people.

**HIST 481 History of Modern China (3).**   A study of the history of modern China, from 1644 to the present. Focus is on the origins of the Western influence in China and the various stages of the Chinese reaction.

**HIST 482 History of Japan to 1800 (3).**   An examination of traditional Japanese civilization from the age of Shinto mythology and the introduction of continental learning to the rule of military families. Topics include transition to a money economy and the creation of a town-based culture. Political, economic, religious, and cultural history is also covered.

**HIST 483 History of Japan Since 1800 (3).**   A survey of Japan's renewed contact with the Western world and its emergence between 1800 and 1931 as a modern state, an industrial society, and world power. Japan's road to war, the period of occupation, and the era of recovery are covered, from 1931 to the present.

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## Human Resource Management

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Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in business administration or management studies;
- a certificate or associate of arts degree in management, business and management, or management studies; and
- electives.

**HRMN 300 Human Resource Management (3).** (Formerly BMGT 360.) A basic study of human resource management.

Major aspects covered are human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these historical developments affect the various personnel functions. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

**HRMN 302 Organizational Communication (3).** (Formerly BMGT 398N and MGMT 320.) Prerequisite: BMGT 364 or equivalent. A study of the structure of communication in organizations. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. The examination of theory and examples is intended to improve managerial effectiveness in communication and negotiation. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.


**HRMN 362 Labor Relations (3).** (Formerly BMGT 362.) A study of the development and methods of organized groups in industry, with reference to the settlement of labor disputes. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Specific attention is focused on collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

**HRMN 400 Human Resource Management: Analysis and Problems (3).** (Formerly BMGT 460.) Prerequisite: HRMN 300 or equivalent. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other em-



## Course Offerings

employee-related regulations) is analyzed. The critical evaluation of human resource problems is supported with a review of research findings, readings, discussions, case studies, and applicable federal regulations. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

**HRMN 408 Employment Law for Business (3).**  (Formerly BMGT 468.) A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace. Primary topics include wrongful discharge; discrimination based on race, sex, age, and disability; testing and performance appraisal; labor/management issues; and employee benefits. Salient global issues are also examined. Assignments may include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

## Information Systems Management

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in information systems management;
- a major or minor in computer studies;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.


**IFSM 201 Introduction to Computer-Based Systems (3).** An overview of computer information systems in which hardware, software, procedures, systems, and

human resources are explored in relation to their integration and application in business and other segments of society. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

**IFSM 300 Information Systems in Organizations (3).** Prerequisite: IFSM 201 or equivalent. An overview of information systems, their role in organizations, and the relation of information systems to the objectives and structure of an organization. Human aspects of computing, types of computer systems, and general theory of systems are discussed.

**IFSM 302 Workplace Productivity (3).** Prerequisite: IFSM 201 or equivalent. A survey of techniques for improving the productivity of practices and procedures in the workplace. Teaming (e.g., encouraging employees' participation in group activities, brainstorming, and making meetings more effective) and problem solving (e.g., simplifying work; charting workflow processes; diagramming causes and effects; and using Pareto analysis, histograms, and total quality management) are the two major approaches emphasized.

**IFSM 303 Human Factors in Information Systems (3).** Prerequisite: IFSM 201 or equivalent. A general survey of the application of human factors to the design and use of information systems. The history, evolution, and current state of the human-computer interface are covered. The contributions of psychology, engineering, and physiology to the development of ergonomics are described.

**IFSM 304 Ethics in the Information Age (3).**  Prerequisite: IFSM 201 or equivalent. An introduction to information systems as used to provide information for decision making in a democratic society. The philosophy, techniques, and ethical considerations involved in evaluating information systems are discussed.

**IFSM 307 COBOL Programming (3).** Prerequisite: IFSM 102 or equivalent. A comprehensive study of COBOL concepts and structured programming methodology and problem solving. Practice in designing and implementing control logic, file structures, and user interfaces for business applications is provided. A programming style is developed that minimizes errors and facilitates modification and maintenance. The basic concepts of object-oriented COBOL are introduced. Students who have completed both IFSM 296 and IFSM 297 may not receive credit for IFSM 307.

**IFSM 310 Software and Hardware Concepts (3).** Prerequisites: IFSM 201 and MATH 012, or equivalent. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. The architectures of processors and storage systems are explored. Implications for system software design are covered. The effects of the design of hardware and system software on the development of application programs in a business environment are discussed. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

**IFSM 320 Office Automation (3).** Prerequisite: IFSM 201 or equivalent. An examination of office information systems and decision-support systems as emerging critical elements of data and information systems for business uses. Emphasis is on information-processing considerations at the systems level, including analysis and management of support activities. Interfaces between machines and their users are discussed; current and future technological trends are assessed, and their effects on data processing and the office environment are traced.

**IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3).** Prerequisite: IFSM 300. An investigation of microcomputer-based multimedia systems and their application. Em-



## Course Offerings

phasis is on concepts and techniques for creating professional presentations using sound, clip art, video, and text. The Internet is introduced and used as a resource for multimedia projects. Hardware selection is discussed. The effects of multimedia presentations and the social issues involved in their use are examined.

**IFSM 410 Database Concepts (3).** (Formerly Database Program Development.) Prerequisites: Programming experience, and IFSM 300, or equivalent. An introduction to the design and management of database systems in a business environment. Topics include the role of databases in organizations; the management of information as a critical business resource; types and functions of database management systems; conceptual data modeling and entity/relationship and semantic data models; and the fundamental principles of relational and object-oriented database design. The implementation and maintenance of database management systems and the role of the database administrator are discussed. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

**IFSM 411 SQL (3).** Prerequisite: IFSM 410 or CMIS 320 or equivalent. In-depth practice using Structured Query Language (SQL), the most common database manipulation language. The various uses of SQL are illustrated through business-related case studies. The underlying theory of relations (including relational operators, keys, and entity and referential integrity) is discussed. Students may receive credit for only one of the following courses: CMIS 420, IFSM 411, or IFSM 498I.

**IFSM 420 Advanced Database Concepts (3).** Prerequisite: IFSM 411, CMIS 320, or equivalent. Investigation and application of advanced database concepts, including database administration, database technology, and the selection and acquisition of database management systems. An intensive practicum in data modeling and system development in a database environ-

ment is provided. An overview of future trends in data management is also included.

**IFSM 425 Decision Support and Expert Systems (3).** Prerequisite: IFSM 300. An analysis of information support systems that serve the management user at all levels of the decision-making process. The information provided by such systems is derived from multiple models and databases within and/or external to an organization. Theoretical concepts are related to examples from specific organizations. Research on the development of expert systems and commercially available applications is included.

**IFSM 430 Information Systems and Security (3).** Prerequisite: IFSM 300 or equivalent. A survey covering aspects of establishing and maintaining a practical information-security program. The security aspects and implications of databases, telecommunication systems, and software are examined, along with techniques used to assess risks and discover abuses of systems.

**IFSM 438 Project Management (3).** Prerequisite: IFSM 300 or equivalent. An exposition of planning, scheduling, and controlling a system project during its life cycle. The use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts is examined, along with other techniques of planning, scheduling, and controlling projects. Demonstrations and exercises in using project-management software are provided. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

**IFSM 450 Telecommunication Systems in Management (3).** Prerequisites: IFSM 300 and 310. An analysis of technical and managerial perspectives on basic concepts and applications in telecommunication systems. An overview of data communication protocols and standards; local area networks, wide area networks, and internetworks; and trends in telecommunication is provided. The implications of

the regulatory environment and communications standards on transmission of voice, data, and image are examined. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

**IFSM 461 Systems Analysis and Design (3).** Prerequisite: IFSM 300. A study of the methods used in analyzing needs for information and in specifying requirements for an application system. Implementation of the operational system, integration of computer technology, and aspects of organizational behavior in the design support system are examined. Topics include the concept of the system life cycle, the iterative nature of the processes of analysis and design, and the methodology for developing a logical specification and physical design for an operational system. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, or IFSM 461.

