UMUC
University of Maryland University College

UMUC ASIA & UMUC EUROPE

CATALOG
UNDERGRADUATE | 2014–2015

www.asia.umuc.edu | www.europe.umuc.edu

UMUC IN MARYLAND AND AROUND THE WORLD

At University of Maryland University College (UMUC), a high-quality education is always within reach. UMUC is dedicated to offering on-site and online courses and resources to adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMUC is one of the largest providers of education to the U.S. military worldwide and serves 55,000 active-duty military servicemembers, reservists, veterans, and their families. With more than 100 worldwide locations in more than 20 countries and territories and nearly 100 undergraduate and graduate degree and certificate programs, UMUC makes it possible to earn a widely respected degree from just about anywhere.

UMUC's commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for students to register for courses, pay tuition, and order textbooks when it's convenient for them. Students can also access academic and career advising, financial aid counseling, library services, and much more online via the university's website or by phone or e-mail. All over the world, UMUC gives its students what they need to succeed.

CONTACT US

UMUC Asia and UMUC Europe are ready to assist current and prospective students with their questions and inquiries.

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2014. Students should keep the catalog available for easy reference throughout their degree program.

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International
+81-42-552-2510, ext. 5-3680

Military
DSN: 315-225-3680

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UMUC EUROPE

Civilian (Germany)
0631-534-800

International
+49-631-534-800

E-mail
studentservices-europe@umuc.edu

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FROM THE SENIOR VICE PRESIDENT

I am delighted to welcome you to UMUC Asia and UMUC Europe. Our mission is to serve your needs and provide top quality academic programs and services to members of U.S. military communities throughout the Central, European, and Pacific Commands. On these pages you will find information about rich and rewarding academic programs that will set you on a path of not only achieving your educational goals, but also establishing a solid base for your professional future.

UMUC is pleased to be celebrating 65 years overseas. What started off as a noble experiment in 1949, with seven professors in six cities in Germany, and then in 1956 at select locations in Asia, has turned into a globally recognized, award-winning institution. Today, UMUC Asia is present at over 30 sites in seven countries throughout the Asia-Pacific region. UMUC Europe is located at over 50 sites in 15 countries in Europe, the Middle East, and Africa.

From around the world, we continue the tradition of bold innovations in higher education by being the first university to offer courses in war zones, developing flexible formats like hybrid courses, and implementing a new, user-friendly online learning environment (LEO) to meet the needs of our students.

Leading this effort are first-class faculty and a dedicated staff who are committed to ensuring the fulfillment of your educational goals. They have the knowledge and experience to guide you along your academic path that will undoubtedly lead to personal growth and professional opportunities. Each of us stands ready to assist you in building an educational partnership.

On behalf of the faculty and staff of this great institution, I extend to you my very best wishes as you embark on your educational journey with UMUC.

Allan J. Berg, PhD, JD
Senior Vice President, Overseas Director

ACCREDITATION

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), one of six regional accrediting agencies recognized by the U.S. Department of Education.

UMUC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia. UMUC is a constituent institution of the University System of Maryland.

*See the policy statement and additional policies in the index.*

WELCOME TO UMUC

A UNIQUE INSTITUTION

University of Maryland University College (UMUC) is unique among institutions of higher education. From its founding in 1947, UMUC was designed to meet the educational needs of adult students—students who must balance study with the demands of work and family life.

Today, UMUC has grown to be the largest public university in the nation, serving students throughout the state, the nation, and the world. Yet its focus on providing open access to high-quality educational programs and services—eliminating the barriers that can keep students from achieving their educational goals—remains unchanged.
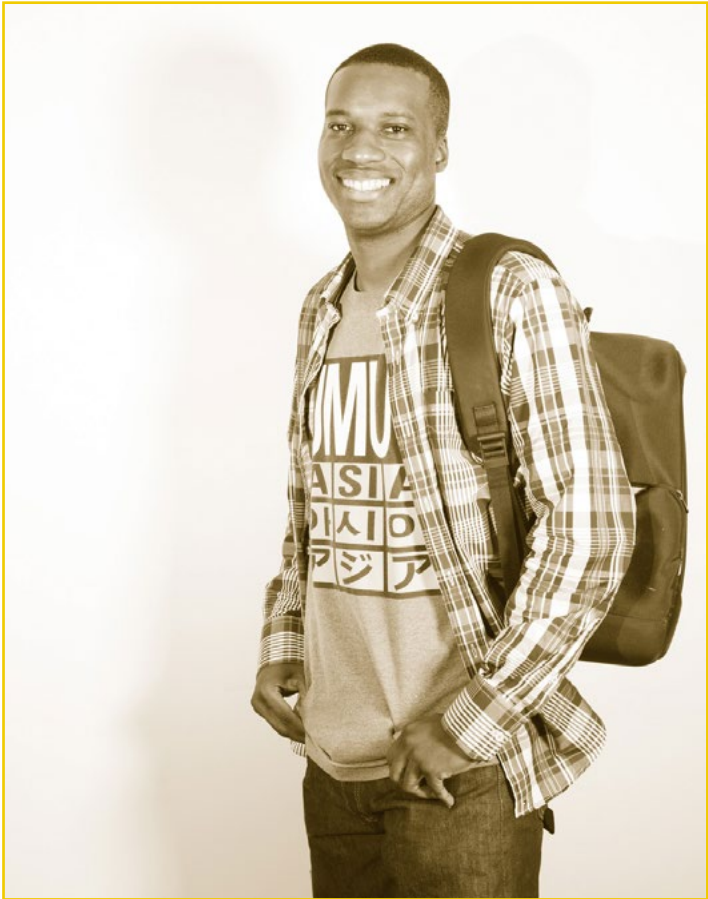
MILITARY PARTNERSHIPS

For 65 years, UMUC has proudly served the U.S. military through its educational partnership in Asia, Europe, and Stateside. More than a million servicemembers have taken UMUC courses.

This long relationship has made UMUC particularly sensitive to the needs of military students and prepared to handle details specific to military life, such as veterans benefits and the transfer of credit earned in military specialty schools. In 2009, the U.S. Department of Defense announced that it had extended UMUC's privilege to serve the members of the U.S. military community in Asia for another five option years. In July 2013, UMUC was awarded a U.S. Department of Defense contract to continue offering programs at its military sites across Europe.

By proving that traditional standards of academic excellence can be maintained in non-traditional settings, UMUC has won the respect of the military community and established itself as an integral part of military life.

Currently, UMUC provides courses at more than 80 military installations throughout Africa, Asia, Central Asia, Europe, and the Middle East.

KEY ALLIANCES

Through key military alliances, UMUC is committed to helping servicemembers gain the most from their education.

◆ UMUC is a strong supporter of Community College of the Air Force programs. The GEM program allows Air Force students to quickly complete major requirements for CCAF degrees. Through the AU ABC program, UMUC enables CCAF degree holders to easily transfer credits toward a bachelor's degree.

◆ GoArmyEd, an online system developed to help Army students move forward academically, is centered on the GoArmyEd portal. UMUC partners with GoArmyEd to make registration and other student services seamless for Army students.

◆ The Military Spouses Career Advancement Account (MyCAA) is a unique financial aid program for military spouses. UMUC provides advisors to assist students with applying and using MyCAA benefits.

◆ UMUC is a member of the Navy College Program Distance Learning Partnership, a special partnership leading Navy students toward their bachelor's degree.

◆ The College of the American Soldier (CAS) program builds on the success of the Servicemembers Opportunity Colleges Army Degrees (SOCAD). Selected as a partner of the CAS program, UMUC helps to maximize college credits received from military education and leadership training for non-commissioned officers.

STUDENTS FIRST

At UMUC, student success is of paramount importance. The university seeks not only to help students fulfill their current education goals but also to create an educational partnership that will last throughout their lives.

To that end, the university looks first for ways to ensure that students can easily access programs and services. Admission policies are designed to simplify the process (standardized tests are not required), making it possible for students to apply and register at the same time.

As a global university, UMUC makes it possible for students to take classes any time, any place, by offering the largest selection of online programs available—in addition to classes at sites throughout Maryland and the metropolitan Washington area and in military communities all over the world. Student services can be reached by phone or online, as well as on-site at most overseas military bases.

Convenience and flexibility are not the only concern, however. UMUC seeks to create a learning environment that students will find respectful of their diverse backgrounds, inclusive, responsive, and relevant. Recognizing that financial concerns are often the biggest obstacle to higher education, UMUC also strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military and community college students.

EXCELLENCE

A regionally accredited university, UMUC is dedicated to providing the highest quality programs and services to its students and ensuring excellence in its online and on-site courses.

In providing these programs, UMUC relies on a renowned faculty of scholar-practitioners—teachers who bring real world experience as well as advanced academic credentials to courses—and the use of the latest technologies. UMUC also is able to provide a wealth of resources to its students because of its place as one of 11 institutions within the University System of Maryland.

The success of UMUC's efforts is evident. Year after year, UMUC continues to garner awards from such notable organizations as the University Professional and Continuing Education Association, the Sloan Consortium, and the Maryland Distance Learning Association.

INNOVATION

UMUC has always looked for new and better ways to serve students. Long before the online revolution, UMUC was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, students access both courses and services online, using the university's learning management system and MyUMUC, its online gateway to services and information. UMUC's faculty also strive to find new ways to best use these technologies to assist their students' learning.

PREPARING CITIZENS FOR THE 21ST CENTURY

UMUC prepares graduates to be effective professionals and citizens in their organizations, communities, and families. The university values the contributions of both a broad-based education and specific disciplines to the undergraduate experience, and thus incorporates cross-curricular context and analytical approaches in all programs to complement practice.

Instruction and curricula at UMUC are based on the belief that certain abilities are the hallmarks of successful learning. UMUC expects students to demonstrate knowledge and skills not only in the major areas of study, but also in critical analysis, reasoning, and problem solving; diverse cultures and historical periods; the use of technology; key concepts and principles of the natural, social, and behavioral sciences; information literacy; effective writing and communication; mathematical and quantitative reasoning; and the application of frameworks for ethical decision making. These hallmarks of a UMUC undergraduate education are instilled through a broad foundation in general education and integrated into a strong and focused major area of study. Students' mastery of these abilities is planned and assessed throughout their program of study.

The majors and minors provide focused courses of study that are developed and kept current through consultation with faculty, employers, professional and educational organizations, and other experts in the field. These academic programs prepare students for the modern workplace and also help working students put their current knowledge into a broader context.

SERVING ADULT STUDENTS

UMUC welcomes all students and helps them achieve their educational goals, but has a special focus on the needs of adult students in the workforce. In 2011, more than 70 percent of UMUC undergraduates worked full time, and nearly half were working parents. Currently, the median age for undergraduate students is 31 years old.

In recognition of the diverse educational goals and aspirations of its students, the university uses a variety of strategies to ensure access and facilitate degree completion. Knowing that adult students bring experience as well as a willingness to learn, UMUC acknowledges the value of that experience by incorporating the assessment of non-traditional learning in the evaluation of students.

Since adult students may have gained college-level learning from multiple sources, UMUC offers a number of innovative credit options that recognize the learning achieved through work and life experience and accelerate progress toward the degree. These options include Workplace Learning, which offers credit for new learning in the workplace, and Prior Learning, which offers credit for college-level learning acquired through previous work or life experience. UMUC also accepts credit from community college coursework and a variety of other sources, including military service credit and credit by examination.

UMUC understands the demands of balancing work, family, and study and responds by offering undergraduate classes at convenient locations and times, including evenings and weekends. Courses are also provided in innovative formats, including accelerated sessions, online delivery, and hybrid courses that combine on-site and online delivery. The rapid growth in undergraduate enrollments at UMUC testifies to the convenience, flexibility, and substantive content of its academic offerings in all formats.

EDUCATIONAL RELATIONSHIPS

UMUC is dedicated to collaboration and cooperation with other educational institutions, both public and private, throughout the nation and the world. The university has established alliance agreements with 90 community colleges across the United States, including all 16 Maryland community colleges.

The university also works to develop strong strategic partnerships with Maryland and national leaders in business and industry, government, and nonprofit organizations. UMUC values employers' viewpoints and has developed customized programs for employers and organizations across the country.

Consistent with its mission of bringing convenient and relevant learning opportunities to the workforce, UMUC has developed strong relationships with many prominent employers around the country, including the American Bankers Association, Booz Allen Hamilton, GEICO, and ManTech International.

Additionally, The Undergraduate School works in partnership with The Graduate School to develop accelerated pathways for students who wish to earn their graduate degree at UMUC. Programs with articulated pathways include accounting, business administration, cybersecurity, computer science, English, history, political science, social science, and homeland security. More information may be obtained from an academic advisor.

UMUC looks forward to providing academic excellence to our extraordinary students around the world.

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PROGRAM CHOICES

DISCIPLINE	MAJOR	MINOR	ASSOCIATE'S	CERTIFICATE
Accounting	✓	✓	✓ ✪	✓
Art history		✓		
Biology		✓		
Business administration	✓	✓		
Business and management			✓ ✪	
Communication studies	✓	✓		
Computer networking				✓
Computer studies			✓ ✪	✓
Criminal justice	✓	✓	Europe only ✪	
Cybersecurity	✓	✓		
Digital media and web technologies	Europe only	Europe only		
Diversity awareness		Europe only		
East Asian studies	Asia only	Asia only		
Economics		✓		
English	✓	✓		
Foreign language area studies			✓ ✪	✓
General studies	✓		✓	
History	✓	✓		
Homeland security		Europe only		

PROGRAM CHOICES

DISCIPLINE	MAJOR	MINOR	ASSOCIATE'S	CERTIFICATE
Humanities	✓	✓		
Human resource management	✓	✓		✓
Information systems management	✓	✓		
International business		✓		
Management studies	✓		✓ ✪	✓
Marketing	✓	✓		
Philosophy		✓		
Political science	✓	✓		
Project management				✓
Psychology	✓	✓		
Secondary teacher education ✳	Europe only			
Social science	✓			
Social work ✳✳	Europe only			
Sociology		✓		
Spanish for business and the professions				✓
Women's studies		✓	✓ ✪	✓

✪ AA in General Studies with specialized curriculum

✳ Program offered by our partner institution, Frostburg State University, and administered by UMUC Europe

✳✳ Program offered by our partner institution, Salisbury University, and administered by UMUC Europe

ADMISSION

ELIGIBILITY

UMUC Asia

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members located in a contract country may enroll in undergraduate courses through University of Maryland University College Asia if they meet admission requirements. U.S. military policy requires a valid identification privilege card issued by the military services. Card validation is required after completing the online application. In Japan, local citizens may take UMUC courses if deemed eligible by the Japanese government. All eligibility questions should be directed to the student services staff at the UMUC Asia Headquarters.

UMUC Europe

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members located in a contract country may enroll in undergraduate courses through University of Maryland University College Europe if they meet admission requirements. U.S. military policy requires a valid identification privilege card issued by the military services. Card validation is required after completing the online application. All eligibility questions should be directed to the student services staff at the UMUC Europe Headquarters.

ORIENTATION AND GETTING STARTED

UMUC field representatives and academic advisors stand ready in military communities to provide on-site assistance with admissions, registration, financial aid, advising appointments, and more. Contact information for field representatives is available for Asia at *www.asia.umuc.edu/sites* and for Europe at *www.europe.umuc.edu/locations.*

Before the beginning of each session, UMUC holds special online and on-site orientations for new and prospective students. Prospective students have the opportunity to learn about UMUC programs, student services, academic and career options, and meet faculty members and fellow students. Students participating in these special events may have their application fee waived.

ADMISSION REQUIREMENTS

The admission procedures of UMUC were designed to meet the needs of adult, part-time students. Most applicants who have a high school diploma from a regionally accredited or state-approved high school in the United States—or the equivalent—can be admitted and register for undergraduate classes. All students who have not completed at least 24 credits of transferable college coursework must submit high school transcripts (or equivalent). Test scores are not required for admission. Students must have been officially admitted to the university before they can enroll for classes.

UMUC policy 210.00 on Undergraduate Admission is available at *www.umuc.edu/policies*.

GoArmyEd

All eligible active duty, National Guard, and Army Reserve students must complete the *Common Application* online in the GoArmyEd portal.

Procedures for Admission

To apply for admission, students must complete an undergraduate admission application and pay the nonrefundable admission fee. Applicants who intentionally provide false information on their application are subject to disciplinary action, as detailed in UMUC policy 151.00 Code of Student Conduct (available online at *www.umuc.edu/policies*). Applications for admission may be submitted online through MyUMUC (*my.umuc.edu*). Military ID card validation by the local UMUC field representative is required after completing the online application.

Student Status

Upon being admitted to UMUC, students are assigned to regular, provisional, or consortium status. Admission of foreign-educated applicants is governed by requirements listed in the Foreign-Educated Students section which follows in this catalog.

Regular

A qualified applicant who wants to audit or receive credit for courses (whether he or she intends to earn a degree or not) is admitted as a regular student. For financial aid purposes, a regular student must be seeking a degree or certificate at UMUC. Admission as a regular student is granted to applicants who submit a completed, signed application; pay the nonrefundable admission fee ($50); and certify that they fulfill *one* of the following academic requirements:

✧ Have graduated from a regionally accredited or state-approved high school in the United States
or

✧ Have passed a high school equivalency exam

The most commonly accepted high school equivalency exam is the General Education Development (GED) test. Passing scores depend on when the test was taken. The following scores are required:

✧ Before January 2002, a total score of 225 and a minimum score of 40 on each section

✧ From January 2002 to January 2014, a total score of 2250 and a minimum score of 410 on each section

✧ After January 2014, a total score of 600 and a minimum score of 150 on each section.

To be granted regular admission status, students should have maintained a cumulative grade point average (GPA) 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 institutions. However, an academic probation or dismissal that occurred at least two years before the date when the student applies for admission has no bearing on the student's admission status.

Provisional

Two categories of students may be admitted in provisional status:

✧ Applicants who, during the last two years, earned a cumulative grade point average of less than 2.0 (on a 4.0 scale) at another college or university and/or were academically dismissed from another college or university (regardless of their cumulative grade point average)

✧ Foreign-educated students who meet proof of English proficiency, otherwise eligible for admission, who have not completed at least 24 credits of transferable college coursework

All provisional students may enroll for a maximum of 7 credits per term (fall: August-December; spring: January-May; summer: June-July). During their first term of enrollment at UMUC, provisional students in the first category must submit transcripts from all colleges and universities they have attended. The student's status is automatically changed to regular after the student has successfully completed 7 credits of graded coursework with a cumulative grade point average of 2.0 or higher, and all admission requirements have been fulfilled. If the student's term 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 and cumulative grade point averages are less than 2.0, he or she is dismissed and must follow the standard procedures that apply to all dismissed students.

Foreign-educated students must submit official transcripts verifying completion of the equivalent of a U.S. secondary education and documentation of English proficiency. They are eligible for regular admission status once UMUC has verified these qualifications.

Consortium

Colleges and universities serving the military overseas work together as a *consortium*. Students seeking a certificate or degree with a consortium institution can enroll in a limited number of courses with other consortium institutions without paying an additional application fee. These courses must be (a) needed by the student to complete certificate or degree requirements and (b) unavailable from the institution at which the student is seeking to earn the certificate or degree.

Note: UMUC Asia and UMUC Europe extend consortium status to Community College of the Air Force (CCAF) students and to students with a Servicemembers Opportunity Colleges Student Agreement from a SOC college or university.

Consortium students must submit an Application Fee Waiver Request to the UMUC field representative when applying in order to have their application fee waived. As visiting students, consortium students are not required to submit high school transcripts.

GoArmyEd

Army SOC students must follow the instructions in the GoArmyEd portal.

A consortium student who requests an official evaluation from UMUC thereby indicates interest in earning a certificate or degree with UMUC and will be required to pay the UMUC application fee. The student's category will then be changed from visiting to regular.

High School Students — Concurrent Secondary Enrollment

With the written recommendation of a high school guidance counselor, an academically gifted high school senior may enroll in a maximum of 7 credits at UMUC per term (fall, spring, summer) while finishing work toward a high school diploma. Such a student is required to demonstrate a cumulative grade point average of at least 3.5 (B+) in high school academic subjects. At least a month before a session begins, UMUC must receive the student's application for admission, the application fee, high school transcripts, and written permission from the appropriate high school officials. After being accepted, the student may continue to register as a "concurrent secondary" student until graduation from high school. For purposes of categorization, the student is treated as having provisional status. For additional information, students should contact the Student Services Office.

Transfer from UMUC Asia, Europe, or Stateside

Transfers between UMUC campuses (Asia, Europe, and Stateside) are simple and free of charge. It is important for students to notify UMUC when they relocate to a new duty station so residency and tuition may be accurately determined. Students who have attended classes with UMUC within the previous two years must submit a divisional transfer through MyUMUC (*my.umuc.edu*) or by contacting a UMUC field representative.

Readmission

Undergraduate students who have not attended UMUC for two years or more must submit a new application before they will be allowed to register. However, they need not pay another application fee. Students may be subject to all degree requirements in effect at the time of their readmission to the university. Students may reapply by selecting "Apply Online" at *my.umuc.edu*.

Admission of College Graduates

A student who has received a bachelor's degree from an approved U.S. institution is automatically admissible to UMUC as a regular (undergraduate) student upon submission of the admission application and fee. A former graduate student in the University System of Maryland whose time limit in a program has expired may also be admitted as a regular (undergraduate) student. Students who have been admitted to UMUC as graduate students may take undergraduate courses only when satisfying approved prerequisites or as part of an approved articulation agreement. Students may be admitted as either undergraduate or graduate, but may not be admitted in both categories at the same time.

Foreign-Educated Students

Prospective students educated outside of the United States will need to provide documentation of both English proficiency and the equivalency of a U.S. secondary education. Prospective students who were educated outside of the U.S. will need to complete the following steps:

1. Applicants educated outside of the United States may not be admitted until college-level proficiency in written English is demonstrated in one of the following ways
    - Graduation from a U.S. high school or approved university.
    - A grade of C or higher in an English composition course from an approved U.S. college or university.

    - A score of at least 550 on a written version, 213 on a computer-based version, or 79 on the Internet-based version of the TOEFL (Test of English as a Foreign Language). The TOEFL school code for UMUC is 5804. Information about the exam and administration of it is found at *www.toefl.com*.
    - A minimum score of 6.5 on the International English Language Testing System (IELTS), including the academic writing and reading modules.
    - A minimum score of Grade Pre-1 on the EIKEN Test in practical English proficiency.

2. If the applicant has earned fewer than 24 credits at an approved U.S. college or university, completion of the equivalent of a U.S. secondary education must be verified by the end of their first term of study at UMUC by submitting one of the following:
    - An evaluation from an approved international credit evaluation agency.

      or
    - Official score report showing successful completion of the U.S. GED exam with a total score of at least 600 and a minimum score of 150 on each section (for exams after January 2014), 2250 and a minimum score of 410 on each section (for exams between January 2002 and January 2014), or a total score of 225 and minimum score of 40 on each section (for exams prior to January 2002).

Until verification of the completion of secondary education is received by UMUC, the student is admitted provisionally, for one term only, and may register for a maximum of 7 credits if proof of English proficiency is met. Once verification is received, the student's status is changed to regular and he or she may register for up to 18 credits. Students are not permitted to register for subsequent terms until verification is received.

All documentation should be sent to

> University of Maryland University College
> Attn: Undergraduate Transcripts
> 3501 University Boulevard East
> Adelphi, MD 20783-8070

Bridge Program

UMUC Asia offers the Bridge Program to ESL learners who have not achieved the required test scores to become regular students. For details, students should refer to the Services and Resources section or *www.asia.umuc.edu/bridge*.

ENROLLMENT

UMUC Asia and UMUC Europe conduct five standard sessions of eight-week duration each academic year, as well as various sessions to accommodate military exercises or deployments. The academic year begins in late August and ends the following mid-August. Session dates for the current academic year are listed on the outside back cover of this catalog. Undergraduate on-site and online classes are generally eight weeks long. On-site classes are usually held on or near military installations and registration is held at education centers, or online at MyUMUC (*my.umuc.edu*).

Further information about schedules, session dates, and registration can be found on the UMUC websites or at MyUMUC.

OFFICIAL REGISTRATION

All students (except for GoArmyEd students) must

- Complete an *eApplication* online at MyUMUC (*my.umuc.edu*) and pay the nonrefundable $50 application fee when applying for the first time
- Register online through MyUMUC or contact their UMUC field representative
- Complete and process the appropriate forms if receiving government tuition assistance (TA) or VA education benefits
- Pay all fees in full prior to the first class meeting

GoArmyEd

GoArmyEd students must register through the GoArmyEd portal. The procedure is summarized here:

- Access the online GoArmyEd portal at *www.goarmyed.com*
- Complete the *Common Application* in the portal
- Register for UMUC courses in the portal by selecting campus "Univ of MD Univ Coll-Europe" or entering the GoArmyEd class number listed on the online class schedule
- Follow instructions in the portal to receive TA
- Pay all fees in full prior to the first class meeting

Note: The UMUC nonrefundable $50 application fee is not covered by Army TA. This fee must be paid in the MyUMUC student portal.

WAITING LIST

If a class is already full at the time of registration, the student has the option of placing his or her name on a waiting list for that class.

Waiting List Policies

Regardless of how the student registers, the following policies apply:

- ✧ Students may put their names on the waiting list for only six courses or sections.
- ✧ Students may not attend a class for which they are on the waiting list.
- ✧ Faculty members and academic advisors are not authorized to add students to closed classes.
- ✧ If a space becomes available, the first student on the waiting list will automatically be registered for it, and the charge will appear on his or her account. An e-mail will be sent to notify the student of the enrollment. If that student is ineligible for enrollment (because he or she has not met prerequisites or is enrolled in another class that conflicts in time), the space will go to the next person on the waiting list.

Students who no longer want a class should remove their name from the waiting list to prevent the possibility of automatic enrollment and being charged for the class.

COURSE LOAD

For official data, full-time enrollment is defined as 12 or more credits per term (fall, spring, summer) and half-time as 6-11 credits per term. One course, or 3 credits during a session, is considered a normal course load for a student who is fully employed. This course load will require at least six hours of class time per week and 12 or more hours per week of additional out-of-class study time. Students should carefully and realistically assess other commitments before registering for more than 3 credits per session.

In no case may a student register for more than 18 credits per term without written permission from an academic advisor. Permission to register for more than 18 credits is based on demonstrated academic excellence at UMUC with a minimum grade point average (GPA) of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMUC.

No student may register for courses whose scheduled meeting times overlap.

ENROLLMENT VERIFICATION

UMUC participates in the National Student Clearinghouse which, in turn, supplies verification of enrollment to lending agencies. UMUC reports enrollment data on students to the clearinghouse two times each month. Enrollment data is provided for all students who are enrolled in classes, whether they are attending full time, half time, or less than half time, as well as for students who are considered to have withdrawn from the university. UMUC also reports degree information, including graduation date, for students who have completed an academic program.

Current students may request enrollment verification by contacting the Student Services Office at their respective headquarters or through MyUMUC for free. Students who are no longer enrolled at UMUC may request a transcript of their academic record to verify past enrollment. Letters certifying official enrollment are also available upon request from the Student Services Office. Enrollment can be certified only for the current term and for previous terms. If requesting a letter for a future session, the letter will be mailed out and a hold will be placed on the student's record.

LOAN DEFERMENT FORM CERTIFICATION

UMUC does not grant or deny deferment requests; any deferments are at the sole discretion of the lender. UMUC processes deferment forms, certifying the student's official dates of enrollment. Students who are not enrolled in the current term (fall, spring, or summer) are reported as having withdrawn, regardless of whether or not they plan to enroll or have already enrolled in a future term.

Students with William D. Ford Federal Direct Loans who wish to apply for a deferment must complete the In-School Deferment Request (available at *www.umuc.edu/finaidforms*) and submit it to the Registrar's Office Stateside by fax at +1-240-684-2005 or +1-240-684-2006 for certification.

Students should be aware both of their lender's deadlines for receiving deferment requests and UMUC's reporting schedule to avoid having deferment forms processed and forwarded to the lenders before enrollment data has been reported.

WITHDRAWAL

Students who must withdraw (drop) from a course are responsible for completing the withdrawal through MyUMUC or the GoArmyEd portal. The date a student withdraws in MyUMUC will determine the withdrawal date for refunds. The following actions do not constitute formally withdrawing from (dropping) a course and may result in a failing grade and forfeit of any refund

- ✧ Stopping payment on checks for registration fees
- ✧ Non-payment of tuition charges
- ✧ Never attending or ceasing to attend class(es)
- ✧ Verbally requesting to withdraw from class(es)

None of the above actions relieve the student of his or her financial obligation to UMUC.

In addition, students using tuition assistance must contact the education counselor at the education center that issued the tuition assistance to discuss the reason(s) for withdrawing from the class and possible repayment of funds.

Students receiving financial aid are strongly encouraged to contact the Financial Aid Office before withdrawing to fully understand the impact on their current and future financial aid. Students are responsible for withdrawing themselves.

GoArmyEd

GoArmyEd students must withdraw through the GoArmyEd portal.

Each campus has its own withdrawal policy and dates and deadlines vary from campus to campus. Students who take a course from another UMUC campus are responsible to determine the appropriate withdrawal deadlines. Withdrawal deadlines may differ from the refund schedule.

Students who officially withdraw from a course after the schedule adjustment period will receive a mark of W. According to UMUC Asia and UMUC Europe policy, students who register for

- ✧ on-site classes or weekend seminars must officially withdraw no later than the day before the final class.
- ✧ hybrid courses must officially withdraw no later than the Friday before the final week of the course.
- ✧ online courses must officially withdraw before 65 percent of the total number of days in a session has expired.

Additional information for students receiving Veterans Affairs (VA) education benefits and financial aid can be found in the VA and Financial Aid sections of this catalog.

FEES

Fees charged to UMUC students are listed below. All fees are payable in full, in U.S. dollars, at the times specified. Payment may be made by credit card (American Express, Discover, MasterCard, or Visa) or e-check directly through the MyUMUC portal; cash payments may not be made. Additionally, check or money order payments may be mailed directly to the UMUC Asia or UMUC Europe Business Office. Checks and money orders should be made payable to University of Maryland University College.

