

University of Maryland University College – Asia Catalog 2005-2006



WELCOME TO UMUC

Welcome to the 50th 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 course or many courses 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 49 years demonstrate that those standards can be maintained in overseas settings.

Vision and History of UMUC

University of Maryland University College (UMUC) is a visionary institution, on the forefront of education for the 21st-century workforce. It is an entrepreneurial and creative institution, committed to the exploration of knowledge, the construction of partnerships, and innovative academic delivery. It is a large and diverse institution, serving 88,000 students around the world. It is a substantive institution, committed to lifelong learning and education of adults in the workforce.

UMUC has fulfilled its principal mission of providing higher education opportunities to nontraditional students for more than 50 years. Founded in 1947 as the College of Special and Continuation Studies, UMUC has grown to become one of the largest institutions in the University System of Maryland—both in terms of enrollments and its global scope—while earning accolades for the quality of its programs and its innovative use of technology.

UMUC 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 learning 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.

From its home campus in Adelphi, Maryland, UMUC offers degree programs from the Associate of Arts through the Doctor of Management, undergraduate and graduate certificates, a graduate program that provides an accelerated route to teacher certification in the state of Maryland, and noncredit leadership development programs that respond to the needs of the lifelong learner.

Throughout all the University's many programs, certain features stand out: UMUC's commitment to serving nontraditional students, its academic quality, its active presence throughout the state of Maryland, its international scope as a global university, and its long partnership with the U.S. military.

Commitment to Nontraditional Students

UMUC recognizes that nontraditional students have many demands on their time and often must balance studies with work and family responsibilities. To help them accomplish their education goals, UMUC provides a number of convenient and flexible options for both coursework and student services. Classroom-based courses are offered at times convenient for working adults at locations near where they live and work, while online courses may be accessed from anywhere at anytime.

Academic Quality

UMUC's commitment to academic quality is evident in the university's assessment of student learning, faculty, and scholarly activities, as well as in its programs. The university works closely with its faculty and with business and other organizations to develop and maintain the relevance of its curricula. It also ensures that its academic programs have the same structure, requirements, and outcomes whether they are offered in Maryland classrooms, at overseas locations, or through online courses.

UMUC places a high priority on student learning and embraces the concept of learning assessment within instructional delivery and teaching practices. To provide evidence of student learning, the University adheres to a comprehensive learning assessment process that assesses student learning in specific core learning areas. Embedded within the curriculum of each degree program, these core learning areas represent the knowledge, skills, and dispositions expected of all UMUC graduates. Undergraduate core learning areas are effective communication, technology fluency, information literacy/research competence, quantitative literacy, critical thinking, scientific literacy, historical perspective, globalization/diversity, scientific literacy, and specialized knowledge. Graduate core learning areas are

effective communication, technology fluency, information literacy/research competence, quantitative literacy, critical thinking, globalization/diversity, and specialized knowledge. Assessment data for these core learning areas are used to continuously improve the quality of UMUC's academic programs.

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 increasingly use computer-assisted teaching techniques, and online Distance Education courses, designed for students who cannot easily attend regularly scheduled classes, are routinely available to students around the world. At the same time, UMUC continues to improve its library services, especially through the availability of online resources. UMUC Asia enters its 50th 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 www.asia.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 Web at www.umuc.edu/library. 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 directly from UMUC Asia's Textbook Department for distance education courses. Sales of all texts are final, except when courses have been canceled or under special circumstances approved by the Area Director. Students should avoid writing in their textbooks until courses have definitely materialized. Textbook returns are accepted only if texts are in new condition.





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. Students are not required to submit transcripts for admission. However, students who are certificate- or degree-seeking with UMUC must have all official transcripts and documents relating to their educational backgrounds (including military documents) on file in Yokota by the end of their second term of attendance.

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

1. Regular Admission Status

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.

or

- 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).
- To be granted regular admission status, students should have maintained a cumulative grade point average of at least 2.0 on a 4.0 scale) in 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 two eight-week terms have passed since their most recent enrollment at a regionally accredited college or university.

2. Provisional Enrollment Status

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 two eight-week terms 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 term 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 "Au." 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.

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 three-semester-hour 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 guidance counselor or principal concurs in the arrangement.

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 Asia 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 institutions 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.usmd.edu>.





University of Maryland University College conducts five eight-week terms in Asia during each academic year, beginning in mid-to-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 held on or near military installations.

UMUC Asia also offers five terms of Distance Education courses each academic year. See the back cover for term and registration dates.

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

1. Go to the UMUC Asia Distance Education (DE) Web site at: <http://de.asia.umuc.edu>, view the schedule of courses, and then click on "Reservations" to reserve your course. Reservations are subject to approval by the DE office based upon prerequisites and current course load.
2. Print out a copy of your approval letter for each course. Complete and process the appropriate forms if you are receiving government tuition assistance or VA educational benefits, using the approval letter as your verification of reservation.
3. Take the approval letter(s) to the nearest UMUC Asia site to officially enroll through the Maryland Field Representative. Complete an Enrollment Form and pay all tuition and fees in full (no cash is accepted). Keep a copy of your Enrollment Form for tax purposes.
4. All textbook ordering must be done online. There are multiple payment options available when ordering your textbook(s).
5. Additional up-to-date DE information is always available at the DE Web site.

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

<http://de.asia.umuc.edu>
DSN: 225-3696/3680

Course Load

An adult student who is employed full time should normally enroll in one three-semester-hour course or the equivalent during an eight-week term. Such a course involves 48 classroom hours of instruction and approximately two hours of outside preparation for each hour of class, with a comparable amount of time required for Distance Education (DE) courses. Most students should be enrolled in no more than two DE courses at one time. An experienced student may enroll for a heavier course load if he or she is able to attend class and participate regularly and complete the necessary outside study. For such a student, 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. Payment for tuition, books, transcripts, and other fees may also be made by credit card (Visa and MasterCard).

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 UMUC.

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 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.

Certificate or Diploma Fee

A non-refundable fee of \$50.00 is payable when a student applies for a certificate or degree 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.

Declined Credit Card Fee

A fee of \$30.00 is charged for any declined credit card transaction.

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 services, including 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:

For Standard Three-Semester-Hour Classroom Courses:	% Refundable
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 those 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:

For Distance Education Courses:	% Refundable
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, 4:30 p.m. (Japan Standard Time) marks the end of each of the refund periods shown above.

Distance Education students may withdraw from a course up to 4:30 p.m. 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, loans, and scholarships—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 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.

Financial Aid Programs

Most aid programs are available to both full- and part-time students. UMUC Asia offers several kinds of aid, including grants, loans, and scholarships. 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 2005-2006 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 2005-2006 year will range from \$100 to \$1898 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 2005-2006 year will range from \$150 to \$300 per term. Since funds are limited, students are encouraged to apply early.

The **UMUC President's Grant** program offers grants to students who demonstrate financial need. Typical awards during the 2005-2006 year will range from \$100 to \$500 per term, based on need. Funds are limited, so students are urged to apply early.

UMUC scholarship programs, which include the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. A separate scholarship application must be completed for consideration. Requirements vary according to the individual scholarship programs. Typical awards are \$1000 per academic year, depending on the specific program. Most scholarships require a minimum GPA for consideration. Students may refer to the UMUC scholarship brochure for further information.

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 **Federal Perkins Loan** program offers need-based, low-interest federal loans. UMUC is the lender. Award amounts are typically \$1000 per academic year. The current interest rate is 5 percent. Repayment is made to UMUC and begins nine months after the borrower leaves school or attendance drops below half time.

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.

Employment

UMUC recognizes the importance of flexible, part-time employment for students who are in transition or who have financial need.

The **Federal Work-Study** program is a need-based program that provides jobs to assist students in meeting college costs. The amount of award varies according to financial need and availability of funds. Funds are paid monthly, based on hours worked. Students must apply and be hired for employment at UMUC.

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 financial aid probation for subsequent terms of enrollment until the next Satisfactory Academic Progress evaluation. These occur in January, June, and September of each year financial aid can be received during the

terms 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 term of financial aid probation. 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 four to six 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 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 Filing Aid Forms
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 or e-mail at ofinaid@asia.umuc.edu.

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

Other Sources of Financial Aid

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.

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, MD 21401

Veterans Affairs

VA benefits are a good way to help finance your education. 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 Services Officer, Counselor, or Navy College officials for assistance in applying for VA benefits.

Certification Process

UMUC acts as a certifying agent for the Department of Veterans Affairs (DVA) and certifies students' enrollments to the Department of Veterans Affairs Regional Office in Buffalo, NY. The primary responsibility of the University is to verify active enrollment of VA students, and not to make decisions on individual claims.

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 directly to the UMUC Asia VA Specialist or 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 (VA Form 22-0557). If one is received, the student should submit a copy of the certificate to the Office of Student Affairs, ATTN: VA.

VA payments are made by the DVA directly to the students and are calculated by the DVA in accordance with federal regulations. Educational benefits are paid according to how the DVA views both the nature of the courses and the course load a student is taking. Because of the way the DVA views special format classes, such as Distance Education and seminars, students are cautioned to check with the Maryland Veterans Affairs Office in Yokota regarding how DVA benefits are paid for these classes. VA students who withdraw are subject to having the amount of their award recalculated by the DVA and may be required to repay any unauthorized amounts received.

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

VA Students Must Have an Evaluation

VA regulations require that all VA students declare a major field of study and have an Official Evaluation of all prior academic course work and military training. VA students must have the Official Evaluation within two terms of their first VA enrollment with UMUC Asia.

Enrolling for Classes as a VA Student

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 UMUC 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. All VA students should also be sure to enter their names on the “VA sign-up sheet” maintained by Maryland Field Representatives at all registration sites. Through regular review of this form, the VA Specialist in the UMUC Asia Office of Student Affairs prepares VA certification paperwork as quickly as possible after receiving the “VA sign-up sheets” from Field Representatives.

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. Students who change their addresses are required to submit a “Request for Change of Address” (VA Form 572) to the DVA, and also to notify UMUC.

Questions About Claims

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

Department of Veterans Affairs
Regional Office
Attn: Chapter 30 Processing
P.O. Box 4616
Buffalo, NY 14240
Web: <http://www.GIBill.va.gov> (click on “Ask a question and find answers”)

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 W in a course, UMUC must notify the VA of that fact.

Student inquiries about certifying procedures should be addressed to:

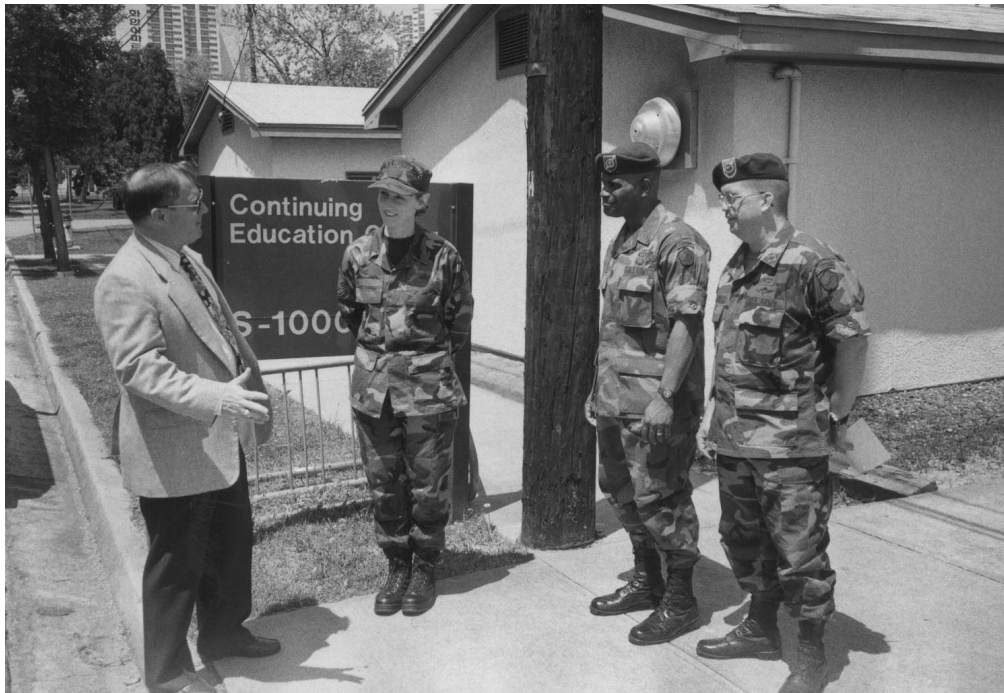
UMUC Asia
Attn: VA Certification
Unit 5060 Box 0100
APO AP 96328-0100
E-mail: ova@asia.umuc.edu

Student Responsibilities

Students receiving benefits are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending UMUC Asia. At UMUC, all regulations of the U.S. Department of Veterans Affairs are enforced. Students should be aware of the following requirements and consequences:

- Each student is expected to make satisfactory progress toward a degree or certificate; and must comply with the academic standards of UMUC Asia.
- Each student must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.
- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- Payment of benefits will be disallowed for audited courses.
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been rated or for which a passing grade of A, B, C, D, or P (or S) was assigned.
- Payment of benefits will be disallowed for any course that is not a requirement in a student’s degree or certificate program.





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, SOCNAV, or SOCCOAST 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, SOCCOAST-2, SOCAD-4, SOCMAR-4, SOCNAV-4, and SOCCOAST-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@asia.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.

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 and on the UMUC Asia Web site at http://www.asia.umuc.edu/student/resources/publications/studentaffforms/umr-232_eval.pdf. 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 the Office of Evaluations at Yokota for forwarding to a professional international credential evaluation service. Such an organization provides recommendations of possible transfer credit, and this procedure must be completed before an evaluation can be undertaken by UMUC's Academic Advisors.

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 American Council on Education (ACE) Guide to the Evaluation of Educational Experiences 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. A certified 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 certified copy of a recent Officer's Efficiency Report (OER) signed by the student's personnel officer or commanding officer if the individual's AARTS transcript does not include all such potential credit (a practice which AARTS began in July 2004). The OER must cover a rating period of no less than one year.
2. A certified copy of DD Form 295.

Army Enlisted Personnel

1. All Army enlisted personnel must submit:
 - a. An official AARTS (Army/American Council on Education Registry Transcript System) transcript or an official copy of DD Form 295 (Application

for the Evaluation of Learning Experiences during Military Service). 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 (USAEER 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, Marine Corps, and Coast Guard Personnel

A Sailor/Marine American Council on Education Registry Transcript (SMART) or a U.S. Coast Guard Institute Transcript.

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, MO 63132

Students should request that copies of their in-service training records be sent to University of Maryland University College Asia, and must also submit a certified DD Form 214.

Servicemembers Opportunity Colleges

UMUC participates in Servicemembers Opportunity Colleges degree programs for military personnel as follows: SOCAD-2 and SOCAD-4 for Army personnel; SOCNAV-2 and SOCNAV-4 for Navy personnel; SOCMAR-2 and SOCMAR-4 for Marine personnel; and SOCCOAST-2 and SOCCOAST-4 for Coast Guard personnel.

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, SOCNAV-2, SOCMAR-2, SOCCOAST-2, SOCAD-4, SOCNAV-4, SOCMAR-4, and SOCCOAST-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, SOCNAV, SOCMAR, or SOCCOAST 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 certificate or degree 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. In addition to face-to-face classes, UMUC offers an extensive array of courses through its acclaimed Distance Education program, all of which carry UMUC resident credit.

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 Certificate Programs

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

For Associate Degrees

1. A student pursuing an Associate of Arts 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 below will apply.

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.

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 writing 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, SF, SG, SH, SL, and SM 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.

Summary of CLEP General Examinations

Examination Title	Credit	Minimum Scaled Score*	Duplicate Exams or Courses
English Composition	3	50	CLEP Freshman English CLEP College Composition PEP Freshman English
Natural Science	6	50	None
Biological Science			
Physical Science			
Mathematics	3	50	MATH 105
Humanities	6	50	
Fine Arts			ARTH 100
Literature			None
Social Science		50	
Social Sciences	3		Social Science, no equivalent
History	3		Humanities, no equivalent
* Tests completed in the paper/pencil format prior to April 2004 require a minimum scaled score of 500.			

Institutional Exam Codes for UMUC Asia

To have your official exam results sent to Yokota, use the proper code:

AP 0761

CLEP 0761

DANTES 9940

ECEP 00142

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. Requests for foreign language credit by exam should be sent to:

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

sservices@asia.umuc.edu

If credit by examination is approved, the student will be mailed the appropriate application form.

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 ACE 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.

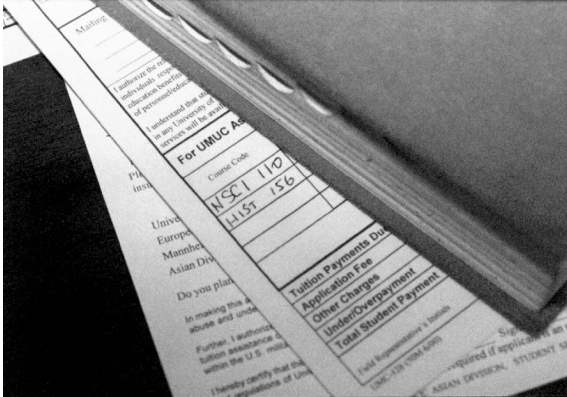
Summary of Credit Sources

Credit Sources	18 s.h. Certificate	Associate	Baccalaureate
A. Maximum number of credits transferred from regionally accredited institutions:	9 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.	9 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:	9 s.h.	30 s.h.	60 s.h.
D. Maximum number of vocational/technical credits transferred from accredited institutions and military sources:	3 s.h.	12 s.h.	21 s.h.*
E. Maximum number of transfer credits from a junior or community college:	9 s.h.	45 s.h.	60 s.h.
F. Total non-instructional credits transferred from exam credit (CLEP, DANTES, etc. plus UMUC course-challenge and foreign language exams), EXCEL, and ACE-recommended military/civilian credit	9 s.h.	30 s.h.	60 s.h.
TOTAL credits transferred from any combination of the above sources not to exceed:	9 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, and on the UMUC Asia Web site at <http://www.asia.umuc.edu/student/resources/publications/studentaffforms/umr-218tnscpt-req.pdf>. 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 receive a complimentary copy of their UMUC transcript with their diploma. 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@asia.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 Statewide programs the student should contact:

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

<http://www.umuc.edu>

UMUC Asia students who will be returning to the United States can use a form available on the Web at www.asia.umuc.edu/student/resources/publications/studentaffforms/relocate.html to update their records and facilitate their continuing as a UMUC student.

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.

AFELA/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 the Air Force Extended Leave of Absence (AFELA) program. 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 AFELA 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 an AFELA 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 an AFELA letter should be submitted to the Yokota office at least six months before the student wishes to begin the AFELA 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

Degree status certification that a student needs to apply for promotion should be requested from the Office of Student Affairs 30 days before the deadline of the particular organization. All transcripts that are part of the student's record must have been received by that time to enable UMUC to provide this service.

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:

Registrar
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 Registrar.

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 Academic Failure

F(n) Failure due to non-attendance (i.e., dropping out of a course without official withdrawal)

G Grade Under Review

I Incomplete

W Official Withdrawal

S Satisfactory (C or higher)

Au 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 material. 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 D

The grade of D is the minimum passing grade and denotes borderline understanding of the subject. Only a limited amount of coursework in which the grade of D has been earned can be applied toward a certificate or degree. For additional information, students should refer to specific certificate and degree requirements in this catalog. Most regionally accredited colleges and universities will not accept transfer courses in which a D has been earned.

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 (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.

The Grade of G

The grade of G is an exceptional and temporary administrative grade given only when the final grade in the course is under review. It is not the same as a grade of Incomplete.

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 four-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 four months, more typically two or three weeks. If all required work is not completed by the faculty member's deadline a grade of F 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 with the expiration of the four-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 grade 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.

The Grade of Au

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 "Au." 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.