**IFSM 466 Object-Oriented Systems Development (3).** Prerequisites: IFSM 300 and 460. An introduction to object-oriented analysis and design, including object-oriented modeling and process standards and use of the Unified Modeling Language (UML). The object-oriented development life cycle and the benefits and problems associated with this methodology are investigated. Key UML concepts and diagrams, use cases, scenarios, class diagrams, sequence diagrams, and state charts are addressed.

**Japanese** *See Foreign Languages*

**Korean** *See Foreign Languages*

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## Library Skills

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Courses in Library Skills (designated LIBS) may be applied toward

- the general education requirement in information literacy; and
- electives.

## Course Offerings

**LIBS 150 Information Literacy and Research Methods (1).** An introduction to the research process and methods for retrieving information in a library or through online sources. Experience in approaching research, selecting a topic, and retrieving information on topics of professional or personal interest is provided. Focus is on developing the following information literacy skills: understanding the research process; selecting relevant print and electronic sources to answer research questions; effectively using Web search engines and UMUC Information and Library Service's electronic resources to find information; and evaluating, organizing, and correctly citing the information found. Students may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

## Management Studies

Courses in management studies (designated MGST) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in management studies;
- a certificate or associate of arts degree in management, business and management, or management studies; and
- electives.

**MGST 160 Principles of Supervision (3).** An introductory study of the skills required to effectively supervise and manage employees in organizations, such as knowing how to plan, organize, and control the work load and understanding worker behavior. Topics include the role and function of supervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management.

**MGST 310 Managerial Leadership (3).** Prerequisite: BMGT 110 or equivalent

business or management experience. Advanced study of the characteristics of leaders, as opposed to those of managers and administrators. Concepts of influence, power, and effectiveness are explored. The situational approach to leadership, with its effects on participation, delegation, and decision making, is also considered. Practice in the methods and techniques of effective leadership (such as motivation, delegation, conflict resolution, employee performance and evaluation) is provided. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

## Marketing

Courses in marketing (designated MRKT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in business administration or management studies;
- a certificate or associate of arts degree in management, business and management, or management studies; and
- electives.

**MRKT 310 Marketing Principles and Organization (3).** (Formerly BMGT 350.) Prerequisite: ECON 203 or equivalent. An introduction to the field of marketing, intended to develop a general understanding and appreciation of the forces, institutions, and methods involved in marketing a variety of goods and services. Topics include segmentation, target marketing, positioning, developing new products, pricing, distributing and promoting goods and services, and sales and marketing management. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

## Mathematics

Courses in mathematics (designated MATH) may be applied as appropriate

(according to individual program requirements) toward

- the general education requirement in mathematics (with the exception of MATH 009 and MATH 012);
- an associate of arts degree in mathematics; and
- electives.

Mathematics courses provide an indispensable background for students interested in business administration, computer studies, economics, and the social sciences. Calculus is required for those planning to study engineering or any of the physical sciences (such as physics, chemistry, or the earth sciences).

Beginning-level courses help students build confidence and skills in basic mathematics. A placement test is required when students initially enroll in the UMUC mathematics program to ensure that they take the course that is best for them. A warm-up test is available which students may take to help them prepare for the placement test. The warm-up test, and an answer key, is available on the UMUC Asia Web home page, or from UMUC Field Representatives. Students taking MATH 009 and MATH 012 should understand that because of their preparatory nature, the institutional credits earned in these courses do not apply toward a degree and will not transfer to other colleges and universities.

Students who plan to concentrate in mathematics, the physical or engineering sciences, or who wish to fulfill the requirements for the Air Force AECF program, should take the following sequence of courses:

MATH 107 College Algebra  
MATH 108 Trigonometry and  
Analytic Geometry  
MATH 130 Calculus A  
MATH 131 Calculus B  
MATH 132 Calculus C

Students should realize that learning mathematics well always requires regular practice in problem solving, and that the

## Course Offerings

most successful students will be those who prepare their assignments carefully and on time. Mathematics courses are sequential, and students must be able to use the material covered in each course to succeed in subsequent courses. If possible, a student should take mathematics courses in successive terms.

Students enrolling in mathematics courses should consider the homework load, and their prior experience and ability in mathematics, when deciding if they should take a second course while enrolled in mathematics.

In mathematics, courses build on specific knowledge students gained in preceding courses, and thus a student may not receive credit for a course that is a prerequisite for a course already completed. For example, a student who has successfully completed MATH 108 may not subsequently receive credit for MATH 107. When enrolling in mathematics courses students should understand this policy and pay special attention to the prerequisites listed.

Calculators and computers are used extensively for routine computation in the modern world. The UMUC Asia mathematics program reflects current practice in machine computation. Therefore, students will be expected to own and use scientific calculators in all mathematics and statistics courses.

The UMUC mathematics courses MATH 009 and MATH 012 receive institutional credit. These courses are designed to prepare students for freshman-level college mathematics. Based on the score that the student achieves on a UMUC placement exam, one or both of these courses serve as the student's prerequisite(s) for MATH 105 and MATH 107.

These courses are listed on the student's transcript and the grades earned will be used in the calculation of the student's grade point average (GPA). Furthermore, these courses qualify for tuition assistance

(TA), financial aid, and veterans educational benefits (VA). Institutional credit does not apply toward the student's degree requirements.

**MATH 009 Introductory Algebra (3).** (Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 001 or an appropriate score on a placement test. A comprehensive review of fractions, percentages, operations with signed numbers, and geometric formulas. Basic algebraic topics include exponents, polynomials, and linear equations. Strategies to build self-confidence in mathematics are offered for students whose academic progress is being blocked by anxiety about their mathematics coursework. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 100.

**MATH 012 Intermediate Algebra (3).** (Not open to students who have successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate score on a placement test. A study of problem-solving techniques in intermediate-level algebra. Numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as statistics, computing, and discrete mathematics) are emphasized. Topics include polynomials; factoring; exponents and their notation; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 101, MATH 101M, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

**MATH 105 Mathematics: Contemporary Topics and Applications (3).** Prerequisite: MATH 012 or an appropriate score on a placement test. This course is not intended for students planning to take MATH 107 or higher-numbered mathematics courses, or STAT 200, nor does it serve

as a prerequisite for these courses. A survey of contemporary topics in mathematics, covering applications and projects. Topics include problem solving, sequences and series, financial management, geometry, probability, and statistics.

**MATH 107 College Algebra (3).** (The first course in the two-course series MATH 107-108.) Prerequisite: MATH 012 or an appropriate score on a placement test. An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. Applications are also covered. Students may receive credit for only one of the following courses: MATH 107, MATH 110, or MATH 115.

**MATH 108 Trigonometry and Analytical Geometry (3).** (The second course in the two-course series MATH 107-108.) Prerequisite: MATH 107 or an appropriate score on a placement test. An introduction to trigonometric functions, identities, and equations and their applications. Analytical geometry and conic sections are covered. Additional topics may include matrices, determinants, sequences, and series. Students may receive credit for only one of the following courses: MATH 108, MATH 110, or MATH 115.

The MATH 130/131/132 sequence is the equivalent of one academic year of calculus at most colleges and universities. MATH 130 is a three-semester-hour course which covers most, but not all, of the material included in typical four-semester-hour introductory calculus courses at other institutions. To ensure articulation with the first-year calculus sequence at other institutions, students are strongly advised to complete all three courses with UMUC Asia. Upon completion of the MATH 130/131/132 sequence, students are prepared to enroll in MATH 240, 241, or 246.