Application for Admission $50

UMUC charges a nonrefundable fee for establishing the student's permanent record, the official university document from which transcripts are issued. Payment should be made through the MyUMUC portal the first time the *eApplication* with University of Maryland University College Asia or Europe is completed.

GoArmyEd

GoArmyEd students, who complete a *Common Application* in the GoArmyEd portal, must pay the $50 application fee through the MyUMUC portal before the course begins.

This fee is not required of consortium students unless they declare their intent to pursue a certificate or degree through UMUC.

Tuition

Tuition is payable at the time of registration and may be paid through the MyUMUC portal by credit card (American Express, Discover, MasterCard, or Visa) or e-check. Payment made by money order should be mailed to the respective UMUC Business Office. The student ID should be indicated on the payment.

A member of the U.S. Armed Forces may be entitled to tuition assistance (TA) from the U.S. government. Students other than GoArmyEd and active duty Air Force students must give the field representative at their education center a copy of the TA form or mail it directly to the respective UMUC Business Office.

Students may also qualify for Veterans Affairs (VA) education benefits and other forms of financial assistance. Information on financial assistance (loans and grants) and VA benefits is presented later in this catalog.

Students will receive invoices for charges incurred to their student account. Charges become past due after the end date

of the official registration period for the session. Once a charge is considered delinquent, students will begin receiving dunning (collection) notices. Timely payments should be made to avoid student debt being sent to collections.

To pay for tuition for the current term, students have the option of a convenient payment plan with 0 percent interest administered by Educational Computer Systems Inc. (ECSI). The plan allows students to spread their tuition payments over several months. It is not a loan, so no interest is accrued. A small non-refundable application fee will be charged to use this payment plan.

Payments may be made online at the ECSI website by credit card, e-check, or by setting up an automatic withdrawal plan from a personal checking or savings account. Students interested in the monthly payment plan administered by ECSI should contact the company at +1-866-927-1438 or visit *www.ecsi.net*. Additional information can be found on the UMUC websites.

Students needing to discuss payment plans for previous terms must contact the UMUC Business Office Stateside.

Returned Check $30

Students will incur a charge for any check returned unpaid by a bank. A student who stops payment on a check for tuition is neither disenrolled nor relieved of responsibility for paying tuition and fees.

Official Transcript $10

The fee for ordering each academic transcript issued by UMUC is $10, except those sent to an alliance school.

Rush Official Transcript

A special handling fee is charged for transcripts processed and mailed or faxed within 24 business hours.

Certificate/Graduation $50

For each certificate and graduation application filed, students are assessed an application fee.

Cap and Gown

Each graduate who plans to attend commencement is responsible for purchasing their own cap and gown.

Field Study

The tuition for a field study course is the same as any 1-credit or 3-credit course. Additionally, a student may be charged a hotel accommodation fee depending on the specific course. Students who cancel the course after the registration deadline will be charged a cancellation fee. The cancellation fee may be waived for those students who must cancel due to official, duty-related reasons.

Fees and Activity from Other UMUC Campuses

Charges incurred from UMUC Stateside will be reflected on the student's financial account along with any UMUC Asia or UMUC Europe charges. The student may direct all financial account inquiries to their local UMUC Business Office.

REFUNDS

The refund policy applies to tuition only. Other fees are not refundable. A student who withdraws from a course during the official drop period will receive a full refund. A student who withdraws after the drop period may be refunded a portion of the tuition as determined by the date of withdrawal. Information about withdrawal refunds is found at *www.asia.umuc.edu/withdrawal* (Asia) or *www.europe.umuc.edu/refund* (Europe).

If the tuition for a student who withdraws was paid by employer contract, the refund is returned to the employer. If the tuition assistance was a partial payment, it is returned to the employer, and excess payment is refunded to the student.

All withdrawals will be initiated through the MyUMUC student portal. Students may visit the UMUC field representative at the education center for assistance.

Students using tuition assistance (TA) need to contact a military education counselor or education services officer (ESO) for guidance on withdrawals related to emergencies or official duty.

Students using financial aid and VA benefits are strongly encouraged to contact the Financial Aid Office or VA Office before withdrawing to fully understand the impact on their current and future financial aid.

All refunds will be computed from the date the withdrawal is formally initiated, not from the date of the last class attended.

GoArmyEd

GoArmyEd students must initiate withdrawals through the GoArmyEd portal. The last date to withdraw and receive a full refund is listed in the GoArmyEd portal on the class details page of the course schedule for each class.

MILITARY OR EMPLOYER PROVIDED TUITION ASSISTANCE (TA)

Students financing their education with military or civilian tuition assistance (TA), also known as a third party payment, must present authorized TA forms to the UMUC field representative or the Business Office. If TA is pending, students should contact the Business Office to explain the circumstances.

Tuition assistance documents are typically written forms issued by a third party agency that guarantees payment. Military and civilian TA forms should be completed and signed by the appropriate authorizing official. Students may submit forms and inquiries to the Business Office, attention Student Accounts.

GoArmyEd

Army students who have registered through the GoArmyEd portal do not need to submit TA forms, as GoArmyEd automates the third party payment process.

Active duty Air Force students do not need to submit TA forms; however, Air Force students must verify that TA is digitally signed and approved within the AI Portal for UMUC to retrieve electronically.

TEXTBOOK FEES

Students may purchase textbooks through their campus' webText online store or at the local UMUC field site for on-site classes. If textbook payments are not made by credit card via webText, the charges will be posted to the student's financial account. If third party funds cover the cost of a textbook and an authorized tuition assistance form is submitted, UMUC will invoice the paying organization. As with tuition charges, textbook charges are the responsibility of the student if financial assistance is denied by the organization or payment is not received by UMUC in a reasonable period of time.

INDEBTEDNESS TO THE UNIVERSITY

Students who incur debts to UMUC during a particular session must clear all unpaid balances to be permitted to register for the next session. Requests for services including transcripts and diplomas will be denied until all debts have been paid. Outstanding debts are collected against any refunds due the student. However, due to the timing of certain transactions, it is important for students to verify their account balance even when a refund is issued.

UMUC students inquiring about a debt or wanting to make payment may contact the Business Office at

E-mail: *studentaccounts@umuc.edu* (general) or
        tpmilitary@umuc.edu (TA)

When a balance is unpaid and 120 days past due, the debt is forwarded to the State Central Collection Unit (SCCU) of the State Attorney General's Office (of the State of Maryland), which may report the debt to major credit reporting entities. A 17 percent fee will be assessed by the State of Maryland for all debts submitted to SCCU. Once a debt is sent to SCCU, payment must be made directly to SCCU.

Students can contact SCCU at +1-800-705-3493 or +1-410-767-1220, or *https://www.paybill.com/payccu/*.

FINANCIAL AID

SCHOLARSHIPS

UMUC scholarship programs, which includes the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. Requirements vary according to the individual scholarship program, but typical awards for most programs range from $200 to $1,500 per semester. To be considered for most UMUC scholarships, you must first complete the FAFSA and you will be pre-screened for scholarship eligibility. Students who meet UMUC's established scholarship criteria will be notified of their eligibility via their "To Do List" in the MyUMUC Student Portal (*my.umuc.edu*). Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential to submit a scholarship application as early as possible. More information is available online at *www.asia.umuc.edu/scholarships* or *www.europe.umuc.edu/scholarships.*

Employees of UMUC and their dependents, as well as persons who receive remission of fees from other institutions, are not eligible to receive UMUC scholarships or grants.

FORMS OF FINANCIAL AID

UMUC participates in the administration of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Iraq and Afghanistan Service Grant, Federal Work-Study, the William D. Ford Federal Direct Loan, Federal Direct Plus Loan, and the Federal Perkins Student Loan programs. All financial aid is administered and awarded in accordance with the federal rules and regulations that govern the Title IV Student Financial Assistance Programs.

Regardless of income level, all students are encouraged to apply for assistance; many financial alternatives are available.

FINANCIAL AID

GENERAL ELIGIBILITY REQUIREMENTS

An eligible applicant for UMUC assistance must

- ✧ Be admitted to UMUC as a degree-seeking or eligible certificate-seeking student.

- ✧ Be a U.S. citizen or an eligible noncitizen.

- ✧ Be enrolled for 6 or more credits for most federal and institutional aid programs. Federal loan programs require enrollment of at least half time. Audited courses, some repeated courses, credit by examination, and Portfolio credits cannot be counted.

- ✧ Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC 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, have borrowed in excess of loan limits, nor owe a refund on any grant under Title IV federal student aid programs.

- ✧ Not be ineligible based on a drug conviction.

APPLYING FOR FINANCIAL AID

Students may complete the online *2014-2015 Free Application for Federal Student Aid* (FAFSA) form and submit it electronically at *www.fafsa.ed.gov* or through the MyUMUC student portal.

It may take several weeks to process an application for any type of financial aid, so students should take note of the priority processing deadlines and other important dates listed on the UMUC website.

If students enroll in higher education for the first time on or after 1 July 2012, in order to be eligible for federal student aid, they must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a homeschool education). Students no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least 6 credit hours or 225 clock hours of postsecondary education.

Financial aid is awarded by academic year, and students must reapply each year. Students may apply until 30 June 2015 for the 2014-2015 academic year. Financial aid may be used concurrently with scholarships, military tuition assistance, and military spouse tuition assistance. It is the student's responsibility to inform the Financial Aid Office when outside resources such as these will be used. Federal Pell Grants may be awarded retroactively. Student loans are processed and approved for current or upcoming enrollments during the academic year.

The results of the *Free Application for Federal Student Aid* (FAFSA) are contained in the *Student Aid Report* (SAR) or *Institutional Student Information Report* (ISIR), which will be secured electronically from the federal processors in Illinois by the Financial Aid Office for all students who submit a FAFSA application **with the UMUC school code of 011644.** The SAR/ISIR will indicate whether the student may be eligible for a Federal Pell Grant.

The Financial Aid Office must review and approve the completed file before the student enrolls as a financial aid recipient. Students receiving financial aid must be fully admitted to UMUC and be degree seeking. Students who already have baccalaureate degrees are not eligible for Federal Pell Grants, but they may be eligible for Federal Direct Student Loans. An initial financial aid award will be made based on anticipated half-time (6 credit hours) enrollment in classes offered during the semester. Students who wish to have their file reviewed due to special or unusual circumstances should still submit the FAFSA with the information requested, wait for the results of the FAFSA, and then contact the Financial Aid Office.

Students receiving financial aid must make satisfactory academic progress. They must maintain a cumulative grade point average (GPA) that meets the academic standards as set forth in this catalog and must maintain a cumulative completion rate of at least 67 percent of the credits attempted. Students who fail to meet the minimum requirements are not eligible to receive financial aid unless a satisfactory academic progress appeal has been submitted and approved by the Financial Aid Office.

Priority Deadlines for Financial Aid

Students may apply for financial aid at any time and the application will be processed on a first-come, first-served basis. If the entire financial aid file is complete by the priority deadline, the application should be processed in time for funds to be available for registration. Students missing the deadline may still be eligible to receive financial aid, but they may have to pay for tuition and fees themselves. Once financial aid is approved, these students will be reimbursed.

Semester	Priority Deadline
Fall	1 June
Spring	1 November
Summer	1 April

Non-UMUC Enrollment

Students' financial aid awards are determined based on enrollment with UMUC. If students wish to take a course with another school, they must contact the Financial Aid Office prior to enrolling with the other school. Enrollment in courses offered by UMUC Asia, UMUC Europe, and UMUC Stateside may be used in calculating financial aid eligibility with UMUC.

Grants

Federal Pell Grants

Federal Pell Grants range from $602 to $5,730 during the 2014-2015 academic year and will vary based upon the Expected Family Contribution (EFC) and enrollment status. Federal Pell Grants do not need to be repaid. Students eligible for a Federal Pell Grant who have submitted their completed FAFSA and all required documentation to the Financial Aid Office will receive e-mail notification regarding their award. All Pell Grant funds are automatically awarded in an accepted status.

Eligible Federal Pell Grant students will be considered for aid for the entire academic year. Students are responsible for tracking the use of their grant. The amount of the grant, based upon the EFC and the cost of attendance, may vary each term depending on the enrollment level.

Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If students have exceeded the 12-semester maximum, they lose eligibility for additional Pell Grants. Equivalency is calculated by adding together the percentage of Pell eligibility received each year to determine whether the total amount exceeds 600 percent.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG grants, which do not have to be repaid, can provide up to $700 per semester to eligible students with the greatest financial need. Students must be eligible for and already have been awarded a Federal Pell Grant. Eligibility for the FSEOG is determined by the Financial Aid Office in compliance with strict federal requirements. Funding for the FSEOG program is very limited.

Iraq and Afghanistan Service Grant

This grant is for students who are not Pell-eligible; whose parent or guardian died as a result of military service in Iraq or Afghanistan after 11 September 2001; and who at the time of the parent's or guardian's death were less than 24 years old or were enrolled at least part time.

UMUC President's Grant

This grant program offers grants to students who demonstrate financial need. Typical awards will range up to $500 per semester, based on need and availability of funds.

Loans

The William D. Ford Federal Direct Subsidized Loan Program

This subsidized loan program allows eligible students to borrow directly from the Department of Education. Due to regulatory changes starting 1 July 2012, students whose loans are disbursed are responsible for interest that accrues while the loan is in the grace period. Freshmen may borrow up to $3,500; sophomores, $4,500; and juniors and seniors up to $5,500 per academic year. Aggregate loan limits may also apply. Transfer students must have an official evaluation before sophomore-, junior-, or senior-year grade levels can be confirmed.

Students seeking a Direct Loan must complete the *Free Application for Federal Student Aid* (FAFSA), and take all steps necessary to apply for financial aid through UMUC. First-time borrowers must also complete entrance loan counseling. All borrowers must have a valid Master Promissary Note (MPN) on file with UMUC.

Following federal guidelines, the Financial Aid Office determines eligibility for a Direct Loan. Students will be awarded maximum eligibility based upon grade level, loan period, and need. Students can accept all or part of their awards.

Students must successfully complete a minimum of half-time enrollment each semester during the loan period or the loan will be cancelled, either in part or in full. Loan periods can be for semester only or a combination of semesters, e.g., fall only or fall/spring or summer only. Enrollment in both on-site and online classes can be combined for the purpose of the half-time enrollment necessary for a student loan within a semester. For financial aid purposes, 6 credits in a semester is considered half-time enrollment and 12 or more credits is full time.

The annual interest accrued is assumed by the federal government while the student is enrolled at least half time and until the repayment period begins. The interest rate for a subsidized loan, first disbursement made on or after 1 July 2014 and before 1 July 2015, is currently at 3.86 percent. All loans have loan fees (also called origination fees) that are deducted proportionately from each loan disbursement received. Thus, the money received will be less than the actual amount borrowed. The student is responsible for repaying the entire amount borrowed.

Deadlines for a student loan require that it be initiated with the federal processor, via the Financial Aid Office, no later than the last day of the eligible enrollment period.

Students who are first-time borrowers on or after 1 July 2013 are subject to a new provision that limits their eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of their educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

The William D. Ford Federal Direct Unsubsidized Loan Program

This student loan program has the same terms, conditions, and deadlines as the subsidized Direct Loan with the same interest rate at 3.86 percent. The student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The unsubsidized program is available to students who do not qualify, or qualify only in part, for the subsidized loan. It is also aimed at students whose financial need exceeds the subsidized loan limits. Dependent students supported by their parents are eligible for amounts equal to the subsidized Direct Loan limits plus $2,000 per academic year. Independent students are eligible for amounts equal to the subsidized Direct Loan limits plus $6,000 per academic year as freshmen and sophomores and $7,000 per academic year as juniors and seniors.

Federal Direct PLUS Loan Program

This loan program enables parents of undergraduate dependent students to borrow directly from the Department of Education at a fixed rate of 6.41 percent. There is a 4.0 percent origination fee that is subject to reduction by the Department of Education. Loan amounts may cover the cost of attendance, less any other financial aid, per academic year and grade level. Parents must undergo a credit check. Students whose parents are denied a PLUS loan may be eligible for additional unsubsidized loan funds. The repayment for a PLUS loan begins on the date the loan is fully disbursed. Deferments (granted by the Department of Education) may allow for a delay in payment until after the period of enrollment, although interest will continue to accrue.

UMUC requests students and their parents to complete the FAFSA and take all necessary steps to apply for financial aid through UMUC. Parent borrowers are encouraged to go online at *studentloans.gov* and complete the PLUS Request Process.

Federal Perkins Loan Program

The Federal Perkins Loan program provides long-term federal loans for undergraduate students with the greatest financial need. Students may borrow up to $4,000 per academic year at a 5 percent annual interest rate with UMUC acting as the lender.

Students wishing to apply for a Federal Perkins Loan must complete the *Free Application for Federal Student Aid* (FAFSA). Because of federal budgetary constraints, funding for the Federal Perkins Loan program is very limited. Repayment of the loan begins nine months after the student ceases to be enrolled on at least a half-time basis. Perkins recipients must also complete entrance and exit counseling.

Private Student Loan Programs

Private student loan programs are also an option for UMUC students. Students whose financial aid awards do not meet their financial needs may be able to borrow up to their cost of attendance from private student loan programs offered by various banks and other lenders. These education loans are not federal loans; students borrow directly from and make payments to the lender. Students who are interested in a private student loan should contact the bank of their choice or visit the UMUC webpage on private student loans at *www.umuc.edu/financialaid.*

Loan Deferment Form Certification

For details on loan deferment form certification, students should refer to the Enrollment section of this catalog, p. 6.

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.

Disbursement of Funds

The UMUC Business Office disburses (applies) funds to the student's account based on federal and UMUC guidelines. Financial aid may be released to the student account up to 10 days prior to the course start date. If a student is enrolled in courses with multiple start dates, the disbursement is released when the student is actively enrolled in 6 credits.

Awards applied to the student's account in excess of tuition and fee charges are refunded to the student within UMUC and federally mandated time frames. The Business Office prepares refund checks and mails them directly to the student. In general, this refund process requires seven to 14 days from the date the credit balance is created on the student's account at UMUC. Students may also choose the direct deposit option by enrolling in direct deposit through their student center in MyUMUC.

UMUC Financial Aid Standards for Satisfactory Academic Progress

Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degree or certificate. Students who fail to meet the minimum academic standard are denied aid following the period of review and financial aid is not disbursed. For details, students should refer to *www.umuc.edu/students/aid/fapolicies/*.

Federal Return of Funds Policy

Federal student financial aid, including grants and loans, is awarded to students under the assumption that they will be enrolled for a specified period of time, such as a semester. When students receiving these funds do not remain enrolled as expected, the Financial Aid Office is required to determine if they have been enrolled long enough to keep all of the financial aid received. Therefore, the UMUC Financial Aid Office must calculate Return of Title IV Funds each time a student stops his or her enrollment (i.e. withdraws, drops, or stops participating in classes and receives an FN grade) before the end of the semester and does not certify his or her intent to return in another session before the end of the semester. Students who stop enrollment before completing 60 percent of their intended enrollment period will be required to repay a portion of any federal financial aid received. For further information, students should visit *www.umuc.edu/enrollmentchanges*.

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 a UMUC field representative about the possible availability of these scholarships.

Military Spouse Career Advancement Account Scholarship – MyCAA

MyCAA provides a maximum education benefit of up to $4,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. More information is available at: *aiportal.acc.af.mil/mycaa/default.aspx#*

Army Emergency Relief Program (AER)

AER maintains two scholarship programs – the Spouse Education Assistance Program and the MG James Ursano Scholarship Program for dependent children. More information is available at *www.aerhq.org*.

General Henry H. Arnold Education Grant

The Air Force Aid Society provides $2,000 need-based grants to students planning to enroll full time in an undergraduate program of study. Students must be a son, daughter, spouse, or surviving spouse of an Air Force servicemember. More information is available at *www.afas.org*.

For Further Information

All financial aid information and forms are available at *www.umuc.edu/financialaid* on the UMUC website. Students with additional questions should visit Help@UMUC at *www.umuc.edu/help* to e-mail, chat, or review an extensive list of frequently asked questions. Students may also contact the Financial Aid Office in Adelphi, Maryland, by phone at +1-800-888-UMUC.

Contact information for the UMUC Asia and UMUC Europe Headquarters Offices may be found in the directory.

VETERANS EDUCATION BENEFITS

UMUC students who are active duty or veterans may be eligible for educational assistance programs administered by the U.S. Department of Veterans Affairs (DVA). Information and application forms may be obtained on the GI Bill website at *www.gibill.va.gov*. Students may also contact the UMUC Asia or UMUC Europe VA Offices for assistance.

VETERANS BENEFITS PROGRAMS

Students may apply for the following educational assistance programs administered by the U.S. Department of Veterans Affairs:

✧ The Montgomery GI Bill–Active Duty Educational Assistance Program (MGIB, Chapter 30)

✧ Vocational Rehabilitation (Chapter 31)

✧ The Post–Vietnam Era Educational Assistance Program (Chapter 32)

✧ The Post-9/11 GI Bill (Chapter 33)

✧ Transfer of Post-9/11 GI Bill Benefits to Dependents

✧ Marine Gunnery Sergeant John David Fry Scholarship

✧ The Survivors' and Dependents' Educational Assistance Program (Chapter 35)

✧ Montgomery GI Bill–Selected Reserve Educational Assistance Program (Chapter 106)

✧ Montgomery GI Bill–Reserve Educational Assistance Program (Chapter 1607)

Detailed information on all assistance programs is available on the UMUC website at *www.umuc.edu/vabenefits* or on the Department of Veterans Affairs website at *www.gibill.va.gov*.

APPLYING FOR VA BENEFITS

A student who is applying for benefits for the first time should

✧ Complete VA form 22-1990 through the Veterans Online Application (VONAPP) *www.gibill.va.gov/apply-for-benefits*.

✧ Submit a photocopy of his or her DD214 with the application (if the student is a veteran).

A student who has already used VA benefits at another university must

✧ Complete form 22-1995 (Request for Change of Program or Place of Training).

All new VONAPP users must first create an account at *www.ebenefits.va.gov*.

Requesting Certification of Enrollment

All students requesting VA benefits **must** submit their request for certification each period of enrollment through MyUMUC (*my.umuc.edu*).

◇ **Applying for VA Benefits**

The first time you request benefits each term (fall, spring, summer) the "Request for Certification" form must be completed in your MyUMUC Student Center.

Student Center > MyAcademics > Request for Certification

◇ **Adjusting VA Benefits**

If you enroll in additional courses within the same term you will need to adjust your veterans benefits in your MyUMUC Student Center.

Student Center > MyAcademics > Adjust My Certification.

◇ **Viewing Certification Status**

Students may view the status of their certification requests through their Student Center under Academics then click on MyAcademics > View My Certification Status. The status may be: a) **pending**, the UMUC VA Office has not yet received the request; b) **received**, the UMUC VA Office is reviewing the request; c) **submitted**, the certification was submitted to the DVA Regional Office on the date indicated; and d) **denied**, the course has been denied and will not be submitted for certification.

VA Students from Other Institutions

Students who are not pursuing UMUC degrees but who wish to receive VA benefits for UMUC courses must request written permission (a parent school letter) for each course from their degree-granting school before enrolling. The parent school letter must be submitted to the UMUC VA Office by e-mail to *pslva@umuc.edu*. Students must also complete the certification process through the MyUMUC student portal.

CERTIFICATION PROCESS

Notification that a student wishes to use VA benefits is a student's responsibility and **must** be submitted through MyUMUC (*my.umuc.edu*) each period of enrollment the student is requesting benefits. UMUC acts as a certifying agent for the DVA. The UMUC VA Office confirms the course(s) are part of the student's degree program and submits DVA form 22-1999, certification of enrollment, to the DVA Regional Office in Buffalo, NY. Students may view the status of the processing of their certification through MyUMUC by selecting "View My Certification Status." The primary responsibility of the university is to verify active enrollment of VA students; it is not to make decisions on individual claims.

Please note: UMUC Asia and UMUC Europe students are not eligible for the VA Advanced Payment program or the Yellow Ribbon program.

PAYMENTS

VA payments are made by the Department of Veterans Affairs and are calculated in accordance with federal regulations. Education benefits are paid according to how the Department of Veterans Affairs views both the nature of the courses and the course load a student is taking. For students needing information on training times, please see the training time chart found on *www.asia.umuc.edu/vabenefits* or *www.europe.umuc.edu/vabenefits*.

Students receiving education benefits under the GI Bill (Chapter 30) should be able to verify their monthly enrollments for payment online via the Web Automated Verification of Enrollment (WAVE) at *www.gibill.va.gov* within six to eight weeks of certification.

VA students who withdraw from courses are subject to having the amount of their award recalculated by the VA and may be required to repay any unauthorized amounts received.

VA BENEFITS

STUDENT RESPONSIBILITIES

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

⬦ VA students are required to process a request for certification each time they register

⬦ Post 9/11 Chapter 33 VA recipients are required to send UMUC a copy of their certificate of eligibility (CoE) from the DVA to the following e-mail address: *coeva@umuc.edu*

⬦ VA students are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC

⬦ VA students must report all changes in enrollment, including drops, adds, withdrawals, and changes to audit or degree objectives. Such actions may affect payments to the student or lead to a requirement that she/he repay the VA monies already received

⬦ All VA students must submit through VONAPP the online form 22-1995 (Request for Change of Program or Place of Training) when

• changing schools

• reentering a program after leaving due to unsatisfactory attendance, progress, or conduct

• requesting to adjust VA education benefits to reflect current military status (e.g., veteran to active duty)

⬦ 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 any course in which a nonpunitive grade (i.e., a grade of I, W, or AU) is assigned

⬦ Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a grade that meets minimum requirements for the degree has been earned

⬦ Payment of benefits will be disallowed for any course that is not a requirement in a student's degree or certificate program or for which a grade of FN is assigned

⬦ Payment of benefits will be disallowed for MATH 001, MATH 009, and MATH 012, which earn institutional credit only and may not be applied to degree requirements when taken in an online format

⬦ Payment of tuition and fees is required at the time of registration, unless the student is applying for Chapter 31, Vocational Rehabilitation, or Chapter 33, Post-9/11 benefits

⬦ Students are responsible for debts caused by overpayment of benefits resulting from reductions of course load

⬦ Each student must have an academic advisement report completed during the first session of enrollment. Students who do not comply may find future benefits delayed. Department of Veterans Affairs requires previous training to be evaluated so the student receives correct transfer credit. Information about training types which qualify is available online at *www.gibill.va.gov*

⬦ Students should contact their academic advisor each session to confirm their course selections meet degree requirements

TUTORIAL ASSISTANCE

Veterans, active duty military personnel, and reservists receiving funding assistance from the U.S. Department of Veterans Affairs may qualify for tutorial assistance. Students enrolled at least half time may qualify. Payments are allowed when students demonstrate deficiency in courses that are required for their degree programs.

WORK-STUDY ALLOWANCE

Students who are registered at least three-quarters time (9 credits) and who need money to attend school may participate in work-study. Recipients of benefits under the provisions of Chapters 30, 31, 32, 33, 35, and 106 may be eligible. Students may work up to 400 hours during a session and receive either the federal minimum wage or the state minimum wage, whichever is greater.

POINTS OF CONTACT

Students should refer to the directory for contact information for the UMUC Asia and UMUC Europe Headquarters Offices.

For questions regarding WAVE or payment inquiries, students should contact the DVA Regional Office in Buffalo, New York.

DVA Regional Office
P.O. Box 4616
Buffalo, NY 14240-4616

CIV: 716-857-3196/3197
Fax: 716-857-3192
E-mail: *buffrpo@vba.va.gov*

Because regulations are constantly changing, we recommend that students log onto our website for the most current information concerning their VA benefits.

Asia students: *www.asia.umuc.edu/vabenefits*
Europe students: *www.europe.umuc.edu/vabenefits*

WAYS OF EARNING CREDIT

UMUC is unlike any other institution of higher education in the world in its combination of access with academic quality. It opens doors to learning by taking education to students wherever they may be. Because UMUC understands the importance of lifelong learning, it has established academic policies that encourage the appropriate use of transfer credit from other institutions. Recognizing that adult students bring to the university not only a willingness to learn but also an educational history informed by experiential learning, it incorporates the assessment of non-traditional learning (i.e., learning gained outside the classroom) into the evaluation of students' competencies and academic credit.

CLASSROOM AND ONLINE STUDY

Students take UMUC courses overseas in classrooms at over 80 sites in Asia, Europe, the Middle East, and Africa. Students can also "attend class" worldwide in UMUC's online courses. Additionally, students may enroll in field study courses held at significant cultural locations throughout the world.

In on-site classes, there are 16 contact hours for each unit of credit. Therefore a 3-credit course delivered in an on-site format meets for 48 contact hours, usually over an eight-week session. On-site courses are also enriched by access to online materials and resources, and may require online participation as part of UMUC's support of technology fluency for students.

UMUC's role as a virtual and global university means that students can access and participate in the university experience from any place in the state, the nation, or the world. UMUC's award-winning online courses and programs offer a technology enriched experience conducted by the same excellent faculty that teaches its on-site offerings.

In online classes, students are linked to faculty and classmates via the Internet. The faculty member leads discussions, responds to student inquiries, and posts reviewed assignments in individual folders online. Students are expected to participate frequently in online discussions. Online students should have strong reading and writing skills, as well as basic knowledge of the Windows environment. Technical requirements for participating in online courses are provided at *www.umuc.edu/techreq*.

UMUC courses meet the same standards of quality regardless of delivery format. Any given course has the same objectives and requirements, awards the identical amount of academic credit, and may be applied toward the same undergraduate degrees whether it is delivered in a stateside classroom, overseas, or via the Internet. In Asia, students may also participate in self-paced multimedia learning Computer Aided Telecourses (CAT).

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 stateside programs of UMUC. Thus a student may earn a UMUC associate's or bachelor's degree or certificate entirely through study overseas or in combination with study at stateside locations in Maryland and in the Washington, D.C., metropolitan area. In addition to on-site classroom courses, UMUC offers an extensive array of courses through its acclaimed online program, all of which carry UMUC resident credit.

LEARNING GAINED THROUGH EXPERIENCE

Learning acquired outside the college classroom may be assessed for credit toward a degree with UMUC. Students can make use of life experience for possible college credit through Prior Learning (Portfolio or course challenge), Workplace Learning, and a variety of recognized external assessments. Details on Prior Learning and Workplace Learning follow. Academic advisors can help in determining the best routes to use in fulfilling any academic plan.