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 Warning and Dismissal

At the end of every term, the cumulative grade point average (GPA) of each student who has attempted at least 15 semester hours at UMUC is computed based on all UMUC graded coursework. In January, June, and September, the Registrar reviews each student's record and takes action, required by UMUC policy, according to the student's level of progress as described below.

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

Levels of Progress

Satisfactory - A student whose cumulative grade point average is 2.0 or higher is considered to be making satisfactory academic progress.

Warning - A student whose cumulative GPA is less than 2.0 will be placed on academic warning. The student will remain on academic warning as long as the cumulative GPA is less than 2.0 and the reviewed GPA is 2.0 or better.

A student who attempts 15 semester hours or more in a period of at least four terms and earns no quality points will receive an academic warning regardless of the cumulative grade point average.

A student on academic warning whose reviewed GPA is 2.0 or better, but whose cumulative GPA is less than 2.0, will continue on warning until he or she has completed courses at UMUC that raise the cumulative GPA to 2.0 or better.

A student on academic warning is limited to a maximum enrollment of 4 semester hours per term.

Probation - A student on academic warning or admitted on provisional status whose reviewed GPA is less than 2.0 will be put on probation.

A student on probation whose reviewed GPA is 2.0 or better, but whose cumulative GPA is less than 2.0, will return to academic warning or provisional status.

A student on academic warning is limited to a maximum enrollment of 4 semester hours per term.

Dismissal - A student on probation whose reviewed GPA is less than 2.0 will be dismissed.

Regardless of cumulative GPA, a student who has maintained an average of at least 2.0 during a reviewed period will not be dismissed at the end of that period.

A student who is dismissed is ineligible to register again for UMUC courses until he or she is reinstated.

Reinstatement After Dismissal

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

Reinstated students will be placed on academic warning immediately or will retain provisional status, as appropriate. Credits earned at other institutions during a period of dismissal from UMUC will not be accepted in transfer.

Recognition of Scholastic Achievement

Dean's List

Students who complete at least 12 semester hours (in courses graded A, B, C, D, or F) with a GPA of at least 3.5 in an academic year at UMUC are eligible for the Dean's List.

Students who fail to earn the required average by the end of the academic year must complete a minimum of 12 more semester hours during the next academic year to be considered for the Dean's List again. All courses taken during an academic year are used in computing the average, even though the total number of credits may exceed 12. An academic year is designated as fall through summer terms. Eligibility for the Dean's List is calculated once a year, after the summer term.

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 students whose final grade point average upon earning a bachelor's degree falls within the following range: Cum Laude, 3.800-3.900; Magna Cum Laude, 3.901-3.999; Summa Cum Laude, 4.000. 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. For honors to be conferred with a second bachelor's degree, the student is required to have a total of 45 new semester hours of UMUC credit and the requisite GPA.

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 3.7 or higher in all UMUC courses. At least 15 semester hours, from UMUC or transferred, must be in courses outside the 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 Certificates and Degrees

A student who has had an Official Evaluation and is within 6 semester hours of the total required for the completion of a certificate, 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 the certificate or degree.

Deadlines for Applying for Certificates and Degrees

Students expecting to complete the requirements for a certificate or degree must submit an Application for Certificate/Degree (form UMR-206) and the \$50 Certificate/Degree Fee to:

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

The Application for Certificate/Degree may be obtained from Maryland Field Representatives or on the UMUC Asia Web site at <http://www.asia.umuc.edu/student/resources/publications/studentaffforms/appfordiploma205.pdf>.

The completed Application for Certificate/Degree 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	30 December
15 February	30 May
15 May	30 August

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

Note: The three graduation dates when degrees are awarded are not the same as the dates Commencement ceremonies are held in Asia.

Graduation Review

Certificate, associate, and bachelor's degree 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 Certificate and Degree Requirements

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

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 Certificate/Degree for a specific graduation date does not constitute sufficient reason for a conference course to be approved.

Permission from the Director, Student Affairs, for conference courses must be requested in writing. *Note:* mathematics, statistics, foreign language, and most computer, writing, and accounting courses require a classroom setting and are not offered as conference courses.

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.

Information regarding Commencement ceremonies is mailed to graduates and prospective graduates in the early spring. For more information, visit the UMUC Asia Web site: <http://www.asia.umuc.edu/student/studentaff/gradcomm.html>.





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. University of Maryland University College prohibits 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. Makeup 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.

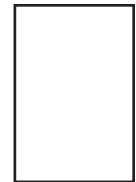
Students are required to complete ENGL 101 within their first 12 semester hours of UMUC work, and should take at least two writing courses as early as possible in their college career. This will help to ensure that their written assignments in other subjects are completed in an acceptable fashion.

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 is committed to assisting students with disabilities to the extent possible so that they are able to pursue their educational goals. Reasonable accommodations are available for students who have 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 University. Any special arrangements should be agreed to in writing before the first class meeting each term. Students who want more information or who wish to file a petition relating to their disability should contact the Director, Student Affairs, at UMUC Asia's administrative headquarters in Tokyo (Yokota Air Base).

All UMUC students are required to meet University policies and procedures and the academic degree requirements of all undergraduate certificates and degrees. Students with disabilities should review the requirements outlined in the current UMUC Asia *Catalog*. Students should not apply to a UMUC certificate or degree program with the expectation that any academic requirement will be waived or substituted.



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 Arts degree, a Bachelor of Science degree, or a Master's degree (on Okinawa only).

Certificate Programs

Certificate programs are directed toward developing knowledge in a specific subject area. Programs are available in Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management. Eighteen 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 120 semester hours. Of these, 41 s.h. comprise general education requirements. Students develop majors and minors, choosing from a variety of academic subjects, such as Accounting, Asian Studies, Business Administration, Computer and Information Science, Computer Studies, English, General Studies, History, Human Resource Management, Information Systems Management, Management Studies, and Psychology.

Graduate Program in Counseling Psychology

A graduate program in Counseling Psychology, offered through the cooperation of the Bowie State University Graduate School, is available on Okinawa. Through this program students develop theoretical understanding and applied skills in the fields of counseling psychology and guidance and counseling.

Summary of Programs of Study

Programs	Semester Hours Required	Areas of Study	
Certificate Programs	18 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 Asian Studies (B.A. only) Business Administration Communication Studies Computer & Information Science Computer Studies	English (B.A. only) General Studies History (B.A. only) Human Resource Management Information Systems Management Management Studies Psychology
Master's Degree (available on Okinawa only)		Counseling Psychology (M.A.) Guidance and Counseling (M.Ed.)	

Additional information and a catalog may be obtained from the graduate 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.

Certificate Programs

UMUC offers a wide variety of entry-level and advanced certificates for students to meet educational, job-related, and career goals. Certificates are especially 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.

There are five entry-level programs in Asia which permit beginning students or students wanting an initial focus on a specific subject area to earn certificates. These areas are Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management.

UMUC also offers a wide range of additional largely upper-level certificate programs geared toward helping members of the workforce stay current in today's demanding job market. Students will frequently need to combine online courses with classroom courses to complete the upper-level courses requirement.

These certificate programs have the following common features:

1. Each requires a total of 18 semester hours, including at least 9 semester hours with UMUC, in Asia, Europe, or UMUC Statewide;
2. The student must have a grade of at least C in each course.

Students seeking to earn a second certificate in a different academic area must complete an additional 9 semester hours with UMUC (Asia, Europe, or Statewide) following completion of the first certificate, and must fulfill all certificate requirements.

Entry-level Certificates

Accounting

(18 s.h., of which at least 9 s.h. must be completed with UMUC)

Accounting Core Courses (9 s.h.)

ACCT 220	Principles of Accounting I	3
ACCT 221	Principles of Accounting II	3
ACCT	Additional ACCT course or Accounting-related course	3

Accounting-Related Courses (9 s.h.)

Choose from the following courses:

BMGT 110	Introduction to Business and Management	3
ACCT	Any upper-level course in accounting	3
BMGT	Any upper-level course in finance	3
BMGT 380	Business Law I	3
BMGT 381	Business Law II	3
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
	<i>or</i>	
CMIS 102A	Fundamentals of Programming I	3
CMIS 140	Introductory Programming	3
	<i>or</i>	
CMIS 141A	Fundamentals of Programming II	3
CMST 340	Computer Applications in Management	3
ECON 201	Principles of Macroeconomics	3
	<i>or</i>	
ECON 205	Fundamentals of Economics	3
ECON 203	Principles of Microeconomics	3
STAT 200	Introduction to Statistics	3
	<i>or</i>	
STAT 230	Business Statistics	3
IFSM 300	Information Systems in Organizations	3

Computer Studies

(18 s.h., of which at least 9 s.h. must be completed with UMUC)

Computer Core Courses (6 s.h.)

CMIS 102	Introduction to Problem Solving and Algorithm Design	3
	<i>or</i>	
CMIS 102A	Fundamentals of Programming I	3
IFSM 201	Introduction to Computer-Based Systems	3

Computer Studies-Related Courses (12 s.h.)

CMIS 140	Introductory Programming	3
	<i>or</i>	
CMIS 141A	Fundamentals of Programming	3

CMIS 160	Discrete Mathematics for Computing	3
CMIS 240	Data Structures and Abstraction	3
	<i>or</i>	
CMIS 241	Data Structures and Abstraction	3
CMIS	Any upper-level course	
CMST	Any upper-level course	
IFSM	Any upper-level course	

Foreign Language Area Studies

(18 s.h., of which at least 9 s.h. must be completed with UMUC)

Japanese Studies

Core courses (12 s.h.)

JAPN 111	Elementary Japanese I	3
JAPN 112	Elementary Japanese II	3
JAPN 114	Elementary Japanese III	3
	<i>or</i>	
	Any Japanese-related studies course	
JAPN 115	Elementary Japanese IV	3
	<i>or</i>	
	Any Japanese-related studies course	

Courses in Japanese-related studies, to include culture, history, language, literature, or government and politics (6 s.h.), selected from such courses as:

ANTH 417	People and Cultures of East Asia	3
ASTD 150	Introduction to Asian Studies I	3
ASTD 160	Introduction to Asian Studies II	3
ASTD 301	The Japanese: Adapting the Past, Building the Future	3
ASTD	Other appropriate courses in Japanese area studies	3
GVPT 453	Recent East Asian Politics	3
GVPT 483	Government and Politics of Asia	3
HIST 284	East Asian Civilization I	3
HIST 285	East Asian Civilization II	3
HIST 482	History of Japan to 1800	3
HIST 483	History of Japan Since 1800	3
JAPN 105	Introduction to Japanese Language and Culture	3
JAPN 333	Japanese Life and Culture I	3
JAPN 334	Japanese Life and Culture II	3
JAPN 418	Japanese Literature in Translation	3
JAPN	Any other Japanese language course	3

Korean Studies

Core courses (12 s.h.)

KORN 111	Elementary Korean I	3
KORN 112	Elementary Korean II	3
KORN 114	Elementary Korean III	3
	<i>or</i>	
	Any Korean-related studies course	

KORN 115	Elementary Korean IV	3
	<i>or</i>	
	Any Korean-related studies courses	

2. Courses in Korean-related studies, to include culture, history, language, literature, or government and politics (6 s.h.), selected from such courses as:

ANTH 417	People and Cultures of East Asia	3
ASTD 150	Introduction to Asian Studies I	3
ASTD 160	Introduction to Asian Studies II	3
ASTD 302	The Two Koreas: Problems and Prospects	3
ASTD	Other appropriate courses in Korean area studies	3
KORN 105	Introduction to Korean Language and Culture	3
KORN 333	Korean Life and Culture	3
KORN	Any other Korean language course	3
GVPT 453	Recent East Asian Politics	3
GVPT 483	Government and Politics of Asia	3
HIST 284	East Asian Civilization I	3
HIST 285	East Asian Civilization II	3
HIST 382	The Korean War	3
HIST 383	Korean History	3
HIST 480	History of Traditional China	3
HIST 481	History of Modern China	3

Management

(18 s.h., of which at least 9 s.h. must be completed with UMUC)

Management-Related Courses (18 s.h.)

ACCT	Any Accounting course	3
BMGT	Any Business and Management course	3
CMIS	Any Computer and Information Science course	3
CMST	Any Computer Studies course	3
ECON 201	Principles of Macroeconomics	3
	<i>or</i>	
ECON 205	Fundamentals of Economics	3
ECON 203	Principles of Microeconomics	3
STAT 200	Introduction to Statistics	3
GVPT 210	Intro to Public Administration and Policy	3
IFSM	Any Information Systems Management course	3
MGST	Any Management Studies course	3
PSYC 221	Social Psychology	3
PSYC 361	Survey of Industrial & Organizational Psychology	3
SOCY 331	Work, Bureaucracy and Industry	3

Advanced Certificates

Accounting

The advanced accounting certificate is designed to meet the needs of accounting professionals who want to enhance their accounting skills. In addition to course prerequisites, students are encouraged to take courses in economics, basic mathematics, and statistics before starting the certificate program. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in accounting.

Certificate Requirements Semester Hours

Four required courses:

ACCT 310	Intermediate Accounting I	3
ACCT 311	Intermediate Accounting II	3
ACCT 417	Taxation of Corporations and Other Entities	3
ACCT 422	Auditing Theory and Practice	3

A supporting elective chosen from the following: 3

ACCT 321	Cost Accounting	
ACCT 323	Taxation of Individuals	
ACCT 326	Accounting Information Systems	
ACCT 328	Accounting Software	
ACCT 410	Accounting for Government and Not-for-Profit Organizations	
ACCT 411	Ethics and Professionalism in Accounting	
ACCT 424	Advanced Accounting	
ACCT 425	International Accounting	
ACCT 426	Advanced Cost Accounting	
ACCT 427	Advanced Auditing	
ACCT 436	Internal Auditing	
BMGT 340	Business Finance	
BMGT 341	Finance for the Nonfinancial Manager	

A second supporting elective chosen from the list above 3

Total semester hours for certificate in Accounting 18

Human Resource Management

The human resource management certificate prepares students for supervisory and midlevel management positions in human resource management and enables employees in public- and private-sector organizations to upgrade their skills with the theory and practical knowledge necessary to advance to a higher level. The certificate prepares the student for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations. With appropriate choice of major and elective courses, this certificate may be completed while pursuing the Bachelor of Science in human resource management.

Certificate Requirements Semester Hours

Three required courses:

BMGT 364	Management and Organization Theory	3
HRMN 300	Human Resource Management	3
HRMN 400	Human Resource Management: Analysis and Problems	3

A labor management course chosen from the following: 3

HRMN 362	Labor Relations	
HRMN 365	Conflict Management in Organizations	

A supporting elective chosen from the following: 3

BMGT 391	Motivation, Performance, and Productivity	
BMGT 464	Organizational Behavior	
BMGT 465	Organization Development and Change	
BMGT 484	Managing Teams in Organizations	
HRMN 367	Organizational Culture	
HRMN 390	Contemporary Compensation Management	
HRMN 406	Employee Training and Development	
HRMN 463	Public-Sector Labor Relations	
HRMN 490	International Human Resource Management	
HRMN 494	Strategic Human Resource Management	

A second supporting elective chosen from the list above 3

Total semester hours for certificate in Human Resource Management 18

Information Management

The information management certificate offers an overview of information systems, their role in organizations, and the relation of information systems to the objectives and structure of an organization. An introduction to the design and management of database systems in a business environment is provided. A study of the methods used in analyzing information needs and specifying application system requirements is complemented with a study of the concepts and techniques used in specifying the physical design of the targeted system. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in information systems management.

Certificate Requirements Semester Hours

An introductory computing course chosen from the following: 3

CMIS 102	Introduction to Problem Solving and Algorithm Design	
CMIS 102A	Fundamentals of Programming I	
CMST 306	Introduction to Visual Basic .NET Programming (or previous workplace experience with C, C++, Visual Basic, Ada, COBOL, or another	

high-level language plus an additional supporting elective from the lists below)

Three required courses:

IFSM 300	Information Systems in Organizations	3
IFSM 410	Database Concepts	3
IFSM 461	Systems Analysis and Design	3

A 300-level supporting elective course chosen from the following: 3

IFSM 302	Workplace Productivity
IFSM 303	Human Factors in Information Systems
IFSM 304	Ethics in the Information Age
IFSM 390	Multimedia Design and Evaluation for Information Systems Managers

A 400-level supporting elective course chosen from the following: 3

IFSM 411	SQL
IFSM 430	Information Systems and Security
IFSM 438	Project Management
IFSM 455	IT Infrastructure of E-Commerce

Total semester hours for certificate in Information Management 18

Management Foundations

The management foundations certificate prepares students for supervisory and midlevel management positions and enables employees in public- and private-sector organizations to upgrade their skills with the theory and practical knowledge necessary to advance to a higher level. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in business administration.

Certificate Requirements Semester Hours

Four required courses:

IFSM 300	Information Systems in Organizations	3
BMGT 364	Management and Organization Theory	3
MRKT 310	Marketing Principles and Organization	3
HRMN 300	Human Resource Management	3

A finance course chosen from the following: 3

BMGT 340	Business Finance
BMGT 341	Finance for the Nonfinancial Manager

A supporting elective chosen from the following: 3

BMGT 365	Leadership and Change
BMGT 380	Business Law I
BMGT 383	Planning and Control of Services
BMGT 464	Organizational Behavior
BMGT 496	Business Ethics

Total semester hours for certificate in Management Foundations 18

Project Management for IT Professionals

The certificate in project management for IT professionals offers an overview of information systems, their role in organizations, and the relationship of information systems to the objectives and structure of an organization. The planning, scheduling, and controlling of a system project during its life cycle is explored. A survey of techniques for improving the productivity of workplace practices and procedures is included. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in information systems management.

Certificate Requirements Semester Hours

Four required courses:

IFSM 201	Introduction to Computer-Based Systems	3
IFSM 300	Information Systems in Organizations	3
IFSM 438	Project Management	3
IFSM 461	Systems Analysis and Design	3

A supporting elective chosen from the following: 3

IFSM 302	Workplace Productivity
IFSM 303	Human Factors in Information Systems
IFSM 304	Ethics in the Information Age
IFSM 390	Multimedia Design and Evaluation for Information Systems Managers
IFSM 430	Information Systems and Security
IFSM 455	IT Infrastructure of E-Commerce

A second supporting elective chosen from the list above 3

Total semester hours for certificate in Project Management for IT Professionals 18

Women in Business

The women in business certificate prepares students (female and male) for supervisory midlevel and senior management positions in a variety of organizational settings. The certificate focuses on business and management issues related to gender in organizations. Students with less than two years of business experience are encouraged to take BMGT 110 Introduction to Business and Management in addition to the courses listed below.

Certificate Requirements Semester Hours

Four required courses:

BMGT 364	Management and Organization Theory	3
BMGT 312	Women in Business	3
BMGT 313	Women as Entrepreneurs	3
BMGT 314	Women as Leaders	3

A supporting elective chosen from the following: 3

BMGT 330	Entrepreneurship and New Venture Planning
BMGT 365	Leadership and Change

BMGT 464	Organizational Behavior
BMGT 484	Managing Teams in Organizations
HRMN 367	Organizational Culture
HRMN 406	Employee Training and Development
HRMN 494	Strategic Human Resource Management
PSYC 308J	Women Across Cultures
SPCH 324	Communication and Gender

A second supporting elective chosen from the list above 3

Total semester hours for certificate in Women in Business 18

Workplace Communications

The workplace communications certificate is designed to prepare students in the basics of communication vehicles and modes in the modern workplace. It introduces them to the vocabulary of the field and to the tools and techniques used to create workplace documents. With appropriate choice of major and elective courses, this certificate may be completed while pursuing the Bachelor of Arts in communication studies.