**MATH 130 Calculus A (3).** Prerequisite: MATH 108 or equivalent. An introduction

## Course Offerings

to calculus. Topics include functions, continuity, derivatives, and applications of derivatives including maximum-minimum problems, related rates and graphs of functions. Students may receive credit for only one of the following courses: MATH 130, MATH 140, or MATH 220.

**MATH 131 Calculus B (3).** (A continuation of MATH 130.) Prerequisite: MATH 130 or equivalent. A study of definite and indefinite integrals. Topics include calculations of area between curves; applications of integrals including volumes, arc length, surface, work, and moments; area in polar coordinates; exponential, logarithmic, inverse trigonometric and hyperbolic functions; and integration by parts. Students may receive credit for only one of the following courses: MATH 131, MATH 140, MATH 141, MATH 220, or MATH 221.

**MATH 132 Calculus C (3).** (A continuation of MATH 131.) Prerequisite: MATH 131 or equivalent. Further study of integrals. Topics include techniques of integration (including parts, trigonometric substitution and partial fractions); improper integrals; sequences and series (including convergence tests, Taylor polynomials and Taylor's theorem); conic sections; and vectors (including dot and cross products). Students may receive credit for only one of the following courses: MATH 132, MATH 141, or MATH 221.

**MATH 240 Introduction to Linear Algebra (4).** Prerequisite: MATH 132 or MATH 141. An explanation of the basic concepts of linear algebra. Topics include vector spaces, applications to line and plane geometry, linear equations, and matrices, as well as linear transformations, changes of basis, diagonalization, similar matrices, Jordan canonical forms, eigenvalues, determinants, and quadratic forms. Students may receive credit for only one of the following courses: MATH 240, MATH 400, or MATH 461.

**MATH 241 Calculus III (4).** Prerequisite: MATH 132 or MATH 141. An intro-

duction to multivariable calculus. Exposition covers vectors and vector-valued functions; partial derivatives and applications of partial derivatives (such as tangent planes and Lagrangian multipliers); multiple integrals; volume; surface area; and the classical theorems of Green, Stokes, and Gauss.

**MATH 246 Differential Equations (3).** Prerequisite: MATH 132 or MATH 141. An introduction to the basic methods of solving differential equations. Separable, exact, and linear differential equations are addressed. The main techniques considered are undetermined coefficients, series solutions, Laplace transforms, and numerical methods. Students may receive credit only once under this course number.

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## Natural Science

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Courses in natural science (designated NSCI) may be applied as appropriate toward

- the general education requirement in the biological and physical sciences; and
- electives.

**NSCI 100 Introduction to Physical Science (3).** (Formerly GNSC 100. Not for students majoring or minoring in science.) Prerequisite: MATH 012 or equivalent. An introduction to the basic principles of physics, chemistry, astronomy, geology, oceanography, and meteorology. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world. Students may receive credit for only one of the following courses: GNSC 100 or NSCI 100.

**NSCI 110 Introduction to Oceanography (3).** (Formerly GNSC 110. Not for students majoring or minoring in science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate

tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

**NSCI 130 Introduction to Earth Science (3).** (Formerly GNSC 130. Not for students majoring or minoring in science.) A survey of the earth sciences, including the earth's surface, interior, atmosphere, and oceans. Earth's resources, the future of the Earth, the sun and the planets, and the Earth's place in the solar system are also discussed. Students may receive credit for only one of the following courses: GNSC 130 or NSCI 130.

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## Philosophy

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Courses in philosophy (designated PHIL) may be applied as appropriate toward

- the general education requirement in the arts and humanities;
- electives.

**PHIL 100 Introduction to Philosophy (3).** An introduction to the literature, problems, and methods of philosophy. The subject is approached either by studying some of the main figures in philosophic thought or by considering some central, recurring problems of philosophy. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

**PHIL 140 Contemporary Moral Issues (3).**  An exploration of how philosophical analysis can be a foundation for thinking clearly about moral issues. Problems approached analytically include such widely debated issues as abortion, euthanasia, the death penalty, homosexuality, pornography, reverse discrimination, business ethics, sexual equality, and economic





## Course Offerings

equity. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

**PHIL 142 Introduction to Ethical Theory (3).** A critical examination of classical and contemporary systems of ethics, such as those of Aristotle, Kant, Mill, and Rawls. Students may receive credit for only one of the following courses: PHIL 142 or PHIL 341.

**PHIL 170 Introduction to Logic (3).** A general introduction to the discipline of logic. Traditional and modern deductive techniques are demonstrated and used; informal fallacies are clarified. Students may receive credit for only one of the following courses: HUMN 170 or PHIL 170.

**PHIL 236 Philosophy of Religion (3).**  A philosophical study of some of the main problems of religious thought: the nature of religious experience, the justification of religious belief, the conflicting claims of religion and science, and the relation between religion and morality. Students may receive credit for only one of the following courses: HUMN 236 or PHIL 236.

**PHIL 307 Asian Philosophy (3).**  An examination of the major philosophical systems of the East, and their relation to important ideas of Western thought.

## Physics

Courses in physics (designated PHYS) may be applied as appropriate toward

- the general education requirement in the physical and biological sciences; and
- electives.

**PHYS 101 Contemporary Physics (3).** (For students not majoring or minoring in science.) Prerequisite: MATH 012 or equivalent. A presentation of experimental, theoretical, historical, and philosophi-

cal aspects of physics. Topics include mechanics, relativity, electricity and magnetism, and nuclear physics. Students may receive credit for only one of the following courses: PHYS 101, PHYS 111, or PHYS 112.

**PHYS 111 General Physics I (3).** Prerequisite: MATH 107; MATH 108 recommended. A general study of physics covering classical mechanics at the level of college algebra. Elementary trigonometric and vector properties are introduced. Topics include length, time, mass, motion, force, momentum, and energy.

**PHYS 161 General Physics: Mechanics and Particle Dynamics (3).** Prerequisite or corequisite: MATH 131 or MATH 141. A study of the laws of motion, force, and energy. The principles of mechanics, collisions, linear momentum, rotation, and gravitation are investigated. Students may receive credit for only one of the following courses: PHYS 161, PHYS 141, PHYS 171, or PHYS 191.

**PHYS 195 Introductory Physics Laboratory (1).** (Fulfills the laboratory science requirement only with previous or concurrent credit for PHYS 161.) Prerequisite or corequisite: PHYS 161. Laboratory study of the fundamentals of mechanics including kinematics, dynamics, conservation laws, and rotational motion.

## Psychology

Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the social and behavioral sciences;
- a major or minor in psychology; and
- electives.

**PSYC 100 Introduction to Psychology (3).** A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive,





## Course Offerings

and social perspectives of human thought and behavior are addressed. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

**PSYC 221 Social Psychology (3).** Prerequisite: PSYC 100. An examination of the influence of social factors on individual and interpersonal behavior. Topics include conformity, attitudinal change, personal perception, interpersonal attraction, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, or PSYC 221.

**PSYC 235 Psychology of Adjustment (3).** Prerequisite: PSYC 100. A study of theory and research on the psychology of personal adjustment in everyday life. Emphasis is on self-concept, emotions, self-control, interpersonal relations, and stress.

**PSYC 301 Biological Basis of Behavior (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 recommended. An introduction to the anatomical structures and physiological processes that determine behavior. Topics include the acquisition and processing of sensory information; the neural control of movement; and the biological bases of complex behaviors (such as sleep, learning, memory, sex, language, and addiction) as well as the basic functioning of the nervous system.

**PSYC 305 Experimental Methods in Psychology (3).** Prerequisites: PSYC 100, and PSYC 200 or STAT 200. A survey of research methods in sensory systems, memory and cognition, motivation, development, and personality and social behavior. Statistical and computer applications are introduced. Opportunities to enhance laboratory skills and gain experience in the

psychological sciences are provided. Students may receive credit for only one of the following courses: PSYC 305 or PSYC 309N.