Prior Learning

The Prior Learning program teaches students to identify, articulate, and gain academic credit for college-level learning they have gained through work and life experience.

Students may earn credit for college-level learning acquired outside the classroom through two avenues: course-challenge examinations and Portfolio. As many as 30 credits may be earned through a combination of course-challenge examinations and Portfolio and applied toward the bachelor's degree. However, no more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Prior Learning (Portfolio and course-challenge examinations) and credit by examination. Any excess credits awarded are applied where appropriate in the student's program of study.

Course Challenge

UMUC credit can be earned for any undergraduate course for which UMUC can prepare and administer a suitable examination or assessment. Academic advisors can inform students about courses that may not be challenged. Degree- or certificate-seeking students at UMUC who have received an academic advisement report and have a cumulative grade point average (GPA) of at least 2.0 in UMUC coursework should carefully review the rules, procedures, and limitations described at *www.umuc.edu/priorlearning* before applying online.

Course challenge is not intended as a substitute for independent study. Students may be required to show evidence of prior learning before being authorized to challenge a course. Credit may be applied toward a first or second associate's or bachelor's degree. No assessment may be taken more than twice, and course-challenge examinations may not be taken for courses for which the student has previously enrolled. Only one course in a sequence may be tested at one time and students may not take an exam for a course that is a prerequisite for a higher-level course they have already taken.

Credit earned by course-challenge examination earns a letter grade, according to the exam score, that is computed in the grade point average. However, this credit may not be applied to the requirement for graded coursework in the student's major.

Exams may only be canceled before the student receives the exam. The student is charged the current tuition rate per credit for the number of credits challenged. Refunds are given only if a suitable exam cannot be prepared. More information on course-challenge examinations is available by contacting the Student Services Office or at *www.umuc.edu/priorlearning*.

Foreign Language Examinations

Foreign language examinations are for students completing degree requirements, not those seeking to determine their level of foreign language mastery.

To be eligible for a foreign language examination, the student must have an academic advisement report (AAR). A student who has attended elementary or secondary school where English was not the language of instruction can establish credit in that language only for certain courses. A native speaker of a foreign language may not earn credit for lower-level or conversation courses.

To determine the courses in which he or she may be examined, the student will be required to submit a Foreign Language Experience Questionnaire Form found online along with translated transcripts or school documents from those schools listed on the form. UMUC reserves the right to determine the native language of a student and the level of exam to be taken.

The examination fee is the current cost of tuition for each credit hour the student is seeking to establish and can be paid through the MyUMUC student portal at the time of registration for the exam. The student must also complete the Application to Establish Credit by Examination in a Foreign Language.

Students can contact an academic advisor for more information.

Portfolio

Portfolio is a unique way for students to articulate and identify college-level learning they have gained from work, community or political involvement, or other noncollegiate experiences and gain credit for it.

To be eligible for Portfolio, students must

- Complete a Portfolio application
- Meet basic standards in writing (either by having taken a college writing course or by qualifying for WRTG 101 on the writing placement test)
- Be in good academic standing at UMUC (not on academic warning or probation)
- Have submitted all transcripts, exam scores, and military training records to UMUC for a review of transfer credit
- Have a completed academic advisement report (AAR)

Enrollment in EXCL 301 Learning Analysis and Planning is required. In this 3-credit course, the student prepares a portfolio describing and documenting college-level learning gained from past experiences. Because EXCL 301 is a demanding and complex course, students should not register for other courses while they are enrolled in EXCL 301.

Students who successfully completed EXCL 301 with a grade of S and submit a portfolio for evaluation may enroll in a supplemental class (EXCL X001) to complete additional portfolios. Such a class confers no credit and may not be applied toward degree completion. Students taking this option may not target courses for which they were denied credit in EXCL 301. Additional information on this option is available through the Prior Learning office or the director, Student Services.

EXCL 301 is graded on an S/D/F basis. If the quality of work in the portfolio merits a grade of C or higher, a grade of S is awarded and the portfolio is forwarded for credit evaluation. Faculty members from the appropriate disciplines assess the portfolio and recommend whether to award credit. Credit earned as a result of portfolio evaluation also earns a grade of S. The S grade is not computed in the grade point average and is not applicable toward honors.

If the quality of work in the portfolio merits a grade of D or lower, the portfolio will not be forwarded for credit evaluation.

Experiential-learning credits may be awarded at both the upper and lower levels. Although a maximum of 30 credits may be earned through Portfolio, the average award is between 15 and 18 credits. These credits are considered UMUC resident credit. However, they do not fulfill requirements for graded coursework and so may not exceed half the total credits for a major, minor, or certificate.

Credit for EXCL 301 is charged at the current tuition rate. Fees are also charged for enrollment in the program, portfolio evaluation, any additional evaluations, and credits awarded. Students receiving financial aid must pay all Portfolio fees.

Students should carefully review the requirements, rules, and procedures for Portfolio. More information may be obtained by contacting an overseas academic advisor or at *www.umuc.edu/priorlearning*.

Workplace Learning

Workplace Learning offers an opportunity for students to gain experience and develop new knowledge and skills in their chosen discipline while earning upper-level college credit through an integrated model that puts theory into practice, thus enabling them to accelerate completion of both their academic and career goals.

To be eligible for Workplace Learning, students must

- ✧ Be seeking a degree or certificate in which Workplace Learning credit may apply

- ✧ Have completed 30 credits, including transfer credit, toward a degree (if seeking a degree)

- ✧ Have completed at least 9 credits in the discipline in which they plan to do their Workplace Learning project

- ✧ Have completed at least 6 credits at UMUC

- ✧ Have a GPA of 2.0 or better at UMUC

- ✧ Be working in a position that provides an opportunity to apply classroom theory to practical projects incorporating significant analysis and problem solving directly related to the student's academic discipline. (The position may be paid or unpaid, part time or full time.)

Students interested in pursuing a Workplace Learning experience must first develop a learning proposal that identifies several project tasks representing the new learning to be acquired as a result of the work experience; a faculty member in the appropriate discipline must then approve the learning proposal to ensure that it constitutes upper-level college learning. Once the learning proposal is approved, the student is given permission to register for Workplace Learning. The learning proposal is then developed into a three-way learning contract among the employer, the student, and the faculty mentor.

Throughout the Workplace Learning experience, students work under the supervision of the employer on completion of several of the identified project tasks and the faculty mentor on the completion of academic assignments required to earn college credit for their work experience. The project tasks for the employer constitute the course content, which is augmented by the reflective academic assignments for review by the faculty mentor. Students are required to communicate regularly with their faculty mentor throughout the Workplace Learning session, which typically lasts 15 weeks.

Students may earn either 3 or 6 credits during the Workplace Learning session. To earn 3 credits, students must devote at least 12 hours per week to tasks providing new learning (for a total of 180 hours during the Workplace Learning session) and complete a minimum of four project tasks identified in the learning contract. To earn 6 credits, students must devote at least 20 hours per week to project tasks (for a total of 300 hours during the Workplace Learning session) and complete five to eight project tasks identified in the learning contract.

Workplace Learning projects may be developed in all undergraduate disciplines. Courses are listed with the designator of the discipline and numbered 486A (for 3 credits) or 486B (for 6 credits). For example, a 3-credit Workplace Learning course in business and management would be listed as BMGT 486A, a 6-credit as BMGT 486B. Tuition for the Workplace Learning course is charged at the current rate per credit, and an administrative fee is charged each time the student enrolls.

Students may apply up to 45 Workplace Learning credits to their bachelor's degree (12 credits for a second bachelor's degree). Certificates that may include a Workplace Learning option typically accept no more than 3 credits of Workplace Learning coursework. Workplace Learning courses may not be used to satisfy general education requirements or required academic coursework in the major. However, Workplace Learning credits may be applied to electives as well as to upper-level supplemental courses in the major or minor. A standard letter grade is awarded for successful completion of Workplace Learning courses. It is strongly recommended that students consult with a UMUC advisor to determine how Workplace Learning credits may help them fulfill degree requirements.

For more information, students should review the information, policies, and procedures detailed online at *www.umuc.edu/wkpl* or call the Workplace Learning program office at +1-800-888-UMUC, ext. 2-2890.

TRANSFERRING CREDIT FROM OUTSIDE SOURCES

(Further details and regulations are found at *www.umuc.edu/policy* or in the appendix of this catalog.)

UMUC will not award credit for courses that repeat work done elsewhere. Students who have earned credit at other colleges or universities are responsible for determining whether courses they plan to take at UMUC would duplicate any previously earned credit and for submitting all official transcripts from colleges and universities attended, as well as documentation of military and professional learning and pertinent test scores (e.g., CLEP, AP, etc.)—regardless of whether they appear on a previous college transcript or not. Students are encouraged to consult a UMUC academic advisor before registering. Advisors are available to provide students with the UMUC Tentative Evaluation (Fast Plan) which helps students determine their progress toward a degree and which credits may transfer.

Students may not pursue two degrees of the same type (associate's, bachelor's) at both UMUC and another institution using the same credits to meet requirements toward both degrees.

Credit by Transfer

Credit toward a UMUC degree may be assigned for work completed through the kinds of institutions described in the following sections. As many as 9 credits of transferable college coursework may be counted toward an 18-credit certificate; as many as 45 credits of transferable college coursework may be counted toward an associate's degree; and as many as 90 credits of transferable college coursework may be counted toward a bachelor's degree.

UMUC does not accept credits for remedial or pre-college courses or sectarian religious courses in transfer. A student who wants to transfer credit from other institutions to UMUC should request an official evaluation/SOC Agreement to determine the applicability of those credits to a degree from UMUC. Official transcripts must be submitted from all colleges and universities previously attended, as well as the military, professional learning, and credit by exam. No transfer credit is accepted without official transcripts.

Credits earned at other institutions during a period of disciplinary suspension or dismissal from UMUC are not accepted in transfer.

Credit from Other Colleges and Universities

When the grade earned was at least C (2.0), transfer credits from approved two- and four-year colleges and universities may be accepted for courses that apply to the student's curriculum that do not duplicate other courses for which credit has been awarded. Transfer credit for another institution's course-challenge examinations and prior learning may be accepted if it is listed on the transcript with a passing grade.

Approved institutions include those accredited by the following regional associations:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- Northwest Commission of Colleges and Universities
- North Central Association of Colleges and Schools, The Higher Learning Commission
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges Commission on Technical and Career Institutions
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

Other institutions may be approved based on agreements and/or joint programs with UMUC.

Credit from Junior Colleges or Community Colleges

A total of 70 credits from approved two-year institutions (junior colleges or community colleges) may be applied toward a bachelor's degree at UMUC. A student who has already completed 70 credits may not apply further credit from a junior college or a community college to a degree from UMUC.

A maximum of 9 credits may be applied toward a certificate and 30 credits toward an associate's degree at UMUC.

A student who initially enrolled in any public community college of Maryland will be admitted to UMUC in conformance with the policy developed and approved by the Maryland Higher Education Commission. Additional information is presented in the section on transfer policies at *www.umuc.edu/policy*.

Credit from Institutions Outside the United States

Study at institutions outside the United States must be evaluated by an approved international credit evaluation agency. Details are available online at *www.umuc.edu/internationalcredit*.

Transfer to Other Institutions

A UMUC student planning to transfer to another college or university should seek guidance directly from that institution. The institution receiving the credit will supply the most accurate information about its requirements and whether specific UMUC courses will fit its curricula.

Technical and Professional Credit

Vocational and Technical Credit

Vocational and technical college-level credit from approved organizations, when applicable, may be accepted as **elective credit only.** This credit may be applied toward a degree at UMUC, up to the following limits:

- 18-credit certificate: a maximum of 3 credits
- Associate's degree: a maximum of 12 credits
- Bachelor's degree: a maximum of 21 credits of coherently related work

Noncollegiate Courses

UMUC will accept for credit professional (not technical) noncollegiate courses or exams applicable to the student's curriculum that have been evaluated by either (1) ACE (if the courses are listed in the *National Guide to College Credit for Workforce Training* found at *www2.acenet.edu/credit)* or (2) the University of the State of New York College Credit Recommendation Service (if listed in its *College Credit Recommendations* found at *www.nationalccrs.org*).

SUMMARY OF TRANSFER CREDIT SOURCES

Credit Sources	18-Credit Certificate	Associate's	Bachelor's
A. Maximum number of credits transferred from approved institutions:	9	45	90
B. Maximum number of credits transferred from American Council on Education (ACE)-recommended military training and experience:	9	30	60
C. Maximum number of credits transferred through AP, DLPT, USAFI, DSST, CLEP (General and Subject), and Excelsior College examinations:	9	30	60
D. Maximum number of vocational/technical credits transferred from accredited institutions and military sources, applicable as elective credit only:	3	12	21
E. Maximum number of transfer credits from approved junior or community colleges:	9	45	70
F. Total non-instructional credits transferred from exam credit (CLEP, DSST, etc. plus UMUC course-challenge and UMUC foreign language exams), EXCEL, and ACE-recommended military/civilian credits:	9	30	60
G. Maximum number of credits for a combination of portfolio assessment (e.g., EXCEL), course challenge and UMUC foreign language examinations, or military occupational specialties (e.g., MOS, NER):	6	15	30
H. **TOTAL credits transferred** from any combination of the above sources not to exceed:	**9**	**45**	**90**

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

UMUC grants credit for study completed in service schools on the basis of the recommendations by the American Council on Education (ACE) in *Guide to the Evaluation of Educational Experiences in the Armed Services*. Such credit is granted only if it is applicable to the student's chosen UMUC curriculum. UMUC generally accepts recommendations of ACE for lower-level and upper-level credit. Recommendations made by ACE for vocational or technical college or undergraduate credit are considered on the same basis as, and with the same limitations as, those placed on nonmilitary sources of credit.

Servicemembers Opportunity College

UMUC is a member of the Servicemembers Opportunity Colleges Consortium and the SOC Degree Network System. The Servicemembers Opportunity Colleges (SOC), established in 1972, are a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense and Coast Guard, and veterans.

The SOC Degree Network System consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate's and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC Degree Network System agree to special requirements and obligations that provide military students, their spouses, and their college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the two- and four-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Information and the SOC Degree Network System-2 and -4 Handbooks are available at the SOC website at *www.soc.aascu.org* and on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

Army, Navy, and Marine Training

A Joint Services Transcript (JST), formerly AARTS for Army and SMART for Navy and Marine Corps, should be submitted for evaluation of Service Schools and Military Occupational Specialties for Army training. The JST is the most effective means of documenting the learning servicemembers have acquired through their military experiences. The JST can be requested online, after establishing a JST account, at *https://jst.doded.mil/official.html* or for GoArmyEd students through the GoArmyEd portal at *www.goarmyed.com*.

Students who submit the JST transcript do not need to submit DA Form 2-1 or DD Form 295. UMUC recommends, however, that servicemembers request a transcript copy for themselves to ensure that all of their military courses and experiences have been included.

Students seeking credit for work not documented on the JST transcript should submit other documentation to verify their experiences. Students who submit a JST transcript do not need any other documentation to verify the following items listed on a JST transcript: SQT or SDT results, scores on CLEP and DSST exams, and Defense Language proficiency tests (DLPT). For example, if all CLEP and DSST tests are included on the JST transcript, students do not need to submit a DSST transcript as well.

For work not covered by JST transcripts, other documentation must be submitted. For DLPT, the National Cryptologic Institute, and ALMC, official transcripts must be requested directly from the issuing institution. The documents listed here, in conjunction with an ACE credit recommendation, can lead to the assignment of credit applicable to a student's UMUC degree program:

✧ Army and Navy Service Schools:
  - DA Form 2-1
  - DD Form 295
    (retired and former military use DD Form 214)
  - NAVPERS 1070-604
  - DA - 1059
  - ERB/ORB

✧ Army MOS Credit-Enlisted (E-6 or higher): PMOS, DMOS, or SOS must be documented on the JST as skill level 30 or higher.

Retired and Former Army, Navy, Marine Corps, and Coast Guard

Former military who are unable to secure a JST transcript need to submit certified true copies of documents shown below. Those seeking VA benefits must submit appropriate documents. Students should begin the process as soon as possible. Microfiche records are available from the National Personnel Records Center (NPRC), 9700 Page Blvd., St. Louis, MO 63132. Web: *www.archives.gov/st-louis/military-personnel*

- **Army** DD Form 214
  or MOS documentation listed in the previous paragraphs.

- **Navy** DD Form 214
  or NAVPERS 1070-604 for Enlisted or NAVPERS 601-4 and 1611/1 for Warrant Officers and LDOs

- **Marine Corps** DD Form 214
  Marine Corps Institute Transcript
  Students who attended the Marine Corps Institute may obtain an official transcript at *www.mci.usmc.mil*

- **Coast Guard** DD Form 214
  Coast Guard Institute Transcript Request *www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp*

Community College of the Air Force (CCAF)

UMUC awards credit for study at service schools of the U.S. Air Force in accordance with recommendations from the Community College of the Air Force (CCAF). Credits must be applicable to the student's chosen curriculum at UMUC, must meet other UMUC requirements for transfer credit, and are subject to the same limitations as those placed on nonmilitary credit. In addition,

- All credit from the CCAF is lower-level credit and is applicable only to freshman and sophomore requirements.

- Since the CCAF records satisfactorily completed courses as S (satisfactory) and specifies that S equals a grade of C or better, credit may be applied wherever appropriate in the UMUC curriculum. Courses that are vocational or technical may be used only as electives, up to a maximum of 21 credits toward the bachelor's degree and 12 credits toward the associate's degree.

CREDIT BY EXAMINATION

UMUC may award as many as 30 credits by examination toward the associate's degree and 60 credits by examination toward the bachelor's degree, provided that

- there is no duplication of other academic credit, and

- the scores presented meet UMUC's standards and do not exceed non-traditional credit limitations

Examinations may include the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), DSST examinations, Excelsior College Examinations, and the International Baccalaureate exam, as well as approved industry certification examinations (listed online at *www.umuc.edu/creditbyexam*), and other approved examinations. UMUC also accepts credit for professional examinations listed in the ACE *Guide to Educational Credit by Examination*. As many as 30 credits by examination awarded by other approved institutions will be accepted for courses that appear on an official transcript with a grade of C (2.0) or better. Students may not receive credit for introductory courses in their native language. Students who have questions about credit by examination are encouraged to consult a UMUC academic advisor.

INSTITUTIONAL EXAM CODES FOR UMUC

For official exam results to be sent to UMUC, the proper code must be used:

AP	0551
CLEP	5804
DSST	9357
Excelsior	02626
TOEFL	5804

Advanced Placement

Advanced placement and college credit may be granted to students on the basis of scores on a College Board Advanced Placement (AP) examination. These examinations are normally administered to eligible high school seniors during the May preceding matriculation in college. For information about requesting AP transcripts, e-mail *apexams@info.collegeboard.org*.

A student intending to transfer AP credit that was awarded at another college or similar institution must have a transcript of those scores sent directly to UMUC from the College Board. When those scores have been received, an academic advisor will determine whether they meet the standards established at UMUC for granting AP credit and how much credit may be awarded.

Credit earned by advanced placement may be used to fulfill majors, minors, or electives.

APPLICATION OF CREDIT BY EXAMINATION

CLEP General Examination	Credit	ACE Recommended Score	Duplication of UMUC Courses	GER Application
English				
Composition	3-6	50*	None	Communications**
Social Sciences and History				
Social Science	3	50*	None	Social Sciences
History	3	50*	None	Humanities
Natural Science	6	50*	NSCI 100 BIOL 101	Science
Mathematics	6	50*	MATH 106	Mathematics***
Humanities	6	50*		
Fine Arts			ARTH	Arts and Humanities
Literature			None	Arts and Humanities

* For exams taken prior to 31 March 2005, the minimum score for credit is 500. For CLEP English Composition examinations taken between August 1979 and May 1986 (ETS) or October 1986 (DANTES), the minimum passing score is 594. After these 1986 dates and continuing through 30 June 1993, the minimum passing score was 494.

** A maximum of 3 credits by examination can be awarded for English writing in the GERs.

*** CLEP General Mathematics examination must have been taken after 1 August 1985. No credit will be awarded for exams taken after credit has been assigned for MATH 106 or a higher-level math course.

College-Level Examination Program (CLEP)

Up to 30 credits may be awarded for general examinations in the College-Level Examination Program (CLEP). The scores must meet UMUC standards. UMUC may award 6 credits each for the examinations in English, mathematics, natural sciences, social sciences and history, and humanities.

Successful completion of certain subject-area examinations is another way of earning college credit. Students may earn up to 60 credits using both general and subject-area examinations toward their bachelor's degree and up to 30 credits toward their associate's degree. Generally, all CLEP subject examinations yield only lower-level credit. Academic advisors can furnish details.

DSST Examinations

Credit may be awarded for successfully completing certain DSST Tests (formerly known as DANTES Subject Standardized Tests). Academic advisors have information on which tests are acceptable.

Excelsior College Examinations

Students may earn credit for successfully completing subject tests offered by Excelsior College. Tests are available in various areas of the arts and sciences, as well as in business. Scores must meet UMUC standards. Academic advisors can furnish details.

Industry Certification Examinations

Some industry certification examinations, such as those for Microsoft Certification, may be eligible for credit. Academic advisors have information on acceptable examinations and requirements.

International Baccalaureate Examinations

UMUC accepts credit for the International Baccalaureate exam. To receive credit, students must complete the exams before they graduate from high school. Transcripts must be sent directly to UMUC from the examining body and scores must meet UMUC standards. Academic advisors can furnish details.

EARNING CREDIT

ACADEMIC ADVISEMENT

Emphasizing a personal approach to education, UMUC academic advisors are available to provide students the information needed to plan an academic program. This assistance can include a review of potential transfer credit, help with clarification of education and career goals, and aid in selecting appropriate courses. Advising services are available at times and places convenient to students. Students can choose to communicate with their advisor in person or by phone or e-mail.

Students should meet with an academic advisor as early in their college careers as possible to ensure that the courses they select meet the requirements for a degree or certificate with UMUC. Students can access an advisor's contact information through MyUMUC, by contacting their local field representative, or at *www.asia.umuc.edu/advising* (Asia) and at *www.europe.umuc.edu/advising* (Europe).

Tentative Evaluation (Fast Plan)

Prospective or newly admitted students can request from a field advisor a free review of their potential transfer credit. This review is an estimate of the academic credit UMUC may accept toward a particular degree and of the remaining requirements needed. Students can visit their local field advisor to obtain a tentative evaluation or UMUC Europe students may submit an online request for a Fast Plan at *www.europe.umuc.edu/fastplan*. This review is not binding for either the student or UMUC and may be subject to change.

Official Evaluation / Academic Advisement Report

The purpose of the official evaluation/academic advisement report (AAR) is to show students their certificate or degree progress and to help them select appropriate courses. Official evaluations are available to students who have been admitted and intend to complete a UMUC certificate or degree.

Students are responsible for submitting all pertinent academic documents including their military documents during their first session at UMUC. All students who have not completed at least 24 credits of transferable college coursework must also submit high school transcripts (or equivalent).

An official evaluation/academic advisement report

- ✧ Includes all transfer credits applicable to the degree program
- ✧ Lists all courses completed at UMUC
- ✧ Incorporates other types of academic credit
- ✧ Remains in effect only while the student remains continuously enrolled

An official evaluation/academic advisement report is based on the curriculum in effect when the student first registered with UMUC or any Maryland public two- or four-year school provided there has been no break in enrollment exceeding two years.

In the academic advisement report, a student's most recent courses are applied to requirements first. Courses that could apply to multiple requirements are assigned to the first relevant category in the following order: general education requirements, then requirements for the selected academic major and minor, and finally electives. Verification of other degree-wide requirements (such as minimum number of upper-level credits) follows and may affect the remaining credits needed for the degree. Students should review the specific notes indicating remaining requirements found at the top of the report.

Documents Required for an Official Evaluation

To obtain their official evaluation/academic advising report (AAR), students need to submit official transcripts from all colleges and universities previously attended, including other institutions of the University System of Maryland, whether or not transfer credit is requested or granted. Once all documentation is received, students will be notified by e-mail that their AAR has been completed and can be viewed in their Student Center by logging into MyUMUC (*my.umuc.edu*) and selecting "Academic Requirements" from the drop-down menu in the Academics area.

GoArmyEd

By completing the *Common Application* in the GoArmyEd portal, UMUC is notified that an official evaluation/student agreement is requested for a GoArmyEd student.

Documents required for an official evaluation include

- CLEP, USAFI/DSST, Excelsior College Exams (ECEP– formerly RCEP, ACT/PEP), or other test results, as appropriate
- Official transcripts from **all** colleges or universities attended—the form *Transcript Request* (UMAA-002) is available at education centers or online.
- Appropriate military documents
- Industry-specific certifications

An official evaluation cannot be started until an official transcript has been received directly from each institution attended, even when credit from one institution is posted on the transcript of another institution. It is the responsibility of the student to ensure that all appropriate documents have been received by UMUC.

Students may request an official evaluation/academic advisement report for a new program or new major/minor by contacting their academic advisor. Students may change their degree program only one time per term.

During the student's first session at UMUC, all records of previous educational experiences must be sent directly from each issuing institution (or other source, in the case of military documents) to

> University of Maryland University College
> Attn: Undergraduate Transcripts
> 3501 University Boulevard East
> Adelphi, MD 20783-8070

If electronic transcripts are available, they can be sent directly from the issuing institution to *undergradrecords@umuc.edu*.

UMUC may deny transfer credit from any institution not listed on the *Application for Admission* or, for GoArmyEd students, on their *Common Application*. Sources of transfer credit not listed at the time of admission or approved by an advisor after admission cannot be applied toward UMUC certificates or degrees.

Review of International Records

Students who attend a non-U.S. institution or international postsecondary educational institutions for which transfer credit may be awarded should

- Be admitted and be seeking an undergraduate degree at UMUC.
- Mail their official international school documents or other official educational documents to the international credit evaluation services selected by UMUC. Information and forms are available at *www.asia.umuc.edu/internationalcredit* (Asia) and *www.europe.umuc.edu/foreignstudents* (Europe).
- Provide unofficial copies of the above documents to their academic advisor, if the student is requesting a tentative evaluation.
- Pay fees associated with the international evaluation.
- Have all official transcripts from any U.S. institution previously attended sent to the UMUC Student Academic Records Office.

IMPORTANT INFORMATION FOR SERVICEMEMBERS

UMUC's agreement with the military services requires military students to submit all necessary documents and obtain a degree plan with UMUC by the deadline as stipulated by the service. Academic advisors can assist with further information.

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 exempt from this requirement.

GRADES AND RECORDS

GRADING METHODS

There are four grading methods at UMUC. The most commonly used is the standard method. The pass/fail alternative is available only under limited conditions. The satisfactory/D/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each are given in the following paragraphs.

Standard

Unless students choose either the pass/fail or audit option at the time of registration, they will be given a letter grade according to the standard method. Under the standard grading method, students are given a grade of A, B, C, D, or F on the basis of their performance in meeting the requirements of each course. For only a very few courses, the standard grading method is replaced by the satisfactory/D/fail method.

Grade/Mark	Interpretation	Quality Points
A	Outstanding *Performance excels far above established standards for university-level performance*	4
B	Superior *Performance above established standards*	3
C	Good *Performance meets established standards*	2
D	Substandard *Performance is below established standards*	1
F	Failure *Performance does not meet minimum requirements*	0
FN	Failure for nonattendance	0
G	Grade under review	0
P	Passing (D or higher)	0
S	Satisfactory (C or higher)	0
AU	Audit	0
I	Incomplete	0
W	Withdrawal	0

Pass/Fail

Degree-seeking students who have earned 30 credits (including at least 15 credits at UMUC) and who have a cumulative grade point average of 2.0 or higher may take one course of up to 6 credits each term (fall, spring, or summer) on a pass/fail basis, up to a maximum of 18 credits.

Students must elect pass/fail grading at the time of registration. This status may not be changed after the first week of classes for eight-week sessions.

This grading method is allowed only for electives. Required courses (e.g., general education courses and courses for the major and minor) may not be taken pass/fail, nor may pass/fail grading be used in retaking a course for which a letter grade was earned previously.

Students who register for pass/fail grading must still complete all the regular requirements of the course. The teacher evaluates the work under the normal procedure for letter grades and submits a regular grade. Grades of A, B, C, or D are then converted to the grade P, which is entered into the permanent record. A grade of F remains unchanged.

Although a grade of P earns credit toward graduation, it is not included in calculating a grade point average. A failing grade carries no credit, and the failing grade is included in the computation of grade point averages.

Satisfactory/D/Fail

This grading method is available only on a limited basis. Although a grade of satisfactory (S) earns credit toward graduation, it is not included in calculating grade point averages. The grade of D earns credit and is included in computing grade point averages. While a failing grade (F) earns no credit, it is included in computing grade point averages.

Audit

Students who do not wish to receive credit may register for courses as auditors after being admitted. Students must indicate this intention when they register. Students may request a change from credit to audit status during the first week of classes in an eight-week session. Auditing students do not have to complete course assignments, but may choose to do so in order to receive faculty feedback on their work.

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned. Auditors pay the same fees as those taking the course(s) for credit.

GRADES AND MARKS

Passing: The Grade of P

The grade of P is posted after a teacher has evaluated coursework under the normal procedure for letter grades and has submitted a standard grade (A, B, C, or D).

A passing grade is recorded on the permanent record and confers credit toward graduation. However, courses graded P are not included in calculating grade point averages.

Satisfactory: The Grade of S

The grade of S is used when a satisfactory (S)/substandard (D)/failure (F) grading system applies. The grade of S is equivalent to a grade of C or higher. This grade is used to denote satisfactory progress in an experiential setting or practicum, such as EXCL 301. Although the grade of S confers credit and appears on the permanent record, courses graded S are not used in determining grade point averages.

Substandard Performance: 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 degree. For additional information, students should refer to specific certificate and degree requirements in this catalog. Most colleges and universities will not accept transfer courses in which a D has been earned.

Failure: The Grade of F

The grade of F means a failure to satisfy the minimum requirements of a course. Although it carries no credit, it is included in calculating the grade point average. A student assigned the grade of F must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade in order to receive credit for that course.