Certificate Requirements Semester Hours

Four required courses:

ENGL 101/101X	Introduction to Writing	3
IFSM 201	Introduction to Computer-Based Systems	3
CMST 310	Desktop Publishing	3
COMM 495	Seminar in Workplace Communication	3

A writing course chosen from the following: 3

COMM 393/393X	Technical Writing
COMM 394/394X	Business Writing

An editing course chosen from the following: 3

COMM 491	Technical Editing
ENGL 278F	Introduction to Principles of Text Editing

Total semester hours for certificate in Workplace Communications 18

The complete range of these largely online, upper-level, specialized undergraduate programs include certificates in Accounting—Introductory, Accounting—Advanced, Bio-Security, Business Project Management, Computer Applications, Computer Graphics and Design, Computer Networking, Correctional Administration, Customer Service Communications, Customer Service Management, Database Design and Implementation, Database Management, Desktop Publishing, E-Commerce in Small Business, E-Commerce Management, Environmental and Occupational Health and Safety Management, Financial Management, Gerontology, Human Resource Management, Information Assurance, Information Management, Internet Technologies, Laboratory Management, Management Founda-

tions, Negotiation and Conflict Management, Object-Oriented Design and Programming, Object-Oriented Programming Using Java, Paralegal Studies, Project Management for IT Professionals, Public Fire-Protection Management and Administration, Security Management, Security Operations, Software Engineering, Systems Approach to Fire Safety, Technology and Management, Terrorism and Institutions: Prevention and Response, UNIX System Administration, Visual Basic Programming, Web Design, Web Programming, Women in Business, Workplace Communications, Workplace Spanish

For additional information, go to <http://www.umuc.edu>.

Undergraduate Degree Programs

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

Curriculum Requirements (28 s.h.)

In addition to the general education requirements, students must

- take 28 semester hours of coursework related to their educational goals;
- at least 9 semester hours in core or core-related coursework for the chosen curriculum must be earned through UMUC;
- earn a grade of C or higher in all core or core-related curriculum courses.

Students may choose a general curriculum (described below) or a specialized curriculum with its own particular requirements (detailed on the following pages). Students who anticipate seeking a bachelor's degree should select courses that will advance that goal.

Associate of Arts, General Curriculum

The Associate of Arts 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

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

I. Communications (9 s.h.):

- A. ENGL 101 Introduction to Writing (3 s.h.) Must be taken within a student's first 12 s.h. Placement test required. May not be earned through credit by examination.
- B. Another writing course (3 s.h.)
- C. A third course in writing or speech (3 s.h.)

No more than three semester hours of writing credit may be earned through credit by examination.

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

One course in each of 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 in each of two of the following disciplines: ANTH, BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, or SOCY. Not all CCJS courses apply; eligible courses include CCJS 105.

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 a laboratory (4 s.h.)
- B. Any other science course (3 s.h.)

Courses from the following disciplines satisfy both requirements: ASTR, BCHM, BIOL, CHEM, GEOL, MICB, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology.

V. Mathematics (3 s.h.):

MATH 105, MATH 106, MATH 107, or a course at or above the level of college algebra. Must be completed within the first 15 s.h. with UMUC. Placement test required.

Note: MATH 107 is required for some programs. Students should refer to the specific program.

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

LIBS 150 Information Literacy and Research Methods must be completed within the first 15 s.h. with UMUC.

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 academic advisors in arranging their curriculum as appropriate to their personal interests and future educational plans.

The following course sequence will fulfill all the requirements for the Associate of Arts degree. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found above.

Curriculum Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests are required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/10IX	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
<i>or</i> MATH 106	Finite Mathematics <i>or a higher-level math course</i>	

Introductory Courses (to be taken within the first 30 semester hours)

HIST 142 <i>or</i> HIST 157	Western Civilization II History of the United States Since 1865 <i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</i>	3
BIOL 101 <i>and</i> BIOL 102	Concepts of Biology Laboratory in Biology <i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	3 1
ENGL 291	Expository and Research Writing <i>or other course to fulfill the general education requirement in communications/writing</i>	3
GVPT 170	American Government <i>or other course to fulfill the first general education requirement in behavioral and social sciences</i>	3
IFSM 201	Introduction to Computer-Based Systems <i>(recommended computing course; required for most bachelor's degrees)</i>	3
Curriculum course <i>(to be selected based on educational and career goals)</i>		3

Foundation and Curriculum Courses (to be taken after first and introductory courses)

PSYC 100	Introduction to Psychology	3
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or SOCY 100	Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course	or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	
SPCH 100	Foundations of Speech Communication	3
or JOUR 201	Writing for the Mass Media or other course to fulfill the general education requirement in communications/writing or speech	
Curriculum course (to be selected based on educational and career goals)		3
Curriculum course (to be selected based on educational and career goals)		3
Curriculum course (to be selected based on educational and career goals)		3

Elective Courses (to be chosen from any courses to complete the 60 s.h. for the degree)

	13
Total credits for AA with general curriculum	60

Specialized Curricula

The Associate of Arts specialized curricula are for adult students who wish to pursue a specific career or educational goal, often as a basis for further study toward the bachelor's degree. Each of the specialized curricula has its own requirements (indicated with ♦).

The following course sequence will fulfill all the requirements for the Associate of Arts degree. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 35.

Accounting

Curriculum Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests are required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
or a higher-level math course		
♦ BMGT 110	Introduction to Business and Management	3
	(recommended accounting-related curriculum course for students with no prior business experience)	
♦ ACCT 220	Principles of Accounting I	3

Introductory Courses (to be taken within the first 30 semester hours)

♦ ACCT 221	Principles of Accounting II	3
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics (required for BS in accounting) or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	1
ENGL 291	Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/writing	
♦ CMIS 102A	Fundamentals of Programming I	3
or IFSM 201	Introduction to Computer-Based Systems (recommended accounting-related curriculum course – IFSM 201 required for a BS in accounting)	

Additional Required Courses (to be taken after first and introductory courses)

PHIL 140	Contemporary Moral Issues	3
or a foreign language course	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	

	<i>or other course to fulfill the general education requirement in biological and physical sciences</i>	
♦ Any ACCT course, MGST course (except MGST 120 or 140), or BMGT finance course	(core course for accounting curriculum)	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 <i>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</i>	
SPCH 100	Foundations of Speech Communication	3
or COMM 390	Writing for Managers <i>or other course to fulfill the general education requirement in communications/writing or speech</i>	
♦ BMGT 380	Business Law I	3
or STAT 230	Business Statistics <i>or other accounting-related curriculum course chosen from the following:</i>	
ACCT 411	Ethics and Professionalism in Accounting	
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	
CMIS 102	Introduction to Problem Solving and Algorithm Design	
CMIS 102A	Fundamentals of Programming I	
CMST 340	Programming in Java	
ECON 201	Principles of Macroeconomics	
ECON 203	Principles of Microeconomics	
ECON 205	Fundamentals of Economics	
STAT 200	Introduction to Statistics	
STAT 230	Business Statistics	
MGST 120	Fundamentals of the Accounting Process	
MRKT 310	Marketing Principles and Organization	
♦ BMGT 364	Management and Organization Theory	3
or MGST 120	Fundamentals of the Accounting Process <i>or other accounting-related curriculum course</i>	
♦ Any ACCT, BMGT, or MGST course (except MGST 120 or 140)	(core course for accounting curriculum)	3
♦ Any ACCT, BMGT, or MGST course (except MGST 120 or 140)	(core course for accounting curriculum)	3

Elective Courses (to be chosen from any course to complete the 60 s.h. for the degree)

1

Total credits for AA with accounting specialization **60**

Business and Management

Curriculum Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests are required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra <i>or a higher-level math course</i>	3

- ♦ BMGT 110 Introduction to Business and Management 3
(required business core course for students with no prior business experience; also required for BS in business administration)

Introductory Courses (to be taken within the first 30 semester hours)

ECON 201	Principles of Macroeconomics (required for BS in business administration) <i>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences</i>	3
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BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology <i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	1
ENGL 291	Expository and Research Writing <i>or other course to fulfill the general education requirement in communications/writing</i>	3

- ♦ IFSM 201 Introduction to Computer-Based Systems 3
(recommended management-related curriculum course; required for BS in business administration)

- ♦ ACCT 220 Principles of Accounting I 3
PHIL 140 Contemporary Moral Issues 3
*or a foreign language course
or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities*

Additional Required Courses (to be taken after first and introductory courses)

- ♦ STAT 230 Business Statistics 3
or other introductory statistics course as a business core course
- PSYC 100 Introduction to Psychology 3
or SOCY 100 Introduction to Sociology
or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)
- ♦ ACCT 221 Principles of Accounting II 3
(required business core course)
- NSCI 100 Introduction to Physical Science 3

or ASTR 100	Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	
◆ ECON 203	Principles of Microeconomics (required business core course)	3
HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865 or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	3
SPCH 100 or COMM 390	Foundations of Speech Communication Writing for Managers or other course to fulfill the general education requirement in communications/writing or speech	3
◆ Management-related curriculum course chosen from		3
All ACCT courses		
All BMGT courses		
All CMIS courses		
All 3-credit CMST courses		
All ECON courses		
All IFSM courses		
All MGST courses		
GVPT 210	Introduction to Public Administration and Policy	
HRMN 300	Human Resource Management	
MRKT 310	Marketing Principles and Organization	
PSYC 221	Social Psychology	
PSYC 361	Survey of Industrial and Organizational Psychology	
SOCY 331	Work, Bureaucracy, and Industry	
SOCY 461	Industrial Sociology	
SPCH 108	Technical Speech Communication (courses required for BS in business administration are recommended)	
◆ Management-related curriculum course	(courses required for BS in business administration are recommended)	3

Elective Courses (to be chosen from any courses to complete the 60 s.h. for the degree—courses applicable to the BS in business administration are recommended)

	4
Total credits for AA with business and management specialization	60

Computer Studies

Curriculum Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests are required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra or a higher-level math course	3

Introductory Courses (to be taken within the first 30 semester hours)

◆ CMIS 102	Introduction to Problem Solving and Algorithm Design	3
or CMIS 102A	Fundamentals of Programming (first core curriculum course; required for BS in computer studies)	1
◆ CMIS 141 or CMIS 141A	Introductory Programming Fundamentals of Programming II (required core curriculum course)	3
PHIL 140 or a foreign language course	Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	3
BIOL 101 and BIOL 102	Concepts of Biology Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	3 1
◆ CMIS 240/241	Data Structures and Abstraction (required for BS in computer studies)	3
or other core curriculum course chosen from the following:		
CMIS 310	Computer Systems and Architecture	
IFSM 300	Information Systems in Organizations	
IFSM 310	Software and Hardware Concepts	
Any CMST course		
ENGL 291	Expository and Research Writing or other course to fulfill the general education requirement in communications/writing	3
GVPT 170	American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS courses to fulfill the first general education requirement in behavioral and social sciences	3

Additional Course (to be taken after first and introductory courses)

◆ IFSM 201	Introduction to Computer-Based Systems (required for BS in computer studies) or any CMIS, CMIT, CMSC, CMST, or IFSM course as a computer studies-related course	3
PSYC 100 or SOCY 100	Introduction to Psychology Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	3
NSCI 100 or ASTR 100	Introduction to Physical Science Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	3
HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865	3

	<i>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</i>	
SPCH 100	Foundations of Speech Communication 3	
or COMM 390	Writing for Managers	
	<i>or other course to fulfill the general education requirement in communications/writing or speech</i>	
◆ Computer studies core course		3

Elective Courses (*chosen from any courses to complete 60 s.h. for the degree—CMIS, CMST, or IFSM courses that may be applied to the BS are recommended*) 13

Total credits for AA with computer studies specialization 60

Foreign Language Area Studies

Foreign Language Area Studies associate degrees give students the opportunity to develop basic language skills of various Asian countries, normally the country in which they live. In addition, the Foreign Language Area Studies associate degrees provide students with a background in the life and culture of the country selected. 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.

Japanese Studies

Curriculum Courses Semester Hours

First Courses (within first 18 semester hours):

Take placement exams to ensure readiness for math and English composition courses

LIBS 150	Information Literacy and Research Methods 1	
ENGL 101/101X	Introduction to Writing 3	
MATH 105	Mathematics: Contemporary Topics and Applications 3	
or MATH 106	or Finite Mathematics (or higher level math course)	
◆ JAPN 111	Elementary Japanese I 3	

Introductory Courses (take within first 30 semester hours)

BIOL 101 and BIOL 102	Concepts of Biology and Laboratory in Biology <i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	3
ENGL 291	Expository and Research Writing <i>or other course to fulfill the general education requirement in communications/writing</i>	3

HIST 142 or HIST 142	Western Civilization II History of the U.S. Since 1865 <i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</i>	3
◆ JAPN 112	Elementary Japanese II 3	
◆ JAPN 114	Elementary Japanese III 3	
GVPT 200	International Political Relations <i>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education course in behavioral and social sciences</i>	3
◆ ASTD 150 or ASTD 160	Introduction to Asian Studies I 3	
	Introduction to Asian Studies II <i>(or other Japanese area studies course)</i>	

Additional Required Courses for the A.A. Degree (taken after first and introductory courses)

◆ JAPN 333 or JAPN 334	Japanese Life and Culture I Japanese Life and Culture II <i>(or other Japanese area studies course)</i>	3
◆ ASTD 301	The Japanese: Adapting the Past, Building the Future <i>(or other Japanese area studies course)</i>	3
◆ JAPN 115 NSCI 100 or ASTR 100	Elementary Japanese IV Introduction to Physical Science Introduction to Astronomy <i>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</i>	3
ANTH 102	Introduction to Anthropology: Cultural Anthropology and Linguistics <i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	3
◆ HIST 284 or HIST 285	East Asian Civilization I East Asian Civilization II <i>(or other Japanese area studies course)</i>	3
PHIL 140	Contemporary Moral Issues <i>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first discipline)</i>	3
SPCH 100	Foundations of Speech Communication <i>or other course to fulfill the general education requirement in communication/writing or speech</i>	3
◆ GVPT 453	Recent East Asian Politics <i>(or other Japanese Area Studies course)</i>	3

Elective courses (Choose any course to complete the 60 s.h. for the degree) 1

Korean Studies

Curriculum Courses Semester Hours

First Courses (within first 18 semester hours):

Take placement exams to ensure readiness for math and English composition courses

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
or MATH 106	Finite Mathematics (or higher level math course)	
◆ KORN 111	Elementary Korean I	3

Introductory Courses (take within first 30 semester hours)

BIOL 101 and BIOL 102	Concepts of Biology Laboratory in Biology	3 1
	or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	
ENGL: 291	Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/writing	
HIST 142 or HIST 142	Western Civilization II History of the U.S. Since 1865 or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	3
◆ KORN 112	Elementary Korean II	3
◆ KORN 114	Elementary Korean III	3
GVPT 200	International Political Relations or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education course in behavioral and social sciences	3
◆ ASTD 150 or ASTD 160	Introduction to Asian Studies I Introduction to Asian Studies II (or other Korean area studies course)	3

Additional Required Courses for the A.A. Degree (taken after first and introductory courses)

◆ KORN 333 or KORN 334	Korean Life and Culture I Korean Life and Culture II (or other Korean area studies course)	3
◆ ASTD 302	The Two Koreas: Problems and Prospects (or other Korean area studies course)	3
◆ KORN 115 NSCI 100 or ASTR 100	Elementary Korean IV Introduction to Physical Science Introduction to Astronomy or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	3 3
ANTH 102	Introduction to Anthropology: Cultural Anthropology and Linguistics or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	3
◆ HIST 284 or HIST 285	East Asian Civilization I East Asian Civilization II (or other Korean area studies course)	3
PHIL 140	Contemporary Moral Issues or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	3

SPCH 100	Foundations of Speech Communication	3
	or other course to fulfill the general education requirement in communication/writing or speech	
◆ GVPT 453	Recent East Asian Politics (or other Korean Area Studies course)	3

Electives (Choose any course to complete the 60 s.h. for the degree)

1

Management Studies

Curriculum Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests are required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
or MATH 106	Finite Mathematics or a higher-level math course	
◆ BMGT 110	Introduction to Business and Management (recommended management studies-related course for students with no prior business experience; also required for BS in business administration)	3

Introductory Courses (to be taken within the first 30 semester hours)

GVPT 170	American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	3
BIOL 101 and BIOL 102	Concepts of Biology Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	3 1
ECON 201 or ECON 203	Principles of Macroeconomics Principles of Microeconomics (required for BS in management studies) or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	3
ENGL 291	Expository and Research Writing or other course to fulfill the general education requirement in communications/writing	3
◆ IFSM 201	Introduction to Computer-Based Systems (recommended management studies core course; required for BS in management studies)	3

PHIL 140	Contemporary Moral Issues	3	<i>Elective Courses</i> (chosen from any courses to complete 60 s.h. for the degree — courses that may be applied to BS in management studies are recommended)
or a foreign language course or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities			
Additional Required Courses (to be taken after first and introductory courses)			10
◆ STAT 230	Business Statistics	3	Total credits for AA with management studies specialization
(recommended management studies core course; required for BS in management studies)			
NSCI 100 or ASTR 100	Introduction to Physical Science Introduction to Astronomy	3	Mathematics
or other course to fulfill the general education requirement in biological and physical sciences			
HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865	3	Curriculum Courses
or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)			
SPCH 100 or COMM 394/394X	Foundations of Speech Communication Business Writing	3	Semester Hours
or other course to fulfill the general education requirement in communications/writing or speech			
◆ BMGT 364 or MGST 160	Management and Organization Theory Principles of Supervision	3	First Courses (to be taken within the first 18 semester hours)
or other management studies core course chosen from the following:			
Any ACCT course			Note: Placement tests are required for math and English composition courses.
Any BMGT course			
Any CMIS course			LIBS 150 Information Literacy and Research Methods 1
Any CMST course			
Any ECON course			ENGL 101/101X Introduction to Writing 3
Any IFSM course			MATH 107 College Algebra 3
Any MGST course			(fulfills general education requirement in mathematics) or a higher-level math course
COMM 390	Writing for Managers		Note: Courses applied to general education requirements may not be applied to the major.
GVPT 210	Introduction to Public Administration and Policy		
PSYC 221	Social Psychology		MATH 108 Trigonometry and Analytical Geometry 3 (prerequisite for later courses)
PSYC 361	Survey of Industrial and Organizational Psychology		
SOCY 331	Work, Bureaucracy, and Industry		Introductory Courses (to be taken within the first 30 semester hours)
SOCY 461	Industrial Sociology		
SPCH 108	Technical Speech Communication		HIST 142 Western Civilization II 3
◆ Management studies core course		3	or HIST 157 History of the U.S. Since 1865
(courses that may be applied to BS in management studies are recommended)			or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities
◆ Management studies core course		3	NSCI 100 Introduction to Physical Science 3
(courses that may be applied to BS in management studies are recommended)			and NSCI 101 Physical Science Laboratory 1
			or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory
			ENGL 291 Expository and Research Writing 3
			or other course to fulfill the general education requirement in communications/writing
			ECON 201 Principles of Macroeconomics 3
			or ECON 203 Principles of Microeconomics
			or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education in behavioral and social sciences
			◆ One of the following math sequences: 8–9
			MATH 130 Calculus A

and MATH 131	Calculus B
and MATH 132	Calculus C
or	
MATH 140	Calculus I
and MATH 141	Calculus II

Additional Courses

BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course	or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	
SPCH 100	Foundations of Speech Communication	3
	or other course to fulfill the general education requirement in communications/writing or speech	
◆ MATH 241	Calculus III	4
◆ MATH 240	Introduction to Linear Algebra	3–4
or MATH 246	Differential Equations	
◆ STAT 200	Introduction to Statistics	3
◆ A mathematics-related course chosen from the following:		3
	Any ACCT course	
	Any STAT course	
	Any BMGT finance course	
CHEM 103	General Chemistry I	
CHEM 113	General Chemistry II	
CMIS 102	Introduction to Problem Solving and Algorithm Design	
CMIS 102A	Fundamentals of Programming I	
CMIS 141/141A	Introductory Programming	
CMIS 160	Discrete Mathematics for Computing	
CMIS 240/241	Data Structures and Abstraction	
CMIS 320	Relational Databases	
CMIS 330	Software Engineering Principles and Techniques	
CMSC 150	Introduction to Discrete Structures	
ECON 201	Principles of Macroeconomics	
ECON 203	Principles of Microeconomics	
ECON 205	Fundamentals of Economics	
ECON 430	Money and Banking	
ECON 440	International Economics	
PHYS 111	General Physics II or a higher-level physics course	
◆ Another mathematics-related course		3

Elective Courses (chosen from any courses to complete 60 s.h. for the degree—mathematics-related coursework is recommended)

3

Total credits for AA with mathematics specialization 60

Second Associate Degree

It is not possible to earn two degrees concurrently at the same level (e.g., two associate degrees) using the same credit. However, students may wish to pursue a second AA degree after the award of the first AA degree.