**PSYC 310 Perception (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 and PSYC 305 recommended. A survey of phenomena and theories of perception. Topics include the psychological, anatomical, physiological, and environmental factors important in determining how humans perceive the world. Historical background and contemporary research are examined.

**PSYC 353 Adult Psychopathology (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 and PSYC 305 recommended. An examination of mental disorders among adults. The identification and diagnosis of specific disorders are covered; etiology and treatment are investigated. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

**PSYC 355 Child Psychology (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 and PSYC 305 recommended. A survey of research and theory of psychological development, from conception through childhood. Physiological, conceptual, and behavioral changes are addressed, with attention to the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 333, PSYC 355, or PSYC 433.

**PSYC 356 Psychology of Adolescence (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200, PSYC 305, and PSYC 355 recommended. A description of adolescent development according to research and theory. The physiological, intellectual, and social changes of the teen years are viewed as interrelated, and the systems dealing with those changes are examined.

**PSYC 357 Psychology of Adulthood and Aging (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 and PSYC 305 recom-

mended. An overview of the development of physiological, intellectual, and interpersonal social functioning from early adulthood through the aging years. The dual theme is that of stability and change. Theory and research are studied, and their implications are discussed.

**PSYC 361 Survey of Industrial and Organizational Psychology (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 and PSYC 305 recommended. A general survey of the field of industrial/organizational psychology. Topics include entry into the organization (recruitment, selection, training, socialization); organizational psychology (motivation, attitudes, leadership); and productivity in the workplace (quality of work, performance appraisals, absenteeism, turnover). The role that the larger environment plays in influencing behavior and attitudes on the job is also considered.

**PSYC 435 Personality Theories (3).** Prerequisite: PSYC 100. A study of major theories and perspectives on personality, including trait, psychodynamic, behavioristic, and humanistic theories. Methods of personality research and relevant findings are also introduced and applied to real-world settings.

**PSYC 441 Psychology of Human Learning (3).** Prerequisite: PSYC 100; PSYC 200 or STAT 200 and PSYC 305 recommended. A review and analysis of the major phenomena and theories of human learning. Conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research are also presented.

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## Sociology

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Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward

## Course Offerings

- the general education requirement in the social and behavioral sciences;
- a minor in sociology; and
- electives.

**SOCY 100 Introduction to Sociology (3).** An introduction to the fundamental concepts and principles of sociology. The study of cultures, patterns of social values, social institutions, stratification, and social change is delineated. Students may receive credit for only one of the following courses: BEHS 102, BEHS 312, SOCY 100, or SOCY 311.

**SOCY 105 Introduction to Contemporary Social Problems (3).** This course explores various problems that confront American society today; personal, institutional, cultural, and historical-global. Problems range from drugs, divorce, crime, mental illness, environment, alienation in modern society to economic and political conflicts that are national and global. Special attention is paid to the high-tech virtual reality as a new arena for problematic social issues. Students may receive credit for only one of the following courses: SOCY 105 or SOCY 210.

**SOCY 227 Introduction to the Study of Deviance (3).** An introduction to the sociological study of deviant behavior. Topics include mental illness, sexual deviance, and the use of drugs. Students may receive credit for only one of the following courses: SOCY 227 or SOCY 327.

**SOCY 300 American Society (3).** A survey of the social structure and organization of American society, with special reference to recent social changes. The character, structure, values, and ideology of American social movements are examined from a sociological perspective. Topics include urban demographic changes and other population trends, as well as changes in the conduct of work, family life, and recreation.

**SOCY 325 The Sociology of Gender (3).** Prerequisite: 3 credits in sociology. An

inquiry into the institutional bases of gender roles and gender inequality, cultural perspectives on gender, gender socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

**SOCY 331 Work, Bureaucracy and Industry (3).** Prerequisite: 3 credits in sociology. A sociological approach to the world of work. Occupational careers and personal experiences in the bureaucratic organizations of modern industrial society are investigated.

**SOCY 403 Intermediate Sociological Theory (3).** Prerequisite: 6 credits in sociology. A study of major theoretical approaches to sociology, including functionalism, conflict, and symbolic interactionism. Original works of major theorists are examined in historical perspective.

**SOCY 424 Sociology of Race Relations (3).** Prerequisite: 3 credits in sociology. An analysis of race-related issues, focusing mainly on American society. Topics include the historical emergence, development, and institutionalization of racism; the effects of racism on its victims; and conflicts that are racially based.

**SOCY 430 Social Structure and Identity (3).** A study of theoretical issues in social psychology, focusing on social construction of identity. Identity formation and transformation in social processes and structural and cultural dimensions of social identity are covered.

**SOCY 443 The Family and Society (3).** Prerequisite: 3 credits in sociology. An examination of the family as a social institution. Its biological and cultural foundation; its historic development, changing structure, and function; the interaction of marriage and parenthood; and the disorganizing and reorganizing factors in current trends are explored.

**SOCY 461 Industrial Sociology (3).** A study of the sociology of human relations

in American industry and business. Topics include complex industrial and business organizations as social systems and social relationships within and between industry, business, community, and society. Students may receive credit for only one of the following courses: SOCY 461 Industrial Sociology or SOCY 462 Industrial Sociology.

**Spanish** See *Foreign Languages*

## Speech Communication

Courses in speech communication (designated SPCH) may be applied as appropriate toward

- the general education requirement in communications; and
- electives.

**SPCH 100 Foundations of Speech Communication (3).** (Prerequisite for all 300- or 400-level speech courses.) An overview of the principles of communication. Verbal and nonverbal language, listening, group dynamics, and public speaking are highlighted. Emphasis is on applying communication principles to contemporary problems and preparing various types of oral discourse. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

**SPCH 125 Introduction to Interpersonal Communication (3).** An overview of the concepts of interpersonal communication. Topics include nonverbal communication, the relationship of language to meaning, perception, listening, and feedback.

## Statistics and Probability

Courses in statistics (designated STAT) may be applied as appropriate (according

to individual program requirements) toward

- the statistics requirement for a variety of majors and minors; and
- electives.

**STAT 200 Introduction to Statistics (3).** Prerequisite: MATH 107. An introduction to statistics. Topics include descriptive statistics, methods of sampling, tables, graphs, percentiles, concepts of probability, normal and chi-square distributions, sampling distributions, confidence intervals, hypothesis testing for one and two means, proportions, binomial experiments, sample size calculations, correlation, and regression. Applications in business, social sciences, and other fields are discussed. Students who receive credit for STAT 200 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, or STAT 100.

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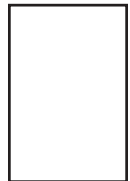
## Theatre

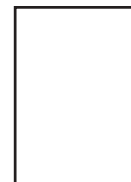
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Courses in theatre (designated THET) may be applied as appropriate toward

- the general education requirement in the arts and humanities; and
- electives.

**THET 110 Introduction to the Theatre (3).** An introduction to the people of the theatre: actors, directors, designers, and backstage personnel. Topics include the core and characteristics of a script, theatrical forms and styles, and theatre history. Students may receive credit for only one of the following courses: HUMN 110 or THET 110.