Failure for Nonattendance: The Grade of FN

The grade of FN means a failure in the course because the student has not attended or participated in course assignments and activities. It is assigned when the student ceases to attend class or fulfill requirements but has not officially withdrawn.

Grade under Review: The Mark of G

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

Incomplete: The Mark of I

The mark of I (Incomplete) is an exceptional mark given only to students whose work in a course has been satisfactory but who for reasons beyond their control have been unable to complete all the requirements of a course. The following criteria must be met:

- The student must have completed at least 60 percent of the work in the course with a grade of C or better
- The incomplete must be requested before the end of the course

The procedure for awarding the mark of I is as follows:

- The student must ask the faculty member for an incomplete (faculty members cannot award an incomplete on their own initiative)
- The faculty member decides whether to grant the request
- The faculty member sets a date (no more than 120 days after the class end date) for completion of the remaining requirements of the course
- The faculty member and the student together agree on the remaining requirements of the course and the deadline for submitting the work
- The student is responsible for completing and submitting the work prior to the set deadline
- After the work is completed, the faculty member submits a grade change to replace the mark of I on the student's record with the grade the student has earned

If the mark of I is not made up by the agreed-upon deadline (which is not to exceed the maximum time allowed after the class end date), the I is changed to an F.

Students should refer to UMUC policy 170.71 Policy on Grade of Incomplete and Withdrawal at *www.umuc.edu/policy* for details.

Students should be aware that a mark of I in their final session may delay graduation.

The mark of I cannot be removed by means of credit by examination, and it cannot be replaced by a mark of W (defined below). Students who elect to repeat an incomplete course must register again for the course, pay the full tuition and applicable fees, and repeat the course. For purposes of academic retention, the course grade is counted as an F. The mark of I is not used in determining grade point averages.

Withdrawal: The Mark of W

Students may receive the mark of W by officially withdrawing from a course. Ceasing to attend class does not constitute an official withdrawal. The W can be posted only when a student drops a course through MyUMUC prior to the last date for withdrawal. Procedures for withdrawing are detailed at *www.asia.umuc.edu/withdrawal* (Asia) and at *www.europe.umuc.edu/withdrawal* (Europe). Students should confirm the last date for withdrawal as the format (online or on-site) or class location (Europe, Asia, Stateside) will determine the official withdrawal dates.

For most classes, this mark appears on the permanent record unless withdrawal is completed before the end of a scheduled adjustment period. For intensive format courses, students must withdraw before the class starts to avoid a mark of W. For purposes of academic retention, the mark of W is counted as attempted hours. It is not used in determining grade point averages.

GoArmyEd

GoArmyEd students must follow the withdrawal procedures presented in the GoArmyEd portal.

CHANGES IN GRADE

Faculty members may change a grade previously assigned through MyUMUC, the university's online academic and administrative services portal. Any change must be made no later than 120 days after the class end date.

Grading Repeated Courses

When a course is repeated, only the higher grade earned in the two attempts is included in the calculation of the grade point average. For purposes of academic retention, both attempts are counted. Both grades are entered on the permanent record, with a notation indicating that the course was repeated. Students cannot increase the total hours earned toward a degree by repeating a course for which a passing grade was conferred previously.

To establish credit in a course previously failed or withdrawn from, students must register, pay the full tuition and applicable fees, and repeat the entire course successfully.

Repeated Registration for a Course

No student may register more than three times for the same course. Registering more than three times for the same course (including courses previously attempted at other institutions in the University System of Maryland) is generally forbidden. It may be allowed only under special circumstances, with prior approval of an academic advisor.

INSTITUTIONAL CREDIT

A course that may **not** be applied toward graduation may be assigned a credit value for purposes of course load per session and tuition. This **institutional credit** is included in the grade point average (GPA) and in determining eligibility for financial aid and veterans education benefits. However, students required to take these courses do so in addition to the 120 units of graduation credit required for the degree.

CALCULATION OF GRADE POINT AVERAGE (GPA)

The grade point average is calculated using the quality points assigned to each grade (see list below). First, the quality-point value of each grade is multiplied by the number of credits; then the sum of these quality points is divided by the total number of credits attempted for which a grade of A, B, C, D, or F/FN was received.

Grade	Quality Points
A	4
B	3
C	2
D	1
F/FN	0

GPAs are computed separately for each degree after the first bachelor's degree. Only courses applied toward a second bachelor's degree are computed in the GPA for that degree, even if the student earned a first degree at UMUC; only courses applied toward a master's degree are computed in the GPA for that degree, even if the student is a graduate of the Undergraduate School at UMUC.

ACADEMIC WARNING AND DISMISSAL

At the end of every term (fall, spring, and summer), the cumulative grade point average of each student who has attempted at least 15 credits at UMUC is computed based on all UMUC graded coursework. The Office of 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. Students in warning, probation, or dismissal status are notified of their status approximately three weeks after the end of the term. For students in warning or probation status, this notification is sent via e-mail to their e-mail address of record. For students in dismissal status, notification is sent by letter to their permanent address of record. No notification is sent to students making satisfactory progress.

Inquiries about a student's academic progress may be sent to *saacademicstanding@umuc.edu*.

Levels of Progress

Satisfactory

A student whose cumulative grade point average (GPA) is 2.0 or higher is considered to be making satisfactory 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 for the term is 2.0 or better.

A student who attempts 15 credits or more in a period of at least two sequential terms and earns no quality points will receive an academic warning regardless of the cumulative GPA.

A student on academic warning status whose reviewed GPA for the term is 2.0 or better, but whose cumulative GPA is less than 2.0, will continue on warning status 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 7 credits per term (fall, spring, summer) or to a maximum of 4 credits per eight-week session. Additional limitations may apply during the student's first term on academic warning.

Probation

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

A student on probation whose reviewed GPA for the term 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 probation is limited to a maximum enrollment of 7 credits per term (fall, spring, summer) and 4 credits per eight-week session. Additional limitations may apply during the student's first term on probation.

Dismissal

A student on probation whose reviewed GPA for the term 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 term will not be dismissed at the end of that term. A student who is dismissed is ineligible to register again for UMUC courses until he or she is reinstated.

Reinstatement After Dismissal

A student seeking reinstatement is required to

✧ Wait at least one term (fall, spring, summer) after the dismissal term before petitioning for reinstatement.

✧ Have all official transcripts from previously attended colleges and universities sent to UMUC, preferably before meeting with an academic advisor.

✧ Talk with an academic advisor before petitioning for reinstatement.

Such an appeal should be made in writing to the Office of the Registrar at *registrar-asia@umuc.edu* (Asia) or *registrar-europe@umuc.edu* (Europe).

After the student's record, the advisor's recommendation, and the student's petition have been reviewed, the student will receive a written response. Reinstated students will be placed on warning immediately or will retain provisional status, as appropriate. Students who have been reinstated may be subject to additional term enrollment limitations during their first term after they return to study. Further information is provided in UMUC policy 158.00 Academic Levels of Progress, available online at *www.umuc.edu/policy*.

SCHOLASTIC RECOGNITION

Dean's List

Students who complete at least 6 credits (in courses graded A, B, C, D, or F) with a GPA or 3.5 in a term and a cumulative GPA of at least 3.5 at UMUC are eligible for the dean's list.

Students who fail to earn the required average by the end of the academic term must complete a minimum of 6 more credits during the next academic term to be considered for the dean's list again. All courses taken during an academic term are used in computing the average, even though the total number of credits may exceed 6. A term is designated as fall, spring, or summer. Eligibility for the dean's list is calculated once each year.

Students who make the dean's list will be notified via e-mail of their achievement by the Office of the Dean, the Undergraduate School.

Academic Honors

Academic honors for excellence in scholarship are determined by the student's cumulative GPA calculation at UMUC at the time of the bachelor's degree conferral. The distinction of *summa cum laude* is conferred on those students with a cumulative GPA of 4.000, *magna cum laude* on those students with a cumulative GPA of 3.901 up to 3.999, and *cum laude* on those students with a cumulative GPA of 3.800 up to 3.900. To be eligible for any of these categories of recognition, a student must have earned at least 45 credits at UMUC in courses for which a letter grade and quality points were assigned. For honors to be conferred with a second bachelor's degree, the student is required to have a total of 45 new UMUC credits and the requisite GPA.

Honor Societies

UMUC students with superior academic records have the opportunity to join several national honor societies. Students who believe they are eligible for any of the following societies can obtain more information and application forms at *www.asia.umuc.edu/honors* (Asia) or *www.europe.umuc.edu/honorsocieties* (Europe).

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 credits at UMUC in courses graded A, B, C, D, or F, and maintained a GPA of 3.7 or higher in all UMUC courses. At least 15 credits, from UMUC or transferred, must be in courses outside the major. Students will be nominated.

Lambda Pi Eta

Membership in *Lambda Pi Eta*, the official communication studies honor society of the National Communication Association, is open to qualified UMUC students. To be eligible, students must have earned at least 60 credits toward the bachelor's degree, including at least 30 credits at UMUC and 12 credits in communication studies, with a GPA of 3.5 or higher in both communication studies and overall coursework.

National Society of Collegiate Scholars

The National Society of Collegiate Scholars is an honor society recognizing students who have completed fewer than 60 credits toward an associate's or bachelor's degree and have shown academic excellence. The honor society encourages students to participate in honor society, campus, and community events, and provides resources for students to focus on their professional and leadership development.

To be eligible, students must be seeking a first associate's or bachelor's degree. Students must have completed at least 12 credits at UMUC in courses graded A, B, C, D, or F and have a cumulative GPA of 3.4 or higher. In addition, students must have completed between 12 and 59 credits toward their degree. Students are invited to join the honor society in the spring semester.

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 GPA of 3.5 or higher in at least 12 credits of UMUC history courses and have an overall UMUC GPA 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, candidates must have completed at least 90 credits toward the bachelor's degree, at least 45 of which must have been for UMUC courses carrying letter grades of A, B, C, D, or F. The candidate's GPA in UMUC courses must be in the top 10 percent of the previous UMUC graduating class.

Phi Theta Kappa (Europe only)

Phi Theta Kappa is a national honor society for associate's degree students. UMUC Europe's chapter has been active since the 1998-1999 academic year. To be eligible for membership, students must have completed at least 45 credits toward their first associate's degree, including at least 30 credits with UMUC Europe with a cumulative GPA of 3.5. Eligible students are invited to join the honor society in the fall and spring terms.

Pi Gamma Mu

Pi Gamma Mu is the international honor society for the social sciences and recognizes outstanding scholarship in the social sciences at UMUC. Membership is offered to qualified students interested in anthropology, criminal justice, economics, gerontology and aging services, history, political science, social psychology, sociology, and women's studies.

Students who are in their last 60 credits of undergraduate study, have earned at least 20 hours of social science credit (at least 9 earned from UMUC), and have a GPA that ranks in the upper 35 percent of their class may be invited to join.

Sigma Phi Omega

Sigma Phi Omega is a national academic honor and professional society in gerontology that seeks to promote scholarship, professionalism, friendship, and services to older persons and to recognize exemplary attainment in gerontology and aging studies and related fields. Student membership is open to undergraduate students majoring or minoring in gerontology and aging services, social science (with a focus on gerontology), and related fields. Students must be in at least their second term of enrollment, have completed a minimum of 12 credits at UMUC, and have a GPA of at least 3.3.

Sigma Tau Delta

Membership in *Sigma Tau Delta*, the international English honor society, is open to qualified UMUC students with a major in English. To be eligible, students must have earned at least 45 credits toward a bachelor's degree with a GPA of 3.5 or higher. At least 30 credits must have been earned through UMUC and must include 12 credits of English, not including WRTG 101, and 6 upper-level credits. Students must also have earned a GPA of 3.6 in English coursework at UMUC.

Upsilon Pi Epsilon

The Kappa Chapter of *Upsilon Pi Epsilon*, the international honor society for the computing and information disciplines, is open to graduate and undergraduate students. To qualify for membership, undergraduate students must be pursuing a bachelor's degree with a major in the computing and information disciplines, and must have completed at least 45 credits. Students should have completed at least 30 credits at UMUC in courses graded A, B, C, D, or F, including at least 15 credits in the computing and information disciplines, and must have a GPA of at least 3.5, overall and in all computing and information systems coursework. Students are inducted into the honor society twice a year.

TRANSCRIPTS

Official academic records are maintained by the Office of the Registrar at UMUC. Official transcripts show coursework taken through UMUC. For students who have received an official evaluation and have regular status, transfer credit from other institutions (including others in the University System of Maryland) is listed as well.

Students' records are considered confidential. Therefore, UMUC releases transcripts only upon receiving a signed request from the student and payment of the appropriate fee. (For students who submit requests online, the student and personal identification numbers are considered an official signature.)

Procedures for requesting transcripts are available online at *www.umuc.edu/transcripts*. A fee is charged for each official transcript that is issued.

No transcripts will be released until all financial obligations to the university have been satisfied.

CHANGE OF ADDRESS OR NAME

Students who move during the term should not only leave a forwarding address with the postal authorities but should also notify UMUC by updating their personal information through the MyUMUC student portal. Students leaving Asia or Europe must also submit a divisional transfer request through MyUMUC.

Requests for a name change on official records of UMUC must be accompanied by **one** of the following documents:

◇ Copy of a court order

◇ Copy of a marriage certificate

◇ Statement from a legal officer certifying the name change

The request can be made through the MyUMUC student portal but must be followed by mailing in the requested documents. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been forwarded and processed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and seek correction to their educational records. Requests for such inspection and correction of student records may be sent to

UMUC Asia
Attn: Senior Associate Registrar
Unit 5060, Box 0100
APO AP 96328-0100
or
UMUC Europe
Attn: Student Services
Unit 29216
APO AE 09004

For another person to initiate services for a student, a power of attorney indicating the person's ability to act on the student's behalf is required. In addition, most institutional information concerning students may not be released to third parties without the prior consent of the students themselves.

The only student information which may be released without prior consent is **directory information**: the student's name, major field of study, dates of attendance, degrees/awards received, the previous educational institution most recently attended, and birth date. This information is disclosed even in the absence of consent unless the student files written notice within three weeks of the first enrollment of each school year. To prevent automatic disclosure of directory information, this notice must be filed annually with the registrar within the time allotted above. Students may select which information they wish to release with consent through the MyUMUC student portal.

A record of all disclosures of a student's educational record is maintained, except for those made to the student or made at the written request of the student; made to USM instructional or administrative officials; or directory information disclosures.

Additional information about access to and disclosure of student records may be found at *www.umuc.edu/policy* or in the appendix of this catalog.

CERTIFICATES, DIPLOMAS, AND GRADUATION

UMUC awards certificates and degrees three times each academic year: in fall, spring, and summer. Commencement ceremonies each spring recognize AA, BA, and BS candidates who have earned their degrees in any of the three degree periods.

To be eligible to march at commencement, spring degree candidates must be able to demonstrate that they will complete all degree requirements by the degree conferral date (30 May).

CERTIFICATE/GRADUATION APPLICATION DEADLINES

Students expecting to complete requirements for a certificate or degree are responsible for making sure they have a completed academic advisement report (AAR), have applied for graduation through MyUMUC, and have paid the $50 Graduation Application fee. *Certificate/Graduation Applications* are available through the MyUMUC student portal.

The completed *Graduation Application* should be submitted in accordance with the following schedule

Graduation Term	Application Deadline	Graduation Date
Fall	1 October	30 December
Spring	15 February	30 May
Summer	15 June	30 August

GRADUATION REVIEW

A graduation review will be prepared for each degree/certificate applicant. This review confirms remaining requirements. If the remaining requirements include marks of I (Incomplete) to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure this work is completed and official documentation reaches UMUC no later than the expected graduation date. Documentation should be sent to

University of Maryland University College
Attn: Undergraduate Transcripts
3501 University Boulevard East
Adelphi, MD 20783-8070

NONCOMPLETION OF DEGREE/ CERTIFICATE REQUIREMENTS

Students who do not complete their requirements in time for the graduation date for which they applied must submit a new application and the $50 fee. Students will be informed of remaining requirements.

ISSUANCE OF DIPLOMAS, OFFICIAL TRANSCRIPTS, AND LETTERS OF COMPLETION

All AA, BA, and BS graduates, as well as certificate recipients, can expect to receive their diplomas/certificates and a complimentary transcript by mail from the Office of the Registrar approximately four weeks after the graduation date.

Degrees and certificates are posted on transcripts only three times each academic year. This posting will not appear on any transcript issued prior to the graduation date, even if all requirements have been completed. Students requiring verification of degree completion prior to the graduation date may request a letter of completion once they have completed their degree coursework by sending an e-mail to *graduationserv@umuc.edu*. Students should be sure to include their name, Empl ID, and the address where the letter should be sent. If the letter has to be sent to a third party, a letter with signature via fax or hard copy is required. After the graduation date has passed, students must request an official transcript for degree completion verification.

DEGREE VERIFICATION

UMUC has authorized the National Student Clearinghouse to provide degree verification. Employers and background screening firms must contact the clearinghouse directly for this information, for which a fee is charged. Information on this service may be found at *www.studentclearinghouse.org*.

CONFERENCE COURSES

Conference courses are exceptional and can only be conducted for a UMUC degree candidate who is within 9 credits of completing bachelor's degree requirements. All of the following criteria must be met

✧ The student has submitted a *Graduation Application* for the next graduation date (i.e., fall, spring, summer)

✧ The student has a valid reason for needing to complete the degree by that time (e.g., relocation, job offer)

✧ The specific course essential for graduation is not available to the student at any location within commuting distance or through any other approved source prior to the proposed graduation date

If the criteria are met, permission from the director, Student Services must be requested in writing. Note: Mathematics, statistics, foreign language, and most computer, writing, and accounting courses require extensive interaction with a faculty member, either in the classroom or online, and are not offered as conference courses.

DIPLOMAS AND GRADUATION

IMPORTANT INFORMATION FOR DEGREE CANDIDATES

The three graduation dates when degrees are awarded are not the same dates as the commencement ceremonies. Candidates may find more information about commencement on the UMUC Asia and UMUC Europe websites.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

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 on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity." This policy may be found in Section III, Academic Affairs, of the USM policies and procedures at *www.usmd.edu/regents/bylaws*.

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 examinations monitored by faculty members in on-site classes. Overseas faculty make their syllabi available online by the first day of registration.

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 (e.g., academic dishonesty) may result in disciplinary action.

Students are responsible for understanding and avoiding academic dishonesty and plagiarism, whether intentional or unintentional. The definitions of academic dishonesty and the procedures for pursuing complaints of academic dishonesty are described in UMUC Policy 150.25, "Academic Dishonesty and Plagiarism," that may be found at *www.umuc.edu/policy*.

APPEALING A GRADE

College and university students inevitably encounter faculty members who vary widely in teaching philosophy and demeanor and who use different teaching styles. Not only is teaching influenced by course content, there are also many ways of conveying the same material. It is only natural that students will like the style and personality of some faculty members more than others. Disagreement with a faculty member over demeanor and teaching style, however, is not grounds for a grade appeal. Students have the opportunity to express their opinions on these matters through the course evaluation forms they complete for every UMUC course.

Regardless of teaching style, it may happen that a student believes a faculty member's determination of a final course grade has been arbitrary and capricious. The phrase "arbitrary and capricious grading" is defined in UMUC Policy 130.80 as

- ✧ A final course grade assigned on some basis other than performance in the course; or
- ✧ A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
- ✧ A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards.

The established performance standards for a course grade are communicated in the syllabus and other course materials. A student who believes his or her final grade has not been based on such standards may pursue the appeal process. The student

should first confer promptly with the faculty member of the course. There is a time limit on appealing a grade; students who want to appeal a grade must initiate the process within 30 days of the posting of the grade.

If the student has not been able to contact the faculty member after a reasonable effort, or if the student and faculty member cannot, after consultation, reach a satisfactory resolution, the student may file a written request with the appeal administrator (the associate dean, UMUC Asia or UMUC Europe) asking how the final grade was calculated.

Procedures for appealing a grade are detailed in UMUC Policy 130.80, "Procedures for Review of Alleged Arbitrary and Capricious Grading," found at *www.umuc.edu/policy* or in the appendix of this catalog.

ATTENDANCE AND PARTICIPATION

The student is responsible for attending all classes and any related activities regularly and punctually. In some courses, faculty may base part of the final grade on class participation.

For an eight-week course, students should expect to spend about six hours per week in class discussion and activities (online or on-site) and two to three times that number of hours outside the class in study, assigned reading, and preparation of assignments. Courses offered in shorter intensive formats require more time per week. Students are expected to achieve the same learning outcomes and do the same amount of work in an online course as they would in an on-site course. Active participation is required in all online courses, and students should expect to log in to their online courses several times a week.

Absence from class does not excuse a student from missed coursework. The student is responsible for obtaining detailed information about missed class sessions, including their content, activities covered, and any announcements or assignments. Failure to complete any required coursework may adversely affect the student's grade. Faculty are not expected to repeat material that a student has missed because of the student's absence from class.

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 profanity, 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.

Nondiscrimination

Respect the differences in people and their ideas and opinions and reject bigotry.

CODE OF STUDENT CONDUCT

Students are subject to the UMUC Policy 151.00, "Code of Student Conduct." Violations of the code are considered to be violations of UMUC policy and are grounds for discipline by UMUC. The UMUC Code of Student Conduct may be found at *www.umuc.edu/policy.*

COURSE EVALUATIONS

UMUC uses student feedback to make decisions about future courses. Individual responses are kept confidential. For online and hybrid classes, the notice usually appears in the online classroom when three-quarters of the class has been completed. For on-site classes, students complete a paper evaluation in class.

EXAMINATIONS

Students are responsible for obtaining information about quizzes and examination schedules and policies.

Make-up examinations and tests may be given to students who for valid reasons are unable to take exams at the scheduled time. Faculty are not required to offer make-up examinations because of a student's absence unless the student can present evidence that it was caused by unavoidable circumstances or occurred on a religious holiday. In such cases, an examination may be rescheduled for the mutual convenience of the student and faculty member and must cover only the material for which the student was originally responsible. Such a rescheduling must not cause a conflict with the student's other 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, the student must withdraw (drop) through MyUMUC.

UMUC Policy 51.00, "Religious Observances," may be found at *www.umuc.edu/policy.*

GoArmyEd

GoArmyEd students must follow the procedures for withdrawal described in the GoArmyEd portal.

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, in accordance with UMUC Policy 40.30 "Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment." UMUC prohibits discrimination or harassment of any individual due to race, religion, color, creed, gender, gender identity or expression, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status (including Vietnam-era veterans).

All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations should be directed to the Equal Opportunity Officer via e-mail at *diversity-asia@umuc.edu* (Asia) or *diversityinitiatives-europe@umuc.edu* (Europe). Additional information may be found at *www.umuc.edu/policy.*

STUDENT GRIEVANCE PROCEDURES

The procedures necessary to file a formal complaint concerning the actions of members of the UMUC faculty or administrative staff are detailed in UMUC policy 130.70, "Student Grievance Procedures," which is available at *www.umuc.edu/policy.* Students who wish to seek redress for the acts or omissions of a faculty or staff member must first request a conference with that person and attempt to resolve the complaint informally within 14 days of the alleged act or omission. If a satisfactory resolution is not reached, the student may file a formal complaint in writing to the campus administrator designated in the policy within 30 calendar days of the alleged act or omission.

TECHNOLOGY USE

Internet Access

UMUC is committed to ensuring that students acquire the level of fluency in information technology they need to participate actively in contemporary society and have access to up-to-date resources. All UMUC students must be prepared to participate in asynchronous, computer-based class discussions, study groups, online database searches, course evaluations, and other online activities whether their course is held online or in a classroom.

All UMUC students must therefore ensure that they have access to the Internet and have a current e-mail address. If the student does not have Internet access through a home computer, he or she may use one at a UMUC computer lab, a university or public library, or another source. However, that source should be regularly available, and the student may need to be able to submit assignments electronically.

The most current technical requirements are available online at *www.umuc.edu/techreq.*

Electronic File Sharing

Peer-to-peer programs permit computers to share data in the form of music, movies, games, computer files, and software.

All users of the UMUC network are required to comply with federal copyright laws. UMUC network users are not permitted to share unauthorized copyrighted material over the UMUC network, whether on personally owned or on university computers.

Any unauthorized distribution of copyrighted materials on the university network, including peer-to-peer file sharing, is a violation of federal law and UMUC policies. Violations may lead to disciplinary proceedings and, in some cases, civil and criminal legal action. UMUC's computing resources policies can be found online at *www.umuc.edu/computerresource*. UMUC's computer use policy can be found at *www.umuc.edu/computerpolicy*.

More information on how to legally download music is available on the Recording Industry Association of America website at *www.riaa.com*. Information on how to legally download movies and television programs is provided on the Motion Picture Association of America website at *www.mpaa.org*.

TRANSFER OF CREDITS WITHIN UMUC

Transferring from one part of UMUC to another is simple and free. If a student wishes to transfer from one UMUC campus to another (UMUC Asia, UMUC Europe, or UMUC Stateside), she/he need only to complete the divisional transfer request in MyUMUC (*my.umuc.edu*). The student should select MyAcademics > Academic Records > Divisional Transfer, and then complete the short relocation form. The student's records will then be automatically forwarded to the selected UMUC campus.

Students are required to complete the divisional transfer request within 15 days after relocating.

TRANSFER OF UMUC CREDITS TO ANOTHER INSTITUTION

To have credits transferred which were earned through UMUC, each student must obtain authoritative guidance from the destination institution (including other institutions in the University System of Maryland). Only the destination institution can answer specific questions about its own residency and degree requirements or about the applicability of UMUC courses to its curricula. Specific policies dealing with transfer students may be found at *www.umuc.edu/policy*.

WRITING STANDARDS

It is UMUC policy that all courses, with the possible exception of mathematics courses, should involve some form of written work, and that writing standards should be uniform across the curriculum.

To assist students in acquiring and improving the skills necessary to produce college-level written work, UMUC offers a sequence of writing courses with the designation WRTG. In addition, UMUC's Effective Writing Center at *www.umuc.edu/ewc* provides advice and feedback on students' writing assignments.

In general, writing assignments are graded according to four criteria: (i) organization, (ii) audience accommodation, (iii) grammar and word choice, and (iv) content. If outside sources are used, a fifth criterion is documentation of such sources.

In line with UMUC's standard grading methods (see Grading Methods section), a grade of A is given for outstanding writing, a grade of B for superior writing, a grade of C for good writing, and a grade of D for substandard writing.

For more information on writing standards and grading, see the Effective Writing Center document "How Is Writing Graded?" at *http://coursedev.umuc.edu/WRTG999A*.

Correct documentation of sources used in writing assignments is one topic covered in LIBS 150 Introduction to Research. In addition, the Effective Writing Center offers a related self-teaching module on "How to Avoid Plagiarism" at *www.umuc.edu/ewc*.

SERVICES AND RESOURCES

ACCESSIBILITY SERVICES

Reasonable accommodations are available for students who have disabilities and are enrolled in any program offered at UMUC. Requests for accommodations should be made as early as possible to allow sufficient time to review requests and documentation and make proper arrangements. Students must request accommodations each session when they register.

Students with disabilities who wish to receive accommodations must officially register with Accessibility Services. To do so, students must first submit documentation of their disability. Depending on the disability, documentation may include secondary school records; medical, psychiatric, or psychological reports and diagnoses; or a psychoeducational evaluation. The documentation must provide clear and specific evidence of a disability and recommended accommodations from a qualified licensed professional.

Once documentation is received, Accessibility Services will notify the student of the status of his or her file and schedule an intake appointment, which may be held by phone, e-mail, or in person. During the appointment, an intake form is completed and services and procedures are discussed.

Note: All UMUC students are required to comply with university policies and procedures and meet the academic requirements of all undergraduate certificate and degree programs. Students with disabilities should review the requirements listed in this catalog. Students should not apply to a UMUC certificate or degree program with the expectation that any academic requirement will be waived or that substitutions will be allowed.

For more information, students should contact the director, Student Services or e-mail *SADirector-asia@umuc.edu* (Asia) or *studentaffairs-europe@umuc.edu* (Europe), or visit *www.umuc.edu/accessibility.*

ALUMNI ASSOCIATION

The UMUC Alumni Association, founded in 1990, fosters and perpetuates lifelong relationships between alumni and the university. Its mission is to support, enhance, and promote UMUC and its community of students, faculty, staff, and alumni worldwide.

Membership in the Alumni Association is free for all UMUC graduates. The association invites graduates to stay connected through volunteer service, social events, career networking, and philanthropy.

Benefit programs and resources include career services, affinity partner discounts, and special alumni events. Membership in the UMUC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMUC currently has more than 160,000 graduates in 47 states and 24 countries. UMUC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

More information on the Alumni Association and how to activate free membership is available at *www.umucalumni.org*. The Alumni Association can also be found on Facebook, Instagram, LinkedIn, and Twitter.

CAREER SERVICES

Career Services provides personalized assistance with clarifying skills, interests, and work-related values; making career- or life-related decisions; researching career options; planning for graduate school; and searching for employment. Through the Career Services webpage, students can access a variety of career and job search information and materials. Career Services offers job fairs, employability skills workshops such as résumé writing, tutorials, and access to CareerQuest, UMUC's online job and internship database.

Services are available by telephone, online via e-mail, or Skype. More information can be found on the Career Services webpage at *www.umuc.edu/careerservices*.

COMPUTER LABS AND SERVICES

UMUC computer labs are available at many UMUC sites. These labs are available primarily for the use of students completing coursework but are also open to faculty members, staff, and alumni on a first-come, first-served basis on presentation of a valid UMUC ID. Students must bring media to save data or documents. Acceptable media include flash drives or thumb drives. Lab assistants are available during scheduled hours to help users with resident software programs, but cannot provide tutoring.

Students who are considering enrolling in online courses should review the technical requirements at *www.umuc.edu/techreq* for the most current detailed information.

Technical support for students taking online courses is available 24 hours a day, seven days a week, at *www.umuc.edu/help* or +1-800-807-4862.

DRUG AND ALCOHOL AWARENESS

As required by federal law, UMUC provides referral services for students with concerns about the use or abuse of alcohol and drugs. Students may discuss referrals with the director, Student Services.