A student who holds an associate degree from UMUC or another regionally accredited college or university can earn a second, more specialized associate degree by meeting the following requirements:

1. Request an Official Evaluation for the second degree before enrolling in applicable course work, but after completing the requirements for the first AA degree. If the first degree was not with UMUC, the student must complete at least 6 s.h. with UMUC before the Official Evaluation is conducted.
2. Complete at least 15 new semester hours with UMUC (including at least 9 s.h. in the core or core-related area, depending on the degree). The new 15 s.h. must be uniquely applicable to the second UMUC AA degree.

If the second degree is in the same field as the first, the second degree must be in a more specialized subdiscipline of the field (e.g., it is permissible to earn a second AA in BMGT after earning the first AA in MGST, but not the reverse).

Earning an Associate of Arts Degree after Earning a Baccalaureate Degree

It is possible to earn an associate degree concurrently with a baccalaureate degree if all degree requirements have been met for both degrees and the student applies for both degrees. However, once the baccalaureate degree is conferred, the student will be held to second degree rules for associate degrees, which stipulate that 15 s.h. of new credit must be earned.

Bachelor's Degrees

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.

Current UMUC degree programs are open to UMUC students anywhere in the world. However, offerings sufficient to complete every program may not be available at every location. Students should consult advisors and site-specific materials to determine which programs they may normally expect to complete from their geographic location. 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 section.

Expectations

UMUC aims to produce graduates who are well prepared to be responsible citizens of a 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 and 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 meet expectations in specific core learning areas across the bachelor's degree as well as within the major disciplines. The UMUC degree begins with basic intellectual tools, ensuring through the general education and crosscurricular requirements that students are able to:

- Demonstrate competence in effective writing and oral communication.
- Understand information technology broadly enough to apply technology productively to academic studies, work, and everyday life; recognize when information technology would assist or impede the achievement of a goal; and adapt to the changes in and advancement of information technology.
- Demonstrate competence in information literacy by using libraries and other information resources to locate, evaluate, and use needed information effectively.
- Demonstrate knowledge of other cultures and the ability to respond appropriately to a variety of cross-cultural situations.
- Demonstrate the application of mathematical and numerical reasoning skills.
- Demonstrate the ability to understand key concepts and principles of the natural, social, and behavioral sciences and apply these principles appropriately within their lives.
- Demonstrate knowledge of relationships to other times and cultures, past and present, and an appreciation of major contributions of various events and individuals to human civilization; gain a chronological knowledge of the past and/or factual knowledge of a specific historical period; and study historical topics, trends, or events in the context of other disciplines to foster an understanding of issues of cause and effect.
- Demonstrate an understanding of their roles and responsibilities as citizens, including the ability to think critically and systematically about the consequences of their actions on the environment, both physical and social; knowledge of governance, society, and ethical issues that enable students to develop informed judgments and negotiate different perspectives; and understanding that will enable them to function

responsibly as civically engaged citizens able to contribute meaningfully to society.

These core learning areas are further promoted both by integration throughout all programs. UMUC conducts learning outcomes assessments to measure and improve student learning in these areas as well as in specific disciplinary knowledge and skills.

In pursuit of an academic major (and minor), the UMUC student acquires mastery of a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major and minor provides clearly articulated objectives for the knowledge, skills, and abilities a student acquires 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 (including UMUC). 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 UMUC or 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 his or her 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, 2005.

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 (i.e., in courses numbered 300 and higher) 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; however, the same course may not be used to fulfill requirements for more than one major.

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

Choosing a minor is strongly encouraged even though it is optional for all but 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 upper-level (unless otherwise specified) and must be earned through UMUC. No grade may be lower than C. Specific coursework is prescribed for each minor and is described in the following section.

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

I. Communications (12 s.h.)

A. ENGL 101/101X (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, 379A, 380, 400, 486A, 486B, and 493) and ENGL 102, 278F, 291, 294, 303, 391/391X, 480, 482, 483, 485, and 493; and JOUR 201 apply.

C. A third course in writing or a course in speech communication (3 s.h.)

All COMM and SPCH courses (except 486A and 486B); ENGL 102, 278F, 281, 281X, 291, 294, 303, 384, 391/391X, 480, 482, 483, 485, and 493; and JOUR 201 apply.

D. An upper-level intensive writing course (3 s.h.)

ENGL 391/391X; COMM 393/393X, and 394/394X 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 (CCJS 100, 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461 only), ECON, GEOG, GERO (except GERO 341, 342, 351, and 353), GVPT, PSYC, or SOCY.

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, BSCI, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology.

V. Mathematics (3 s.h.)

MATH 105, MATH 106, 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.), which must be completed within the first 15 s.h.

B. *For computing majors:* One course satisfying the international perspective requirement and one course satisfying the civic responsibility perspective requirement (6 s.h.)

C. *For noncomputing majors:* A total of 6 semester hours in computing courses, including

- IFSM 201 (3 s.h.)

- An additional computing course appropriate to the academic major (3 s.h.)

Students should refer to the specific major for requirements or recommendations. Unless otherwise specified, upper-level or lower-level courses in CMIS, CMIT, CMSC, CMST, and IFSM; ACCT 326; and LGST 360 and 363A apply. *Note:* IFSM 300 or ACCT 326 is required for business-related majors.

VII. Cross-Curricular Perspective 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). A given course may be applied to only one of the cross-curricular requirements, even though it may appear on more than one list.

A. Historical Perspective (3 s.h.)

One course that offers a historical perspective (3 s.h.)

B. International Perspective (3 s.h.)

One course that offers an international perspective (3 s.h.)

The international perspective requirement may be met by 3 s.h. of a foreign language. Computing majors must satisfy this requirement within the general education requirements.

C. Civic Responsibility Perspective (3 s.h.)

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 Perspective Requirements: 41-50 s.h.

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

Electives may be taken in any academic discipline. No more than 21 semester hours 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, up to a maximum of 18 s.h., may be applied toward electives only.

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

Overall Bachelor's Degree Requirements

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

1. Students must complete a minimum of 120 semester hours of credit.
2. Students must maintain a minimum grade-point average of 2.0 (C) overall and a minimum grade of C (2.0) for any course applied to the academic major or minor.
3. Within the 120 semester hours required, the following coursework must be taken through 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 (i.e., earned in courses numbered 300 to 499), preferably within the major or minor
4. At least 45 semester hours must be upper-level credit and include:
 - At least one half of the semester hours required for the major
 - 3 semester hours in intensive writing

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, including at least one course taken through UMUC. Credit earned by examination, portfolio assessment, internships/Cooperative Education, or non-collegiate training does not count as graded coursework.

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.

Within these requirements, students must also:

- maintain a cumulative grade point average of at least 2.0 (C).
- complete a minimum of 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.asia.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. However, students may not earn a second bachelor's degree with a double 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 intensive writing course, IFSM 201 (except for computer majors), 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 at UMUC is required. A minimum grade-point average of 2.0 in all courses taken through UMUC is required for graduation.

To qualify for academic honors, the student must complete at least 45 new semester hours through UMUC with the requisite grade point average.

All students need to be aware of what is entailed in a second bachelor's degree. Before beginning work or considering non-traditional 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.

Bachelor’s Degree Curricula

Majors and Minors

The academic major requires 30 to 38 semester hours of credit, while the minor (optional except for accounting majors) requires 15 to 19 semester hours. Half of the credit applied toward any major and any minor must be upper level, and at least half the semester hours for any major or minor must be taken at UMUC. At least half of the credit applied toward a major or minor must be earned through graded coursework. A maximum of six 1-semester-hour courses may be applied toward a major and a maximum of six 1-semester-hour courses may be applied toward a minor. See major and minor listings for specific requirements. Each major is available only for the Bachelor of Arts (BA) or the Bachelor of Science (BS) degree. Dual majors are available only for the Bachelor of Science degree.

Majors Available in Asia for the Bachelor of Arts

- Asian Studies
- Communication Studies
- English
- History

Majors Available in Asia for the Bachelor of Science

- Accounting
- Business Administration
- Computer and Information Science
- Computer Studies
- General Studies*
- Human Resource Management
- Information Systems Management
- Management Studies
- Psychology

** Students must consult an academic advisor before selecting this major. General Studies is not available for a dual major.*

For a list of all available degrees, including those offered online, see page 47.

Cross-Curricular Perspective Courses

The following course lists apply to requirements effective fall 2005. Students who began continuous enrollment before fall 2005 should contact an academic advisor to confirm whether their course choices apply to requirements. Students must take one course from each of the three areas shown below. No course may be used to fulfill more than one of the cross-curricular perspective requirements, even though it may appear on more than one list.

Civic Responsibility Perspective

BMGT 496 Business Ethics

ENGL 406	Shakespeare: Power and Justice
GVPT 100	Principles of Government and Politics
GVPT 403	Law, Morality, and War
HUMN 311	Workplace Ethics
IFSM 304	Ethics in the Information Age
NSCI 361	Global Environment Change
NSCI 362	Environmental Change and Sustainability
PHIL 140	Contemporary Moral Issues
SPCH 426	Negotiation and Conflict Management

Historical Perspective

Any 3-credit HIST or ARTH course.

International Perspective

Any foreign language course	
Any ASTD course	
ACCT 425	International Accounting
ANTH 102	Introduction to Anthropology: Cultural Anthropology and Linguistics
ANTH 344	Cultural Anthropology and Linguistics
BMGT 392	Global Business Management
ENGL 454	Modern World Drama
GVPT 200	International Political Relations
HUMN 351	Myth and Culture
MRKT 454	Global Marketing
SPCH 482	Intercultural Communication

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 to resolve complex business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the target audience so that decision makers can formulate informed decisions and take action.

Key to Majors and Minors

Discipline	Major	Minor
Accounting	Page 46	Page 49
African American Studies		*www
Art		*www
Art History		*www
Asian Studies	Page 49	Page 51
Biology		*www
Biotechnology	*www	
Business Administration	Page 51	Page 53
Business Law and Public Policy		*www
Business Supply Chain Management		*www
Communication Studies	Page 53	Page 55
Computer and Information Science	Page 56	
Computer Information Technology	*www	
Computer Science	*www	
Computer Studies	Page 57	Page 59
Criminal Justice	*www	*www
Customer Service Management		*www
Economics		*www
English	Page 59	Page 61
Environmental Management	*www	*www
Finance	*www	*www
Fire Science	*www	*www
Forensics		*www
General Studies	Page 61	
Gerontology	*www	*www
Global Business and Public Policy	*www	
Government and Politics		Page 63
History	Page 63	Page 65
Humanities	*www	*www
Human Resource Management	Page 65	Page 67
Information Systems Management	Page 68	
International Business Management		*www
Journalism		*www
Legal Studies	*www	
Management Studies	Page 69	Page 71
Marketing	*www	*www
Mathematical Sciences		*www
Microbiology		*www
Natural Science		*www
Psychology	Page 72	Page 73
Social Science	*www	
Sociology		Page 74
Speech Communication		*www
Strategic and Entrepreneurial Management		*www
Women's Studies		*www

*www – http://www.umuc.edu/prog/ugp/mjr_chart.shtml

- 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 to analyze accounting and business issues.
- Identify ethical issues associated with accounting and business situations and apply appropriate principles of ethics and civic responsibility.
- 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.

Degree Requirements

A degree with a major in accounting requires the successful completion of 120 semester hours of coursework, including 54 semester hours for the major and mandatory minor in business administration (indicated by ♦), 41 semester hours in general education requirements (GERs), and 25 semester hours in electives. At least 18 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fulfill all the requirements for the B.S. in accounting. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 44.

Accounting Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	
BMGT 110	Introduction to Business and Management	3
	<i>(strongly recommended elective for students with no prior business experience)</i>	
♦ ACCT 220	Principles of Accounting I	3

Introductory Courses (to be taken within the first 30 semester hours)

♦ ACCT 221	Principles of Accounting II	3
ECON 201	Principles of Macroeconomics	3
	<i>(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)</i>	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	<i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	
ENGL 291	Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/writing</i>	
IFSM 201	Introduction to Computer-Based Systems	3

Foundation Courses (to be taken within the first 60 semester hours)

PHIL 140	Contemporary Moral Issues	3
	<i>or a foreign language course</i>	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</i>	
♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
ECON 203	Principles of Microeconomics	3
	<i>(related requirement for accounting major)</i>	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	<i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	<i>or other course to fulfill the general education requirement in biological and physical sciences</i>	
♦ ACCT 310	Intermediate Accounting I	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	<i>or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement for historical perspective</i>	
♦ ACCT 321	Cost Accounting	3
SPCH 100	Foundations of Speech Communication	3
or COMM 390	Writing for Managers	
	<i>or other course to fulfill the general education requirement in communications/writing or speech</i>	
ACCT 326	Accounting Information Systems	3
or IFSM 300	Information Systems in Organizations	

Additional Required Courses (to be taken after introductory and foundation courses)

♦ BMGT 364	Management and Organization Theory	3
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◆ ACCT 311	Intermediate Accounting II	3
◆ ACCT 323	Taxation of Individuals	3
◆ BMGT 496	Business Ethics	3
◆ ACCT 422	Auditing Theory and Practice	3
COMM 394/394X	Business Writing	3
	<i>or other course to fulfill the general education requirement for international perspective and major requirement for upper-level coursework</i>	
◆ ACCT 425	International Accounting	3
	<i>or other course(s) to fulfill the cross-curricular requirement for international perspective and major requirement for upper-level coursework</i>	
◆ Any upper-level ACCT course (supplemental course for major)		3
◆ BMGT 340	Business Finance	3
◆ Any upper-level ACCT course (supplemental course for major)		3
◆ BMGT 380	Business Law I	3
◆ Any upper-level ACCT course (supplemental course for major)		3
◆ MRKT 310	Marketing Principles and Organization	3

Additional Elective Courses (to be taken in the last 60 hours along with required major courses) 19

Capstone Course for Major (to be taken in the last 30 semester hours)

◆ ACCT 495	Contemporary Issues in Accounting Practice	3
Total credits for BS in Accounting		120

Minor in Accounting

The accounting minor complements the skills the student gains in his or her major discipline by providing a 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 to resolve business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the target audience so that decision makers can formulate 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 associated with accounting and business situations and apply appropriate principles of ethics and civic responsibility.

Requirements for the Minor

A minor in accounting requires the completion of 15 semester hours of coursework in accounting, at least 9 of which must be earned in upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Accounting Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Courses

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

Supplemental Courses

Upper-level ACCT course	3
Upper-level ACCT course	3
Total credits for minor in Accounting	15

Asian Studies

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 history, business, economics, politics, and culture of the Asian/Pacific region. It examines that region's rich past and continuing contributions to the global community. The curriculum reflects this commitment to cultural awareness and scholarly analysis within the format of Asian life and influence.

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 communication skills, both orally and in writing, within the venue of Asian economic, political,

cultural, and historical developments.

- 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.
- Demonstrate a certain competence in an Asian language.
- Demonstrate a knowledge of ethical and social responsibility issues within an Asian context.

Degree Requirements

A degree with a major in Asian studies requires the successful completion of 120 semester hours of coursework, including 30 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements (GERs); and 49 semester hours in the minor, electives, and other degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fulfill all the requirements for the B.A. in Asian studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 44.

Asian Studies Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
or MATH 106	Finite Mathematics	
	or a higher level math course	

Introductory Courses (to be taken within the first 30 semester hours)

PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
	or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	
ENGL 291	Expository and Research Writing	3

GVPT 170

IFSM 201

♦ ASTD 150

♦ JAPN 111

or KORN 111

or other course to fulfill the general education requirement in communications/writing

American Government 3
or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences

Introduction to Computer-Based Systems 3

Introduction to Asian Studies I 3

Elementary Japanese I 3

Elementary Korean I

or other Asian language course for major

Foundation Courses (to be taken within the first 60 semester hours)

♦ ASTD 160	Introduction to Asian Studies II	3
ANTH 102	Introduction to Anthropology: Cultural Anthropology and Linguistics	3
	or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to fulfill the general education requirement in biological and physical sciences	
HIST 141	Western Civilization I	3
or HIST 142	Western Civilization II	
	or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	
IFSM 304	Ethics in the Information Age	3
	or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing and the cross-curricular requirement in civic responsibility	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to fulfill the general education requirement in communications/writing or speech	
♦ JAPN 112	Elementary Japanese II	3
or KORN 112	Elementary Korean II	
	(second Asian language course required for major)	
♦ PHIL 307	Asian Philosophy	3

Additional Required Courses (to be taken after introductory and foundation courses)

ENGL 391/391X	Advanced Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/upper-level intensive writing	
♦ ASTD 309	Business in Asia	3
	or other supplemental major course chosen from the following:	
	Any upper-level ASTD, JAPN, or KORN course	
ANTH 417	Peoples and Cultures of East Asia	
ECON 380	Comparative Economic Systems	

ECON 482	The Economy of China	
GVPT	Any Asian government course	
HIST	Any Asian history course	
HUMN 312	Ethics and Religion	
HUMN 350	The Religious Quest	
♦ JAPN 114	Elementary Japanese III	3
or KORN 114	Elementary Korean III (third Asian language course required for major)	
♦ JAPN 333	Japanese Life and Culture I	3
or KORN 333	Korean Life and Culture or other supplemental major course from above list	
♦ ASTD 397	Anthropology of Asian Religions or other supplemental major course	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

49

Capstone Course for Major (to be taken in the last 30 semester hours)

♦ ASTD 485	Great Issues in Asian Studies	3
Total credits for BA in Asian Studies		120

Minor in Asian Studies

The Asian Studies minor complements the skills the student gains in his or her major discipline by providing an interdisciplinary study of the cultural, historical, political, and contemporary business reality of the Asian/Pacific world.

Objectives

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

- Examine and analyze aspects of Asian history, politics, business, economics, and society.
- Examine and analyze aspects of Asian culture.
- Hone analytical, research, and writing skills within Asia-centered course topics and themes.

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 upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Asian Studies Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Introductory Course

ASTD 150	Introduction to Asian Studies I	3
or ASTD 160	Introduction to Asian Studies II	

Supplemental Minor Courses

Any course chosen from those applicable to the Asian studies major	3
Any upper-level course from those applicable to the Asian studies major	3
Any upper-level course from those applicable to the Asian studies major	3
Any upper-level course from those applicable to the Asian studies major	3

Total credits for minor in Asian Studies **15**

Business Administration

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, business supply chain management, customer service and operations management, ethics and social responsibility, finance, human resource management and labor relations, international business, strategic and entrepreneurial management, organizational behavior, marketing and sales, 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

- Use critical-thinking skills in conducting research in business and management.
- Apply analytical and problem-solving skills in resolving business management problems and issues.
- Identify and apply key concepts and theories in business and management.
- Articulate the domestic and global dimensions of and influences on business and management.

- Employ effective communication skills, orally and in writing, consistent with the business and professional environment.
- Use computer applications and technology currently 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 theories and concepts in business management, accounting, economics, statistics, finance, marketing, human resource management, business law, and strategic management and apply these theories and concepts to various business situations.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to business operations, human resources and human factors, information systems, governmental regulation, and domestic and international ventures.
- Apply appropriate information technology to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans.