## Yokota Office

**Joseph J. Arden**, Ph.D., Vice President and Director, UMUC Asia

**Lorraine R. Suzuki**, Ph.D., Associate Dean

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### Administrative Support Staff

<b>William R. Berglof</b> , Ph.D., Director, Administrative Support	<b>Melvin E. Medeiros</b> , M.A., Director, Human Resources
<b>Douglas A. Franklin</b> , Ph.D., Director, Academic Support	<b>Bren T. Shuler</b> , M.S., Assistant to the Director
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<b>Ruth Lattimore</b> , M.S., Director, Institutional Research	<b>Scott Wiley</b> , M.S., Director, Instructional Resources
<b>Marianne Lucien</b> , B.A., Field Representative Coordinator	<b>Timothy J. Young</b> , B.A., Publications Coordinator

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### Academic Directors

<b>Christine Beaupré</b> , M.S., Computer Studies	<b>Kim, Hak Sun</b> , M.Ed., Korean Language
<b>Douglas A. Franklin</b> , Ph.D., Government, History, and Humanities	<b>Ruth Lattimore</b> , M.S., Mathematics and Statistics
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<b>Harold Katcher</b> , Ph.D., Science	<b>Kenneth W. Smith</b> , D.A., Business and Management
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### Student Affairs and Advisement Staff

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## Japan Office

**Gregory von Lehmen, Ph.D.**, Director, Japan

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## Korea Office

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## Guam Office

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## Distance Education Office

**LeRoy J. Brever, M.B.A.**, Distance Education Director  
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## Counseling and Personnel Services

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Howard Community College  
Marine Corps Base Quantico  
Patuxent River Naval Air Warfare Center  
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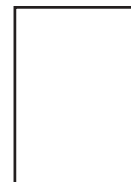
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## Appendix A

### Responsibilities of the Student and Responsibilities of UMUC

#### Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity, as expressed in the University System of Maryland policy “Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity.” Details are available from the Office of the Director, Student Affairs, for UMUC Asia.

At UMUC, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including having faculty members monitor examinations given in class.

Students at UMUC are expected to conduct themselves in a manner that will contribute to the maintenance of academic integrity. Failure to maintain academic integrity (academic dishonesty) may result in disciplinary action.

Academic dishonesty includes but is not limited to obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism.

Plagiarism is the presentation of another person’s idea or product as one’s own. Plagiarism includes (but is not limited to) copying verbatim all or part of another person’s work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator.

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and papers should acknowledge those sources in footnotes.

UMUC’s policy on Academic Dishonesty and Plagiarism can be found at [www.umuc.edu/policy](http://www.umuc.edu/policy) or is available from the Office of the Director, Student Affairs, for UMUC Asia.

#### Appealing a Grade

Procedures for appealing a grade are available from the Office of the Director, Student Affairs, for UMUC Asia, or online at [www.umuc.edu/policy](http://www.umuc.edu/policy).

There is a time limit for appealing a grade. Therefore, students who want to appeal a grade must initiate the process within 30 days of the posting of the grade.

#### Code of Student Conduct

Students are subject to the UMUC Code of Student Conduct, which can be found at [www.umuc.edu/policy](http://www.umuc.edu/policy) or is available from the Office of the Director, Student Affairs, for UMUC Asia. Violations of the code are considered to be violations of UMUC policy and are grounds for disciplinary action by UMUC. Allegations of misconduct by UMUC students should be referred to the Director, Student Affairs.

#### Filing Student Grievances

The procedures necessary to file a formal complaint concerning the actions of members of the UMUC faculty or administrative staff are available at [www.umuc.edu/policy](http://www.umuc.edu/policy) or from the Office of the Director, Student Affairs, for UMUC Asia.

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### Responsibilities of UMUC

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UMUC considers the following goals in designing and reviewing the courses it offers. These goals are also considered in evaluating the acceptability of courses presented for transfer of credit from other institutions.

1. Presentation of material should conform to representations in official publications, announcements, and advertisements, or descriptions furnished to students before a course begins.
2. Students should be able to have regular contact with members of the faculty.
3. Students should be able to participate in the process of learning.
4. Students should have opportunities to interact with one another.



5. Students are entitled to have their work evaluated on an individual basis by faculty members.

## **Additional UMUC Policies**

Additional information on UMUC policies is available at: <http://www.umuc.edu/policy>.

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## **Code of Civility**

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To promote a positive, collegial atmosphere among students, faculty, and staff, UMUC has developed the following Code of Civility:

### **Respect**

Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

### **Kindness**

Refrain from using profanities, insults, or other disparaging remarks.

### **Truth**

Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

### **Responsibility**

Take responsibility for one's own actions instead of blaming others.

## **Cooperation**

Work together with other students, faculty, and staff in a spirit of cooperation toward the common goals of seeking and providing quality education.

## **Privacy**

Strive to uphold the right to privacy and not talk about others.

## **UMUC Annual Information Report**

In order to ensure that all current and prospective students, staff and faculty are informed of their rights and responsibilities, and in accordance with United States Department of Education regulations, University of Maryland University College (the "University") distributes an Annual Information Report to all current students, staff, and faculty. In addition, this Information Report is available to all prospective students, staff, and faculty, upon request.

The calendar year 2001 Annual Information Report is distributed on the University's Internet Website at <<http://www.umuc.edu/inform/rpt2001.html>>. If you would like a hard copy version of the current Annual Information Report mailed to you, please contact either Student Affairs (if you are a current or prospective student), or Human Resources (if you are a current or prospective staff or faculty member).

This year's Annual Information Report provides important information on the following topics:

## **Campus Crime and Security, including:**

- The University's security, drug and alcohol abuse, and sexual assault policies; and
- Reported crime statistics for 1998, 1999, and 2000, by location.

## **Notification of Rights under FERPA for Postsecondary Institutions**

### **Faculty, Staff and Student Responsibilities Regarding Drug and Alcohol, including:**

- A list of the University's standards of conduct and sanctions;
- The legal sanctions under federal, state, and local laws for violations of drug laws;
- A list of the health risks associated with substance abuse;
- A list of resources available to University students, staff, and faculty; and
- Charts listing the federal drug trafficking penalties.

If you have any questions, please contact the Office of Human Resources (state-side or overseas), or Student Affairs (state-side or overseas).

## Appendix B

Policies of the Maryland Higher Education Commission on General Education and Transfer from Public Institutions in Maryland (Code of Maryland Regulations Title 13B, Subtitle 06, Chapter 01)

### I. Scope and Applicability

This chapter applies only to public institutions of higher education.

### II. Definitions

A. In this chapter, the following terms have the meanings indicated.

#### B. Terms Defined

1. “AA degree” means the Associate of Arts degree.
2. “AAS degree” means the Associate of Applied Sciences degree.
3. “Arts” means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
4. “AS degree” means the Associate of Sciences degree.
5. “Biological and physical sciences” means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
6. “English composition courses” means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
7. “General education” means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
8. “General education program” means a program that is designed to
  - a. introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
  - b. to encourage the pursuit of lifelong learning; and
  - c. to foster the development of educated members of the community and the world.
9. “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
10. “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
11. “Native student” means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
12. “Parallel program” means the program of study or courses at one institution of higher education that has objectives comparable to those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a program parallel to a baccalaureate psychology program at a four-year institution of higher education.
13. “Receiving institution” means the institution of higher education at which a transfer student currently desires to enroll.
14. “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, that is applicable to a baccalaureate program at a receiving institution-and ordinarily the first two years of the baccalaureate degree.
15. “Sending institution” means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
16. “Social and behavioral sciences” means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects that focus on
  - a. history and cultural diversity;
  - b. concepts of groups, work, and political systems;
  - c. applications of qualitative and quantitative data to social issues; and
  - d. interdependence of individuals, society, and the physical environment.
17. “Transfer student” means a student entering an institution for the first time, having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

### III. Admission of Transfer Students to Public Institutions

#### A. Admission to Institutions

1. A student attending a public institution who has completed an AA, AAS, or AS degree, or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade-point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection A.4 below.
2. A student attending a public institution who has not completed an AA, AAS, or AS degree, or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credits earned if the student
  - a. Satisfied the admission criteria of that receiving public institution as a high school senior; and
  - b. attained at least a cumulative grade-point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
3. A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
4. If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be based on criteria developed and published by the receiving public institution and made to provide fair and equal treatment for native and transfer students.