THE UMUC LIBRARY

The UMUC Library serves to educate students, faculty, and staff in the use of library and information resources and services, emphasizing the critical importance of information literacy knowledge and skills for success in today's information-rich world. The office also develops and manages extensive online library resources and user-centered services for UMUC students, faculty, and staff worldwide.

Library Resources

The UMUC Library provides access to a rich collection of research materials on a variety of topics (e.g., business, social science, science, arts and humanities, and computer and information systems). Students can access an extensive array of subscription research databases containing tens of thousands of full-text articles, as well as thousands of electronic books, through the UMUC Library home page at *www.umuc.edu/library* or through the learning management system.

UMUC Library OneSearch allows users to search for scholarly articles, books, and/or other research resources via a single search engine in most of the databases to which the UMUC Library subscribes, either directly or as additional resources. The UMUC Library has also created subject-specific resource guides to serve as a beginning place for research. Each guide includes subject-relevant research databases, books, websites, and where applicable, other web 2.0 technologies.

At most military installations where UMUC offers courses, the Army, Air Force, or Navy maintains a library, usually staffed by professional librarians. The combined holdings of the libraries, including several million books and audio-visual materials, are available to all UMUC students. Many libraries also have computers with Internet connections as well as computers which connect to a selection of research databases available from inside the library only.

Faculty resources are available online in the UMUC Library. These databases are maintained specifically to augment faculty members' personal resources by providing background materials for use in preparing and conducting their classes.

Library Instruction and Research Assistance

To help students gain the in-depth research skills needed to locate, evaluate, and use the rich research resources available to them, the UMUC Library offers library instruction, both in person and within the learning management system. This instruction serves to complement and reinforce skills and information provided in LIBS 150 Introduction to Research. Faculty members may contact the UMUC Library to request a library instruction session.

Reference and research assistance is available daily (except holidays) during regularly scheduled hours (EST) through the library webpage under Ask a Librarian. For a complete list of library services, students should visit *www.umuc.edu/library*.

STUDENT ADVISORY COUNCIL

The Student Advisory Council provides an avenue for students to provide feedback about UMUC. The council consists of 12 members, elected by their fellow students, who act in an advisory capacity to the university leadership. The council does not have the authority to act on behalf of individual students but instead provides recommendations for the improvement of UMUC for the benefit of all.

Students who would like to see certain issues addressed or who have questions should contact their council representative by e-mail at *stac@umuc.edu*.

More information on shared governance is available at *www.asia.umuc.edu/stac* (Asia) or *www.europe.umuc.edu/stac* (Europe).

TUTORING, MENTORING, AND ACADEMIC CLUBS

A variety of online and on-site services are available to students who are interested in academic help and support beyond the classroom. Tutors are available in selected classes. Alumni and experienced students are available to work with students online during their studies at UMUC through the Allies Mentoring Program. Mentors can offer guidance on general study strategies, time management, and other topics that are important to academic success. Academic clubs also offer students with similar interests the opportunity to network, ask questions of faculty, and discuss related topics in an online forum.

All UMUC students are eligible to join any of the academic clubs. Students should visit *www.umuc.edu/studentsupport* to find out more about tutoring, the Allies Mentoring Program, and academic clubs.

WRITING RESOURCES AND TUTORING

UMUC's online Effective Writing Center is available to all UMUC students 24 hours a day. The center's experienced, trained advisors help students develop key writing skills by providing individual online tutoring, self-study modules, and other writing resources.

Students can submit assignments for review and access a wide variety of information via the WRIT 001 classroom and schedule live online advising sessions by sending an e-mail to *writingcenter@umuc.edu*. In addition to providing writing advice, the Effective Writing Center hosts an online interactive tutorial on "How to Avoid Plagiarism" and the "Online Guide to Writing and Research"—both of which are required in many courses. Various other multimedia resources are also available.

The Writing Center may be accessed on the web at *www.umuc.edu/ewc* or through MyUMUC.

BRIDGE PROGRAM

UMUC Asia offers the Bridge Program to ESL learners who have had previous study in the English language but have not achieved the required test scores to become regular students. The five-course sequence, with an optional sixth course, is designed to help students improve fundamental oral and written skills in academic English. The Bridge Program provides a foundation for success in future classes to facilitate the transition into the U.S. higher education environment.

The Bridge Program is currently established in Okinawa, Misawa, Sasebo, Iwakuni, and Yokota. The program may soon expand to other areas in Japan (Camp Zama and Yokosuka). This program is open to individuals with or without SOFA status, though different admission procedures apply.

Non-SOFA students must have an official certificate of English proficiency from TOEFL, EIKEN, or IELTS prior to admission to the Bridge Program.

Non-SOFA Japanese citizens who wish to take courses with UMUC must first be approved by their prefectural governmental agency. A base employee (IHA/MLC) must provide an endorsement letter from his/her supervisor to confirm eligibility. Individuals should contact the Bridge Program Office for more information about the designated agency.

Students with SOFA status for whom English is not a native language may enter without an English proficiency score, but must begin with the first course in the sequence.

Students can be admitted as either "Bridge" or "Regular," depending on their status and current proficiency level. Scores must be from within the last seven years. Upon successful completion of the program, a Bridge student may take other undergraduate courses and pursue a UMUC degree as a "Regular" student.

REQUIRED TEST SCORES		
Test	Bridge	Regular student
TOEFL IBP	133	213
TOEFL IBT	45	79
IELTS	4.0	6.5
Eiken	Grade 2	Grade Pre-1

Bridge Course Sequence

Session 1

UMEI 030   Basic Interpersonal Communication
Skills Course
(3 institutional credits)

Session 2

UMEI 020   Integrated Skills for College Literacy
(3 institutional credits)

Session 3

EDCP 102   Integrated Skills for Academic Success
(3 elective credits; for Bridge students only)

Session 4

WRTG 101X   Introduction to Writing
(3 credits toward the general education
requirement in communications)

or WRTG 101S*   Introduction to Writing
(3 credits toward the general education
requirement in communications)
*with permission from Bridge instructor*

Session 5

SPCH 100X   Foundations of Speech Communication
(optional; 3 credits toward the general
education requirement in communications)

CONTACT

Bridge Program Office
Web: *www.asia.umuc.edu/bridge*
Civilian: 098-961-0195/0233
DSN: 315-634-0195/0233
E-mail: *bridgeprogram-asia@umuc.edu*

SERVICES AND
RESOURCES

ENTRY-LEVEL CERTIFICATES
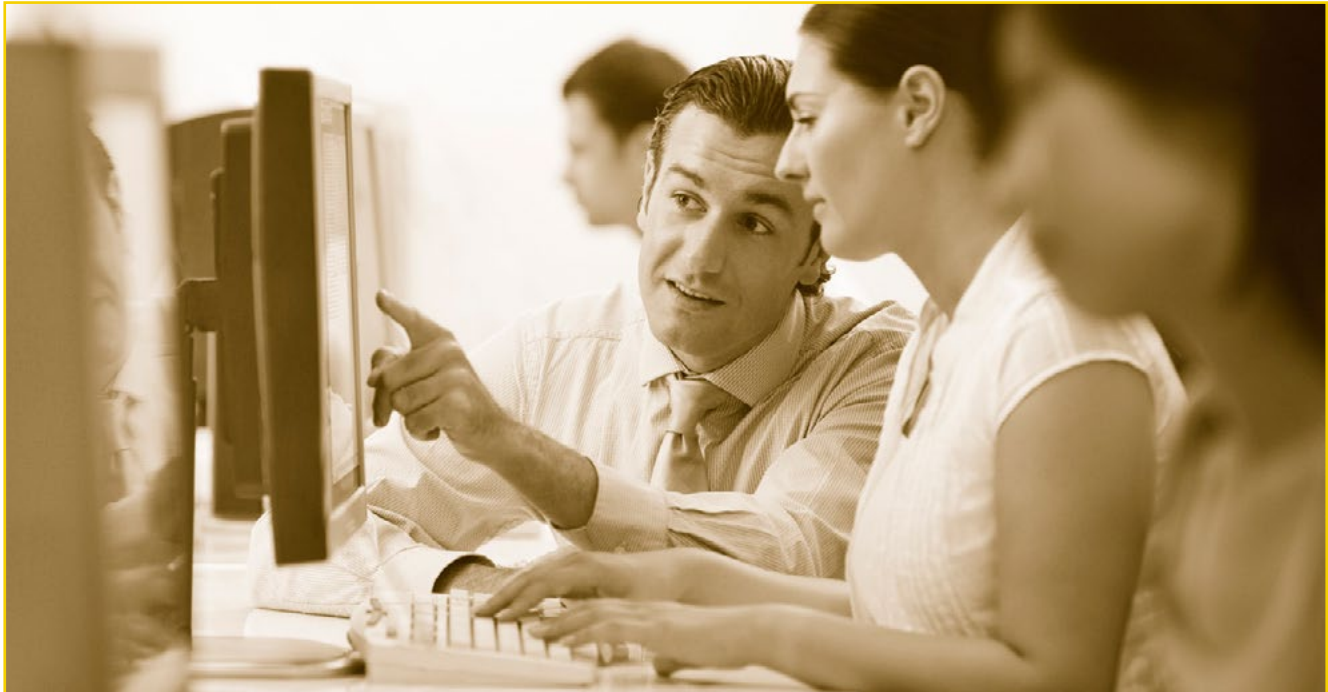
UMUC Asia and UMUC Europe offer programs of study leading to University of Maryland University College lower-level certificates in specific academic areas including accounting foundations, computer studies, foreign language area studies (Japanese and Korean – available in Asia only; Arabic and the Middle East, German, Italian, and Spanish – available in Europe only), management, and women's studies. All requirements involve lower-level courses, although appropriate upper-level courses may be substituted.

These certificate programs are not terminal programs for students who wish to continue working toward associate's or bachelor's degrees. Students may pursue a degree and certificate(s) simultaneously or pursue a degree after completing the certificate(s), but the application for any certificate(s) completed while in progress toward the associate's or bachelor's degree must be submitted before award of the degree.

COMMON CERTIFICATE REQUIREMENTS

- Students pursuing certificate programs must be admitted as UMUC students.

- A total of 18 credits, including at least 9 credits with UMUC.

- A grade of C or better for all courses used toward a certificate.

- At least half of the total credits for any certificate must be earned through graded coursework.

- Courses for a certificate may not be taken pass/fail.

- All certificate coursework must be completed within two years of enrolling in the first certificate course.

- Students may not use the same course toward completion of more than one certificate. In cases where the same course is required for two certificates, the student must replace that course with an approved substitute for the second certificate.

- No more than half of the total credits for any certificate may be earned through credit by examination, prior-learning portfolio credit, internship/Workplace Learning credit, or transfer credit from other schools.

Accounting Foundations Certificate

(18 credits, of which at least 9 must be completed with UMUC)

Accounting Core Courses (6 credits)

ACCT 220   Principles of Accounting I (3)

ACCT 221   Principles of Accounting II (3)

Accounting-Related Courses (12 credits)

Choose from the following courses:

ACCT   Any ACCT courses

BMGT 110   Introduction to Business and Management (3)

BMGT 160   Principles of Supervision (3)

BMGT 161   Managerial Communications Skills (3)

CMIS 102   Introduction to Problem Solving and Algorithm Design (3)

ECON 201   Principles of Macroeconomics (3)

ECON 203   Principles of Microeconomics (3)

FINC   Any FINC courses

IFSM 201   Concepts and Applications of Information Technology (3)

STAT 200   Introduction to Statistics (3)

or STAT 230   Introductory Business Statistics (3)

Computer Studies Certificate

(18 credits, of which at least 9 must be completed with UMUC)

Computer Studies Core Courses (6 credits)

CMIS 102   Introduction to Problem Solving and Algorithm Design (3)

or SDEV 101   Introduction to Application Software

IFSM 201   Concepts and Applications of Information Technology (3)

Discipline-Specific Course Sequence (6 credits)

Choose one 6-credit sequence from the following:

CMIS 141 Introductory Programming (3)

CMIS 242 Intermediate Programming (3)

or

CMIS 115 Programming in Objective-C for the Mac (3)

CMIS 215 Programming for the iPhone and iPad (3)

or

CMIT 202 Fundamentals of Computer Troubleshooting (3)

CMIT 265 Fundamentals of Networking (3)

or

CMIS 125 Programming in C# (3)

CMIS 225 Developing Windows Presentation Foundation Applications Using C# (3)

or

CMST 290 Introduction to Interactive Design (3)

CMST 295 Fundamentals of Digital Media (3)

Computer Studies-Related Courses (6 credits)

Chosen from any CMIS, CMST, CSIA, CMST, CMSC, IFSM, or SDEV courses.

Foreign Language Area Studies Certificate

(18 credits, of which at least 9 must be completed with UMUC)
Coursework chosen from one of the following areas — all courses must be from same area:

Japanese

Core Courses (6 credits)

JAPN 111 Elementary Japanese I (3)
JAPN 112 Elementary Japanese II (3)

Related Area Studies Courses (12 credits)

Choose from related courses in Japanese culture, history, language, literature, or government and politics. Some examples follow:

- Any JAPN course(s) (3)
- ANTH 417 People and Cultures of East Asia (3)
- ASTD 135 Introduction to Japanese Language and Culture (3)
- ASTD 284 Foundations of East Asian Civilization (3)
- ASTD 285 Introduction to Modern East Asia (3)
- ASTD 301 The Japanese: Adapting the Past, Building the Future (3)
- ASTD 333 Japanese Life and Culture I (3)
- ASTD 334 Japanese Life and Culture II (3)
- ASTD 438 Japanese Literature in Translation (3)
- ASTD Other courses related to Japanese Studies (3)
- GVPT 453 Recent East Asian Politics (3)
- HIST 482 History of Japan to 1800 (3)
- HIST 483 History of Japan Since 1800 (3)

(contact an advisor for additional approved courses)

Korean

Core Courses (6 credits)

KORN 111 Elementary Korean I (3)
KORN 112 Elementary Korean II (3)

Related Area Studies Courses (12 credits)

Choose from related courses in Korean culture, history, language, literature, or government and politics. Some examples follow:

- Any KORN course(s) (3)
- ANTH 417 People and Cultures of East Asia (3)
- ASTD 155 Introduction to Korean Language and Culture (3)
- ASTD 284 Foundations of East Asian Civilization (3)
- ASTD 285 Introduction to Modern East Asia (3)
- ASTD 302 The Two Koreas: Problems and Prospects (3)
- ASTD 353 Korean Life and Culture (3)
- ASTD Other courses related to Korean Studies (3)
- GVPT 453 Recent East Asian Politics (3)
- HIST 382 The Korean War (3)
- HIST 383 Korean History (3)

(contact an advisor for additional approved courses)

Certificate in Management

(18 credits, of which at least 9 must be completed with UMUC)

Management-Related Courses (18 credits)

Choose from the following courses:

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
BMGT 110	Introduction to Business and Management (3)
BMGT 140	Personal Financial Management (3)
BMGT 160	Principles of Supervision (3)
BMGT 161	Managerial Communications Skills (3)
BMGT 162	Personnel Counseling (3)
STAT 200	Introduction to Statistics (3)
or STAT 230	Introductory Business Statistics (3)
CMST 100	Various Topics (1 credit each – max. of 6 credits)
CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
CMIS 141	Introductory Programming (3)
CMIS 170	Introduction to XML (3)
CMIS 242	Intermediate Programming (3)
ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
GVPT 210	Introduction to Public Administration and Policy (3)
IFSM 201	Concepts and Applications of Information Technology (3)
STAT 200	Introduction to Statistics (3)
or STAT 230	Introductory Business Statistics (3)

Women's Studies Certificate

(18 credits, of which at least 9 must be completed with UMUC)

Women's Studies Core Course (3 credits)

WMST 200   Introduction to Women's Studies: Women and Society (3)

Women's Studies-Related Courses (15 credits)

Choose from related courses in social sciences and humanities and from special topic courses offered in various disciplines.
See Women's Studies minor for examples of courses.

ADVANCED CERTIFICATES

COMMON CERTIFICATE REQUIREMENTS

- Students pursuing certificate programs must be admitted as UMUC students.

- All certificate coursework must be completed within two years of enrolling in the first certificate course.

- Students are responsible for notifying UMUC of their intention to complete certificate work before completion of their last course. (The application is available at *my.umuc.edu.*)

- Students may pursue a degree and certificate simultaneously or pursue a degree after completing the certificate, but the application for any certificate completed while in progress toward the bachelor's degree must be submitted before award of the bachelor's degree.

- Students may not use the same course toward completion of more than one certificate. In cases where the same course is required for two certificates, the student must replace that course with an approved substitute for the second certificate.

- No more than half of the total credits for any certificate may be earned through credit by examination, prior-learning portfolio credit, internship/Workplace Learning credit, or transfer credit from other schools.

- Certificates consisting primarily of upper-level coursework may assume prior study in that area. Students should check prerequisites for certificate courses. Prerequisites for certificate courses may be satisfied by coursework, credit by examination, or prior-learning portfolio credit, under current policies for such credit.

- At least half of the total credits for any certificate must be earned through graded coursework.

- Students must complete all required coursework for the certificate with a minimum grade of C (2.0) in all courses.

- Certificate courses may not be taken pass/fail.

The individual certificate coursework requirements specified in the following section are applicable to students enrolling on or after 1 August 2014. However, should certificate requirements change, students must either complete these requirements within two years of the change or fulfill the new requirements.

Computer Networking

The computer networking certificate is appropriate for students who want to work as network administrators for a business, government, or nonprofit organization. The program offers hands-on training in state-of-the art computer technology.

Computer Networking Certificate Requirements

Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.

Five required courses:

CMIT 202	Fundamentals of Computer Troubleshooting	3
CMIT 265	Fundamentals of Networking	3
CMIT 320	Network Security	3
CMIT 350	Interconnecting Cisco Devices	3
CMIT 369	Windows Server Installation and Configuration	3*

Elective Course 3

A supporting elective chosen from any upper-level CMIT course

Total credits for certificate in Computer Networking 18

* Revised 29 September 2014 after publication of catalog

Human Resource Management

The human resource management certificate helps prepare 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 helps prepare 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.

Human Resource Management Certificate Requirements

Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.

Three required courses:

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

A labor management course chosen from the following: 3

HRMN 362	Labor Relations
HRMN 365	Conflict Management in Organizations

Two supporting electives chosen from the following: 6

BMGT 365	Organizational Theory
BMGT 391	Supervision
BMGT 464	Organizational Behavior
BMGT 465	Organization Development and Transformation
HRMN 367	Organizational Culture
HRMN 395	The Total Awards Approach to Compensation Management
HRMN 406	Employee Training and Development
HRMN 495	Contemporary Issues in Human Resource Management Practice

Total credits for certificate in Human Resource 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.

Management Foundations Certificate Requirements

Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.

Three required courses:

BMGT 364	Management and Organization Theory	3
MRKT 310	Marketing Principles	3
HRMN 300	Human Resource Management	3

A finance course chosen from the following: 3

FINC 330	Business Finance	
FINC 331	Finance for the Nonfinancial Manager	

Two supporting electives chosen from the following: 6

BMGT 317	Decision Making	
BMGT 335	Small-Business Management	
BMGT 365	Organizational Leadership	
BMGT 380	Business Law I	
BMGT 464	Organizational Behavior	
BMGT 465	Organizational Development and Transformation	
BMGT 484	Managing Teams in Organizations	
BMGT 496	Business Ethics	
HRMN 302	Organizational Communication	
HRMN 367	Organizational Culture	
IFSM 300	Information Systems in Organizations	

Total credits for certificate in Management Foundations   **18**

Project Management

The project management certificate helps prepare students for supervisory and midlevel management positions involving project management and team management. It enables project managers, project team members, and other employees assigned to project teams within a private- or public- sector organization to upgrade their skills with the theory and practical knowledge needed to advance to a higher level.

Project Management Certificate Requirements

Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.

Four required courses:

BMGT 487	Project Management I	3
BMGT 488	Project Management II	3
IFSM 438	Information Systems Project Management	3
IFSM 441	Agile Project Management	3

Two supporting electives chosen from the following: 6

BMGT 317	Decision Making	
BMGT 339	Introduction to Federal Contracting	
BMGT 365	Organizational Leadership	
BMGT 484	Managing Teams in Organizations	
IFSM 300	Information Systems in Organizations	
WRTG 494	Grant and Proposal Writing	

Total credits for certificate in Project Management   **18**

Spanish for Business and the Professions

The Spanish for business and the professions certificate combines language and professional study to offer students a language foundation that will help prepare them to work and communicate in a Spanish-speaking environment.

Note: This certificate is not intended for students who already have native or near-native ability in Spanish. Students may send an e-mail to *languages@umuc.edu* for additional information on course content and eligibility.

Spanish for Business and the Professions Certificate Requirements

Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.

Four courses in intermediate or upper-level Spanish chosen from the following: 12

SPAN 211	Intermediate Spanish I	
SPAN 212	Intermediate Spanish II	
Any 300-level or 400-level SPAN course taught in Spanish		

One of the following 4-credit courses in Spanish: 4

SPAN 418	Business Spanish I	
SPAN 419	Business Spanish II	

Total credits for certificate in Spanish for Business and the Professions   **16**

ASSOCIATE'S DEGREE

UMUC Asia and UMUC Europe offer programs of study leading to a UMUC associate's degree. All requirements noted for the Associate of Arts degree (AA) degree involve lower-level courses, although appropriate upper-level courses may be substituted. Students should consult with a UMUC advisor at their local education center about programs offered in their community and to chart their degree plan to ensure they meet the necessary requirements.

COMMON ASSOCIATE OF ARTS DEGREE REQUIREMENTS

1. The Associate of Arts degree (AA) requires the completion of a minimum of 60 credits, of which at least 15 must be taken through UMUC.

2. Of these 60 credits, 35 credits must be earned in courses that fulfill the general education requirements.

3. The remaining 25 credits must satisfy the requirements of the curriculum the student has selected.

4. A grade point average of 2.0 or higher in all courses taken through UMUC is required. Students must earn a grade of C or higher in all core or core-related curriculum courses.

5. A student may pursue a second AA degree only after the awarding of the first AA (see Second Associate's Degree in this catalog).

CURRICULUM REQUIREMENTS

Credits

25

Students may choose a *general curriculum* or a *specialized curriculum* and must take 25 credits of coursework within their chosen curriculum. For the specialized curricula, at least 9 credits in core or core-related coursework for the chosen curriculum must be earned through UMUC.

Students must earn a grade of C or higher in all core or core-related curriculum courses and at least half the credits earned within a specialized curriculum must be through graded coursework.

The *general curriculum* is described on pp. 58-59 and the *specialized curricula* are described on pp. 60-73 of this catalog.

The *specialized curricula* include

- accounting
- business and management
- computer studies
- criminal justice (UMUC Europe only)
- foreign language area studies
- management studies
- women's studies

	Credits
GENERAL EDUCATION REQUIREMENTS	35

A. Communications　　　　9

◇ WRTG 101 or WRTG 101S (3 credits)
Must be completed within first 18 credits with UMUC. Placement test required for WRTG 101. May not be earned through course-challenge examination.

◇ Another writing course (3 credits)
All 3-credit WRTG courses (except WRTG 288, 388, 486A or 486B); ENGL 102; and JOUR 201 apply.

◇ A course in communication, writing, or speech (3 credits)
All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, and 384; and JOUR 201 apply.
Note: No more than 3 credits of writing may be earned through credit by examination.

B. Arts and Humanities　　　　6

◇ One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST except ARTH 100).

◇ One 3-credit course chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.
Note: The two courses must be in different disciplines.

C. Behavioral and Social Sciences　　　　6

◇ One 3-credit course each in **two** of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (ASTD 135, 155, 284, 285, 333, 353, and others), BEHS, CCJS (CCJS 100, 105, 350, 360, 453, and 461 only), ECON, GEOG, GERO (except GERO 342 and 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

D. Biological and Physical Sciences　　　　7

◇ A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).

◇ Any other science course (3 credits)
Note: Courses from the following disciplines satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology. NUTR 100 may satisfy the requirement for a 3-credit science lecture course.

E. Mathematics　　　　3

◇ MATH 103, MATH 106, MATH 107, or a mathematics course at or above the level of college algebra. Students should refer to the specific curriculum for requirements or recommendations.
Must be completed within the first 18 credits with UMUC. Placement test required.

F. Interdisciplinary or Emerging Issues　　　　4

◇ One course (LIBS 150) in introductory research (1 credit), which must be completed within the first 18 credits with UMUC.

◇ IFSM 201 (3 credits)

Total Degree Requirements	60

PATH TO DEGREE COMPLETION– ASSOCIATE'S DEGREE

To assist students in both course selection and degree completion, *all* course requirements are listed for each curriculum—courses in the student's chosen field of study and courses to fulfill general education requirements. For example, the presentation of the associate's degree general studies with coursework in the accounting curriculum includes

◇ required accounting (and accounting-related) courses

◇ recommended course choices for the general education requirements in

- Communications
- Arts and humanities
- Behavioral and social sciences
- Biological and physical sciences
- Mathematics

◇ the required computing course—IFSM 201

◇ the required course for library research—LIBS 150

Further, the sequencing (sometimes required, sometimes recommended) of courses is presented.

With *all* coursework presented in this way, students can see clearly how to proceed toward degree completion.

SECOND ASSOCIATE'S DEGREE

It is not possible to earn two degrees concurrently at the same level (e.g., two associate's 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's degree from UMUC or another regionally accredited college or university can earn a second associate's degree by meeting the following requirements:

◇ Request an official evaluation for the second degree before enrolling in applicable coursework, but after completing the requirements for the first AA degree. Official evaluations are discussed earlier in this catalog.

◇ Complete at least 15 credits of *new* coursework with UMUC (including at least 9 credits in the core or core-related area, depending on the degree). The new 15 credits must be uniquely applicable to the second UMUC AA curriculum.

If the second degree is in the same field as the first, the second degree must focus on a more specialized subdiscipline of the field (e.g., it is permissible to earn a second AA with new coursework from the business and management curriculum after earning the first AA with coursework from the management studies curriculum, but not the reverse).

EARNING AN ASSOCIATE'S DEGREE AFTER EARNING A BACHELOR'S DEGREE

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

General Curriculum

The Associate of Arts general curriculum is for adult students who wish to pursue their own educational goals.

Intended Program Outcomes

The student who graduates with an Associate of Arts degree should be able to

◇ Utilize academic skills to transition to further academic and professional studies (if the student is transitioning to a bachelor's degree program).

◇ Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields (if the student is completing studies at this level).

Requirements for the General Curriculum

Students may choose related courses from several disciplines, explore several interests at once, or choose a variety of courses from UMUC's offerings. Students in this program accept responsibility for developing a curriculum that meets their intended learning outcomes. They are encouraged to seek assistance from an academic advisor in arranging their curriculum as appropriate to their personal interests and future educational plans.

Recommended Sequence

The following course sequence will fulfill all the requirements for the AA in General Studies. 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 academic 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) may be found on p. 57.

GENERAL CURRICULUM COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology *fulfills the general education requirement in computing*	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
Curriculum course◆ *(to be selected based on educational and career goals)*		3

Additional Required Courses

(to be taken after first and introductory courses)

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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing or speech course*	
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

(chosen from any courses to complete the 60 credits 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. Specialized curricula are recommended but optional within the AA degree in general studies. Appropriate coursework for each of the specialized curricula is indicated with ✦.

Students should take careful note of course prerequisites and recommended course sequences.

Accounting Curriculum

Coursework for AA in General Studies with Accounting Curriculum

The following course sequence will fulfill all the requirements for the AA in General Studies while incorporating specialized coursework in the accounting curriculum (students should note prerequisites and other sequencing requirements):

✧ Required core courses (6 credits):
ACCT 220 and 221

✧ Additional core courses (9 credits):
Any ACCT or FINC courses

✧ Accounting-related courses (9 credits):
Chosen from any ACCT and FINC courses; BMGT 110, 364, 380, 381, and 496; CMIS 102; ECON 201 and 203; IFSM 300; MRKT 310; and STAT 200 (or 230)

✧ Elective (1 credit):
Any course related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in General Studies, the specialized curriculum in accounting should allow students to

✧ Demonstrate competencies in fundamental accounting practices in accounting and related fields.

✧ Utilize academic skills to transition to further academic and professional studies.

✧ Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in General Studies while incorporating specialized curriculum in accounting. 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 academic 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) may be found on p. 57.

ACCOUNTING CURRICULUM COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
BMGT 110✦	Introduction to Business and Management *(recommended accounting-related curriculum course for students with no prior business experience)*	3
ACCT 220✦	Principles of Accounting I	3

Introductory Courses

(to be taken within the first 30 credits)

ACCT 221✦	Principles of Accounting II	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
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
IFSM 201	Concepts and Applications of Information Technology *fulfills the general education requirement in computing*	3
WRTG 291	Research Writing *or other communication/writing course*	3

Additional Required Courses

(to be taken after first and introductory courses)

PHIL 140	Contemporary Moral Issues *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*	3
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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	
ECON 201✦	Principles of Macroeconomics *or other core course for the curriculum (See Coursework for the Curriculum)*	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking *or other communication, writing or speech course*	
STAT 230✦	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics *or other accounting-related course for the curriculum (See Coursework for the Curriculum)*	
ECON 203✦	Principles of Microeconomics *or other accounting-related curriculum course (See Coursework for the Curriculum)*	3
Core Course✦	(See Coursework for the Curriculum)	3
Core Course✦	(See Coursework for the Curriculum)	3

Elective Course

(chosen from any course to complete the 60 credits for the degree) — 1

Total credits for AA in General Studies with accounting curriculum — **60**

✦ Required for the specialized curriculum

Business and Management Curriculum

Intended Program Outcomes

Within the overall outcomes of the AA degree in General Studies, the specialized curriculum in business and management should allow students to

✧ Utilize core business concepts and principles to pursue related professional and educational goals.

✧ Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

✧ Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in General Studies while incorporating specialized curriculum in business and management. 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 academic 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) may be found on p. 57.