Degree Requirements

A degree with a major in business administration requires the successful completion of 120 semester hours of coursework, including 36 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements (GERs); and 43 semester hours in the minor, electives, and other degree requirements. At least 18 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fill all the requirements for the B.S. in business administration. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 44.

Business Administration

Major Courses

Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	
♦ BMGT 110	Introduction to Business and Management	3
	<i>(students with business experience should substitute supplemental major course in the last 60 hours of study)</i>	

Introductory Courses (to be taken within the first 30 semester hours)

ECON 201	Principles of Macroeconomics	3
	<i>(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)</i>	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	<i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	
ENGL 291	Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/writing</i>	
IFSM 201	Introduction to Computer-Based Systems	3
♦ ACCT 220	Principles of Accounting I	3
PHIL 140	Contemporary Moral Issues	3
	<i>or a foreign language course</i>	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</i>	

Foundation Courses (to be taken within the first 60 semester hours)

♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	<i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	
♦ ACCT 221	Principles of Accounting II	3
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	<i>or other course to fulfill the general education requirement in biological and physical sciences</i>	
ECON 203	Principles of Microeconomics	3
	<i>(related requirement for major)</i>	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	<i>or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective</i>	
IFSM 300	Information Systems in Organizations	3
or ACCT 326	Accounting Information Systems	
SPCH 100	Foundations of Speech Communication	3
or COMM 390	Writing for Managers	
	<i>or other course to fulfill the general education requirement in communications/writing or speech</i>	

Additional Required Courses (to be taken after introductory and foundation courses)

♦ BMGT 364	Management and Organization Theory	3
COMM 394/394X	Business Writing	3
	<i>or other course to fulfill the general education</i>	

reent in communications/upper-level intensive writing

◆ MRKT 310	Marketing Principles and Organization	3
◆ BMGT 380	Business Law I	3
◆ HRMN 300	Human Resource Management	3
◆ BMGT 340	Business Finance	3
◆ BMGT 392	Global Business Management	3
<i>or other course(s) to fulfill the cross-curricular requirement in international perspective and the requirement for supplemental major coursework chosen from ACCT, BMGT, ENMT, HRMN, MRKT, MGST)</i>		
◆ BMGT 496	Business Ethics	3
<i>(also fulfills the cross-curricular requirement in civic responsibility)</i>		

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

40

Recommended minor

Human resource management, marketing, finance, or other business-related minor

Recommended elective

MATH 130 Calculus A
(for students who plan to go on to graduate school)

Capstone Course for Major (to be taken in the last 30 semester hours)

◆ BMGT 495	Strategic Management	3
Total credits for BS in Business Administration		120

Minor in Business Administration

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

Objectives

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

- Use critical thinking skills in conducting research in business and management.
- Apply analytical and problem-solving methods in resolving business management problems and issues.
- Identify and apply 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 upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Business Administration Minor Courses

Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Foundation Course or Courses

BMGT 110	Introduction to Business and Management	3
<i>(students with business experience should substitute supplemental major course in the last 60 hours of study)</i>		
BMGT 364	Management and Organization Theory	3

Supplemental Courses

Any course from ACCT, BMGT, ENMT, HRMN, MRKT, MGST	3
Any upper-level course from above list	3
Any upper-level course from above list	3
Total credits for minor in Business Administration	15

Communication Studies

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

Major in Communication Studies

The communication studies major offers a multidisciplinary study of communication that integrates topics in business and technical writing, mass communication, journalism, public relations, and speech communication. This integrated major encourages thinking across traditional disciplines. Students explore various aspects of workplace communication, including the development of written and oral communication skills as well as an increasing understanding of human interaction. The major's multidisciplinary approach produces graduates who have the appropriate balance of theoretical background and sophisticated, practical communication skills needed in today's workplace.

Objectives

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

- Apply communication theories—including both speech communication and mass communication theories—to various situations and contexts
- Identify and apply effective strategies for creating, editing and presenting effective written messages given different audiences and contexts
- Explain the role media and mass communication plays in society
- Describe and use effective interaction styles in communication with others across a variety of contexts
- Analyze any communication situation and be able to apply appropriate oral and/or written communication skills as needed
- Use tools and technology to gather information as well as to develop and deliver messages
- Critically analyze information for creating effective oral or written messages and for evaluating messages

Degree Requirements

A degree with a major in communication studies requires the successful completion of 120 semester hours of coursework, including 30 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements (GERs); and 49 semester hours in the minor, electives, and other degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fulfill all the requirements for the B.A. in communication studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) may be found on pages 43-45.

Communication Studies Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3

or MATH 106 Finite Mathematics
or a higher-level math course

Introductory Courses (to be taken within the first 30 semester hours)

HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865 or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course(s) to fulfill the first general education requirement in arts and humanities and the cross-curricular requirement in historical perspective	3
BIOL 101 and BIOL 102	Concepts of Biology Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	3 1
ENGL 291	Expository and Research Writing or other course to fulfill the general education requirement in communications/writing	3
SOCY 100 or GVPT 170	Introduction to Sociology American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	3 3
IFSM 201	Introduction to Computer-Based Systems	3

Foundation Courses (to be taken within the first 60 semester hours)

PSYC 100 or BEHS 210	Introduction to Psychology Introduction to Social and Behavioral Science or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	3
NSCI 100 or ASTR 100	Introduction to Physical Science Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	3
PHIL 140 or a foreign language course	Contemporary Moral Issues or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	3
SPCH 100 or JOUR 201	Foundations of Speech Communication Writing for the Mass Media or other course to fulfill the general education requirement in communications/writing or speech	3
IFSM 304	Ethics in the Information Age or other course(s) to fulfill the second general education requirement in the interdisciplinary issues/computing and the cross-curricular requirement in civic responsibility	3
♦ COMM 300	Communication Theory	3

Additional Required Courses (to be taken after introductory and foundation courses)

COMM 393/393X	Technical Writing	3
or COMM 394/394X	Business Writing	
	<i>or other course to fulfill the general education requirement in communications/upper-level intensive writing</i>	
◆ COMM 380	Language in Social Contexts	3
	<i>or other writing or language arts course chosen from the following:</i>	
COMM 491	Technical Editing	
COMM 390	Writing for Managers	
COMM 393/393X	Technical Writing	
COMM 394/394X	Business Writing	
ENGL 278F	Introduction to Principles of Text Editing	
ENGL 281/281X	Standard English Grammar, Usage, and Diction	
ENGL 384	Advanced Grammar and Style	
ENGL 391/391X	Advanced Expository and Research Writing	
◆ COMM 400	Communication and the Law	3
or COMM 379A	Critical Perspectives in Mass Communication	
	<i>or any JOUR course</i>	
◆ SPCH 470	Listening	3
	<i>or any SPCH course</i>	
◆ COMM 493	Graphics/Text Integration	3
	<i>or other supplemental major course chosen from the following:</i>	
	Any COMM course	
	Any JOUR course	
	Any SPCH course	
PSYC 334	Psychology of Interpersonal Relationships	
PSYC 424	Communication and Persuasion	
PSYC 462	The Psychology of Advertising	
HRMN 302	Organizational Communication	
HRMN 367	Organizational Culture	
MRKT 310	Marketing Principles and Organization	
MRKT 456	Advertising	
◆ SPCH 482	Intercultural Communication	3
	<i>or other course(s) to fulfill the cross-curricular requirement in international perspective and the requirement for supplemental major coursework (chosen from list above)</i>	
◆ Any COMM, JOUR, or SPCH		
	<i>or other supplemental major course</i>	3
◆ Any COMM, JOUR, or SPCH		
	<i>or other supplemental major course</i>	3
◆ Any COMM, JOUR, or SPCH		
	<i>or other supplemental major course</i>	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

49

Capstone Course for Major (to be taken in the last 30 semester hours)

3

- ◆ COMM 495 Seminar in Workplace Communication

or COMM 490 Seminar in Technical Communication
or SPCH 397 Organizational Presentations

Total credits for BA in Communication Studies 120

Minor in Communication Studies

The communication studies minor complements the skills the student gains in his or her major discipline by providing specialized skills in workplace communication, including the development of written and oral communication skills as well as a greater understanding of human interaction.

Objectives

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

- Apply communication theories—including both speech communication and mass communication theories—to various situations and contexts
- Identify and apply effective strategies for creating, editing and presenting effective written messages given different audiences and contexts
- Use tools and technology to gather information as well as to develop and deliver messages
- Critically analyze information for creating effective oral or written messages and for evaluating messages

Requirements for the Minor

A minor in communication studies requires the completion of 15 semester hours of coursework in communication studies, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Communication Studies

Minor Courses

Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Course

COMM 300 Communication Theory 3

Supplemental Minor Courses

Any COMM, JOUR, or SPCH 3
Any COMM, JOUR, or SPCH 3

Any COMM, JOUR, or SPCH	3
Any COMM, JOUR, or SPCH	3
Total credits for minor in Communication Studies	15

Computer and Information Science

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 and methods, as well as 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

The student who graduates with a major in computer and information science will be able to

- Incorporate relevant theory, techniques, and knowledge of programming languages and computer systems in developing computer-based solutions to practical problems in the field of information systems and technology.
- Effectively use object-oriented programming languages, such as Java or C++, 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 Java, C++, and Perl; and relational and object-oriented database systems such as Oracle.
- 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 the management of changes and developments in information systems and technology.
- Discuss 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.
- Apply the tools and techniques in research and analysis required to evaluate computer and information science products.

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

Degree Requirements

A degree with a major in computer information science requires the successful completion of 120 semester hours of coursework, including 30 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements (GERs); and 49 semester hours in the minor, electives, and other degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above). The following course sequence will fill all the requirements for the B.S. in computer information science. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fulfill all the requirements for the B.A. in communication studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) may be found on pages 43-45.

Computer and Information Science Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	

Introductory Courses (to be taken within the first 30 semester hours)

♦ CMIS 102	Introduction to Problem Solving and Algorithm Design	3
<i>or</i> CMIS 102A	Fundamentals of Programming I	
♦ CMIS 141	Introductory Programming	3
<i>or</i> CMIS 141A	Fundamentals of Programming II	
PHIL 140	Contemporary Moral Issues	3
<i>or</i> ENGL 240	Introduction to Fiction, Poetry, and Drama	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</i>	

BIOL 101 and BIOL 102	Concepts of Biology Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	3 1
◆ CMIS 160 ENGL 291	Discrete Mathematics for Computing Expository and Research Writing or other course to fulfill the general education requirement in communications/writing	3 3
GVPT 170	American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	3

Foundation Courses (to be taken within the first 60 semester hours)

◆ CMIS 241 PSYC 100 or SOCY 100	Data Structures and Abstraction Introduction to Psychology Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	3 3
NSCI 100 or ASTR 100	Introduction to Physical Science Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	3
HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865 or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	3
IFSM 304	Ethics in the Information Age or other course to fulfill the cross-curricular requirement in civic responsibility	3
ANTH 344 or a foreign language course	Cultural Anthropology and Linguistics or other course to fulfill the cross-curricular requirement in international perspective	3
SPCH 100 or COMM 390	Foundations of Speech Communication Writing for Managers or other course to fulfill the general education requirement in communications/writing or speech	3
◆ CMIS 310	Computer Systems and Architecture	3

Additional Required Courses (to be taken after introductory and foundation courses)

COMM 393/393X	Technical Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing	3
◆ CMIS 325	UNIX with Shell Programming or other upper-level CMIS course	3
◆ CMIS 330	Software Engineering Principles and Techniques or other upper-level CMIS course	3
◆ CMIS 320	Relational Databases	3

or CMIS 370	Data Communications or other upper-level CMIS course	
◆ CMIS 415 or CMIS 460	Advanced UNIX and C Software Design and Development or other 400-level CMIS course	3
◆ CMIS 420 or CMIS 435	Advanced Relational Databases Computer Networking or other 400-level CMIS course	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

40

Recommended minor:
Computer studies

**Total credits for BS in
Computer and Information Science** **120**

Computer Studies

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 helps 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 appropriate knowledge, concepts, and principles to facilitate the management of change 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 to help organizations make informed decisions.
- 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.

- Analyze information technology needs from historical and international perspectives in regard to advances in worldwide e-commerce.

Degree Requirements

A degree with a major in computer studies requires the successful completion of 120 semester hours of coursework, including 30 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements (GERs); and 49 semester hours in the minor, electives, and other degree requirements. At least 18 semester hours in the major must be earned in upper-level courses (numbered 300 or above). The following course sequence will fill all the requirements for the B.S. in computer studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fulfill all the requirements for the B.A. in communication studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) may be found on page 44.

Computer Studies Major Courses

Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	

Introductory Courses (to be taken within the first 30 semester hours)

PHIL 140	Contemporary Moral Issues	3
<i>or ENGL 240</i>	Introduction to Fiction, Poetry, and Drama	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</i>	
♦ IFSM 201	Introduction to Computer-Based Systems	3
BIOL 101	Concepts of Biology	3

<i>and BIOL 102</i>	Laboratory in Biology	1
	<i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	
♦ CMIS 102	Introduction to Problem Solving and Algorithm Design	3
<i>or CMIS 102A</i>	Fundamentals of Programming I	
ENGL 291	Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/writing</i>	
♦ CMIS 141	Introductory Programming	3
<i>or CMIS 141A</i>	Fundamentals of Programming II	
	<i>or other computer programming language course</i>	
GVPT 170	American Government	3
	<i>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences</i>	

Foundation Courses (to be taken within the first 60 semester hours)

♦ CMIS 241	Data Structures and Abstraction	3
<i>or another foundation major course chosen from the following:</i>		
IFSM 300	Information Systems in Organization	
IFSM 310	Software and Hardware Concepts	
CMST 340	Computer Applications in Management	
PSYC 100	Introduction to Psychology	3
<i>or SOCY 100</i>	Introduction to Sociology	
	<i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	
NSCI 100	Introduction to Physical Science	3
<i>or ASTR 100</i>	Introduction to Astronomy	
	<i>or other course to fulfill the general education requirement in biological and physical sciences</i>	
HIST 142	Western Civilization II	3
<i>or HIST 157</i>	History of the United States Since 1865	
	<i>or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective</i>	
♦ IFSM 300	Information Systems in Organizations	3
	<i>or other foundation major course from the above list</i>	
ANTH 344	Cultural Anthropology and Linguistics	3
<i>or a foreign language course</i>		
	<i>or other course to fulfill the cross-curricular requirement in international perspective</i>	
SPCH 100	Foundations of Speech Communication	3
<i>or COMM 390</i>	Writing for Managers	
	<i>(or other writing or speech GER course)</i>	
IFSM 304	Ethics in the Information Age	3
	<i>or other course to fulfill the cross-curricular requirement in civic responsibility</i>	

Additional Required Courses (to be taken after introductory and foundation courses)

COMM 393/393X	Technical Writing <i>or other course to fulfill the general education requirement in communications/upper-level intensive writing</i>	3
◆ CMST 306	Introduction to Visual Basic.NET Programming <i>or other upper-level CMIS, CMIT, CMSC, CMST, or IFSM course as a supplemental major course</i>	3
◆ CMIS 345	Object-Oriented Design and Programming <i>or other upper-level supplemental major course</i>	3
◆ CMST 416	Advanced Visual Basic .NET Programming <i>or other upper-level supplemental major course</i>	3
◆ CMST 385	Internet: A Practical Guide <i>or other upper-level supplemental major course</i>	3
◆ CMST 386	Internet: An Advanced Guide <i>or other upper-level supplemental major course</i>	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

49

Recommended minor

Business administration

Total credits for BS in Computer Studies	120
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Minor in Computer Studies

The computer studies minor complements the skills the student gains in his or her major discipline by providing a study of the principles and techniques used in 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 appropriate knowledge, concepts, and principles to facilitate the management of change in computer technology.
- Use technology to research information and provide a critical analysis of alternatives to help organizations make informed decisions.
- 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 upper-level courses (numbered 300 or above). Courses may not duplicate those used to satisfy requirements for the major.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

English

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 in the context 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.

Degree Requirements

A degree with a major in English requires the successful completion of 120 semester hours of coursework, including 33 semester hours for the major (indicated by ◆); 41 semester hours in general education requirements (GERs); and 46 semester hours in the minor, electives, and other degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above). The following course sequence will fill all the requirements for the B.A. in English. Since some

recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fulfill all the requirements for the B.A. in communication studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) may be found on pages 43-45.

English Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
or MATH 106	Finite Mathematics	
	or higher level math course	

Introductory Courses (to be taken within the first 30 semester hours)

PHIL 140	Contemporary Moral Issues	3
	or a foreign language course	
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
	or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	
ENGL 291	Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/writing	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	
IFSM 201	Introduction to Computer-Based Systems	3

Foundation Courses (to be taken within the first 60 semester hours)

PSYC 100	Introduction to Psychology	3
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or SOCY 100	Introduction to Sociology	
	or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to fulfill the general education requirement in biological and physical sciences	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	
IFSM 304	Ethics in the Information Age	3
	or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing and the cross-curricular requirement in civic responsibility	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to fulfill the general education requirement in communications/writing or speech	
◆ ENGL 240	Introduction to Fiction, Poetry, and Drama	3
	or other major drama genre course chosen from the following:	
ENGL 244	Introduction to Drama	
ENGL 434	American Drama	
ENGL 454	Modern World Drama	
◆ ENGL 303	Critical Approaches to Literature	3

Additional Required Courses (to be taken after introductory and foundation courses)

ENGL 391/391X	Advanced Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/upper-level intensive writing	
◆ ENGL 345	Modern Poetry	3
	or other major poetry genre course (ENGL 240 may be applied to only one genre requirement)	
◆ ENGL 441	The Novel in America Since 1914	3
	or other major fiction genre course chosen from the following:	
ENGL 246	The Short Story	
ENGL 457	The Modern Novel	
◆ ENGL 311	17 th - and 18 th -Century British Literature	3
	or other pre-1800 period course chosen from the following:	
ENGL 201	Western World Literature: Homer to the Renaissance	
ENGL 221	American Literature: Beginning to 1865	
ENGL 310	Medieval and Renaissance British Literature	
◆ ENGL 433	American Literature: 1914 to the Present	3
	or other historical period course chosen from pre-1800 courses above or from the following:	
ENGL 222	American Literature: 1865 to the Present	
ENGL 312	Romantic to Modern British Literature	
ENGL 425	Modern British Literature	
ENGL 437	Contemporary American Literature	
◆ ENGL 364	African American Authors Since 1900	3
	or other American author course chosen from the following:	

ENGL 354	American Women Writers Since 1900	
ENGL 363	African American Authors to 1900	
ENGL 439	Major American Writers	
◆ ENGL 406	Shakespeare: Power and Justice	3
<i>or other British author course chosen from the following:</i>		
ENGL 205	Introduction to Shakespeare	
ENGL 304	The Major Works of Shakespeare	
ENGL 358	British Women Writers Since 1900	
ENGL 402	Chaucer	
ENGL 419	Major British Writers After 1800	
◆ ENGL 454	Modern World Drama	3
<i>or other course(s) to fulfill the cross-curricular requirement in international perspective and the requirement for supplemental major coursework</i>		
◆ Any ENGL course	(supplemental major course)	3
◆ Any ENGL course	(supplemental major course)	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

46

Total credits for BA in English **120**

Minor in English

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

Objectives

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

- 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 in the context 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 of which must be earned in upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

English Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Course

ENGL 303	Critical Approaches to Literature	3
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Supplemental Courses

(Genre, period, and major author courses are listed under the English major.)

One upper-level ENGL genre course	3
One upper-level ENGL period course	3
One upper-level ENGL major author course	3
Any ENGL course	3

Total credits for minor in English **15**

General Studies

Students may seek an academic major in general studies.

Major in General Studies

The general studies major allows students to take courses in a particular focus area and related discipline or in an interdisciplinary combination. It allows the student to draw from various disciplines that provide a body of knowledge appropriate to an identified area of interest (for example, an aspect of culture, a historical period, or a geographical location). 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 chosen disciplines.
- Develop effective written and oral communication skills consistent with the chosen areas of study.
- Apply skills and concepts to problems of modern life.
- Define an approach grounded in the chosen 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 chosen area of study.