#### B. Admission to Programs

1. A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program
  - a. Are developed and published by the receiving public institution; and
  - b. maintain fair and equal treatment for native and transfer students.
2. If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be
  - a. Based on criteria developed and published by the receiving public institution; and
  - b. made to provide fair and equal treatment for native and transfer students.

3. Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

#### C. Receiving Institution Program Responsibility

1. The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
2. A receiving public institution may set program requirements in major fields of study that simultaneously fulfill general education requirements.
3. A receiving public institution, in developing lower-division coursework, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

### IV. General Education Requirements for Public Institutions

- A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by
  1. Requiring each program leading to the AA or AS degree to include no fewer than 30 and no more than 36 semester hours, and each baccalaureate degree program to include no fewer than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
    - a. Arts and humanities,
    - b. Social and behavioral sciences,
    - c. Biological and physical sciences,
    - d. Mathematics, and
    - e. English compositionor
  2. Conforming with COMAR 13B.02.02.16D(2)(b)-(c).
- B. Each core course used to satisfy the distribution requirements of Section A.1 of this regulation shall carry at least 3 semester hours.
- C. General education programs of public institutions shall require at least
  1. One course in each of two disciplines in arts and humanities;

2. One course in each of two disciplines in social and behavioral sciences;
3. Two science courses, at least one of which shall be a laboratory course;
4. One course in mathematics at or above the level of college algebra; and
5. One course in English composition.

D. Interdisciplinary and Emerging Issues

1. In addition to the five required areas in Section A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may
    - a. Be integrated into other general education courses or be presented as separate courses; and
    - b. Include courses that:
      - (i) Provide an interdisciplinary examination of issues across the five areas; or
      - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
  2. Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in Section A.1 of this regulation.
- E. General education programs leading to the AAS degree shall include at least 20 semester hours from the same course list designated by the sending institution for the AA and AS degrees. The AAS degree shall include at least one 3-semester-hour course from each of the five areas listed in Section A.1 of this regulation.
- F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- I. Public institutions may not include physical education skills courses as part of the general education requirements.
- J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frame-

works and methods of inquiry appropriate to academic disciplines.

- K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.
- M. Notwithstanding Section A.1 of this regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.
- N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

**V. Transfer of General Education Credit**

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.
- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in regulation IV of this chapter at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in regulation IV.M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

#### G. AAS Degrees

1. While there may be variance in the numbers of hours of general education required for AA, AS, and AAS degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
2. An AAS student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in regulation IV.M of this chapter, the total general education credits for baccalaureate-degree-granting public receiving institutions may not exceed 46 semester hours.

#### H. Student Responsibilities

A student is held

1. Accountable for the loss of credits that
  - a. Result from changes in the student's selection of the major program of study,
  - b. Were earned for remedial coursework, or
  - c. Exceed the total course credits accepted in transfer as allowed by this chapter.
2. Responsible for meeting all requirements of the academic program of the receiving institution.

### VI. Transfer of Nongeneral Education Program Credit

#### A. Transfer to Another Public Institution

1. Credit earned at any public institution in the state is transferable to any other public institution if the
  - a. Credit is from a college- or university-parallel course or program,
  - b. Grades in the block of courses transferred average 2.0 or higher, and
  - c. Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.
2. If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native stu-

dent is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to

1. One-half the baccalaureate degree program requirement but no more than 70 semester hours, and
2. The first two years of the undergraduate education experience.

#### C. Nontraditional Credit

1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.
2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
  - a. Technical courses from career programs,
  - b. Course credit awarded through articulation agreements with other segments or agencies,
  - c. Credit awarded for clinical practice or cooperative education experiences, and
  - d. Credit awarded for life and work experiences.
3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
4. The receiving institution shall inform a transfer student of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations, and satisfactory completion of the next course in sequence in the academic area.
5. The receiving baccalaureate-degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

#### D. Program Articulation

1. Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program repre-



sents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution's lower-division coursework requirement.

2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

## **VII. Academic Success and General Well-Being of Transfer Students**

### **A. Sending Institutions**

1. Community colleges shall encourage their students to complete the associate's degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
3. The sending institution shall
  - a. Provide to community college students information about the specific transferability of courses at four-year colleges;
  - b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - c. Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

### **B. Receiving Institutions**

1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
2. A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
3. A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results no later than midsemester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform a

student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.

4. A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

## **VIII. Programmatic Currency**

- A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
- B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
- C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

## **IX. Transfer Mediation Committee**

- A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public four-year colleges and universities and the community colleges.
- B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the committee shall consult with faculty on curricular issues.
- C. The findings of the Transfer Mediation Committee are considered binding on both parties.

## **X. Appeal Process**

### **A. Notice of Denial of Transfer Credit by a Receiving Institution**

1. Except as provided in Section A.2 of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit no later than midsemester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before midsemester.
2. If transcripts are submitted after 15 working days before midsemester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
3. A receiving institution shall include in the notice of denial of transfer credit
  - a. A statement of the student's right to appeal, and
  - b. A notification that the appeal process is available in the institution's catalog.
4. The statement of the student's right to appeal the denial shall include notice of the time limitations in Section B of this regulation.

### **B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.**

### **C. Response by Receiving Institution**

1. A receiving institution shall
  - a. Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit, and
  - b. Respond to a student's appeal within 10 working days.
2. An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
3. Unless a student appeals to the sending institution, the written decision in Section C.2 of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

### **D. Appeal to Sending Institution**

1. If a student has been denied transfer credit after an appeal to the receiving institution, the student may request that the sending institution intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
2. A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

### **E. Consultation Between Sending and Receiving Institutions**

1. Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
2. As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
3. The receiving institution shall inform a student in writing of the result of the consultation.
4. The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

## **XI. Periodic Review**

### **A. Report by Receiving Institution**

1. A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary of the Maryland Higher Education Commission.
2. An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
3. A receiving institution shall include in the reports comparable information on the progress of native students.

### **B. Transfer Coordinator: A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.**

### **C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.**

## Appendix C

### Statement on Transferring Undergraduate College-Level Credits to UMUC

University of Maryland University College actively subscribes to the policy of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (found in Appendix B) and welcomes transfer students. UMUC is also a designated four-year Servicemembers Opportunity College (SOC); the SOC institutions have developed degree networks corresponding to Army, Navy, and Marine career specialties. UMUC grants transfer credit for courses graded C or higher if they are applicable to an Associate of Arts, a Bachelor of Arts, or a Bachelor of Science degree.

Credit earned elsewhere during a period of disciplinary dismissal or suspension may not be applied toward a degree from UMUC.

Newly admitted and prospective students may request a tentative evaluation of potential transfer credit from an Academic Advisor. Degree-seeking students who have completed 6 semester hours at UMUC with a grade-point average of at least 2.0 may request an official evaluation of transfer credit from an Academic Advisor.

#### Maximum Number of Transfer Credits Accepted

UMUC accepts up to 90 semester hours (45 semester hours for the associate's degree) of transfer credit from all sources combined toward the bachelor's degree. No more than 60 of the 90 semester hours may be accepted from two-year institutions.

#### Maximum Number of Credits Allowed for Innovative Learning

UMUC allows up to 60 semester hours of credit toward the bachelor's degree (one-half the total credit required for the degree) for innovative learning that is applicable to the student's curriculum (subject to limitations as follows):

- Up to 30 semester hours of credit for a combination of portfolio assessment, course-challenge examinations, or military occupational specialties, i.e., MOS, NER, etc.
- Up to 60 semester hours of credit for learning evaluated by means of UMUC course-challenge examinations and standardized examinations such as the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), DANTES examinations, or the Excelsior College Testing Program, if (1) there is no duplication of other academic credit and (2) the scores presented meet the standards of UMUC.