BUSINESS AND MANAGEMENT CURRICULUM COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra	
	or a higher-level math course	
BMGT 110✦	Introduction to Business and Management	3
	(required business core course for students with no prior business experience)	

Introductory Courses

(to be taken within the first 30 credits)

GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST 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	1
	or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory	
WRTG 291	Research Writing	3
	or other communication/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
	fulfills the general education requirement in computing	
ACCT 220✦	Principles of Accounting I	3
	or other core course for the curriculum (See Coursework for the Curriculum)	
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✦	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
	or other core course for the curriculum (See Coursework for the Curriculum)	
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
	or other core course for the curriculum (See Coursework for the Curriculum)	
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology	
	or other course to fulfill the general education requirement in biological and physical sciences	
ECON 201✦	Principles of Macroeconomics	3
	or other core course for the curriculum (See Coursework for the Curriculum)	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing	
	or other communication, writing or speech course	
ECON 203✦	Principles of Microeconomics	3
	or other related course for the curriculum (See Coursework for the Curriculum)	
GVPT 210✦	Introduction to Public Administration and Policy	3
	or other related course for the curriculum (See Coursework for the Curriculum)	

Elective Courses

(chosen from any courses to complete the 60 credits for the degree—courses applicable to the BS in business administration are recommended)   4

Total credits for AA in General Studies with business and management curriculum   60

✦ Required for the specialized curriculum

Computer Studies Curriculum

Intended Program Outcomes

Within the overall outcomes of the AA degree in General Studies, the specialized curriculum in computer studies should allow students to

◇ Apply selected range of fundamental computer-based skills to advance professional and educational goals.

◇ Utilize academic skills to transition to further academic and professional studies.

◇ Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in General Studies while incorporating specialized curriculum in computer studies. 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 academic 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) may be found on p. 57

COMPUTER STUDIES CURRICULUM COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

CMIS 102✦	Introduction to Problem Solving and Algorithm Design	3
Related course✦	*Any CMIS, CMST, CMIT, CMSC, CSIA, IFSM, or SDEV courses*	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	
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
IFSM 201	Concepts and Applications of Information Technology *fulfills the general education requirement in computing*	3
Related course✦	*Any CMIS, CMST, CMIT, CMSC, CSIA, IFSM, or SDEV courses*	3
WRTG 291	Research Writing *or other communication/writing course*	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3

Additional Required Courses

(to be taken after first and introductory courses)

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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing or speech course*	
Related course✦	*Any CMIS, CMST, CMIT, CMSC, CSIA, IFSM, or SDEV courses*	3
Related course✦	*Any CMIS, CMST, CMIT, CMSC, CSIA, IFSM, or SDEV courses*	3

Elective Courses

(chosen from any courses to complete 60 credits for the degree—CMIS, CMST, IFSM, or SDEV courses that may be applied to the BS in the computing field are recommended)   10

Total credits for AA in General Studies with computer studies curriculum   **60**

✦ Required for the specialized curriculum

Foreign Language Area Studies Curriculum

Intended Program Outcomes

Within the overall outcomes of the AA degree in General Studies, the specialized curriculum in foreign language area studies should allow students to

- Utilize intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.
- Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in General Studies while incorporating specialized curricula in foreign language area studies if the appropriate core and related courses for the specific language area are selected. All courses must be from the same area: Japanese or Korean. 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 academic 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) may be found on p. 57.

Coursework for AA in General Studies with Foreign Language Area Studies Curriculum - Japanese

The following course sequence will fulfill all the requirements for the AA in General Studies while incorporating specialized coursework in foreign language area studies curriculum - Japanese (students should note prerequisites and other sequencing requirements):

✧ Required core courses (12 credits):
JAPN 111, 112, 114, and 115

✧ Related area studies courses (12 credits):
Chosen from any courses in the culture, history, language, literature, or government and politics of the area (contact an academic advisor for additional approved courses)

✧ Elective (1 credit):
Any course related to interests and goals

Coursework for AA in General Studies with Foreign Language Area Studies Curriculum - Korean

The following course sequence will fulfill all the requirements for the AA in General Studies while incorporating specialized coursework in foreign language area studies curriculum - Korean (students should note prerequisites and other sequencing requirements):

✧ Required core courses (12 credits):
KORN 111, 112, 114, and 115

✧ Related area studies courses (12 credits):
Chosen from any courses in the culture, history, language, literature, or government and politics of the area (contact an academic advisor for additional approved courses)

✧ Elective (1 credit):
Any course related to interests and goals

Credits

First Courses (to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
JAPN 111✦	Elementary Japanese I	3

Introductory Courses

(to be taken within the first 30 credits)

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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology *fulfills the general education requirement in computing*	3
HIST 156	History of the United States to 1865	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
JAPN 112✦	Elementary Japanese II	3
JAPN 114✦	Elementary Japanese III	3
JAPN 115✦	Elementary Japanese IV	3
GVPT 200	International Political Relations *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3

Additional Required Courses

(to be taken after first and introductory courses)

ASTD 284✦	Foundations of East Asian Civilization	3
or ASTD 285	Introduction to Modern East Asia *or other course related to Japanese studies*	
ASTD 333✦	Japanese Life and Culture I	3
or ASTD 334✦	Japanese Life and Culture II *or other course related to Japanese studies*	
ASTD 301✦	The Japanese: Adapting the Past, Building the Future *or other course related to Japanese studies*	3
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	
ANTH 102	Introduction to Cultural Anthropology *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*	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 Oral Communication	3
or SPCH 101	Introduction to Public Speaking *or other course to fulfill the general education requirement in communications/writing or speech*	
HIST 482✦	History of Japan to 1800 *or other course related to Japanese studies*	3

Elective Course   1

Total credits for AA in General Studies with foreign language area studies curriculum - Japanese   **60**

✦ Required for the specialized curriculum

FOREIGN LANGUAGE AREA STUDIES CURRICULUM COURSES – KOREAN

Credits

First Courses (to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
KORN 111✦	Elementary Korean I	3

Introductory Courses

(to be taken within the first 30 credits)

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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology	3
	fulfills the general education requirement in computing	
HIST 156	History of the United States to 1865	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
KORN 112✦	Elementary Korean II	3
KORN 114✦	Elementary Korean III	3
KORN 115✦	Elementary Korean IV	3
GVPT 200	International Political Relations *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3

Additional Required Courses

(to be taken after first and introductory courses)

ASTD 284✦	Foundations of East Asian Civilization	3
or ASTD 285	Introduction to Modern East Asia *or other course related to Korean studies*	
ASTD 353✦	Korean Life and Culture *or other course related to Korean studies*	3
ASTD 302✦	The Two Koreas: Problems and Prospects *or other course related to Korean studies*	3
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	
ANTH 102	Introduction to Cultural Anthropology *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*	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 Oral Communication	3
or SPCH 101	Introduction to Public Speaking *or other course to fulfill the general education requirement in communications/writing or speech*	
GVPT 377B✦	Korean-American Security Relations *or other course related to Korean studies*	3

Elective Course   1

Total credits for AA in General Studies with foreign language area studies curriculum - Korean   60

✦ Required for the specialized curriculum

Management Studies Curriculum

Coursework for AA in General Studies with Management Studies Curriculum

The following course sequence will fulfill all the requirements for the AA in General Studies while incorporating specialized coursework in management studies curriculum (students should note prerequisites and other sequencing requirements):

✧ Management-related courses (15 credits):
Chosen from any ACCT, BMGT, CMIS, CMST, ECON, FINC, HMGT, HRMN, IFSM, and MRKT courses; GVPT 210; PSYC 321, 361; STAT 230 (or 200); and WRTG 490

✧ Electives (10 credits):
Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in General Studies, the specialized curriculum in management studies should allow students to

✧ Apply knowledge from management-related disciplines to advance professional and educational goals.

✧ Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

✧ Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in General Studies while incorporating specialized curriculum in management studies. 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 academic 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) may be found on p. 57.

MANAGEMENT STUDIES CURRICULUM COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
BMGT 110✦	Introduction to Business and Management *(recommended management studies-related course for the curriculum for students with no prior business experience)*	3

Introductory Courses

(to be taken within the first 30 credits)

GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
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
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics *(sequence 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)*	
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology *fulfills the general education requirement in computing*	3
PHIL 140	Contemporary Moral Issues *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*	3

Additional Required Courses

(to be taken after first and introductory courses)

STAT 230✦	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics *or other management studies core course (See Coursework for the Curriculum)*	
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking *or other communication, writing or speech course*	
BMGT 160✦	Principles of Supervision *or other management studies core course (See Coursework for the Curriculum)*	3
Management studies core course✦	*(a course that may be applied to BS in management studies is recommended) (See Coursework for the Curriculum)*	3
Management studies core course✦	*(a course that may be applied to BS in management studies is recommended) (See Coursework for the Curriculum)*	3

Elective Courses

(chosen from any courses to complete 60 credits for the degree—courses applicable to the BS in management studies are recommended)	10

Total credits for AA in General Studies with management studies curriculum	**60**

Women's Studies Curriculum

Coursework for AA in General Studies with Women's Studies Curriculum

The following course sequence will fulfill all the requirements for the AA in General Studies while incorporating specialized coursework in women's studies curriculum (students should note prerequisites and other sequencing requirements):

✧ Required core course (3 credits):
WMST 200

✧ Women's studies–related courses (15 credits):
Chosen from ARTH 199U; BEHS 220; and related women's studies and special topics courses, with prior approval (contact an academic advisor for additional approved courses)

✧ Electives (7 credits):
Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in General Studies, the specialized curriculum in women's studies should allow students to

✧ Apply knowledge of the history, status, and experience of women in professional, personal, and educational contexts.

✧ Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

✧ Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in General Studies while incorporating specialized curriculum in women's studies. 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 academic 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) may be found on p. 57.

WOMEN'S STUDIES CURRICULUM COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses.

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra	
	or a higher-level math course	
WMST 200✦	Introduction to Women's Studies: Women and Society	3
	(required core course for the curriculum)	

Introductory Courses

(to be taken within the first 30 credits)

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	
WRTG 291	Research Writing	3
	or other communication/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
	fulfills the general education requirement in computing	
HIST 141	Western Civilization I	3
or HIST 142	Western Civilization II	
	or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)	
Women's studies-related course✦		3
	any courses for minor in women's studies fulfill this requirement (See Coursework for the Curriculum)	
GVPT 200	International Political Relations	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, or GERO course to fulfill the first general education requirement in behavioral and social sciences	
ARTH 199U✦	Female Form in Western Art	3
	or other women's studies-related core course (See Coursework for the Curriculum)	

Additional Required Courses

(to be taken after first and introductory courses)

SPCH 100	Foundations of Oral Communication	3
or JOUR 201	Introduction to News Writing	
	or other communication, writing or speech course	
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology	
	or other course to fulfill the general education requirement in biological and physical sciences	
ANTH 102	Introduction to Cultural Anthropology	3
	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)	
BEHS 220✦	Diversity Awareness	3
	or other women's studies-related core courses (See Coursework for the Curriculum)	
Women's studies-related course✦		3
	any courses for a minor in women's studies fulfill this requirement (See Coursework for the Curriculum)	
Women's studies-related course✦		3
	any courses for a minor in women's studies fulfill this requirement (See Coursework for the Curriculum)	

Elective Courses

(chosen from any courses to complete 60 credits for the degree)	7

Total credits for AA in General Studies with women's studies curriculum	**60**

✦ Required for the specialized curriculum

ASSOCIATE'S DEGREE

BACHELOR'S DEGREES

EXPECTATIONS

The UMUC degree begins with basic intellectual tools, using the general education and other degree requirements to provide opportunities for students to acquire the knowledge and skills they need to demonstrate the hallmarks of the educated person:

✧ Effective writing and oral communication skills

✧ Competence in the use of information technology

✧ Competence in information literacy skills

✧ Competence in mathematical and quantitative reasoning skills

✧ Competence in critical analysis, critical reasoning, and problem solving

✧ Understanding of key concepts and principles of natural, social, and behavioral sciences

✧ Knowledge of diverse cultures and historical periods

✧ Understanding of frameworks for ethical decision making and the ability to apply them

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 has the ability to master a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major provides clearly articulated learning outcomes for the knowledge, skills, and abilities that a student is expected to achieve 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 another 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 all degree requirements in effect at the time of the change.

The following requirements for the BA and the BS are applicable to students who enroll on or after 1 August 2014.

Credits

GENERAL EDUCATION REQUIREMENTS

Recommendations for fulfilling general education requirements are provided for each major in the recommended sequence.

Note: Courses applied to general education requirements may not be applied toward major, minor, or elective requirements and may not be taken pass/fail.

A. Communications   12

✧ **WRTG 101 or WRTG 101S (3 credits)**

Must be completed within first 18 credits. Placement test required for WRTG 101. May not be earned through course-challenge examination.

✧ **Another writing course (3 credits)**

All 3-credit WRTG courses (except WRTG 288, 388, 486A or 486B); ENGL 102; and JOUR 201 apply.

✧ **A course in communication, writing, or speech (3 credits)**

All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, and 384; and JOUR 201 apply.

✧ **An upper-level advanced writing course (3 credits)**

WRTG 391, 393, and 394 apply. May not be earned through credit by examination.

Note: No more than 3 credits of writing credit may be earned through credit by examination.

B. Arts and Humanities   6

✧ One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST course except ARTH 100).

✧ One 3-credit course chosen from the following disciplines: ARTH, ARTT, ASTD (ASTD 135, 155, 284, 285, 333, 353, and others), ENGL (except 281 and 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

Note: The two courses must be in different disciplines.

C. Behavioral and Social Sciences   6

✧ One 3-credit course each in **two** of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (ASTD 396, 397, and others), BEHS, CCJS (CCJS 100, 105, 350, 360, 453, and 461 only), ECON, GEOG, GERO (except GERO 342 and 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

D. Biological and Physical Sciences   7

✧ A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).

✧ Any other science course (3 credits).

Note: Courses from the following disciplines may satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology. NUTR 100 may satisfy the requirement for a 3-credit science lecture course.

E. Mathematics   3

✧ MATH 103, MATH 106, MATH 107, or a mathematics course at or above the level of college algebra. Must be completed within first 18 credits with UMUC. Placement test required.

Note: MATH 115 (or both MATH 107 and MATH 108) is required for the majors in computer science and environmental management. Students should refer to the specific major for recommendations or requirements.

F. Interdisciplinary or Emerging Issues   7

✧ One course (LIBS 150) in introductory research (1 credit), which must be completed within first 18 credits with UMUC.

✧ A total of 6 credits in computing courses as follows:

1. IFSM 201 or CMST 301 (3 credits).

2. An additional computing course appropriate to the academic major (3 credits).

Students should refer to the specific major for requirements or recommendations. Unless otherwise specified, lower-level or upper-level courses in CMIS, CMIT, CMSC, CMST, CSIA, IFSM, SDEV, and ACCT 326 apply.

Note: IFSM 300 is required in public safety administration and all business-related fields.

Total General Education Requirements   41

MAJOR, MINOR, AND ELECTIVE REQUIREMENTS

A. Academic Major   30–38

The number of credits required to complete an academic major varies according to academic program. At least half the credits 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 upon completion of all requirements for both majors, including the required minimum number of credits for each major and all related requirements for both majors; however, the same course may not be used to fulfill requirements for more than one major. Certain restrictions apply for double majors (including use of credit and acceptable combinations of majors). Students may not major in two programs with excessive overlap of required coursework. Students should consult an advisor before selecting a double major.

B. Academic Minor   15–17

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 and may not receive a double minor. The number of credits required to complete an academic minor varies according to academic program. At least half the credits 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 a following section.

C. Electives   24–34

Electives may be taken in any academic discipline. No more than 21 credits may consist of vocational or technical credit. Pass/Fail credit, up to a maximum of 18 credits, may be applied toward electives only.

OVERALL BACHELOR'S DEGREE REQUIREMENTS

In addition to the general education requirements and the major, minor, and elective requirements, the overall requirements listed here pertain to all bachelor's degrees:

1. Students must complete a minimum of 120 credits.

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 credits required, the following coursework must be taken through UMUC:
   - 30 credits (normally the final 30)
   - Half of the required number of credits within both the major and the minor
   - 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor

4. At least 45 credits must be upper-level credit and include
   - At least one-half the credits required for the major
   - 3 credits in upper-level advanced writing

   The remaining upper-level hours may be earned in any part of the curriculum.

5. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credit earned by examination, portfolio assessment, or non-collegiate training does not count as graded coursework. A maximum of six 1-credit courses may be applied to a major or minor.

Total Degree Requirements   120

SUMMARY OF BACHELOR'S DEGREE REQUIREMENTS	
General Education Requirements	41 credits
Academic Major	30-38 credits
Academic Minor (optional)	15-17 credits
Electives	24-34 credits
Total	**120 credits**

A cumulative grade point average of at least 2.0 (C)

Minimum 45 credits of upper-level credit.

A minimum of 30 credits at UMUC, including at least half the credits earned for the major and at least half for the minor, and including at least 15 credits of upper-level credit.

PATH TO DEGREE COMPLETION— BACHELOR'S DEGREE

To assist students in both course selection and degree completion, **all** degree requirements are listed for each major. Further, the sequencing (sometimes required, sometimes recommended) of courses is presented. For example, the presentation of the major in psychology includes

- requirements for the psychology major (in a shaded box)
- recommended course selection for the general education requirements in
  - Communications
  - Arts and humanities
  - Behavioral and social sciences
  - Biological and physical sciences
  - Mathematics
  - Interdisciplinary or emerging issues
- recommended sequences
  - First courses
  - Introductory courses
  - Foundation courses
  - Additional required courses
  - Capstone course (if there is one)
  - Minor and /or elective courses

With all degree requirements presented in this way, students can see clearly how to proceed toward degree completion.

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.

Students may not take a second degree in general studies and may not obtain an academic minor or a second associate's degree within the second degree.

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 credits through UMUC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.

To qualify for academic honors in a second bachelor's degree, the student must complete at least 45 new credits through UMUC with the requisite grade point average.

Students must complete all requirements for the major. All course prerequisites apply. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits 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.

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

BACHELOR OF ARTS (BA) AND
BACHELOR OF SCIENCE (BS)

Each major is available only for the Bachelor of Arts (BA) or the Bachelor of Science (BS) degree. Dual majors are available for the Bachelor of Science degree. Here are the BA and BS majors most feasible for UMUC students to complete while in Asia or Europe:

Majors Available for the Bachelor of Arts

- Communication studies
- East Asian studies (available in Asia only)
- English
- History
- Humanities

Majors Available for the Bachelor of Science

- Accounting
- Business administration
- Criminal justice
- Cybersecurity
- Digital media and web technology (available in Europe only)
- General studies
- Human resource management
- Information systems management
- Management studies
- Marketing
- Political science
- Psychology
- Social science

UMUC PROGRAMS AVAILABLE IN ASIA	
Accounting	major and minor
Art history	minor
Biology	minor
Business administration	major and minor
Communication studies	major and minor
Criminal Justice	major and minor
Cybersecurity	major and minor
East Asian studies	major and minor
Economics	minor
English	major and minor
General studies	major
History	major and minor
Humanities	major and minor
Human resource management	major and minor
Information systems management	major and minor
International Business	minor
Management studies	major
Marketing	major and minor
Philosophy	minor
Political science	major and minor
Psychology	major and minor
Social science	major
Sociology	minor
Women's studies	minor

UMUC PROGRAMS AVAILABLE IN EUROPE	
Accounting	major and minor
Art history	minor
Biology	minor
Business administration	major and minor
Communication studies	major and minor
Criminal Justice	major and minor
Cybersecurity	major and minor
Digital media and web technology	major and minor
Diversity awareness	minor
Economics	minor
English	major and minor
General studies	major
History	major and minor
Homeland security	minor
Humanities	major and minor
Human resource management	major and minor
Information systems management	major and minor
International Business	minor
Management studies	major
Marketing	major and minor
Philosophy	minor
Political science	major and minor
Psychology	major and minor
Social science	major
Sociology	minor
Women's studies	minor

Programs Available in Europe Offered by Our Partner Institutions

Secondary teacher education
Social work

STUDENTS MAY HAVE ACCESS TO THESE ADDITIONAL PROGRAMS THROUGH ONLINE STUDY WITH UMUC STATESIDE

African American studies	Health services management
Art	Investigative forensics
Biotechnology	Journalism
Computer networks and security	Laboratory management
Computer science	Law for business
Contract management and acquisition	Legal studies
Corporate security	Mathematical sciences
Emergency management	Microbiology
Environmental management	Natural science
Finance	Nursing for registered nurses
Fire service administration	Public safety administration
Forensics	Small business management and entrepreneurship
Fraud investigation	Software development
Gerontology and aging services	Speech communication
Graphic communication	Terrorism and critical infrastructure

Accounting

Major in Accounting

The accounting major combines theory and practice to prepare students for analysis of and reporting on the economic activities of organizations and communication of that information to decision makers. Students develop skills in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, and international accounting. The major prepares students for a range of accounting careers in profit, not-for-profit, and government organizations.

Intended Program Outcomes

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

- ✧ Work effectively with interdisciplinary professionals and diverse stakeholders.
- ✧ Communicate with financial and non-financial audiences in a clear and concise manner, by making appropriate decisions about relevancy, reliability, and medium.
- ✧ Research, prepare, analyze, and review financial and business data by applying accounting and business management principles and standards to produce financial and business reports.
- ✧ Proficiently use current technology and analytical tools to perform business functions, work collaboratively, and facilitate decision-making.
- ✧ Employ analysis, critical thinking, and problem-solving to identify, test, and validate processes, systems, and financial data to advise stakeholders.
- ✧ Define, develop, and demonstrate ethical business practices and accountability by identifying and addressing current and emerging ethical and regulatory issues.
- ✧ Develop professionally through collaborating, training, mentoring, negotiating, solving problems creatively, and participating in networking activities to demonstrate and develop leadership skills.

Degree Requirements

A degree with a major in accounting requires the successful completion of 120 credits of coursework including 54 credits for the major and mandatory minor in business administration (indicated by ✦); 41 credits in general education requirements (GERs); and 25 credits in electives and other requirements. At least 18 credits in the major and 9 credits in the minor must be earned in upper-level courses (numbered 300 or above).

Requirements for the Accounting Major

Coursework for a major in accounting with a mandatory minor in business administration includes the following:

- ✧ Required courses (21 credits):
  ACCT 220, 221, 310, 311, 321, 323, and 422

- ✧ Supplemental major courses (12 credits):
  Any upper-level ACCT courses

- ✧ Required capstone course (3 credits):
  ACCT 495

- ✧ Required business administration minor courses (18 credits): ACCT 411 (or BMGT 496); BMGT 364 and 380; FINC 330; MRKT 310; and STAT 230 (or STAT 200)

- ✧ Required related courses (9 credits) which may be applied anywhere in the degree: IFSM 300; and ECON 201 and 203

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Accounting. 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 academic 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) may be found on p. 75.

ACCOUNTING MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
BMGT 110	Introduction to Business and Management *(strongly recommended elective for students with no prior business experience)*	3
ACCT 220✦	Principles of Accounting I	3

Introductory Courses

(to be taken within the first 30 credits)

ACCT 221✦	Principles of Accounting II	3
ECON 201	Principles of Macroeconomics *(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences.)*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology *prerequisite to later course, also fulfills the first general education requirement in computing*	3

Foundation Courses

(to be taken within the first 60 credits)

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	
STAT 230✦	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
ECON 203	Principles of Microeconomics *(related requirement for accounting major)*	3
GVPT 170	American Government *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*	3
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	
ACCT 310✦	Intermediate Accounting I	3

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
ACCT 321✦	Cost Accounting	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
IFSM 300	Information Systems in Organizations *(related course for the major; also fulfills the second general education requirement in computing)*	3

Additional Required Courses *(See Requirements for the Major)*

(to be taken after introductory and foundation courses)

BMGT 364✦	Management and Organization Theory	3
ACCT 311✦	Intermediate Accounting II	3
ACCT 323✦	Federal Income Tax I	3
ACCT 411✦	Ethics and Professionalism in Accounting	3
or BMGT 496	Business Ethics	
ACCT 422✦	Auditing Theory and Practice	3
WRTG 394	Advanced Business Writing *or other course to fulfill the upper-level advanced writing requirement*	3
ACCT 436✦	Internal Auditing *or other course to fulfill the major requirement for upper-level coursework*	3
ACCT 425✦	International Accounting *or other supplemental major course*	3
FINC 330✦	Business Finance	3
ACCT 433✦	Audit and Control of Information Technology *or other supplemental major course*	3
BMGT 380✦	Business Law I	3
ACCT 438✦	Fraud and Forensic Accounting *or other supplemental major course*	3
MRKT 310✦	Marketing Principles	3

Capstone Course for the Major

(to be taken in last 15 credits)

ACCT 495✦	Contemporary Issues in Accounting Practice	3

Additional Elective Courses

(to be taken in last 60 credits along with required major courses) 19

Recommended electives:

ACCT 326	Accounting Information Systems
ACCT 410	Accounting for Government and Not-for-Profit Organizations
ACCT 424	Advanced Accounting *(highly recommended for those who wish to sit for the CPA exam)*
ACCT 452	Federal Auditing

Total credits for BS in Accounting   120

Business Administration

Major in Business Administration

The business administration curriculum provides the skills and knowledge necessary for a successful career in business and management. It 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, small business and entrepreneurship, strategic management, organizational behavior, marketing and sales, and statistical analysis. A major in business administration prepares graduates for careers in for-profit and not-for-profit organizations and the public sector.

An articulation agreement between UMUC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMUC with a major in business administration to waive the prerequisite course for the graduate degree. More information is available in the *UMUC Graduate Catalog*.

Intended Program Outcomes

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

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization in the business environment.
- Employ critical thinking to evaluate qualitative and quantitative data and effectively communicate across all layers of the organization.
- Develop, communicate, implement, and follow policies and procedures that inform and guide operations to reduce cost and organizational risk and promote ethical practices.
- Manage people, time, and resources by utilizing effective employment practices, encouraging team building, and mentoring junior members of the staff.
- Design and execute personal and employee development systems to enhance job performance and leadership skills.

Degree Requirements

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

Requirements for the Business Administration Major

Coursework for a major in business administration includes the following:

- ✦ Required foundation courses (12 credits): BMGT 110 (or prior business experience and an additional course chosen from ACCT, BMGT, ENMT, FINC, HMGT, HRMN, or MRKT courses), ACCT 220 and 221, and STAT 230 (or STAT 200)

- ✦ Required core courses (21 credits): BMGT 364, 365, 380, 496, and FINC 330; HRMN 300; and MRKT 310

- ✦ Required capstone course (3 credits): BMGT 495

- ✦ Required related courses (9 credits), which may be applied anywhere in the degree: ECON 201 and 203, and IFSM 300

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Business Administration. 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 academic 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) may be found on p. 75.

BUSINESS ADMINISTRATION MAJOR COURSES

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

		Credits
LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
BMGT 110✦	Introduction to Business and Management *(students with business experience should substitute an additional business course in the last 60 credits of study)*	3

Introductory Courses

(to be taken within the first 30 credits)

ECON 201	Principles of Macroeconomics *(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology *prerequisite to later course, also fulfills the first general education requirement in computing*	3
ACCT 220✦	Principles of Accounting I	3
PHIL 140	Contemporary Moral Issues *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*	3

Foundation Courses

(to be taken within the first 60 credits)

STAT 230✦	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
GVPT 170	American Government *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*	3
ACCT 221✦	Principles of Accounting II	3
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	

ECON 203	Principles of Microeconomics *(related requirement for major)*	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
IFSM 300	Information Systems in Organizations *(related course for the major; also fulfills the second general education requirement in computing)*	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	

Additional Required Courses

(to be taken after introductory and foundation courses)

BMGT 364✦	Management and Organization Theory	3
WRTG 394	Advanced Business Writing *or other course to fulfill the upper-level advanced writing requirement*	3
BMGT 365✦	Organizational Leadership	3
MRKT 310✦	Marketing Principles	3
BMGT 380✦	Business Law I	3
HRMN 300✦	Human Resource Management	3
FINC 330✦	Business Finance	3
BMGT 496✦	Business Ethics	3

Capstone Course for Major

(to be taken in the last 15 credits)

BMGT 495✦	Strategic Management	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)   40

Recommended minor:

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

Recommended electives:

MATH 140	Calculus I	
or MATH 130	Calculus A	
and MATH 131	Calculus B *(for students who plan to go on to graduate school: note prerequisite is MATH 107, 108, or 115)*	

Total credits for BS in Business Administration   120

✦ Required for the major

Communication Studies

Major in Communication Studies

The major in communication studies provides students with an appropriate balance of theoretical knowledge and sophisticated, practical communication skills. Students learn how people create and use messages to generate meaning within and across various contexts, cultures, channels, and media. The multidisciplinary curriculum covers speech communication, mass communication and new media, journalism, public relations, business writing, and technical writing. It encourages students to develop written, oral, and visual communication skills; to apply communication theories to both personal and professional situations; and to increase their understanding of human interaction. Students with a major in communication studies are prepared for a wide variety of careers in areas such as journalism, public relations, marketing, communication, and professional writing.

Intended Program Outcomes

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

- ✦ Apply analytical skills in interpreting, using, and delivering information, particularly through mass media.

- ✦ Create professional written, oral, and visual communication for specific purposes and diverse audiences, applying structural and stylistic conventions.

- ✦ Design, create, and/or select multi-media components and integrate them into print, broadcast, and online media-rich resources.

- ✦ Manage successful communication activities within the ethical, legal, and financial parameters of the project and of the profession.

- ✦ Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations.

- ✦ Use an understanding of diverse and intercultural perspectives as they affect communication practices.

- ✦ Design and/or employ specific research methodologies and tools to gather information for specific purposes.

Degree Requirements

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

Requirements for the Communication Studies Major

Coursework for a major in communication studies includes the following:

- ✦ Required foundation courses (6 credits): COMM 300 and COMM 302

- ✦ Speech communication course (3 credits): Any SPCH course

- ✦ Mass communication/media course (3 credits): Chosen from COMM 400, 410, 493, and any JOUR courses

- ✦ Diversity communication courses (6 credits): Chosen from COMM 380, SPCH 324, 472, and 482

- ✦ Specialization courses chosen from a single area (9 credits):

  a. Professional Writing: Chosen from WRTG 393, 394, 459, 489, 490, 493, 494, and 496

  b. Speech Communication: Chosen from any upper-level SPCH courses

  c. Media Studies: Chosen from COMM 400, 410, 459, and 493 and any JOUR courses

- ✦ Required research methods course (3 credits): COMM 480

- ✦ Required capstone course (3 credits): COMM 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in Communication Studies. 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 academic 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) may be found on p. 75.