Degree Requirements

A degree with a major in general studies requires the successful completion of 120 semester hours of coursework appropriate to the option chosen (in-depth focus, interdisciplinary breadth, or individual studies. The general studies major requires prior approval. Students must submit a formal proposal explaining the focus and curricular objectives of the proposed course of student and identifying specific courses to fulfill those objectives. Students should consult an advisor about the requirements and procedure for submitting a proposal.

The general studies major is subject to all requirements and limitations applied to other majors. The following course sequence will fill the requirements for the B.S. in general studies if course selection in the major is approved. Coursework includes 30 semester hours for the major (indicated by ♦); 44 semester hours in general education requirements (GERs); and 46 semester hours in the minor, electives, and other degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above). Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) maybe found on page 44.

General Studies Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
or MATH 106	Finite Mathematics	
	or higher level math course	

Introductory Courses (to be taken within the first 30 semester hours)

PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
	or other course(s) to fulfill the general	

	education requirement in biological and physical sciences with related laboratory)	
ENGL 291	Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/writing	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	
IFSM 201	Introduction to Computer-Based Systems	3

Foundation Courses (to be taken within the first 60 semester hours)

PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to fulfill the general education requirement in biological and physical sciences	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	
IFSM 304	Ethics in the Information Age	3
	or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing and the cross-curricular requirement in civic responsibility	
SPCH 100	Foundations of Speech Communication	3
or ENGL 281	Standard English, Grammar, Usage, and Diction	
	or other writing course to fulfill the general education requirement in communications/writing or speech	
HUMN 351	Myth and Culture	3
	or other course to fulfill the cross-curricular requirement in international perspective	

Additional Required Courses for the Major and Degree (to be taken after introductory and foundation courses)

ENGL 391/391X	Advanced Expository and Research Writing	3
	or other course to fulfill the general education requirement in communications/upper-level intensive writing	

♦ Coursework for the major 30

Note: Half of total coursework must be upper level. All options require proposal and prior approval.

In-depth Option

- 18 semester hours in focus discipline
(12 of which are upper-level)
- 9 semester hours in supporting discipline
(3 of which are upper-level)
- 3 semester hours related electives

Interdisciplinary Breadth Option

- 12 semester hours from first discipline, 6 upper level
(6 of which are upper level)
- 12 semester hours from second discipline, 6 upper level
(6 of which are upper level)
- 6 semester hours from third discipline, 3 upper level
(3 of which are upper level)

Individual studies option:

Subject to detailed proposal and prior approval

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

46

Total credits for BS in General Studies **120**

Government and Politics

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 by providing a 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

- Explain political science terminology and concepts.
- Explain a variety of approaches to the study and practice of politics.
- Explain the scope of political science, government, political process, law, and international politics.
- Articulate informed opinions 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 of which must be earned in upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Government and Politics Minor Courses

Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Foundation Courses

One course chosen from the following:	3
GVPT 100 Principles of Government and Politics	
GVPT 170 American Government	
GVPT 200 International Political Relations	
A second foundation course from the above list	3

Supplemental Courses

Note: An academic advisor can indicate which courses qualify in the required areas

One course in comparative government	3
One course in public administration, state and local government, or administration	3
One course in international relations	3

Total credits for minor in Government and Politics **15**

History

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 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.
- Articulate 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.

Degree Requirements

A degree with a major in history requires the successful completion of 120 semester hours of coursework, including 33 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements; and 46 semester hours in the minor, electives, and other degree requirements. At least 17 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fill all the requirements for the B.S. in history. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 44.

History Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 105	Mathematics: Contemporary Topics and Applications	3
or MATH 106	Finite Mathematics	
	or a higher-level math course	

Introductory Courses (to be taken within the first 30 semester hours)

♦ HIST 115 or HIST 141 or HIST 284	World History I Western Civilization I East Asian Civilization I (first course in required two-course world history sequence)	3
PHIL 140 or a foreign language course	Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities	3
BIOL 101 and BIOL 102	Concepts of Biology Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	3 1
ENGL 291	Expository and Research Writing or other course to fulfill the general education requirement in communications/writing	3
GVPT 170	American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences	3
IFSM 201	Introduction to Computer-Based Systems	3
♦ HIST 116 or HIST 142 or HIST 285	World History II Western Civilization II East Asian Civilization II (second course in world history sequence)	3

Foundation Courses (to be taken within the first 60 semester hours)

♦ HIST 156	History of the United States to 1865	3
PSYC 100 or SOCY 100	Introduction to Psychology Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	3
NSCI 100 or ASTR 100	Introduction to Physical Science Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	3
♦ HIST 157	History of the United States Since 1865	3
ENGL 240 or HUMN 311	Introduction to Fiction, Poetry, and Drama Workplace Ethics or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)	3
SPCH 100 or COMM 380	Foundations of Speech Communication Language in Social Contexts or other course to fulfill the general education requirement in communications/writing or speech	3
IFSM 304	Ethics in the Information Age or other course(s) to fulfill the second general education requirement in interdisciplinary	3

	<i>issues/computing and the cross-curricular requirement in civic responsibility</i>	
HUMN 351	Myth and Culture	3
	<i>or other course to fulfill the cross-curricular requirement in international perspective</i>	

Additional Required Courses (to be taken after introductory and foundation courses)

ENGL 391/391X	Advanced Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/upper-level intensive writing</i>	
◆ HIST 309	Introduction to Historical Writing	3
◆ HIST 364	Emergence of Modern America: 1900 to 1945	3
	<i>or any U.S. history course except HIST 156 or HIST 157</i>	
◆ HIST 336	Europe in the 19 th Century: 1815 to 1919	3
	<i>or any European history course except HIST 141 or HIST 142</i>	
◆ HIST 481	History of Modern China	3
	<i>or any world regions history course except HIST 115 or HIST 116</i>	
◆ Any HIST course	<i>(supplemental major course)</i>	3
◆ Any upper-level HIST course	<i>(supplemental major course)</i>	3
◆ Any upper-level HIST course	<i>(supplemental major course)</i>	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

43

Total credits for BA in History	120
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Minor in History

The history minor complements the skills the student gains in his or her major discipline by offering a 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.
- Articulate 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 of which must be earned in upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

History Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Course

HIST 309	Introduction to Historical Writing	3
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Supplemental Courses

One upper-level HIST course in U.S. history	3
One upper-level HIST course in European history	3
One upper-level HIST course in world regions history	3
Any HIST course	3

Total credits for minor in History	15
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Human Resource Management

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

Major in Human Resource Management

The human resource major provides 21st-century skills, knowledge, and understanding of human resource functions in private- and public-sector organizational settings. These functions include human resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; management of performance appraisal, compensation, and benefit programs; and development of personnel policies and procedures. The human resource management major prepares students for work in business administration and human resources. Through the proper selection of courses, the student can prepare for the certification examinations for Human Resource Professional, Senior Human Resource Professional, and International Human Resource Professional, which are offered by the Society of Human Resource Management. In addition to the focus on human resource functions, the major includes courses in management and organization theory, organizational behavior and development

approaches, labor relations theory and practice, interpersonal skill development, and women’s perspectives in management.

Objectives

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

- Conduct effective human resource planning for technological innovation in a global environment.
- Describe the importance of internal and external organizational environments and the impact of their interrelationships on human resource functions.
- Explain the processes of job analysis, staffing, appraisal and compensation, career training, and development.
- Identify various performance appraisal systems and critically evaluate their pros and cons.
- Demonstrate cohesive team-management skills in decision making, communication, motivation, and interpersonal behavior by focusing on the group dynamics that occur within an increasingly diverse workforce.
- Discuss the history of union/management relations and associated major federal, state, and local legislation; executive orders; and court decisions.
- Describe the interaction among management, labor, and the federal agencies.
- Utilize various processes and tools for bargaining, negotiating, and resolving disputes.
- Demonstrate information literacy through the use of commonly accepted quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.
- Develop effective written and oral communications consistent with the business and professional environment.
- Apply appropriate information technology to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans.
- Interpret and apply human resource principles in a global setting.
- Describe the history and development of theories and concepts in human resource management, management, employment law, strategic management, and related fields and their application to various situations.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to the environment of human resource management, organizations, diversity and human factors, operations, information systems, governmental regulations, and domestic and international ventures.

Degree Requirements

A degree with a major in human resource management requires the successful completion of 120 semester hours of coursework, including 36 semester hours for the major (indicated by ♦), 47 semester hours in general education requirements (GERs), and 37 semester hours in the minor, electives, and other degree requirements. At least 18 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fill all the requirements for the B.S. in human resource management. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 44.

Human Resource Management Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

<i>Note: Placement tests required for math and English composition courses.</i>		
LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	
♦ BMGT 110	Introduction to Business and Management	3
	<i>(students with business experience should substitute supplemental major course in the last 60 hours of study)</i>	

Introductory Courses (to be taken within the first 30 semester hours)

ECON 201	Principles of Macroeconomics	3
	<i>(related requirement for the major; also fulfills first general education requirement in behavioral and social sciences)</i>	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	<i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	
ENGL 291	Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/writing</i>	
IFSM 201	Introduction to Computer-Based Systems	3
PHIL 140	Contemporary Moral Issues	3
	<i>or a foreign language course</i>	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</i>	
♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	

Foundation Courses (to be taken within the first 60 semester hours)

PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	<i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	

◆ ACCT 301 or ACCT 221	Accounting for Nonaccounting Majors Principles of Accounting II (students should note prerequisite)	3
BIOL 101 or ASTR 100	Concepts of Biology Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	3
ECON 203	Principles of Microeconomics (related requirement for major)	3
HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865 or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	3
IFSM 300 or ACCT 326	Information Systems in Organizations Accounting Information Systems (students should note prerequisite)	3
SPCH 100 or COMM 390	Foundations of Speech Communication Writing for Managers or other course to fulfill the general education requirement in communications/writing or speech	3
◆ BMGT 364	Management and Organization Theory	3
◆ HRMN 300	Human Resource Management	3

***Additional Required Courses (to be taken after
introductory and foundation courses)***

COMM 394/394X	Business Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing	3
BMGT 392	Global Business Management or other course to fulfill the cross-curricular requirement in international perspective	3
◆ HRMN 400	Human Resource Management: Analysis and Problems	3
◆ HRMN 408	Employment Law for Business	3
◆ HRMN 362 or HRMN 390 or HRMN 406	Labor Relations Contemporary Compensation Management Employee Training and Development	3
◆ BMGT 340	Business Finance (supplemental major course prerequisite for capstone course)	3
◆ MRKT 310	Marketing Principles and Organization (supplemental major course prerequisite for capstone course)	3
BMGT 496	Business Ethics or other course to fulfill the cross-curricular requirement in civic responsibility	3
◆ BMGT 380	Business Law I or other supplemental major course chosen from the following:	3
BMGT 381	Business Law II	
BMGT 391	Motivation, Performance, and Productivity	
BMGT 464	Organizational Behavior	
BMGT 465	Organizational Development and Change	
BMGT 484	Managing Teams in Organizations	
	Any upper-level HRMN course	

***Minor and/or Elective Courses (to be taken in the last
60 hours along with required major courses)***

34

Recommended minor

Business-related minor

***Capstone Course for Major (to be taken in the
last 30 semester hours)***

◆ BMGT 495	Strategic Management	3
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Total credits for BS in

Human Resource Management 120

Minor in Human Resource Management

The human resource management minor complements the skills the student gains in his or her major discipline by examining the human resource functions in a private- or public-sector organizational setting. These functions include human resource planning; recruitment, selection, and placement; employee appraisal and compensation; employee training and career development; management of labor relations; and development of a human resource department implementation plan.

Objectives

A student graduating with a minor in human resource management will be able to

- Conduct effective human resource planning for technological innovation in a global environment.
- Describe the importance of internal and external organizational environments and the impact of their interrelationships on human resource functions.
- Explain the processes of job analysis, staffing, appraisal and compensation, career training, and development.
- Identify various performance appraisal systems and critically evaluate their pros and cons.
- Demonstrate cohesive team-management skills in decision making, communications, motivation, and interpersonal behavior by focusing on the group dynamics that occur within an increasingly diverse workforce.
- Discuss the history of union/management relations and associated major federal, state, and local legislation; executive orders; and court decisions.
- Understand the interaction among management, labor, and the federal agencies.
- Learn the processes and tools for bargaining, negotiating, and resolving disputes.
- Demonstrate information literacy through the use of commonly accepted quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.
- Develop effective written and oral communications consistent with the business and professional environment.

Requirements for the Minor

A minor in human resource management requires the completion of 15 semester hours of coursework in human resource management, at least 9 of which must be earned in upper-level 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 classified as upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Human Resource Management Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Courses

HRMN 300	Human Resource Management	3
HRMN 400	Human Resource Management: Analysis and Problems	3

Supplemental Courses

Any course applicable to the major	3
Any course applicable to the major	3
Any course applicable to the major	3

Total credits for minor in Human Resource Management 15

Information Systems Management

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.
- Identify relationships between programming languages and information systems.
- Demonstrate skills in systems analysis appropriate to the management of information systems projects.
- Demonstrate 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 related to information systems, work productivity, and human factors.

Degree Requirements

A degree with a major in information systems management requires the successful completion of 120 semester hours of coursework, including 30 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements; and 49 semester hours in the minor, electives, and other degree requirements. At least 15 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fill all the requirements for the B.S. in information systems management. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, and mathematics) may be found on page 44.

Information Systems Management Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	

Introductory Courses (to be taken the within first 30 semester hours)

IFSM 201	Introduction to Computer-Based Systems	3
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CMIS 102	Introduction to Problem Solving and Algorithm Design	3	<i>Additional Required Courses (to be taken after introductory and foundation courses)</i>	
or CMIS 102A	Fundamentals of Programming I (prerequisite to later courses)			COMM 393/393X Technical Writing 3 or other course to fulfill the general education requirement in communications/upper-level intensive writing
PHIL 140	Contemporary Moral Issues	3	◆ IFSM 310	Software and Hardware Concepts 3
or ENGL 240	Introduction to Fiction, Poetry, and Drama or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities		◆ IFSM 410	Database Concepts 3
			◆ IFSM 461	Systems Analysis and Design 3
BIOL 101	Concepts of Biology	3	◆ IFSM 303	Human Factors in Information Systems 3 or other upper-level IFSM course
and BIOL 102	Laboratory in Biology	1	◆ IFSM 430	Information Systems and Security 3 or other upper-level IFSM course
	or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory		◆ IFSM 438	Project Management 3 or other 400-level IFSM course
ENGL 291	Expository and Research Writing	3	◆ IFSM 432	Disaster Recovery Planning 3 or other upper-level CMIS, CMIT, CMSC, CMST, or IFSM course as a supplemental major course
	or other course to fulfill the general education requirement in communications/writing		◆ IFSM 450	Telecommunication Systems in Management 3 or other supplemental course
GVPT 170	American Government	3		
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences			
<i>Foundation Courses (to be taken within the first 60 semester hours)</i>			<i>Minor and/or Elective Courses (to be taken in last 60 hours along with required major courses)</i>	
STAT 200	Introduction to Statistics	3		40
	(related requirement for major)		<i>Recommended minors</i>	
◆ CMIS 141	Introductory Programming	3	Computer studies, business administration, psychology, marketing, management studies.	
or CMIS 141A	Fundamentals of Programming II or other programming course		<i>Recommended elective</i>	
PSYC 100	Introduction to Psychology	3	MATH 130	Calculus A
or SOCY 100	Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)			(for students who plan to go on to graduate school)
NSCI 100	Introduction to Physical Science	3	Total credits for BS in Information Systems Management 120	
or ASTR 100	Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences		Management Studies	
HIST 142	Western Civilization II	3	Students may seek either an academic major or minor in management studies.	
or HIST 157	History of the United States Since 1865 or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective		Major in Management Studies	
◆ IFSM 300	Information Systems in Organizations	3	The management studies major is 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. Using a multidisciplinary approach to management and problem solving, the management studies major prepares students for a variety of management-related careers. The 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.	
ANTH 344	Cultural Anthropology and Linguistics	3		
or a foreign language course	or other course to fulfill the cross-curricular requirement in historical perspective			
SPCH 100	Foundations of Speech Communication	3		
or COMM 390	Writing for Managers or other course to fulfill the general education requirement in communications/writing or speech			
IFSM 304	Ethics in the Information Age	3		
	or other course to fulfill the cross-curricular requirement in civic responsibility			

Objectives

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

- Use a multidisciplinary approach in researching organizational problems, issues, and opportunities.
- Analyze information, solve problems, and make decisions from a holistic, global perspective.
- Apply important management concepts and theories from several disciplines.
- Evaluate various strategies and operations for business, not-for-profit, and governmental organizations to determine the best approach.
- Examine the global dimensions involved in managing business, 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 a multicultural, multinational organization.
- Develop effective written and oral communication consistent with the management and professional environment.
- Apply appropriate information technology 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 their application to 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.

Degree Requirements

A degree with a major in management studies requires the successful completion of 120 semester hours of coursework, including 36 semester hours for the major (indicated by ♦); 41 semester hours in general education requirements (GERs); and 43 semester hours in the minor, electives, and other degree requirements. At least 18 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fill all the requirements for the B.S. in management studies. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics,

and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) may be found on pages 43-45.

Management Studies Major Courses

Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	
♦ BMGT 110	Introduction to Business and Management	3
	<i>(students with business experience should substitute a supplemental major course in the last 60 hours of study)</i>	

Introductory Courses (to be taken within the first 30 semester hours)

GVPT 170	American Government	3
	<i>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences</i>	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	<i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	
♦ ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics	
ENGL 291	Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/writing</i>	
IFSM 201	Introduction to Computer-Based Systems	3
PHIL 140	Contemporary Moral Issues	3
	<i>or a foreign language course</i>	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</i>	

Foundation Courses (to be taken within the first 60 semester hours)

♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
♦ ACCT 220	Principles of Accounting I	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	<i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	

or other course to fulfill the general education requirement in biological and physical sciences

HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865 or other course(s) to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	3
SPCH 100 or COMM 390	Foundations of Speech Communication Writing for Managers or other course to fulfill the general education requirement in communications/writing or speech	3
IFSM 300 or ACCT 326	Information Systems in Organizations Accounting Information Systems (to fulfill the second general education requirement in interdisciplinary issues/computing)	3
◆ BMGT 364	Management and Organization Theory	3

Additional Required Courses (to be taken after introductory and foundation courses)

COMM 394/394X	Business Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing	3
◆ HRMN 302	Organizational Communication	3
◆ MRKT 310	Marketing Principles and Organization or any ACCT, BMGT, ENMT, FSCN, HRMN, MGST, or MRKT course as a supplemental major course	3
◆ BMGT 380	Business Law I or other supplemental major course	3
◆ HRMN 300	Human Resource Management or other supplemental major course	3
◆ BMGT 392	Global Business Management or course(s) to fulfill requirement for supplemental major coursework and the cross-curricular requirement in international perspective	3
◆ BMGT 496	Business Ethics or course(s) to fulfill requirement for supplemental major coursework and the cross-curricular requirement in civic responsibility	3
◆ BMGT 495	Strategic Management or other supplemental major course	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

43

Total credits for BS in Management Studies 120

Minor in Management Studies

The management studies minor complements the skills the student gains in his or her major discipline by providing a 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

- Use a multidisciplinary approach to the task of researching organizational problems, issues, and opportunities.
- Analyze information, solve problems, and make decisions from a holistic, global perspective.
- Understand and apply important management concepts and theories from several disciplines.
- Evaluate various strategies and operations for business, not-for-profit, and governmental organizations to determine the best approach.
- Explain the global dimensions of various tasks: managing business, not-for-profit, and governmental organizations; 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.
- Assess the significance of a multicultural, multinational organization.
- 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 upper-level courses (numbered 300 or above). Specific course requirements are listed below. Courses may not duplicate those used to satisfy the requirements for the major.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 43-45.