- Up to 15 semester hours of cooperative education credit; however, no more than 6 of the 15 semester hours may be applied to an academic major. Students seeking a second bachelor's degree may receive up to 9 semester hours of cooperative education credit; however, no more than 6 of the 9 semester hours may be applied to an academic major.
- Up to 60 semester hours of credit for study completed in service schools or in Military Occupational Specialties (MOSs), on the basis of the recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services.
- Up to 60 semester hours of credit for professional (not technical) courses that have been evaluated by either (1) the ACE National Guide to Educational Credit for Training Programs or (2) the University of the State of New York National Program on Non-Collegiate-Sponsored Instruction (PONSI) College Credit Recommendations.
- Up to 21 semester hours of coherently related vocational and technical credit from regionally accredited institutions, applicable as elective credit only toward the BS but not toward the BA.

#### Minimum Number of Credits Required for Instruction in the Major and for the Degree

UMUC requires students to complete 120 semester hours of credit for the bachelor's degree. Regardless of the number of transfer credits they present, students must complete a minimum of 30 credits at UMUC. As part of that minimum, students must earn at least 15 semester hours of the major at UMUC.

#### Grade Level Acceptable for Transfer

UMUC may accept transfer credits from regionally accredited two- and four-year colleges and universities for courses graded C or above, if they apply to the student's curriculum. The grade of C-minus is not acceptable in transfer.

#### Statement on Transfer of General Education Requirements

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will have met UMUC's general education requirement. For other students, courses are evaluated on a case-by-case basis. UMUC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and at [www.umuc.edu/studserv/ugp\\_ss/transfer.html](http://www.umuc.edu/studserv/ugp_ss/transfer.html) on the Web. Students should see an Academic Advisor for details.

## Appendix D

### Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities. The university does not discriminate against any person because of age, race, national origin, color, disability, religion, gender, sexual orientation, or veteran status.

All inquiries regarding UMUC's nondiscrimination policy should be directed to the Director, Diversity Initiatives and Affirmative Action, Office of the President, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 301-985-7395).

## Appendix E

### Policy on Religious Observances

- I. UMUC conforms to the Board of Regents Policy III-5.10 Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, approved on January 11, 1990.
- II. So that the academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. Students who miss a course session because of an observance of their religious beliefs must be allowed
  - A. To make up any examinations, other written tests, or class work;
  - B. To have access to any handouts or other material distributed in class; and
  - C. To have the opportunity to obtain or review any duplicated lecture notes or slides presented in class.
- III. UMUC prohibits scheduling examinations on the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

## Appendix F

### Financial Aid—Satisfactory Academic Progress

Financial aid is intended to meet the financial needs of students who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need but must also make satisfactory progress as determined by University of Maryland University College, in accordance with federal regulations.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each semester or term in which they are enrolled. Satisfactory academic progress, as described below, is evaluated at the end of the fall, spring, and summer semesters or each term of enrollment. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

### Basic Standard for Undergraduate Students

UMUC's institutional requirements for minimum satisfactory performance for financial aid recipients are defined as follows:

1. Minimum cumulative grade-point average (GPA). The student must maintain a minimum cumulative GPA of 2.0.
2. Minimum completion rate. The student must maintain a cumulative completion rate of two-thirds (67 percent) of credits attempted.
3. Federally mandated maximum time frame to complete the program or degree. Students must complete their educational program within a time frame no longer than 150 percent of the published length of the educational program. For example, a student must complete his or her program after attempting a maximum of 180 semester hours for a 120-semester-hour program.

Federal regulations require that UMUC track the academic progress of financial aid recipients from the first date of enrollment at UMUC, whether or not financial aid was received. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the 150-percent program-completion standard.

Students whose attempted credits, including transfer credits, exceed the 150-percent time frame for any reason will be placed in Financial Aid Denial, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent semesters or terms unless the student has made an appeal of the Financial Aid Denied and the appeal is granted.

## Treatment of W, I, AU, F, and S Grades, No Grade Reported, and Repeated Coursework

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a noncompletion of attempted coursework.
2. Incomplete (I) grades are not included in the GPA calculation, and are considered a noncompletion of attempted coursework until the Incomplete grade is replaced with a permanent grade and academic progress can be reevaluated.
3. An audit (AU) grade is not considered attempted coursework. It is not included in the GPA calculation or completion-rate determinations.
4. A satisfactory grade (S) is treated as attempted semester hours that are earned, but it is not included in calculation of GPA.
5. F grades will be treated as attempted credits that were not earned, and so will be included both in the calculation of GPA and minimum completion rate.
6. If no grade is assigned, for any reason, the grade will be treated as an I in determination of satisfactory academic progress.
7. The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note that no financial aid can be disbursed for a repeated attempt if the student already has achieved a passing grade for that course, and UMUC's policy allows students to receive aid for only one repeat of a course.

## Financial Aid Academic Probation

Students who fail to meet the minimum 2.0 cumulative grade-point average standard or fail to meet the minimum 50-percent completion rate will be placed in Financial Aid Probation for the next semester or term of enrollment. Financial aid can be received during the semester or term of probation. Financial aid disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the semester or term of Financial Aid Probation. Students receiving financial aid for the first time will be placed on Financial Aid Probation if they do not meet the minimum grade-point average or course-completion standards in a previous semester or term of enrollment at UMUC as noted in this policy.

## Financial Aid Denied Status

Students who, while on Financial Aid Probation or on Financial Aid Denied status, fail to maintain the minimum completion rate and/or fail to maintain a minimum cumulative GPA of 2.0 or better will be placed in Financial Aid Denied status for the following period of enrollment. No financial aid will be disbursed during subsequent semesters/terms until the student is removed from Financial Aid Denied status.

Students who fail to satisfy the 150-percent requirement will also be placed in Financial Aid Denied status. No aid will be disbursed during subsequent semesters or terms unless the student has made an appeal and the appeal is granted for that semester or term. There are no exceptions to this requirement. Students in a 120-semester-hour bachelor's degree program who have attempted more than 180 credits, including transfer credits, are no longer eligible for financial aid. There is no probationary period.

## Reinstatement of Aid After Financial Aid Denied Status

Reinstatement of financial aid after a student is placed in Financial Aid Denied status is achieved in one of the following ways:

1. The student submits an appeal, in writing, in accordance with the appeal process in Section III.A.2 and the Financial Aid Appeals Committee grants the appeal. The student is placed in Financial Aid Probation rather than on Financial Aid Denied status for the semester or term.
2. The student attends UMUC, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility in a probationary status. Students who are in Financial Aid Denied status for failure to meet the 150-percent requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150 percent of their program cannot regain financial aid eligibility except on a semester-by-semester or term-by-term basis through the appeals process.

## Appeal Process

The student must submit an appeal of Financial Aid Denied status in writing to the assistant vice president, Financial Aid, by the date specified in the Financial Aid Denied notification letter. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision within 14 working days after the Appeals Committee meets and makes its determination. All decisions made by the Financial Aid Appeals Committee are final.



# Appendix G

## Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act of 1974 (also known as “the Buckley Amendment”). The policy of UMUC is (1) to permit students to inspect and review their education records, (2) to provide students the opportunity to seek an amendment of their education records where appropriate, (3) to limit disclosure to others of personally identifiable information from education records without the student’s prior written consent, and (4) to provide students with information about how to file formal complaints with the Department of Education.