COMMUNICATION STUDIES MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

SPCH 100✦	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking *or other speech course*	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
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
WRTG 291	Research Writing *or other communication/writing course*	3
SOCY 100	Introduction to Sociology	
or GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education requirement in computing*	

Foundation Courses

(to be taken within the first 60 credits)

COMM 300✦	Communication Theory	3
COMM 302✦	Mass Communication and Media Studies	3
PSYC 100	Introduction to Psychology	3
or BEHS 210	Introduction to Social Sciences *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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	
PHIL 140	Contemporary Moral Issues *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*	3
JOUR 201	Introduction to News Writing	3
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
IFSM 300	Information Systems in Organizations	3
or CMIS 111	Social Networking and Cybersecurity Best Practices *or other course to fulfill the second general education requirement in computing*	

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 393	Advanced Technical Writing	3
or WRTG 394	Advanced Business Writing *or other course to fulfill the upper-level advanced writing requirement*	
COMM 400✦	Mass Media Law *or other mass communication course for the major*	3
COMM 380✦	Language in Social Contexts *or other diversity communication course for the major*	3
SPCH 482✦	Intercultural Communication *or other diversity communication course for the major*	3
SPCH 324✦	Communication and Gender *or other specialization course*	3
SPCH 426✦	Conflict Management *or other specialization course*	3
SPCH 470✦	Effective Listening *or other specialization course*	3
COMM 480✦	Research Methods in Communication Studies	3

Capstone Course for the Major

(to be taken in the last 15 credits)

COMM 495✦	Senior Seminar in Communication Studies	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 46

Total credits for BA in Communication Studies 120

✦ Required for the major

Criminal Justice

Major in Criminal Justice

The criminal justice program provides students with an understanding of the nature of crime and the personnel, institutions, and processes that prevent or respond to crime. Students learn both the theory and practice of the criminal justice system. The curriculum covers crime and criminal behavior, law enforcement, courts, corrections, security, and investigation. It provides a solid foundation for further study or entry into a variety of criminal justice professions.

An articulation agreement between UMUC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMUC with a major in criminal justice to reduce the total coursework for the graduate degree by up to 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework. More information is available in the *UMUC Graduate Catalog*.

Intended Program Outcomes

The student who graduates with a major in criminal justice should be able to

✧ Communicate accurately, orally and in writing, to complete organizational missions to ensure public safety.

✧ Apply critical thinking skills and logic to analyze and solve a variety of complex problems in the criminal justice environment.

✧ Manage and evaluate organizational efforts to ensure effective cooperation with stakeholders to prevent, control, and manage crime to ensure public safety.

✧ Utilize an ethical framework and an understanding of legal constraints to make decisions as a criminal justice professional.

✧ Develop specialized technical knowledge and skills relevant to subspecialties in the field of criminal justice to ensure public safety.

✧ Use interpersonal and leadership skills to work both independently and cooperatively as a member of a criminal justice team.

Degree Requirements

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

Requirements for the Criminal Justice Major

Coursework for a major in criminal justice includes the following:

✧ Introductory course (3 credits): Chosen from CCJS 100 or 105

✧ Required statistics course (3 credits): STAT 200

✧ Required core courses (12 credits): CCJS 340, 345, 380, and 497

✧ Supplemental major courses (9 credits): Any 3-credit CCJS courses (Note: Taking courses within a single topic area - law enforcement, law, corrections, security management, forensics, intelligence, or leadership - is highly recommended)

✧ Required capstone course (3 credits): CCJS 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Criminal Justice. 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 academic 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) may be found on p. 75.

CRIMINAL JUSTICE MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	
CCJS 100✦	Introduction to Criminal Justice	3
or CCJS 105	Introduction to Criminology	

Introductory Courses

(to be taken within the first 30 credits)

GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education requirement in computing*	
PHIL 140	Contemporary Moral Issues *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*	3

Foundation Courses

(to be taken within the first 60 credits)

STAT 200✦	Introduction to Statistics	3
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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
IFSM 300	Information Systems in Organizations	3
or CMIS 111	Social Networking and Cybersecurity Best Practices *or other course to fulfill the second general education requirement in computing*	
CCJS 340✦	Law Enforcement Administration	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the upper-level advanced writing requirement*	3
CCJS 345✦	Introduction to Security Management	3
CCJS 380✦	Ethical Behavior in Criminal Justice	3
CCJS 497✦	Correctional Administration	3
CCJS 341✦	Criminal Investigation *or other supplemental course for the major*	3
CCJS 342✦	Crime Scene Investigation *or other supplemental course for the major*	3
CCJS 352✦	Drugs and Crime *or other supplemental course for the major*	3

Capstone Course for the Major

(to be taken in the last 9 credits)

CCJS 495✦	Issues in Criminal Justice	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)   49

Recommended electives:

CCJS 230	Criminal Law in Action	

Total credits for BS in Criminal Justice   **120**

✦ Required for the major

Cybersecurity

Major in Cybersecurity

The major in cybersecurity helps prepare graduates to be leaders in the protection of data assets. The curriculum focuses on the techniques, policies, operational procedures, and technologies that secure and defend the availability, integrity, authentication, confidentiality, and nonrepudiation of information and information systems, in local as well as more broadly based domains. The major helps prepare students for careers as information systems security professionals, senior system managers, and system administrators responsible for information systems and security of those systems.

An articulation agreement between UMUC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMUC with a major in cybersecurity to reduce their total coursework for the MS in Cybersecurity or Cybersecurity Policy by 18 credits (three courses). More information is available in the *UMUC Graduate Catalog*.

Intended Program Outcomes

The student who graduates with a major in cybersecurity should be able to

✧ Protect an organization's critical information and assets by ethically integrating cybersecurity best practices and risk management throughout an enterprise.

✧ Implement continuous network monitoring and provide real-time security solutions.

✧ Analyze advanced persistent threats and deploy counter measures, and conduct risk and vulnerability assessments of planned and installed information systems.

✧ Participate in forensic analysis of cyber incidents and assist in recovery operations.

✧ Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies.

Degree Requirements

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

Requirements for the Cybersecurity Major

Coursework for a major in cybersecurity includes the following:

✧ Required foundation courses (9 credits):
CSIA 301, CMIT 265, and IFSM 304

✧ Required core courses (15 credits):
CSIA 303, 412, and 413; CMIT 320; and CCJS 321

✧ Supplemental major courses (6 credits):
Chosen from CCJS 390 and 421; CMIT 321, 340, 424, 425, 440, and 460; and any CSIA courses (Note: Taking courses within a single topic area – policy or technology – is highly recommended.)

✧ Required capstone course (3 credits):
CSIA 485

Recommended Sequence

The following course sequence will fulfill all the requirements for the BS in Cybersecurity. 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, mathematics, and interdisciplinary issues) may be found on p. 75.

CYBERSECURITY MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

IFSM 201	Concepts and Applications of Information Technology *prerequisite to later course, also fulfills the first general education requirement in computing*	3
CMIS 102	Introduction to Problem Solving and Algorithm Design *prerequisite to later course, also fulfills the second general education requirement in computing*	3
PHIL 140	Contemporary Moral Issues *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*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3

Foundation Courses *(see Requirements for the Major)*

(to be taken within the first 60 credits)

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)*	
CSIA 301✦	Foundations of Cybersecurity	3
IFSM 304✦	Ethics in Information Technology	3
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
CMIT 265✦	Fundamentals of Networking	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 393	Advanced Technical Writing *or other course to fulfill the upper-level advanced writing requirement*	3
CCJS 321✦	Digital Forensics in the Criminal Justice System	3
CSIA 303✦	Foundations of Information System Security	3
CSIA 412✦	Security Policy Analysis	3
CSIA 413✦	Security Policy Implementation	3
CMIT 320✦	Network Security	3
CMIT 425✦	Advanced Information Systems Security *or other supplemental major course*	3
CSIA 459✦	Evaluating Emerging Technologies *or other supplemental major course*	3

Capstone Course for the Major

(to be taken in the last 15 credits)

CSIA 485✦	Practical Applications in Cybersecurity Management	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)   46

Recommended electives:

(for qualified students planning graduate study in cybersecurity or cybersecurity policy at UMUC; students should note prerequisites)

CSIA 520	Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology
CSIA 530	Prevention and Protection Strategies
or CSIA 535	National Cybersecurity Policy and Law

Total credits for BS in Cybersecurity   **120**

✦ Required for the major

East Asian Studies

Major in East Asian Studies

The East Asian studies major provides an interdisciplinary overview of the history, economics, politics, culture, and languages of the East Asian region, including China, Korea, and Japan. It examines the region's rich past and continuing contributions to the global community. The curriculum emphasizes an understanding of East Asia based on both expanded cultural awareness and scholarly analysis in multiple disciplines. Students are provided with background knowledge that both enriches their appreciation of the area and prepares them for a range of careers that require a broad knowledge of the region and accurate understanding of the culture.

Intended Program Outcomes

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

- Interpret, communicate, educate, and advise others based on understanding, research, and analysis of the social, historical, and cultural contexts of East Asia.

- Use knowledge of East Asia to identify, create, facilitate, and promote opportunities for interaction and cooperation between Asia and the global community, as well as to mediate and negotiate between East Asians and others.

- Apply knowledge of East Asian diversity, values, and expectations to perform in a culturally appropriate way in personal and professional settings.

- Communicate in both written and spoken form in an East Asian language, integrating interpersonal skills and cultural knowledge.

Degree Requirements

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

Requirements for the East Asian Studies Major

Coursework for a major in East Asian studies includes the following:

- Required foundation courses (6 credits): ASTD 284 and 285

- Required Asian language sequence (9 credits): Either JAPN 111, 112, and 114; KORN 111, 112, and 114; or CHIN 111, 112, and 114

- Required intercultural communication course: SPCH 482

- Supplemental major courses (9 credits): Chosen from ANTH 417; PHIL 348; or any upper-level ASTD, JAPN, KORN, Asian HIST, or Asian GVPT courses (consult an academic advisor for course options in addition to those recommended)

- Required capstone course (3 credits): ASTD 485

Recommended Sequence

The following course sequence outlines all the requirements for the BA in East Asian Studies. 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 academic 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) may be found on p. 75.

EAST ASIAN STUDIES MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

PHIL 140	Contemporary Moral Issues *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*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
ASTD 284✦	Foundation of East Asian Civilization	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *fulfills the first general education requirement in computing*	

Foundation Courses

(to be taken within the first 60 credits)

JAPN 111✦	Elementary Japanese I	3
or KORN 111	Elementary Korean I *or other first East Asian language course for the major*	
BEHS 103	Technology in Contemporary Society *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from the first)*	3
ASTD 285✦	Introduction to Modern East Asia	3

NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
JAPN 112✦	Elementary Japanese II	3
or KORN 112	Elementary Korean II *or other second East Asian language course for the major*	
CMIS 111	Social Computing and Cybersecurity Best Practices *or other interdisciplinary issues/computing course*	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	3
JAPN 114✦	Elementary Japanese III	3
or KORN 114	Elementary Korean III *or other third East Asian language course for the major*	

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the upper-level advanced writing requirement*	3
PHIL 348✦	Religions of the East *or other supplemental major course*	3
HIST 481✦	History of China from the Opium War to Deng Xiaoping *or other supplemental major course*	3
HIST 483✦	History of Japan Since 1800 *or other supplemental major course*	3
SPCH 482✦	Intercultural Communication	3

Capstone Course for the Major

(to be taken after all other courses for the major)

ASTD 485✦	Issues in East Asian Studies	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 46

Total credits for BA in East Asian Studies **120**

English

Major in English

The English major provides students with broad cultural literacy, as well as the analytical, writing, and critical thinking skills for successful professional work and graduate study. Graduates with an English degree may pursue careers in business, education, law, the military, creative and professional writing, journalism, marketing, public relations, administration, and management, as well as advanced degrees in secondary teaching, literature, or related fields.

Intended Program Outcomes

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

✧ Interpret literature and apply language in a thoughtful and articulate way in order to reflect on the human condition in today's world.

✧ Apply models from literature that reflect diversity and cultural competence to promote fair and inclusive interactions in the workplace and the larger society.

✧ Apply models from literature to ethical leadership and strategic management in for-profit and not-for-profit organizations.

✧ Access, research, and analyze information using current technologies and library resources in order to accomplish professional objectives.

✧ Create professional written and oral communications for specific purposes and provide feedback on grammatical and stylistic conventions.

Degree Requirements

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

Requirements for the English Major

Coursework for a major in English includes the following:

✧ Required foundation course (6 credits):
ENGL 240 and 303

✧ Historical background courses (9 credits):
Chosen from ENGL 309, 310, 311, 312, and 386

✧ Period course (3 credits):
Chosen from ENGL 425, 430, 433, 441, or 457

✧ Major authors courses (9 credits):
Chosen from ENGL 363, 364, 406, 439, and 454

✧ Supplemental major course (3 credits):
Chosen from any ENGL course or WRTG 387

✧ Required capstone course (3 credits):
ENGL 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in English. 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 academic 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) may be found on p. 75.

ENGLISH MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra	
	or a higher-level math course	

Introductory Courses

(to be taken within the first 30 credits)

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	
WRTG 291	Research Writing	3
	or other communication/writing course	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society	
	course to fulfill the first general education requirement in computing	

Foundation Courses

(to be taken within the first 60 credits)

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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology	
	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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)	

ENGL 240◆	Introduction to Fiction, Poetry, and Drama	3
	or other course to fulfill the requirement for supplemental major coursework (see Requirements for the Major)	
IFSM 300	Information Systems in Organizations	3
or CMIS 111	Social Computing and Cybersecurity Best Practices	
	or other course to fulfill the second general education requirement in computing	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing	
	or other communication, writing, or speech course	
ENGL 303◆	Critical Approaches to Literature	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing	3
	or other course to fulfill the upper-level advanced writing requirement	
ENGL 309◆	Medieval Literature	3
	or other historical background course	
ENGL 310◆	Renaissance Literature	3
	or other historical background course	
ENGL 311◆	17th- and 18th-Century British Literature	3
	or other historical background course	
ENGL 425◆	20th Century British Literature	3
	or other period course	
ENGL 364◆	African American Authors from 1900 to the Present	3
	or other major author course	
ENGL 406◆	Seminar in Shakespeare Studies	3
	or other major author course	
ENGL 454◆	Modern World Drama	3
	or other major author course	
ENGL 481◆	Seminar in Creative Writing: Fiction and Creative Nonfiction	3
	or other supplemental major course	

Capstone Course for the Major

(to be taken after all other courses for the major)

ENGL 495◆	Advanced Seminar in English Language and Literature	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 46

Total credits for BA in English **120**

General Studies

Students may seek an academic major in general studies. Students should contact an academic advisor for additional information about this major.

Major in General Studies

The general studies major allows students 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.

Intended Program Outcomes

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

- Communicate effectively, both orally and in writing, with individuals and groups to convey ideas and knowledge and to establish professional competency.
- Develop the skills and competencies required for sustainable professional success.
- Use appropriate resources to research and critically analyze real-world situations.
- Cultivate an awareness of one's changing relationship to diverse social, historical, and cultural contexts.
- Understand and apply key concepts from chosen disciplines.

Degree Requirements

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

Requirements for the General Studies Major

Coursework for the major in general studies includes 15 credits in each of two different disciplines or specific coursework for a particular curriculum as defined by UMUC. The general studies major requires prior approval. Unless the curriculum has already been defined by UMUC, students must submit a formal proposal explaining the focus and intended outcomes of the proposed course of study and identifying specific courses to fulfill learning outcomes. Students should consult an academic advisor about eligibility for the major and about the requirements and procedure for submitting a proposal.

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in General Studies. 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 academic 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) may be found on p. 75.

GENERAL STUDIES MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

PHIL 140	Contemporary Moral Issues *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*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education requirement in computing*	

Foundation Courses

(to be taken within the first 60 credits)

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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
IFSM 300	Information Systems in Organizations	3
or CMIS 111	Social Networking and Cybersecurity Best Practices *or other course to fulfill the general education requirement in computing*	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the upper-level advanced writing requirement*	3

Coursework for the major, including

✦ 15 credits in the first discipline (at least 9 of which are upper level)

✦ 15 credits in the second discipline (at least 6 of which are upper level)

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) — 49

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

History

Major in History

The history major helps prepare students to read and analyze historical works with critical insight and appreciate the range and variety of resources, as well as demonstrate knowledge of the development and cultural diversity of their respective areas of study. Students develop their research skills using libraries, archives, and online sources to acquire a sense of intellectual property and the responsibility of presenting and interpreting historical issues. They also develop writing skills to clearly express their findings using the language of the discipline. The history major helps prepare students for graduate study in history and for careers in education, writing and publishing, journalism, law, public relations, business, government, and management.

Intended Program Outcomes

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

- ✧ Organize and use primary and secondary sources for research, interpretation, and presentation of historical knowledge.
- ✧ Convey historical information by writing and speaking clearly and appropriately for different audiences with an appreciation of diverse viewpoints.
- ✧ Engage in history as a moral and ethical practice, recognizing a diversity of backgrounds and perspectives.
- ✧ Cultivate historical habits of mind, apply historical precedents to contemporary developments, remain open to historical interpretation as an incomplete process, and develop self-reflection to mitigate bias.
- ✧ Demonstrate a chronological understanding of the different peoples, events, and cultures that have shaped human civilization.

Degree Requirements

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

Requirements for the History Major

Coursework for a major in history includes the following:

- ✧ Foundation course (3 credits): HIST 289
- ✧ Required U.S. history sequence (6 credits): HIST 156 and 157
- ✧ Required methodology course (3 credits): HIST 309
- ✧ World history sequence (6 credits): HIST 115–116 or HIST 141–142
- ✧ U.S. distribution course (3 credits): HIST 360, 361, 362, 364, 365, 372, 376, 377, 381, 453, 460, 461, 462, 463, or 467
- ✧ European distribution course (3 credits): HIST 324, 325, 326, 327, 332, 333, 334, 335, 336, 337, 358, 430, 431, 432, 433, 434, 437, 438, 439, 440, 441, 443, or 448
- ✧ World regions distribution course (3 credits): HIST 342, 353, 354, 382, 383, 389, 392, 464, 465, 466, 480, 481, 482, 483, or 485
- ✧ Supplemental major course (3 credits): Any upper-level HIST course
- ✧ Required capstone course (3 credits): HIST 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in History. 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 academic 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) may be found on p. 75.

HISTORY MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

PHIL 140	Contemporary Moral Issues *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*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
HIST 115✦	World History I	3
or HIST 141	Western Civilization I	
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education requirement in computing*	
HIST 116✦	World History II	3
or HIST 142	Western Civilization I	

Foundation Courses

(to be taken within the first 60 credits)

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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	

HIST 156✦	History of the United States to 1865	3
ARTH 372	History of Western Art I *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
IFSM 300	Information Systems in Organizations *or other course to fulfill the second general education requirement in computing*	3
HIST 157✦	History of the United States Since 1865	3
HIST 289✦	Historical Methods	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the upper-level advanced writing requirement*	3
HIST 309✦	Historical Writing	3
HIST 364✦	Emergence of Modern America: 1900 to 1945 *or other U.S. distribution course*	3
HIST 337✦	Europe's Bloodiest Century *or other European distribution course*	3
HIST 481✦	History of China from the Opium War to Deng Xiaoping	3
or HIST 483	History of Japan since 1800 *or other world regions distribution course*	
HIST 465✦	World War II *or other supplemental course*	3

Capstone Course for the Major

(to be taken after all other courses for the major)

HIST 495✦	Senior Thesis in History	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) — 46

Total credits for BA in History — **120**

Humanities

Major in Humanities

The interdisciplinary major in the humanities enables students to broaden their understanding of themselves and their interaction with the world, providing a high standard for understanding of their cultural and intellectual heritage while giving them the tools to use that knowledge as lifelong learners. Students explore how individuals and groups understand their existence, their place within their cultures, and their responsibility to others and the physical world. They learn how to express this understanding—by studies in literature, language, history and through creative and expressive art—and define their own meaning of humanness within an increasingly technological and diverse world. The interdisciplinary curriculum draws on art, art history, cultural history, literature, language, literature, music, philosophy and religious studies, and theater.

Intended Program Outcomes

The student who graduates with a major in the humanities should be able to

- ✧ Use the knowledge, experiences, and skills gained from the study of the humanities to develop one's identity as a lifelong learner and contributing member of one's community and society.
- ✧ Plan, communicate, and implement coherent and justifiable practices that improve human conditions.
- ✧ Analyze ideas critically and defend recommendations for improving the conditions of all members of society.
- ✧ Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience.

Degree Requirements

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

Requirements for the Humanities Major

Coursework for a major in humanities includes the following:

- ✧ Required introductory course (3 credits): HUMN 100

- ✧ Required foundation courses (12 credits): ARTT 205, HIST 115 -- HIST 116 (or HIST 141 -- 142), and PHIL 140

- ✧ Core courses (12 credits): ARTH 372 (or ARTH 373), an upper-level ENGL course and two upper-level courses designated HUMN and/or PHIL

- ✧ Supplemental major course (3 credits): Any upper-level ARTT, ARTH, ENGL, GRCO, HUMN, MUSC, PHIL, or THET course

- ✧ Required capstone course (3 credits): HUMN 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in Humanities. 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 academic 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) may be found on p. 75.

HUMANITIES MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

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*	3
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
HUMN 100✦	Introduction to Humanities	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG,* *GVPT, PSYC, SOCY, or eligible AASP,* *CCJS, GERO, or WMST course to fulfill* *the first general education requirement in* *behavioral and social sciences*	3
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education* *requirement in computing*	

Foundation Courses

(to be taken within the first 60 credits)

HIST 115✦	World History I	3
or HIST 141	Western Civilization I	
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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general* *education requirement in biological and* *physical sciences*	
HIST 116✦	World History II	3
or HIST 142	Western Civilization II	

HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the* *general education requirement in arts and* *humanities for the historical perspective* *(discipline must differ from other humanities* *course)*	3
IFSM 300	Information Systems in Organizations *or other course to fulfill the second general* *education requirement in computing*	3
PHIL 140✦	Contemporary Moral Issues	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or* *speech course*	
ARTT 205✦	Art Appreciation	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the* *upper-level advanced writing requirement*	3
ARTH 372✦	History of World Art I	3
or ARTH 373	History of World Art II *or other arts breadth course for major*	
ENGL 433✦	Modern American Literature: 1914–1945 *or other upper-level ENGL course* *for the major*	3
HUMN 351✦	Myth in the World *or other upper-level PHIL or HUMN* *course for the major*	3
PHIL 336✦	Ideas Shaping the 21st Century *or other upper-level PHIL or HUMN* *course for the major*	3
PHIL 348✦	Religions of the East *or other supplemental major course*	3

Capstone Course for the Major

(to be taken in the last 15 credits)

HUMN 495✦	Humanities Seminar	3

Minor and/or Elective Courses

(to be taken in the last 60 credits
along with required major courses) 46

Total credits for BA in Humanities 120

✦ Required for the major

BACHELOR'S DEGREES

Human Resource Management

Major in Human Resource Management

The human resource major helps provide 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 and total rewards programs; and development of personnel policies and procedures. The curriculum also covers management and organization theory, organizational behavior and development approaches, labor relations theory and practice, and interpersonal skill development. Students can prepare for work in business administration and human resources in the for-profit, nonprofit, or public sector. Through the proper selection of courses, the student can prepare for the certification examinations for Professional in Human Resources, Senior Professional in Human Resources, and Global Professional in Human Resources, which are offered by the Society of Human Resource Management.

Intended Program Outcomes

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

✧ Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and improvement to develop strategic competencies and position the organization competitively.

✧ Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with all applicable regulations and where all employees are motivated and valued.

✧ Develop, implement, and assess training, development, and total rewards programs that foster employee and organizational learning and development.

✧ Recognize the different cultures and world views that inform human thinking and action and respond constructively to human and global differences in workplaces, communities, and organizations.

✧ Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner that educates and influences others.

Degree Requirements

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

Requirements for the Human Resource Management Major

Coursework for a major in human resource management includes the following:

✧ Foundation courses (12 credits): BMGT 110 (or BMGT 364), ACCT 301 (or ACCT 221), FINC 331 (or any upper-level FINC course except FINC 321 or 322), and MRKT 310

✧ Required core courses (18 credits): HRMN 300, 362, 395, 400, 406, and 408

✧ Supplemental major course (3 credits): Chosen from any HRMN course or BMGT 365, 465, and 484

✧ Required capstone course (3 credits): HRMN 495

✧ Required related course (3 credits), which may be applied anywhere in the degree: IFSM 300

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Human Resource Management. 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 academic 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) may be found on p. 75.

HUMAN RESOURCE MANAGEMENT MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

BMGT 110✦	Introduction to Business and Management	3
or BMGT 364	Management and Organizational Theory *(for students with business experience)*	
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics *(fulfills 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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology *prerequisite to later course, also fulfills the first general education requirement in computing*	3
PHIL 140	Contemporary Moral Issues *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*	3

Foundation Courses

(to be taken within the first 60 credits)

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 301✦	Accounting for Nonaccounting Majors	3
or ACCT 221	Principles of Accounting II *(students should note prerequisite)*	
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
IFSM 300	Information Systems in Organizations *(related course for the major; also fulfills the second general education requirement in computing)*	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
MRKT 310✦	Marketing Principles	3
FINC 331✦	Finance for Nonfinancial Managers	3

Additional Required Courses

(to be taken after introductory and foundation courses)

WRTG 394	Advanced Business Writing *or other course to fulfill the upper-level advanced writing requirement*	3
HRMN 300✦	Human Resource Management	3
HRMN 302✦	Organizational Communication	3
or HRMN 367	Organizational Culture *or other supplemental major course (see Requirements for the Major)*	
HRMN 362✦	Labor Relations	3
HRMN 395✦	The Total Rewards Approach to Compensation Management	3
HRMN 400✦	Human Resource Management: Issues and Problems	3
HRMN 406✦	Employee Training and Development	3
HRMN 408✦	Employment Law for Business	3

Capstone Course for the Major

(to be taken in the last 15 credits)

HRMN 495✦	Contemporary Issues in Human Resource Management Practice	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 43

Recommended electives:

HRMN 302	Organizational Communication
HRMN 365	Conflict Management in Organizations
HRMN 392	Stress Management in the Workplace
HRMN 467	Global Human Resource Management

Recommended minor:

Business administration, finance, or other business-related minor

Total credits for BS in Human Resource Management **120**

✦ Required for the major

BACHELOR'S DEGREES

Information Systems Management

Major in Information Systems Management

The information systems management major helps students develop their ability to conceptualize and manage the design and implementation of high-quality information systems. The curriculum focuses on the concepts, methods, and practical applications of information systems in the workplace. Students are given the opportunity to practice the skills needed to make substantive contributions to the use of information systems in corporate decision making.

Intended Program Outcomes

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

✧ Evaluate, select, and apply appropriate analytical and measurement methods/tools and system development life cycle (SDLC) methodologies to meet organizational needs.

✧ Research, assess, recommend/select, and implement information technology that aligns with business needs, provides capability for business continuity, and meets business objectives.

✧ Communicate effectively with stakeholders orally, visually, and in writing to determine stakeholders' business requirements, explain how their requirements will be met, and provide ongoing, audience-appropriate information.

✧ Protect organizations' critical information and assets responsibly by integrating cybersecurity best practices and risk management throughout global enterprises.

✧ Plan, execute, and evaluate technology solutions to achieve strategic goals by managing high-performing teams and projects.

Degree Requirements

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

Requirements for the Information Systems Management Major

Coursework for a major in information systems management includes the following:

✧ Required foundation courses (12 credits):
IFSM 300 (or 305), 301, 304, and 310

✧ Required core courses (15 credits):
CMIS 320; and IFSM 311, 370, 438, and 461

✧ Supplemental major course (3 credits):
Any upper-level CMIS, CMIT, CMSC, CMST, CSIA, IFSM, or SDEV course

✧ Required capstone course (3 credits): IFSM 495

✧ Required related courses (6 credits), which may be applied anywhere in the degree:
CMIS 102 (or programming language course) and IFSM 201

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Information Systems Management. 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 academic 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) may be found on p. 75.

INFORMATION SYSTEMS MANAGEMENT MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

CMIS 102	Introduction to Problem Solving and Algorithm Design *(prerequisite to later courses; fulfills the first computing requirement and related requirement for the major)*	3
PHIL 140	Contemporary Moral Issues *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*	3
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
IFSM 201	Concepts and Applications of Information Technology *(related course for the major; also fulfills the second general education requirement in computing)*	3
WRTG 291	Research Writing *or other communication/writing course*	3
GVPT 170	American Government *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3

Foundation Courses

(to be taken within the first 60 credits)

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)*	
IFSM 300✦	Information Systems in Organizations	3
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
IFSM 301✦	Foundations of Information Systems Management	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
IFSM 304✦	Ethics in Information Technology	3

Additional Required Courses

(to be taken after introductory and foundation courses)

WRTG 393	Advanced Technical Writing *or other course to fulfill the upper-level advanced writing requirement*	3
IFSM 310✦	Software and Hardware Infrastructure Concepts	3
IFSM 370✦	Telecommunications in Information Systems	3
CMIS 320✦	Relational Database Concepts and Applications	3
IFSM 311✦	Enterprise Architecture	3
IFSM 438✦	Information Systems Project Management	3
IFSM 461✦	Systems Analysis and Design	3
IFSM 441✦	Agile Project Management *or other supplemental major course (see Requirements for the Major)*	3

Capstone Course for the Major

(to be taken in the last 15 credits)

IFSM 495✦	Trends and Practical Applications in Information Systems Management	3

Minor and/or Elective Courses

(to be taken in last 60 credits along with required major courses) 46

Recommended electives:

MATH 140	Calculus I	
or MATH 130	Calculus A	
and MATH 131	Calculus B *(for students who plan to go on to graduate school)*	

Recommended minors:

Computing, business administration, psychology, or marketing

Total credits for BS in Information Systems Management **120**

✦ Required for the major

Management Studies

Major in Management Studies

The management studies major helps provide an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. 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. The major helps prepare students for a variety of management-related careers.