Management Studies Minor Courses

Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Courses

BMGT 110	Introduction to Business and Management (students with business experience should substitute a supplemental major course)	3
BMGT 364	Management and Organization Theory	3

Supplemental Courses

Any upper-level ACCT, BMGT, FSCN, HRMN, MGMS, or MRKT course	3
Second upper-level supplemental course	3
Third upper-level supplemental course	3
Total credits for minor in Management Studies	15

Psychology

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 use the principles of psychology to help improve human, animal, and environmental welfare. The curriculum applies psychological knowledge to nonscientific fields and the workplace and promotes multicultural and multinational awareness. This major 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 knowledge of psychology can facilitate career advancement and help people improve their interpersonal relationships across cultural and national boundaries.
- Examine psychology in a broad context of interdisciplinary approaches that cover cultural diversity, historical and political perspectives, and current issues.
- Practice critical observation, experimentation, and empirical reasoning in psychology theory and research.
- 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.

Degree Requirements

A degree with a major in psychology requires the successful completion of 120 semester hours of coursework, including 33 semester hours for the major (indicated by ♦), 41 semester hours in general education requirements (GERs), and 46 semester hours in the minor, electives, and other degree requirements. At least 17 semester hours in the major must be earned in upper-level courses (numbered 300 or above).

The following course sequence will fill all the requirements for the B.S. in psychology. Since some recommended courses fill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) and cross-curricular requirements (in civic responsibility, historical, and international perspectives) may be found on pages 43-45.

Psychology Major Courses Semester Hours

First Courses (to be taken within the first 18 semester hours)

Note: Placement tests required for math and English composition courses.

LIBS 150	Information Literacy and Research Methods	1
ENGL 101/101X	Introduction to Writing	3
MATH 107	College Algebra	3
	<i>or a higher-level math course</i>	

Introductory Courses (to be taken within the first 30 semester hours)

PHIL 140	Contemporary Moral Issues	3
	<i>or a foreign language course</i>	
	<i>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</i>	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
	<i>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</i>	
ENGL 291	Expository and Research Writing	3
	<i>or other course to fulfill the general education requirement in communications/writing</i>	
♦ PSYC 100	Introduction to Psychology	3
IFSM 201	Introduction to Computer-Based Systems	3
SOCY 100	Introduction to Sociology	3
	<i>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to fulfill the first general education requirement in behavioral and social sciences</i>	
♦ PSYC 200	Introduction to Statistical Methods in Psychology	3
<i>or STAT 200</i>	<i>Introduction to Statistics</i>	

Foundation Courses (to be taken within the first 60 semester hours)

GVPT 170	American Government	3
or GERO 100	Introduction to Gerontology	
	<i>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</i>	

NSCI 100 or ASTR 100	Introduction to Physical Science Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences	3
HIST 142 or HIST 157	Western Civilization II History of the United States Since 1865 or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first) and the cross-curricular requirement in historical perspective	3
IFSM 304	Ethics in the Information Age or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing and the cross-curricular requirement in civic responsibility	3
ANTH 344	Cultural Anthropology and Linguistics or other course to fulfill the cross-curricular requirement in international perspective	3
SPCH 100 or COMM 380	Foundations of Speech Communication Language in Social Contexts or other course to fulfill the general education requirement in communications/writing or speech	3
◆ PSYC 305	Experimental Methods in Psychology	3

Additional Required Courses (to be taken after introductory and foundation courses)

ENGL 391/391X	Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing	3
◆ PSYC 321	Social Psychology	3
or other social science PSYC course chosen from the following:		
PSYC 345	Group Dynamics	
PSYC 354	Cross-Cultural Psychology	
PSYC 355	Child Psychology	
PSYC 357	Psychology of Adulthood and Aging	
PSYC 361	Survey of Industrial and Organizational Psychology	
PSYC 424	Communication and Persuasion	
◆ PSYC 301	Biological Basis of Behavior	3
or other natural science PSYC course chosen from the following:		
BIOL 362	Neurobiology	
PSYC 310	Perception	
PSYC 315	Motivation	
PSYC 341	Introduction to Memory and Cognition	
PSYC 391	Introduction to Neuropsychology	
PSYC 402	Physiological Psychology	
◆ PSYC 353	Adult Psychopathology	3
or other clinical science PSYC course chosen from the following:		
PSYC 432	Introduction to Counseling Psychology	
PSYC 435	Personality Theories	
PSYC 436	Introduction to Clinical Psychology	
◆ PSYC 354	Cross-Cultural Psychology or other social science PSYC course from the above list	3
◆ PSYC 310	Perception or other natural science PSYC course from the above list	3

◆ PSYC 432	Introduction to Counseling Psychology or other clinical science PSYC course from the above list	3
◆ PSYC 355	Child Psychology or other 3-credit PSYC course	3
◆ PSYC 341	Introduction to Memory and Cognition or other PSYC course(s), including no more than three 1-credit courses	3

Minor and/or Elective Courses (to be taken in the last 60 hours along with required major courses)

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Recommended Elective

PSYC 415	History of Psychology for students who plan to go on to graduate school
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Total credits for BS in Psychology **120**

Minor in Psychology

The psychology minor complements the skills the student gains in his or her major discipline by investigating 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 knowledge of psychology can facilitate career advancement and help people improve their interpersonal relationships across cultural and national boundaries.
- Demonstrate knowledge of 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 psychological theory and research 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 in psychology as a natural science, a social science, and a clinical science. At least 9 semester hours must be earned in upper-level courses (numbered 300 or above). PSYC courses earning only 1 credit may not be applied to the minor. 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 classified as upper level.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pages 43-45.

Psychology Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Foundation Minor 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

One natural science PSYC course chosen from list in major	3
One social science PSYC course chosen from list in major	3
One clinical science PSYC course chosen from list in major	3
Total credits for minor in Psychology	15

Sociology

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 by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, health care, education, family, work, and religion.

Objectives

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

- Discuss the role of sociology in understanding societal reality and social issues.
- Critically analyze theoretical orientations in sociology.
- Apply sociological theory and research to define and present alternatives for solving contemporary social problems.
- Communicate sociological concepts and terminology effectively.
- Discuss the relationship between the individual and society from a sociological perspective.
- Discuss micro and macro levels of sociological analysis and their roles in examining social reality.
- Use information technology to access and retrieve sociological

literature.

- Apply sociological concepts to understand diversity in American society and the place of American society within a larger global context.

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 upper-level courses (numbered 300 or above). Specific course requirements are listed on the next page. 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 classified as upper level.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pages 43-45.

Sociology Minor Courses Semester Hours

(to be taken in the last 60 semester hours with required and supplemental major courses)

Required Course:




SOCY 100	Introduction to Sociology	3
Statistics Course		3
STAT 230	Business Statistics	
or PSYC 200	Introduction to Statistical Methods in Psychology	
or STAT 200	Introduction to Statistics	


Supplemental Courses

Any upper-level SOCY course	3
Any upper-level SOCY course	3
Any upper-level SOCY course	3
Total credits for minor in Sociology	15

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

The prerequisites listed for many courses indicate 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).

Students may be barred from enrollment in courses for which they do not have the necessary prerequisites.

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.

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. Many of the courses included in this catalog are available both in traditional classroom format and online via DE. In addition, students in Asia may take DE courses offered by UMUC's European Division, and courses provided by UMUC's Stateside 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. There are five terms of DE courses each academic year. See the back cover of this Catalog for term and registration dates.

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, allowing students 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.asia.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, ACCT 301, 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. A comprehensive analysis 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. A comprehensive analysis 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. 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). Prerequisite: ACCT 220. 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 221. 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. Recommended: ACCT 326. A study of the independent accountant's attest function. Topics include 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). 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 behavioral and social sciences;
- a major or 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 344. 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 344. A descriptive survey of the culture of various areas of the world through an examination of representative societies.

ANTH 417 Peoples and Cultures of East Asia (3). Prerequisite: ANTH 102. 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 behavioral and social 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, and 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 subcontinent 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 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 members of the post-1991 Commonwealth of Independent States, are discussed.

ASTD 309 Business in Asia (3). An integrative study that focuses on business conditions and practices in the Asian/Pacific region, welcoming the perspective of contemporary history, economics, government, and cross-cultural interests as well.

ASTD 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

Course Offerings

and exclusion; overseas education; art and literature; and trade, investment, and technology. Students may receive credit for only one of the following courses: ASTD 380 or HIST 380.

ASTD 485 Great Issues in Asian Studies (3).  Prerequisite: ASTD 150 and ASTD 160. 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: MATH 012 or higher. 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. 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). (For students not majoring in a science.) An introduction to living things in light of knowledge of physical, chemical, and biological principles. The organization, processes, interdependence, and variety of living organisms are explored. Emphasis is on understanding the impact of biological knowledge on human societies. Consideration is given to current events that involve biological systems. Students may receive credit for only one of the following courses: BIOL 101, BIOL 105, or BSCI 105.

BIOL 102 Laboratory in Biology (1). (For students not majoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A laboratory study of the concepts underlying the structure and functioning of living organisms. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, pH, cell structure and function, metabolism, DNA structure and function, mechanisms and patterns of inheritance, evolution, classification, and population biology and ecosystems. Students may receive credit for only one of the following courses: BIOL 102, BIOL 105, or BSCI 105.

BIOL 160 Human Biology (3). (Science background not required.) 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. A laboratory study of the human organism as a primary example illustrating the concepts 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 functions, and 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 ZOOL 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 ZOOL 181.

BIOL 211 Environmental Science (3). A survey of ecological principles as they apply to the interrelated dilemmas of sustainability. Topics include overpopulation, pollution, over-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 PBIO 235.

BIOL 215 Population Biology & General Ecology (3). (Formerly ZOOL 270.) A general introduction to population and community biology. Topics include evo-

Course Offerings

lution, population genetics, population growth and steady states, age structure of populations, multispecies, dependencies, and ecosystem energetics. Illustrations are drawn from both natural and human populations. Students may receive credit for only one of the following courses: BIOL 215 or ZOOL 270.

BIOL 220 Human Genetics (3). (Not for students majoring in science.) An introduction to genetics, 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). Recommended: BMGT 364. 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 Internet; 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, STAT 200, or STAT 230. An overview of the theory, principles, and practices of financial management in a business environment. Topics include financial analysis and financial risk, characteristics and valuations of securities, capital investment analysis and decision making, the capital structure of the firm, financial leverage, and international finance. Emphasis is on the application of financial theory and methods for solving the problems of financial policy that managers face. Students may receive credit for only one of the following courses: BMGT 340, BMGT 341, MGMT 398D, or TMGT 320.

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 respon-

sibilities. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 365 Organizational Leadership (3). Prerequisite: BMGT 364. An exploration of the challenges to effective leadership and management that the contemporary manager faces in a rapidly changing environment. Focus is on leadership styles and motivational techniques conducive to high performance in various organizational settings with a very diverse workforce. Topics include issues in the design of organizations, the corporate/organizational culture, the design and enrichment of jobs, and communication within organizations. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

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. 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. Assignments include conducting relevant research using computer databases and networks (such as LEXIS 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.) An in-depth conceptual and functional analysis and application of legal principles relevant

Course Offerings

to the conduct and understanding of commercial business transactions in the domestic and global environment. Topics include the legal, ethical, and social environment of business; agencies, partnerships, and other forms of business organizations; and contracts and sales agreements.

BMGT 381 Business Law II (3). (Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Further in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. Topics include personal and real property, government regulations affecting employment and marketing, negotiable instruments, debtor/creditor relationships, and bankruptcy and reorganization.

BMGT 384 Managing for Quality (3). (Not open to students who have previously taken MGST 398L, MGST 398M, or MGST 398N.) Prerequisites: BMGT 364, and BMGT 230, STAT 200, or STAT 230. 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 392 Global Business Management (3).  Prerequisites: BMGT 110 (or at least two years of business and management experience) and ECON 203. Examination and analysis of global business in its historical, theoretical, environmental, and functional dimensions. Focus is on understanding the growing economic interdependence of nations and its impact on managerial and corporate policy deci-

sions 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 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. 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). Prerequisite: BMGT 110 (or at least two years of business and management experience). A study of the role of government in the modern economy and the intricate relationships between the public and private sectors in the domestic and global environments. Emphasis is on the regulatory and public policy dimensions of government intervention, the promotion of business, corporate responses to government action, and social responsibility and governance issues 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. 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 (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 defini-

tion, scope, application, and analysis of ethical values as they relate to issues of public consequence in the context of the functional areas of business at both the domestic and global levels.

Computer and Information Science

Courses in computer and information science (designated CMIS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in computer and information science, computer studies, or information systems management;
- a minor in computer studies;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.

CMIS 102A Fundamentals of Programming I (3). (Not open to students who have taken CMIS 340.) 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. Presents the foundations of structured and object-oriented programming. Techniques of software development are set forth and applied in a series of programming assignments using the Java language. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, 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 141A Fundamentals of Programming II (3). (Not open to students who have taken CMIS 340.) Prerequisite: CMIS 102A. Recommended: MATH 107. Continued study of structured and object-oriented programming using the Java language. Simple data structures and classes are developed and implemented in Java. Object-oriented concepts are applied. Students may receive credit for only one of the following courses: CMIS 141 or CMIS 141A.

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 241 Data Structures and Abstraction (3). Prerequisite: CMIS 141 or CMIS 141A. A study of program design and the implementation of abstract data types in Java. Topics include data structures such as stacks, queues, lists, and trees and algorithms used for sorting and searching.

CMIS 310 Computer Systems and Architecture (3). (Strongly recommended for students majoring in CMIS. Not open to students who have completed CMSC 311.) Prerequisites: CMIS 140, CMIS 141, or CMIS 141A 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 (multi-

plexers, decoders, memories, arithmetic-logic units, etc.) are built. Hard-wired 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 102A, CMIS 141, or CMIS 141A. 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 Structured Query Language (SQL)—are emphasized. Physical design and data administration issues are addressed. Projects include hands-on work with E/R and relational models (using industry-standard database software). 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, CMIS 141, or CMIS 141A. 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 241, or CMIS 315. Recommended: CMIS 310. 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. Topics include issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures. Students may re-

Course Offerings

ceive credit for only one of the following courses: CMIS 330 or CMIS 388A.

CMIS 340 Programming in Java (3).

Prerequisite: CMIS 240 or an equivalent cours in data structures, using a language other than Java (such as C, C++, Pascal, Ada, or PL/I). A one-course study of the important features of the Java programming language. Topics include design of classes, class libraries, data structures, exception handling, threads, input and output, and applet programming. Programming projects in Java are included. Students may receive credit for only one of the following courses: CMIS 241 or CMIS 340.

CMIS 345 Object-Oriented Design and Programming (3).

Prerequisite: CMIS 240 or CMIS 315. 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. 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 241 (or CMIS 240, CMIS 315, or CMIS 340) and CMIS 325. Recommended: CMIS 310. 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. Assignments include programming projects in C that implement UNIX command features.

CMIS 420 Advanced Relational Databases (3).

Prerequisite: CMIS 320. 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 industry standard database software) 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. 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 241 (or CMIS 240, CMIS 315, or CMIS 340) and CMIS 310; 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 co-operating 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. An in-depth treatment of the concepts and techniques for designing and developing software for large projects. Discussion covers design strategies, principles, methodologies, and paradigms, as well as evaluation and representation. Other topics include architectural models and idioms, development tools and environments, implementation guidelines and documentation, and organization of design and development functions. Issues of program quality, program correctness, and system integration are also addressed. Project work incorporates principles and techniques of software design and development.

CMIS 465 Software Verification and Validation (3).

Prerequisite: CMIS 330. 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.

Computer Studies

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 310 Desktop Publishing (3). Prerequisite: CMST 103 or IFSM 201. 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). Prerequisite: CMST 310. A project-oriented study of the concepts and methods of desktop publishing. Techniques for using color in page layouts are implemented. Emphasis is on effective transfer of electronic files to service bureaus and printers. Features essential to multimedia presentations are integrated with techniques for capturing and editing photos to produce business publications. Students learn to publish printed documents on a Web site. Students may receive credit for only one of the following courses: CAPP 311 or CMST 311.

CMST 340 Computer Applications in Management (3). Prerequisite: CMIS 102, CMIS 102A, CMST 103, or IFSM 201. 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). Prerequisite: CMIS 102, CMIS 102A, CMST 103, or IFSM 201. 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. 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). Prerequisite: CMST 385. 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.

Economics

Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the behavioral and social 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 Macroeconomics (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 Microeconomics (3). 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.

Course Offerings

ECON 301 Current Issues in American Economic Policy (3). Prerequisite(s): ECON 201 and ECON 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 ECON 203. 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 ECON 203. 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.

 - Civic Responsibility Perspective  - International Perspective  - Historical Perspective  - Upper-level Writing

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, 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.

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;
- a minor in communication studies; and
- electives.

Communication Skills Courses

EDCP108G College Study for Adults (1). (Elective credit only.) The development of more efficient study habits. Emphasis is on the acquisition of skills (such as reading, writing, study skills, listening, and note taking) needed to learn effectively.

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.

Applacement test, available at Education Centers, is administered to students as 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 fundamentals 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 and Research Writing (3). (Fulfills the general education requirement in communications.) Prerequisites: ENGL 101 and LIBS 150. Continued practice in critical reading, thinking, and writing skills. Focus is on analyzing, evaluating, and synthesizing diverse sources and viewpoints to develop persuasive and argumentative writing projects. Assignments include written exercises, two short research essays, and a research paper, resulting in a total of at least 4,500 words (approximately 20 pages). 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. 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 requirement in communications.) 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 .

ENGL 391 Advanced Expository and Research Writing (3).  Prerequisite: ENGL 101. 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). Students may receive credit for only one of the following courses: ENGL 391 or ENGL 391X.

Course Offerings

COMM 393 Technical Writing (3). ✍

Prerequisite: ENGL 101. 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. 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 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. 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: The Renaissance to the Present (3). Prerequisite: ENGL 101. 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. An examination of representative plays from each genre (comedy, history, tragedy, and romance).

ENGL 221 American Literature: Beginning to 1865 (3). Prerequisite: ENGL 101. 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. 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. An introduction to fiction, poetry, drama, film, and literary essay, 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. 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. 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 communications. Designed as a foundation for other upper-level literature courses.) Prerequisite: ENGL 101. 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. 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 World Drama (3). 🌐 Prerequisite: ENGL 101. 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. 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.

Foreign Languages

Courses in foreign languages (designated 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.

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.

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). (Assumes no prior knowledge of Japanese.) An elementary study of Japanese. Emphasis begins with oral communication skills, and leads to balanced proficiency in the four communication skills of listening, speaking, reading, and writing. Topics include basic structures, vocabulary, pronunciation, and writing, as well as elements of culture, history, and geography. Authentic text from native speakers is used as much as possible.

JAPN 112 Elementary Japanese II (3). Prerequisite: JAPN 111. Continued basic study of Japanese, emphasizing oral communication and leading to a balanced development of proficiency in the four communication skills of listening, speaking, reading, and writing. Basic structures, vocabulary, pronunciation, and writing are practiced along with continued familiarity with culture, history, and geography. Oral and written authentic text from native speakers is used as much as possible.

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.

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JAPN 222 Intermediate Japanese II (3). Prerequisite: JAPN 221. Continued integrated study of Japanese. Emphasis is on reading, writing, and cultural phases.

JAPN 224 Intermediate Japanese III (3). Prerequisite: JAPN 222. Continued advanced integrated study of Japanese. Emphasis is on reading, writing, and cultural phases.

JAPN 225 Intermediate Japanese IV (3). Prerequisite: JAPN 224. Continued advanced integrated study of Japanese. Emphasis 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). (Assumes no prior knowledge of Korean.) An elementary study of Korean. Emphasis begins with oral communication skills, and leads to balanced proficiency in the four communication skills of listening, speaking, reading, and writing. Topics include basic structures, vocabulary, pronunciation,

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tion, and writing, as well as elements of culture, history, and geography. Authentic text from native speakers is used as much as possible.