### I. Definitions

- A. “Student” means an individual who is attending or who has attended UMUC. It does not include any applicant for admission to UMUC who does not matriculate, even if he or she previously attended UMUC. (However, such an applicant would be considered a “student” for purposes of his or her records relating to that previous attendance.)
- B. “Education records” includes records that contain information directly related to a student and that are maintained as official working files by UMUC. The following are not education records:
  1. Campus police records maintained solely for law-enforcement purposes and kept separate from the education records described above.
  2. Employment records, except where a currently enrolled student is employed as a result of his or her status as a student.
  3. Records of a physician, psychologist, or other recognized professional or paraprofessional if made or used only for treatment purposes and available only to persons providing treatment. (These records, however, may be reviewed by an appropriate professional of the student’s choosing.)
  4. Records that contain only information relating to a person’s activities after that person is no longer a student at UMUC.

### II. Inspection and Review of Education Records by Students

#### A. Right of Access

Each student has a right of access to his or her education records, except financial records of the student’s parents and confidential letters of recommendation received prior to January 1, 1975.

A student may, by a signed writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. UMUC will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time; and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

#### B. Types and Locations of Education Records; Titles of Custodians of Record

1. UMUC maintains the following types of student records:
  - a. Permanent academic record cards (hard copy and electronic);
  - b. Academic data, including application for admission, transcripts from institutions previously attended, unofficial and official evaluations, grade reports, and correspondence concerning the student;
  - c. Financial aid folder; and
  - d. Veterans’ benefits folder.
2. The officials responsible for the maintenance of each type of record are
  - a. For UMUC-Adelphi—the registrar located in Adelphi, Maryland.
  - b. For UMUC-Asia—the registrar located in Tokyo, Japan.
  - c. For UMUC-Europe (except Mannheim Campus)—the registrar located in Heidelberg, Germany.
  - d. For the Mannheim Campus—assistant to the dean.
  - e. For the Schwäbisch Gmünd Campus—the registrar located in Adelphi, Maryland.

- C. Procedure: Requests for access should be made in writing to the appropriate official. UMUC will comply with a request for access within a reasonable time. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is 50 cents per page. UMUC will not provide copies of any transcripts in the student’s records other than the student’s current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

### III. Amendment of Education Records

UMUC provides students with the opportunity to seek correction of their education records.

#### A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or violative of privacy right or other rights may submit a written request to the appropriate official (see Article II, Section B.2, above) specifying the document(s) being challenged and the basis for the complaint. The request is then sent to the person responsible for any amendments to the record in question. Within a reasonable time after receipt of the request, UMUC decides whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and is advised of his or her right to a hearing. He or she may then exercise that right by written request to the Office of the President.

##### 1. Conduct of the Hearing

All hearings are conducted by a staff member appointed by the university registrar and vice provost, Student Affairs, who does not have a direct interest in the outcome. The student is given a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

##### 2. Decision

Within a reasonable period of time after the conclusion of a hearing, UMUC will notify the student in writing of its decision. The decision is based solely upon evidence presented at the hearing and includes a summary of the evidence and the reasons for the decision. If UMUC decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, UMUC amends the records accordingly.

#### B. Right to Place an Explanation in the Records

If, as a result of the hearing, UMUC decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, UMUC informs the student of the right to place in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the decision. Any such explanation is kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

### IV. Disclosures

UMUC will not disclose education records or the personally identifiable information contained therein unless allowed in accordance with FERPA and under the following circumstances:

#### A. Prior Written Consent

The custodian of the records will provide the education records or personally identifiable information contained therein if the student provides prior **written** consent that the information may be disclosed. The consent must

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure;
3. Identify to whom the disclosure is to be made; and
4. Be signed and dated by the student.  
At the student's request and expense, a copy of the records disclosed can be provided.

#### B. Directory Information

1. UMUC designates the following categories of information as directory information:
  - a. Name.
  - b. Major field of study.
  - c. Dates of attendance.
  - d. Degrees and awards received.
  - f. Previous educational institution most recently attended.
2. Directory information is disclosed even in the absence of consent unless the student files a written notice, within three weeks of the first day in which the student is enrolled, informing UMUC not to disclose any or all of the categories. To prevent automatic disclosure of directory information, this notice must be filed annually within the time allotted above, with the appropriate office as indicated in this policy.

#### C. Additional Disclosures without Prior Consent

Prior consent is not required for disclosure of education records in the following circumstances:

1. The disclosure is to other school officials, generally within the University System of Maryland or UMUC, who have legitimate educational interests.
  - a. "School officials" includes internal and external instructional or administrative personnel who are or may be in a position to use the information in

- furtherance of a legitimate educational objective, such as to provide student services.
- b. "Legitimate educational interests" include interests directly related to the academic environment.
2. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled. Upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.
  3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state educational authorities.
  4. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid-but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
  5. The disclosure is to state and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
  6. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is destroyed when it is no longer needed for those purposes.
  7. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.
  8. The disclosure is to the parent of a student who is dependent for income tax purposes. (Note: UMUC may require documentation of dependent status, such as copies of income tax forms.)
  9. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless expressly prohibited by the subpoena, UMUC will make a reasonable effort to notify the student or parent of the order or subpoena in advance of compliance in order to give them time to seek protective action.
  10. The disclosure is in connection with a health or safety emergency.
  11. The disclosure is to an alleged victim of any crime of violence, of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.
- D. Record of Disclosures
- UMUC maintains with the student's education records a record of each request and each disclosure, except for
1. Disclosures to the student himself or herself.
  2. Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
  3. Disclosures to USM instructional or administrative officials.
  4. Disclosures of directory information. This record of disclosures may be inspected by the student, the official custodian of the records, and other officials of UMUC and governmental officials.
- V. Right to File Complaint
- A student alleging that UMUC has not complied with the Family Education Rights and Privacy Act (FERPA) may file a written complaint to:

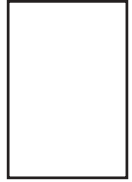
Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

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# ACADEMIC CALENDAR

## 2002-2003



**AUGUST 2002**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER 2002**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**FEBRUARY 2003**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**MAY 2003**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**SEPTEMBER 2002**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER 2002**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**MARCH 2003**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE 2003**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 2002**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JANUARY 2003**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**APRIL 2003**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**JULY 2003**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### **Registration Dates**

- Term I August 5 - August 16
- Term II October 15 - October 25
- Term III January 6 - January 17
- Term IV March 17 - March 28
- Term V May 19 - May 30

### **Term Dates**

- Term I August 19 - October 12
- Term II October 28 - December 21
- Term III January 20 - March 15
- Term IV March 31 - May 24
- Term V June 2 - July 26



## ACADEMIC CALENDAR 2002-2003

### Registration Dates

Term I	August 5 - August 16
Term II	October 15 - October 25
Term III	January 6 - January 17
Term IV	March 17 - March 28
Term V	May 19 - May 30

### Term Dates

Term I	August 19 - October 12
Term II	October 28 - December 21
Term III	January 20 - March 15
Term IV	March 31 - May 24
Term V	June 2 - July 26

## WHERE TO CHECK FOR INFORMATION

Remember that the **UMUC Asia Field Representative** in your education center can help with many of your questions, and you should usually **check first with the Field Representative**. You may also contact the following people or offices if you have specific questions about:

**Admission to UMUC, transfer of credits, evaluations, transcripts or academic advising:** The Academic Advisors at Yokota, or the Advisors based in Korea and Okinawa.

**The schedule of classes for the upcoming term:** The staff at your education center, the UMUC Director for your area, your Field Representative, or the UMUC Asia page at <http://www.ad.umuc.edu/gen/schedule.html>.

**A course you may wish to take:** A UMUC Academic Advisor, the faculty member for the course, or your Area Director.

**Financial Aid:** The UMUC Asia Financial Services Office at Yokota.

**Tuition Assistance for military members:** The staff at your education center.