KORN 112 Elementary Korean II (3).

🌐 (Prerequisite: KORN 111. Continued basic study of Korean, emphasizing oral communication and leading to a balanced development of proficiency in the four communication skills of listening, speaking, reading, and writing. Basic structures, vocabulary, pronunciation, and writing are practiced along with continued familiarity with culture, history, and geography. Oral and written authentic text from native speakers is used as much as possible.

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.

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).

🌐 A basic foundation in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geog-

raphy provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an elementary level. 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. A continuation of the development of basic skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Spanish. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.

SPAN 211 Intermediate Spanish I (3).

🌐 Prerequisite: SPAN 112. Further development of skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an intermediate level. Class is conducted primarily in Spanish. Students may receive credit for only one of the following courses: SPAN 201, SPAN 114, or SPAN 211.

SPAN 212 Intermediate Spanish II (3).

🌐 (Serves as preparation for upper-level courses in Spanish language, culture, and literature.) Prerequisite: SPAN 211. Improvement of skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally

and in writing at an advanced intermediate level. Class is conducted almost entirely in Spanish. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

Geography

Courses in Geography (designated GEOG) may be applied as appropriate toward

- the general education requirement in the behavioral and social 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.

Geology

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


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resources, geologic hazards, conservation, land reclamation, land-use planning, waste disposal, and the geologic aspects of health and disease.


Government and Politics

Courses in government and politics (designated GVPT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a minor in Asian studies or government and politics; and
- electives.

GVPT 100 Principles of Government and Politics (3).  A survey of the basic principles of political science. Topics include the relationship of political science to the other social sciences; the concepts of modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

GVPT 170 American Government (3). A comprehensive study of government in the United States, including the basic principles of American government and political culture and a cross-cultural examination of institutions, processes, and public policies.


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.

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. Analysis covers organizational structure and theory and the behavior of participants in the administration of policy.

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 for historical perspective coursework;
- a major or minor in history;
- a major or 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

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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 since 1914 (3). ☒ An investigation of the political, economic, and cultural developments of Europe since 1914, 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 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 382 The Korean War (3). ☒ An exploration of the Korean War, including the origins of the conflict on the peninsula and the reasons for Soviet, American, and Chinese involvement. Military strategy and campaigns are discussed, as are U.S. domestic politics and the consequences of the war for the nations and peoples involved. Students may receive credit for only one of the following courses: HIST 382 or HIST 318O.

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 Russia Since 1900 (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 process of change, as China moved from her perceived position of the center of the civilized world to that of a nation-state in a complex international environment.

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.

Human Resource Management

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in human resource management, 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). A basic study of human resource management. Topics include human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific manage-

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ment 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. 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). 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. Focus is 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. 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 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). A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace. Topics include wrongful discharge; discrimination based on race, sex, age, and disability; testing and performance appraisal; wrongful discharge; labor/management issues; and employee benefits. Salient transnational employment issues are also examined. 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 or computer and information science;
- 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). (Course activities require access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software.) 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. An overview of information systems, their role in organizations, and the relationship 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. 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 work-flow 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. 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: CMIS 102, CMIS 102A, CMSC 101, or IFSM 201. 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 310 Software and Hardware Concepts (3). Prerequisites: IFSM 201 and MATH 012. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. Topics include the architectures of processors and storage systems and implications for system software design. Discussion also covers the

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effects of the design of hardware and system software on the development of application programs in a business environment. 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. 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. Discussion covers interfaces between machines and their users, current and future technological trends, and their effects on data processing and the office environment.

IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3). Prerequisite: IFSM 201. An investigation of microcomputer-based multimedia systems and their application. Emphasis is on concepts and techniques for creating professional presentations using sound, clip art, video, and text. Discussion covers hardware selection and the use of the Internet as a resource for multimedia projects. The effects of multimedia presentations and the social issues involved in their use are examined.

IFSM 410 Database Concepts (3). Prerequisites: IFSM 300 and either CMIS 102 or CMIS 102A. 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. In-depth practice using Structured Query Language (SQL), the most common database manipulation language. Business-related case studies illustrate the various uses of SQL. Discussion covers the underlying theory of relations (including relational operators, keys, and entity and referential integrity). 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 or CMIS 320. 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 environment 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. 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. An exposition of planning, scheduling, and controlling a system project during its life cycle. Topics include

the use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts and 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 telecommunications 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 461. 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*

Library Skills

Courses in Library Skills (designated LIBS) may be applied toward

- the general education requirement in information literacy; and
- electives.

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. Development of a research topic and the creation of effective strategies for finding relevant information are discussed and practiced. The following information literacy skills are emphasized: understanding the research process; selecting appropriate print and electronic sources to answer research questions; effectively using Web

search engines and UMUC Information and Library Services' electronic resources to find information; and evaluating, organizing, and correctly citing the information found. Credit for LIBS 150 may not be earned through challenge exam or portfolio credit. 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 su-

pervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management.

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).

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

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receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 395 Customer Service Management (3). Prerequisite: BMGT 364. 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, MGMT 398A, or MRKT 395.

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 AECP 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 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 residency or degree requirements.

MATH 001 Pre-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: An appropriate result on the placement test. A study of whole numbers, integers, fractions, decimals and real numbers, variable expressions, first degree equations, ratio and proportion, percent, and geometry. All topics are employed to solve applied problems. Students may receive credit for only one of the following courses: MATH 001, MATH 100, or UCSP 198 Transitional Mathematics.

MATH 009 Introductory Algebra (3). (Not open to students who have already successfully completed a higher-level

Course Offerings

mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 001 or an appropriate result on the placement test. A comprehensive review of fractions, percentages, operations with signed numbers, and geometric formulas. Basic algebraic topics include exponents, polynomials, and linear equations. 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 already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate result on the placement test. A study of problem-solving techniques in intermediate-level algebra. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as statistics, computing, and discrete mathematics). 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 106 Finite Mathematics (3). (Not intended for students planning to take MATH 107, higher-numbered mathematics courses, or STAT 200.) Prerequisite: MATH 012 or an appropriate result on the placement test. A survey of selected topics from contemporary mathematics to introduce the student to mathematical thinking, covering applications and projects of other disciplines. Topics include problem solving, finance, probability and statistics, linear models, set theory, and logic. Other topics may include sequences and series, geometry, and game theory.

MATH 107 College Algebra (3). (The first course in the two-course series MATH 107-108.) Prerequisite: MATH 012 or an appropriate result on the 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 result on the 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. An introduction 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. 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. 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 introduction 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

Course Offerings

are undetermined coefficients, series solutions, Laplace transforms, and numerical methods. Students may receive credit only once under this course number.

Natural Science

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). (For students not majoring or minoring in science.) Prerequisite: MATH 012 or higher. 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 101 Physical Science Laboratory (1). (For students not majoring or minoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for NSCI 100.) Prerequisite: MATH 012 or higher. A laboratory study of the basic principles of physics and chemistry that illustrates how they apply to everyday life as well as to the fields of astronomy, geology, oceanography, and meteorology. Assignments include experiments, observations, and exercises.

NSCI 110 Introduction to Oceanography (3). (For students not 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). (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.

Philosophy

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 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 biological and physical sciences; and
- electives.

PHYS 101 Contemporary Physics (3). (For students not majoring or minoring in science.) Prerequisite: MATH 012. A presentation of experimental, theoretical, historical, and philosophical aspects of physics. Topics include mechanics, relativity, electricity and magnetism, and nuclear physics. Students who have completed PHYS 111 or PHYS 112 may not receive credit for PHYS 101.

Course Offerings

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). (For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements.) 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 behavioral and social 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, and social perspectives of human thought and behavior are addressed. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intel-

ligence, 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 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.

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 321 Social Psychology (3). (Formerly PSYC 221.) 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, PSYC 221 or PSYC 321.

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 focusing on 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. Recommended: PSYC 200 or STAT 200 and PSYC 305. 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.

Course Offerings

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.

Sociology

Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a minor in sociology; and
- electives.

SOCY 100 Introduction to Sociology (3). An introduction to the fundamental concepts and principles of sociology. Topics include 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 or SOCY 100.

SOCY 105 Introduction to Contemporary Social Problems (3). An exploration of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, and alienation in modern society to the environment and national and global economic and political conflicts. Special attention is paid to issues of technology and social change. 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: SOCY 100. 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: SOCY 100. 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: SOCY 100. 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: SOCY 100. 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: SOCY 100. 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). (Fulfills the 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, perception, listening, the relationship of language to meaning, 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, STAT 100, or STAT 230.

Theatre

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.



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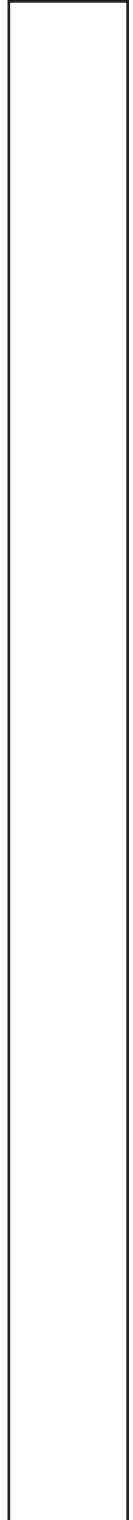
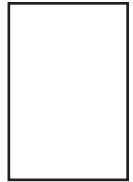
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BS, North Carolina State University
MS, East Carolina University
PhD, Capella University

WYATT, JAMES L.

Collegiate Professor
English
BA, MA, Northeast Louisiana University
PhD, University of Kentucky

YAMADA, ATSUKO

Collegiate Associate Professor
Japanese Language
BA, University of Maryland University College
MA, Sophia (Jochi) University

YI, SANG-HA

Adjunct Associate Professor
Korean Language
BA, Chungju University
MEd, Korea University

YOON, ANTONIA

Collegiate Instructor
Mathematics
BS, MAT, University of Florida

YOON, YOU-SOOK

Adjunct Instructor
Korean Language
BA, Sungkyunkwan University
MA, State University of New York, Albany

YOU, PAMELA

Adjunct Assistant Professor
Business and Management
BA, Loyola College
MBA, City University, London

YOUNG, LIS B.

Adjunct Instructor
Business Law
MA, George Washington University
JD, Catholic University, Paraguay

YUN, TOK KYUN

Adjunct Instructor
Korean Language
BA, Konkuk University

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 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.

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 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 discipline by UMUC. Allegations of misconduct by UMUC students should be referred to the Director, Student Affairs.

Filing Students’ 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 or from the Office of the Director, Student Affairs, for UMUC Asia.

Responsibilities of UMUC

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: www.umuc.edu/policy.

Code of Civility

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 current Annual Information Report can be found on the University's Internet Web site at www.umuc.edu/inform/report.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 the last three years 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 (stateside or overseas), or Student Affairs (stateside 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
 - 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.

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 composition
- or

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 frameworks 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 student 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 represents 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, Coast Guard, and Marine career specialties. UMUC grants transfer credit for courses graded C or higher if they are applicable to an Associate of Arts (AA), a Bachelor of Arts (BA), or a Bachelor of Science (BS) 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 preliminary 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 (one-half the total credit required for the bachelor's 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 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 and minor combined. 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 the academic major and minor combined.
- Up to 60 semester hours of credit for study completed in military service schools, based on 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 one half of the credits required for the major through graded coursework, including at least one course taken through UMUC. Graded coursework does not include credit earned through portfolio assessment, examination, or internship/Cooperative Education.

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/students/ugp_ss/artsys.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. UMUC does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status (including Vietnam Era Veterans).

In accordance with this nondiscrimination statement and UMUC's commitment to equal access, UMUC has revised Policy 40.3 (Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment). Students may access the revised policy and procedures at www.umuc.edu/policy/admin04030.shtml.

All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations should be

directed to the Equal Opportunity Officer, UMUC Asia, Unit 5060 Box 0100, APO AP 96328; Phone: DSN 225-9559, Commercial 042-552-2510 ext. 5-9559, International (+81) 42-552-2511 Ext. 5-9559; Fax: DSN 225-9889, Commercial 042-539-1804; E-mail diversity@asia.umuc.edu.

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 (UMUC) 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/period of enrollment in which they are enrolled. Satisfactory academic progress, as described below, is evaluated three times annually, in January, June, and September. 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 minimum cumulative completion rate of two-thirds (67%) of credits attempted.

3. Maximum Timeframe to Completion

Federally mandated maximum timeframe to complete the program/degree. The student must complete his or her educational program within a time frame no longer than 150% of the published length of the educational program, as measured by credits attempted and including transfer credits (for example, complete his or her program after attempting a maximum of 180 credits for a 120 credit program).

Federal regulations require that we 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 completion rate standards.

Students who do not earn their degree within the Maximum Timeframe to Completion, as outlined above, will be placed on Financial Aid Denial, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent semester/period of enrollment unless the student has made an appeal of the Financial Aid Denied status and the appeal is granted.

Treatment of W, I, AU, F, S, P, RT, H & G Grades, No Grade Reported, and Repeated Course Work:

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a non-completion of attempted course work.
2. Incomplete (I) grades are not included in the GPA calculation, and are considered a non-completion of attempted course work until the Incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated.
3. An audit (AU) grade or a Course Taken Out of Sequence (H) grade is not considered attempted course work. It is not included in the GPA calculation or completion rate determinations.
4. A satisfactory (S) grade, a passing (P) grade, or a Repeat Through Transfer (RT) grade is treated as attempted credits which are earned, but 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. This is true for both Fa grades (Failed – academic) and for Fn grades (fail due to non-completion).
6. If a G (grade pending) grade or no grade is assigned, for any reason, it will not be included in the GPA calculation, and will be considered a non-completion of attempted course work until a grade is assigned and academic progress can be re-evaluated.
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. 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 only allows students to receive aid for one repeat of a course.

Financial Aid Probation Status:

Students who fail to meet the minimum 2.0 cumulative grade point average standard or fail to complete at least two-thirds of cumulative credits attempted will be placed on Financial Aid Probation for the subsequent semester/period of enrollment. Financial aid can be received during the probationary period. Financial aid disbursements for the next semester/period of enrollment will be held until the grades and course completions have been reviewed for the semester/period of enrollment 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 as noted in this policy in a previous semester/period of enrollment of enrollment at UMUC.

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 on Financial Aid Denied status for subsequent semester/period of enrollment. No financial aid will be disbursed during subsequent semester/periods of enrollment until the student is removed from Financial Aid Denied status.

Students who do not earn their degree within the Maximum Timeframe to Completion will also be placed in Financial Aid Denied status. No aid will be disbursed during subsequent semester/period of enrollment unless the student has made an appeal and the appeal is granted for that semester/period of enrollment. There are no exceptions to this requirement.

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 a written letter of appeal in accordance with the appeal process and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the semester/period of enrollment rather than in Financial Aid Denied status.
2. The student attends UMUC, pays for tuition and fees without the help of student financial aid, and does well enough in the course work 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 graduate within the Maximum Timeframe to Completion cannot regain eligibility this way. Students who are beyond the Maximum Timeframe to Completion cannot regain financial aid eligibility except on a semester/period of enrollment basis through the appeals process.*

Appeal Process:

The student must submit an appeal of Financial Aid Denied status in writing to the Associate Director of 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 Policy 210.14)

I. Introduction

UMUC complies with the Family Educational Rights and Privacy Act ("FERPA") of 1974 (also known as "the Buckley Amendment") which protects the privacy of students. In accordance with FERPA, this Policy informs students of their rights to:

- A. Inspect and review their education records;
- B. Seek an amendment of their education records, where appropriate;
- C. Limit disclosure to others of personally identifiable information from education records without the student's prior written consent; and

D. File formal complaints alleging a violation of FERPA with the Department of Education.

II. Definitions

- A. "Student" is 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.
- B. "Education records" are records that contain information directly related to a student that are maintained by UMUC or by a third party on behalf of UMUC. The following records are not education records:
1. Campus police or security ("law enforcement unit") records maintained solely for law enforcement purposes and maintained by that law enforcement unit.
 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.
 4. Records that contain only information relating to a person's activities after that person is no longer a student at UMUC.

III. Inspection and Review of Education Records by Students

A. Right of Access

1. 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.
2. 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. Custodians of Education Records

The custodian of education records is:

1. For UMUC Adelphi - the Registrar located in Adelphi, Maryland.
2. For UMUC Asia - the Registrar located in Tokyo, Japan.
3. For UMUC Europe (including Mannheim) - the Registrar located in Heidelberg, Germany.
4. For Schwäbisch Gmünd - Registrar located in Adelphi, Maryland.

C. Procedure to Request Review and/or Inspection of Education Records - Requests for review and/or inspection of education records should be made in writing to the appropriate custodian of records, as defined above. The custodian of records or designee will comply with a request for access within a reasonable time by arranging for the student to review his or her records in the presence of a staff member. If facilities permit, a student may 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.

IV. Amendment of Education Records

Students may request an amendment of their education records in accordance with this procedure:

A. Request to Amend Education Records

1. A student who believes that his or her education records is inaccurate, misleading, or in violation of the student's rights of privacy may ask the custodian of the education records to amend the record. The custodian of the education records or designee will decide whether to amend the record within a reasonable time after the request. If the custodian of the education records or designee decides not to amend the record, he or she will inform the student of the right to a hearing.

B. Hearings

1. A student may submit a written request for a hearing to challenge the content of his or her education records to the University Registrar and Vice Provost, Student Affairs. The written request must state what records the student believes are inaccurate, misleading, or in violation of the privacy rights of the student.

2. A hearing will be conducted by the University Registrar and Vice Provost, Student Affairs or designee. The hearing may take place via telephone or video conferencing. The student will be given an 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.
3. Within a reasonable period of time after the conclusion of a hearing, the University Registrar and Vice Provost, Student Affairs will notify the student in writing of his decision. The written decision will include a summary of the evidence and the reasons for the decision.
 - a. If the University Registrar and Vice Provost, Student Affairs determines that the education record is inaccurate, misleading, or in violation of the privacy of the student, the education records will be amended. The University Registrar and Vice Provost, Student Affairs will inform the student of the amendment in writing.
 - b. If, as a result of the hearing, the University Registrar and Vice Provost, Student Affairs decides that the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, he will inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. Any such explanation will be 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.

V. Disclosures

UMUC will not disclose education records or the personally identifiable information contained therein unless permitted by 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 for 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 will be provided to the student.

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; and
 - e. Previous educational institution most recently attended.
 - f. Birth Date
2. Directory information may be disclosed 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 custodian of the education records, as defined in this Policy.

C. Additional Disclosures without Prior Consent - Prior consent is not required for disclosure of education records or the personally identifiable information contained therein 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. This includes, but is not limited to, faculty, staff members, and security personnel.
 - 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 or local 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.
12. 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.

VI. Right to File Complaint

A student alleging that UMUC has not complied with the Family Educational Rights and Privacy Act (FERPA) may file a student grievance in accordance with UMUC's Student Grievance Procedures (Policy 130.70) or submit a written complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Appendix H

Shared Governance

In accordance with Board of Regents 1-6.00 Policy on Shared Governance in the University System of Maryland, UMUC developed a new worldwide shared governance structure. Each of the three primary stakeholder groups—students, faculty, and staff—of UMUC has an advisory council consisting of elected representatives. These councils advise senior UMUC leadership on broad issues related to the university's strategic planning, communications, academic initiatives, and other issues. Further, there is a University Advisory Council, made of representatives from each of the three stakeholder councils, to advise and assist the president of UMUC.

Student Advisory Council

The Student Advisory Council consists of twelve (12) student representatives from UMUC locations worldwide and includes both undergraduate and graduate students. Student Advisory Council representatives serve on the overall University Advisory Council, the Graduate Council, and the Undergraduate Curriculum Committee. The Student Advisory Council provides senior management with critical input on a wide variety of institutional initiatives that affect students and student life at UMUC. To learn more about the Student Advisory Council or contact a representative, students should visit the Web page at www.umuc.edu/gov/stac.

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