Intended Program Outcomes

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

- Apply leadership skills to promote communication, ethical behavior, and quality performance.
- Implement appropriate employment practices, encourage team building, and mentor junior members of the staff.
- Communicate effectively with culturally diverse audiences using a variety of formats and technology.
- Assess and develop performance measures, feedback, and coaching that facilitate employee development.
- Employ self-reflection and mindfulness of individual and cultural differences when interacting with others.
- Research, plan, and develop processes and procedures that ensure organizational performance.

Degree Requirements

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

Requirements for the Management Studies Major

Coursework for a major in management studies includes the following:

- ◇ Required foundation courses (12 credits): BMGT 110 (or prior business experience and an additional supplemental course); ACCT 220 (or ACCT 301); HRMN 302; and STAT 230 (or STAT 200)

- ◇ Required core courses (9 credits): BMGT 364, 365, and 464 (or 465)

- ◇ Supplemental major courses (12 credits): Any ACCT, BMGT, ENMT, FINC, HMGT, HRMN, and MRKT courses

- ◇ Required capstone course (3 credits): BMGT 485

- ◇ Required related courses (6 credits), which may be applied anywhere in the degree: IFSM 300 and ECON 201 (or ECON 203)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Management Studies. 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 academic 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) may be found on p. 75.

MANAGEMENT STUDIES MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra	
	or a higher-level math course	
BMGT 110✦	Introduction to Business and Management	3
	(students with business experience should substitute a supplemental major course in last 60 credits of study)	

Introductory Courses

(to be taken within the first 30 credits)

ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics	
	(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)	
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	
WRTG 291	Research Writing	3
	or other communication/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
	prerequisite to later course, also fulfills the first general education requirement in computing	
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	

Foundation Courses

(to be taken within the first 60 credits)

STAT 230✦	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)	
ACCT 220✦	Principles of Accounting I	3
or ACCT 301	Accounting for Nonaccounting Managers	

NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology	
	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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing	
	or other communication, writing, or speech course	
IFSM 300	Information Systems in Organizations	3
	(related course for the major; also fulfills the second general education requirement in computing)	
HRMN 302✦	Organizational Communication	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 394	Advanced Business Writing	3
	or other course to fulfill the upper-level advanced writing requirement	
BMGT 364✦	Management and Organization Theory	3
BMGT 365✦	Organizational Leadership	3
BMGT 464✦	Organizational Behavior	3
or BMGT 465	Organizational Development and Transformation	
MRKT 310✦	Marketing Principles	3
	or other supplemental major course	
FINC 330✦	Business Finance	3
	or other supplemental major course	
HRMN 300✦	Human Resource Management	3
	or other supplemental major course	
BMGT 317✦	Decision Making	3
	or other supplemental major course	

Capstone Course for the Major

(to be taken in the last 15 credits)

BMGT 485✦	Leadership for the 21st Century	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 43

Total credits for BS in Management Studies 120

✦ Required for the major

BACHELOR'S DEGREES

Marketing

Major in Marketing

The marketing major helps provide students with the marketing skills and business acumen necessary for professional and personal success in today's global business environment. The curriculum offers a balanced course of study that is designed to expose students to a common body of knowledge and helps them to understand marketing processes and situations, think independently, communicate effectively, and appreciate their own and other cultures. Students with a major in marketing may pursue a broad spectrum of marketing positions in private and public corporations, marketing agencies, or entrepreneurial endeavors.

Intended Program Outcomes

The student who graduates with a major in marketing should be able to

- Apply marketing knowledge and skills to meet organizational goals through analytic and management techniques related to customers, executives, finance, information technology, law, operational domains, and customer relations.
- Employ strategic marketing skills including scenario planning, market intelligence, customer profiles, marketing plans, and competitive analysis to respond to organizational marketing challenges.
- Conduct research, analyze data, create an effective marketing plan, and support decisions that meet the needs and wants of global customers.
- Utilize verbal and non-verbal communication skills, including strategic communication, technology, fluency in business language, and effective customer communication, to achieve personal and organizational goals.
- Act with personal and professional integrity, conveying an ethical orientation in the global marketplace of employers, peers, and customers.
- Cultivate and maintain positive interpersonal relationships based on demonstrated character, behavior, engagement, and positive interaction with teams, managers, and customers.

Degree Requirements

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

Requirements for the Marketing Major

Coursework for a major in marketing includes the following:

- Business courses (15 credits):
  ACCT 301 (or ACCT 221); BMGT 364, 380, and 496; and STAT 230
- Required marketing courses (12 credits):
  MRKT 310, 354, 410, and 412
- Supplemental major courses (6 credits):
  Any MRKT courses
- Required capstone course (3 credits): MRKT 495
- Required related courses (9 credits), which may be applied anywhere in the degree:
  IFSM 300, and ECON 201 and 203

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Marketing. 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 academic 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) may be found on p. 75.

MARKETING MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra	
	or a higher-level math course	
BMGT 110	Introduction to Business and Management	3
	(strongly recommended elective if the student has no prior business experience)	

Introductory Courses

(to be taken within the first 30 credits)

ECON 201	Principles of Macroeconomics	3
	(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)	
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	
WRTG 291	Research Writing	3
	or other communication/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
	prerequisite to later course, also fulfills the first general education requirement in computing	
STAT 230✦	Introductory Business Statistics	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	

Foundation Courses

(to be taken within the first 60 credits)

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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology	
	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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)	
ECON 203	Principles of Microeconomics	3
	(related requirement for major)	
ACCT 301✦	Accounting for Nonaccounting Majors	3
or ACCT 221	Principles of Accounting II	
	(students should note prerequisite)	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing	
	or other communication, writing, or speech course	
BMGT 364✦	Management and Organization Theory	3
IFSM 300	Information Systems in Organizations	3
	(related course for the major; also fulfills the second general education requirement in computing)	
MRKT 310✦	Marketing Principles	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 394	Advanced Business Writing	3
	or other course to fulfill the upper-level advanced writing requirement	
BMGT 380✦	Business Law I	3
MRKT 354✦	Integrated Marketing Communications	3
MRKT 457✦	E-Marketing	3
	or other supplemental major course	
MRKT 410✦	Consumer Behavior	3
BMGT 496✦	Business Ethics	3
MRKT 454✦	Global Marketing	3
	or other supplemental major course	
MRKT 412✦	Marketing Research	3

Capstone Course for the Major

(to be taken in the last 15 credits)

MRKT 495✦	Strategic Marketing Management	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)   37

Total credits for BS in Marketing   **120**

✦ Required for the major

Political Science

Major in Political Science

A major in political science offers valuable, comprehensive knowledge of American government and global politics, helping to prepare students to analyze complex political problems and recognize potential solutions in both the public and private sector. Students are able to gain an understanding of political structure, theory, and methodology. They can also develop their research skills and sense of intellectual property using libraries, archives, and online sources. The program provides an opportunity for students to develop their writing skills and learn the responsibility for clearly presenting and interpreting political issues using the language of the discipline.

Intended Program Outcomes

The student who graduates with a major in political science should be able to

- Analyze and participate in the formulation and implementation of public policy at the local, state, federal, and international level by building consensus and using effective lobbying techniques.

- Participate in and/or influence government at all levels through an understanding of the establishment, structure, and interaction of such governmental institutions.

- Use effective writing, research, analysis, advocacy, and coalition-building skills to develop and influence policy at the national and international levels.

- Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments.

- Apply knowledge of ethical principles and issues to public policy and politics.

Degree Requirements

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

Requirements for the Political Science Major

Coursework for a major in political science includes the following:

- Required foundation courses (6 credits): GVPT 100 and 101

- Required statistics course (3 credits): STAT 200

- Core courses (9 credits): GVPT 170 (or 200), 280, and 444 (or 457)

- Supplemental major courses (9 credits): Any upper-level (300- or 400-level) GVPT courses

- Required capstone course (3 credits): GVPT 495

Recommended Sequence

The following course sequence will fulfill all the requirements for the BS in Political Science. 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 academic 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) may be found on p. 75.

POLITICAL SCIENCE MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra	
	or a higher-level math course	

Introductory Courses

(to be taken within the first 30 credits)

GVPT 100✦	Introduction to Political Science	3
SOCY 100	Introduction to Sociology	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirements in behavioral and social sciences	
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	
WRTG 291	Research Writing	3
	or other communication/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society	
	course to fulfill the first general education requirement in computing	
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	
GVPT 101✦	Introduction to Political Theory	3

Foundation Courses

(to be taken within the first 60 credits)

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)	
GVPT 170✦	American Government	3
or GVPT 200	International Political Relations	

PSYC 100	Introduction to Psychology	3
or ECON 201	Principles of Macroeconomics	
	or other course to fulfill the second general education requirements in behavioral and social sciences (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology	
	or other course to fulfill the general education requirement in biological and physical sciences	
GVPT 280✦	Comparative Politics and Government	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing	
	or other communication, writing, or speech course	
STAT 200✦	Introduction to Statistics	3
IFSM 300	Information Systems in Organizations	3
	or other course to fulfill the second general education requirement in computing	

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing	3
	or other course to fulfill the upper-level advanced writing requirement	
GVPT 444✦	American Political Theory	3
or GVPT 457	American Foreign Policy	
GVPT 401✦	Understanding 21st Century Global Challenges	3
	or other supplemental major course	
GVPT 403✦	Law, Morality, and War	3
	or other supplemental major course	
GVPT 406✦	Global Terrorism	3
	or other supplemental major course	

Capstone Course for the Major

(to be taken in the last 15 credits)

GVPT 495✦	Advanced Seminar in Political Science	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 49

Total credits for BS in Political Science **120**

✦ Required for the major

Psychology

Major in Psychology

The psychology major offers students a knowledge base of theory, research, and practice in psychological sciences. The curriculum enables students to use the principles of psychology and helps prepare them for graduate study or for careers in professions for which psychological training is crucial.

Intended Program Outcomes

The student who graduates with a major in psychology should be able to

- Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate studies or careers in which psychological training is relevant.

- Apply basic knowledge of research methodology, statistics, measurement, guidelines, ethical standards, laws, and regulations to design, participate in, and evaluate research in a variety of contexts.

- Apply knowledge of human behavior to inform personal growth, communicate effectively, solve problems, make decisions, and interact with individuals, communities, and organizations.

- Use critical and creative thinking, skeptical inquiry, and (where possible) appropriate technology and the scientific approach to solve problems related to current and emergent trends within the domains of psychology.

- Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various sociocultural and international populations.

Degree Requirements

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

Requirements for the Psychology Major

Coursework for a major in psychology includes the following:

- Required foundation courses (9 credits): PSYC 100, PSYC 300, and STAT 225

- Biological science psychology foundation courses (6 credits): Chosen from BIOL 362 or PSYC 301, 310, and 341

- Professional psychology courses (6 credits): Chosen from PSYC 335, 353, 432, 436, and 437

- Social psychology courses (6 credits): Chosen from PSYC 321, 351, 354, and 361

- Supplemental major courses (6 credits): Any PSYC courses (but no more than three 1-credit courses)

- Required capstone course (3 credits): PSYC 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Psychology. 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 academic 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) may be found on p. 75.

PSYCHOLOGY MAJOR COURSES

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

		Credits
LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

PHIL 140	Contemporary Moral Issues *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*	3
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
WRTG 291	Research Writing *or other communication/writing course*	3
PSYC 100✦	Introduction to Psychology	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education requirement in computing*	
SOCY 100	Introduction to Sociology *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences*	3
STAT 225✦	Introduction to Statistical Methods for the Behavioral Sciences	3
or STAT 200	Introduction to Statistics	

Foundation Courses

(to be taken within the first 60 credits)

GVPT 170	American Government	3
or ECON 201	Principles of Macroeconomics *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 NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *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 ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
IFSM 300	Information Systems in Organizations *or other course to fulfill the second general education requirement in computing*	3
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
PSYC 300✦	Research Methods in Psychology	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the upper-level advanced writing requirement*	3
PSYC 321✦	Social Psychology *or other social psychology course*	3
PSYC 301✦	Biological Basis of Behavior *or other biological psychology course*	3
PSYC 353✦	Abnormal Psychology *or other professional psychology course*	3
PSYC 354✦	Cross-Cultural Psychology *or other social psychology course*	3
PSYC 310✦	Sensation and Perception *or other biological psychology course*	3
PSYC 436✦	Introduction to Clinical Psychology *or other professional psychology course*	3
PSYC 415✦	History and Systems *or other supplemental major course*	3
PSYC 451✦	Tests and Measurements *or other supplemental major course*	3

Capstone Course for the Major

(to be taken in the last 15 credits)

PSYC 495✦	Senior Seminar in Psychology	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) — 43

Total credits for BS in Psychology — **120**

✦ Required for the major

Social Science

Major in Social Science

The social science major provides breadth of knowledge in the social sciences through interdisciplinary study in areas such as anthropology, behavioral sciences, gerontology, psychology, and sociology and depth through focused study in a single area. It also offers depth and focus through selection of core courses in one social science area. Graduates in social science may pursue a variety of careers in which understanding of social science issues is important, including business administration, elder care, government, health services, law enforcement, human resources, and community service.

Intended Program Outcomes

The student who graduates with a major in social science should be able to

✦ Integrate theoretical perspectives and research findings in the social sciences, using quantitative and qualitative data and applying social science research methods.

✦ Communicate effectively to professional and nonprofessional audiences.

✦ Explain how micro- and macro-level factors are linked in the social lives of individuals, communities, and societies.

✦ Analyze complex social problems and work toward realistic solutions using awareness, acceptance, and appreciation of diversity, social factors, and global multicultural perspectives.

✦ Recognize and articulate the ethical principles and standards for professional conduct that guide the work of social scientists.

✦ Apply critical and creative thinking, information literacy, technology, and an interdisciplinary perspective to solve practical problems in the social sciences.

Degree Requirements

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

Requirements for the Social Science Major

Coursework for a major in social science includes the following:

✧ Required foundation courses (6 credits): BEHS 210 and 220

✧ Other foundation course (3 credits): Chosen from SOCY 100, ANTH 102, PSYC 100, and GERO 100

✧ Required statistics course (3 credits): STAT 225 (or STAT 200 or 230)

✧ Required research methods course (3 credits): BEHS 300

✧ Core courses (9 credits in a single focus area): Chosen from upper-level ANTH, GERO, PSYC, or SOCY courses

✧ Supplemental major course (3 credits): Any ANTH, BEHS, GEOG, GERO, PSYC, or SOCY course, or WMST 200

✧ Required capstone course (3 credits): BEHS 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in Social Science. 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 academic 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) may be found on p. 75.

SOCIAL SCIENCE MAJOR COURSES

Credits

First Courses

(to be taken within the first 18 credits)

Note: Placement tests are required for certain math and writing courses

LIBS 150	Introduction to Research	1
WRTG 101	Introduction to Writing	3
or WRTG 101S	Introduction to Writing	
MATH 103	College Mathematics	3
or MATH 107	College Algebra *or a higher-level math course*	

Introductory Courses

(to be taken within the first 30 credits)

GVPT 170	American Government	3
or ECON 203	Principles of Microeconomics *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST 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
WRTG 291	Research Writing *or other communication/writing course*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 301	Digital Media and Society *course to fulfill the first general education requirement in computing*	
PHIL 140	Contemporary Moral Issues *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*	3
PSYC 100	Introduction to Psychology *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*	3
BEHS 210✦	Introduction to Social Sciences	3

Foundation Courses

(to be taken within the first 60 credits)

IFSM 300	Information Systems in Organizations *or other course to fulfill the second general education requirement in computing*	3
STAT 225✦	Introduction to Statistics for the Behavioral Sciences	3
or STAT 230	Introductory Business Statistics	
or STAT 200	Introduction to Statistics	

NSCI 100	Introduction to Physical Science	3
or NSCI 110	Introduction to Oceanography	
or GEOL 100	Physical Geology *or other course to fulfill the general education requirement in biological and physical sciences*	
SOCY 100✦	Introduction to Sociology *or other foundation course for the major (see Requirements for the Major)*	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)*	
SPCH 100	Foundations of Oral Communication	3
or SPCH 101	Introduction to Public Speaking	
or COMM 200	Military Communication and Writing *or other communication, writing, or speech course*	
BEHS 220✦	Diversity Awareness	3

Additional Required Courses *(see Requirements for the Major)*

(to be taken after introductory and foundation courses)

WRTG 391	Advanced Research Writing *or other course to fulfill the upper-level advanced writing requirement*	3
BEHS 300✦	Research Methods in the Social Sciences	3
SOCY 313✦	The Individual and Society *or other core course*	3
SOCY 423✦	Minorities in the United States *or other core course in the same discipline as the first*	3
SOCY 325✦	The Sociology of Gender *or other core course in the same discipline as the first and second*	3
ANTH 346✦	Anthropology of Language and Communication *or other supplemental major course*	3

Capstone Course for the Major

(to be taken in the last 15 credits)

BEHS 495✦	Advanced Seminar in Social Sciences	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)	49
Total credits for BS in Social Science	**120**

✦ Required for the major

ACADEMIC MINORS

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 and may not receive a dual minor. The number of credits required to complete an academic minor varies according to academic program. No grade may be lower than a C in the coursework for the minor. For a listing of all the requirements for the bachelor's degree, students should refer to their major and pp. 75-77.

COMMON REQUIREMENTS FOR STUDENTS COMPLETING A MINOR

- At least half the credits earned within the minor must be upper level (numbered 300 or above) unless otherwise specified and must be earned through UMUC.

- No grade may be lower than a C in the coursework for the minor.

- Courses already applied toward other degree requirements (e.g. major or general education) may not be applied toward the minor.

- Prerequisites apply for all courses.

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.

In addition to the common requirements, a minor in accounting requires the completion of 15 credits in accounting (any ACCT courses apply).

Students may also seek a major in this discipline. For details, students should refer to pp. 80-81.

Minor in Art History

The art history minor complements the skills the student gains in his or her major discipline by developing skills in historical and cultural interpretation and critical analysis of works of architecture, sculpture, painting, and the allied arts.

In addition to the common requirements, a minor in art history requires the completion of 15 credits in art history. All ARTH courses apply.

Minor in Biology

The biology minor complements the skills the student gains in his or her major discipline by providing an underlying scientific base upon which to build a career in the life sciences, allied health fields, bioinformatics, environmental management, science journalism, or science education.

In addition to the common requirements, a minor in biology requires the completion of 15 credits of coursework in biology. Any BIOL courses apply.

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.

In addition to the common requirements, a minor in business administration requires the completion of 15 credits of coursework in business administration. Any ACCT, BMGT, FINC, HMGT, HRMN, and MRKT courses apply. It is recommended that students take BMGT 364 as the first course in the minor (if they have not already applied the course to other requirements).

Students may also seek a major in this discipline. For details, students should refer to pp. 82-83.

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 and a greater understanding of human interaction.

In addition to the common requirements, a minor in communication studies requires the completion of 15 credits in communication studies. All courses in COMM, JOUR, SPCH, and WRTG apply.

Students may also seek a major in this discipline. For details, students should refer to pp. 84-85.

Minor in Criminal Justice

The criminal justice minor complements the skills the student gains in his or her major discipline by providing a study of crime, law enforcement, corrections, security, and investigative forensics.

In addition to the common requirements, a minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply. It is recommended that students take CCJS 100 or 105 as the first course in the minor (if they have not already applied the course toward other degree requirements).

Students may also seek a major in this discipline. For details, students should refer to pp. 86-87.

Minor in Cybersecurity

The cybersecurity minor complements the skills the student gains in his or her major discipline by providing a study of the principles, issues, and technologies pertinent to the field of cybersecurity.

In addition to the common requirements, a minor in cybersecurity requires the completion of 15 credits of coursework in cybersecurity. All courses allowable for the major apply.

Students may also seek a major in this discipline. For details, students should refer to pp. 88-89.

MINORS

Minor in East Asian Studies

The East 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.

In addition to the common requirements, a minor in East Asian studies requires the completion of 15 credits of coursework in East Asian studies, which must include ASTD 284 and ASTD 285. Courses allowable for the major in East Asian studies apply.

Students may also seek a major in this discipline. For details, students should refer to pp. 90-91.

Minor in Economics

The economics minor complements the skills the student gains in his or her major discipline by providing a study of the forces that determine production and distribution, price levels, and income distribution, as well as other economic factors that influence the quality of life.

In addition to the common requirements, a minor in economics requires the completion of 15 credits in economics. All ECON courses apply. Students should take ECON 201 and 203 as the first courses in the minor (if they have not already applied the courses toward other degree requirements).

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.

In addition to the common requirements, a minor in English requires the completion of 15 credits in English. All ENGL courses apply. Students are strongly recommended to take ENGL 240 and 303 as the first courses in the minor (if they have not already applied the course toward other degree requirements).

Students may also seek a major in this discipline. For details, students should refer to pp. 92-93.

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.

In addition to the common requirements, a minor in history requires the completion of 15 credits of coursework in history. All HIST courses apply. Students are recommended to take HIST 289 as the first course in the minor and take HIST 309 after all other courses in the minor.

Students may also seek a major in this discipline. For details, students should refer to pp. 96-97.

Minor in Humanities

The humanities minor complements the skills the student gains in his or her major discipline by providing an integrated curriculum for enrichment and exploration of culture and ideas, as well as a broad perspective on human behavior, thought, and values across traditional disciplines.

In addition to the common requirements, a minor in humanities requires the completion of 15 credits in humanities and related courses chosen from any courses applicable to the humanities major.

Students may also seek a major in this discipline. For details, students should refer to pp. 98-99.

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.

In addition to the common requirements, a minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN course applies. It is recommended that students take HRMN 300 and 400 for the minor if not already applied elsewhere in the degree.

Students may also seek a major in this discipline. For details, students should refer to pp. 100-101.

Minor in Information Systems Management

The information systems management minor complements the skills the student gains in his or her major discipline by helping students develop their abilities to conceptualize and manage the design and implementation of high-quality information systems.

In addition to the common requirements, a minor in information systems management requires the completion of 15 credits of coursework in information systems management. All IFSM courses apply.

Students may also seek a major in this discipline. For details, students should refer to pp. 102-103.

Minor in International Business

The international business minor complements the skills the student gains in his or her major discipline by presenting the basic concepts, theories, policies, and practices that support the institutional, environmental, functional, and strategic framework for conducting global business transactions.

In addition to the common requirements, a minor in international business requires the completion of 15 credits of coursework in international business. Students must complete BMGT 392 Global Business. The remaining coursework may be chosen from the following:

ACCT 425	International Accounting
BMGT 307	Import and Export: Managing Global Trade
BMGT 437	International Business Law
BMGT 456	Managing Across Cultures and Borders
BMGT 466	Global Public Management
FINC 460	International Finance
HRMN 467	Global Human Resource Management
MRKT 454	Global Marketing

Minor in Marketing

The marketing minor complements the skills the student gains in his or her major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

In addition to the common requirements, a minor in marketing requires the completion of 15 credits in marketing. All MRKT courses apply. It is recommended that students take MRKT 310 as the first course for the minor (if they have not already applied the course toward other degree requirements).

Students may also seek a major in this discipline. For details, students should refer to pp. 106-107.

Minor in Philosophy

The philosophy minor complements the skills the student gains in his or her major discipline by providing a study of the relationships between personal opinions and real-world issues faced by members of a pluralistic, open society.

In addition to the common requirements, a minor in philosophy requires the completion of 15 credits in philosophy. All PHIL courses and GVPT 101 apply. It is recommended that students take PHIL 140 and a course in critical thinking or logic, such as PHIL 110 or 170 (if they have not already applied the courses toward other degree requirements).

Minor in Political Science

The political science minor complements the skills the student gains in his or her major discipline by providing systematic study of politics and government. It exposes the student to the basic concepts, theories, policies, and the role of government at local, state, and national levels in domestic and foreign settings.

In addition to the common requirements, a minor in political science requires the completion of 15 credits in government and politics. All GVPT courses apply. It is recommended that students take GVPT 100, 101, or 170 as the first course for the minor (if they have not already applied the course toward other degree requirements).

Students may also seek a major in this discipline. For details, students should refer to pp. 108-109.

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, lifespan development and adjustment, research methods, and statistical analysis.

In addition to the common requirements, a minor in psychology requires the completion of 15 credits in psychology (any PSYC course).

◈ Students must choose one of the following foundation courses:

PSYC 100	Introduction to Psychology
PSYC 300	Research Methods in Psychology
STAT 225	Introduction to Statistics for the Behavioral Sciences

◈ They must also choose one biological psychology course, one social psychology course, and one professional psychology course. All of these courses must be chosen from those listed under the requirements for the major. The remaining course may be chosen from any PSYC course.

Students may also seek a major in this discipline. For details, students should refer to pp. 110-111.

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.

In addition to the common requirements, a minor in sociology requires the completion of 15 credits in sociology (any SOCY course). It is recommended that student take SOCY 100 for the first course unless already applied elsewhere in the degree.

Minor in Women's Studies

The women's studies minor complements the skills the student gains in his or her major discipline by providing an interdisciplinary study of the history, status, and experiences of women.

In addition to the common requirements, a minor in women's studies requires the completion of 15 credits in women's studies, selected from various disciplines as appropriate. Courses may be selected from

WMST	Any courses
BEHS 220	Diversity Awareness
BEHS 343	Parenting Today
BEHS 453	Domestic Violence
BMGT 312	Gender Issues in Business
ENGL 354	American Women Writers Since 1900
ENGL 358	British Women Writers Since 1900
GERO 311	Gender and Aging
HIST 376	Women and the Family in America to 1870
HIST 377	United States Women's History: 1870 to 2000
PHIL 343	Sexual Morality
PHIL 346	Contemporary Sexual Ethics
PSYC 334	Psychology of Interpersonal Relationships
PSYC 338	Psychology of Gender
SOCY 325	The Sociology of Gender
SOCY 443	The Family and Society
SOCY 462	Women in the Military
SPCH 324	Communication and Gender

It is recommended that students take WMST 200 as the first course for the minor (if they have not already applied the course toward other degree requirements).

INFORMATION ON COURSES

OVERVIEW

University of Maryland University College offers courses that are primarily focused on the needs of our students. Courses are carefully selected and scheduled based on input from local education services officers, assessment of the academic and logistical needs of students, and availability of qualified faculty. The most frequently taught courses are listed in this catalog. Courses listed in other UMUC catalogs may also be offered when demand warrants and qualified faculty and academic facilities (laboratory, etc.) are available.

THE UNIT OF CREDIT

The unit of credit defines the amount of university-level credit to be awarded for course completion, transfer of coursework from another institution, or evaluation of college-level prior learning. One credit is awarded on the basis of either of two sets of criteria, as follows:

✧ At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration and study days, holidays, and final examinations)

✧ At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration and study days, holidays, and final examinations)

PREREQUISITES

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge a student is expected to have before enrolling in a given course. Students may be barred from enrolling in or may be removed from courses for which they do not have the necessary prerequisites. Courses listed as "corequisite" are required, but may be taken at the same time. Taking courses listed as "recommended" is advisable, but not absolutely required.

It is each student's responsibility to check the prerequisites listed in the course description and make certain that he or she is academically prepared to take a course. If the prerequisite course was not taken recently, the student should consult advisors or the academic department about whether he or she is sufficiently prepared to perform well in a given course. Faculty members are not expected to repeat material listed as being prerequisite.

Prerequisites may also be fulfilled by Prior Learning credit for the appropriate course earned through course-challenge examinations or Portfolio (described earlier in this catalog). Advisors can explain the procedures for seeking this credit. Some courses are not eligible for challenge examination or Portfolio, and students may not take course-challenge examinations or seek Portfolio credit for lower-level courses that are prerequisite to courses for which they have already received credit.

WRTG 101 (or WRTG 101S or WRTG 101X) Introduction to Writing is prerequisite to any higher-level course in English, communication studies, or writing, as well as many other advanced courses. MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. MATH 106 Finite Mathematics or MATH 103 College Mathematics is prerequisite to any of the introductory statistics courses. Many other prerequisites for advanced courses may be found in the course descriptions.

Placement testing is required for enrollment in WRTG 101 and for MATH 009, 012, 106, 107, 108, 115, 140, and 220, unless the student has taken the prerequisite course or its equivalent. More information on writing and mathematics placement tests may be obtained by contacting the local UMUC field representative.

KEY TO COURSE DESCRIPTIONS

Course descriptions include very important information for students. The courses are listed alphabetically by academic discipline or subject. The number of credits is shown by an Arabic numeral in parentheses—e.g., (3)—after the title of the course.

Course numbers are designated as follows:

000-099	Noncredit and institutional credit courses (which do not count toward any degree or certificate)
100-199	Primarily freshman courses
200-299	Primarily sophomore courses
300-399	Upper-level, primarily junior courses
400-499	Upper-level, primarily senior courses
500-599	Senior-level courses acceptable for credit toward some graduate degrees

Course
Number

Subject   Title   Number
of Credits

CMIT 265 Foundations of Networking (3)
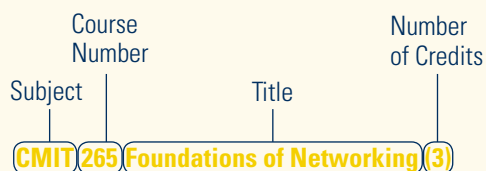
(Designed to help prepare for the CompTIA Network+ certification exam.)[1] Prerequisite: IFSM 201.[2] An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols.[3] Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.[4]

1   Explanatory material, if needed, may

   ❖   explain course sequence, purpose, or audience

   ❖   identify courses fulfilling general education requirements

   ❖   identify courses requiring a special fee, equipment, or materials

2   Prerequisites represent the level of knowledge a student should have acquired before enrolling in this course. A prerequisite is usually stated as a specific numbered course; sometimes the prerequisite calls for a specific course "or equivalent experience."

3   The course description describes the focus and level of the course.

4   Statements beginning "Students may receive credit for only one of the following courses" are designed to avoid course duplication and, therefore, loss of credit. The courses listed are courses that duplicate or significantly overlap content. If a course in the list is not described elsewhere in the catalog, it has changed the designator or number over the years or is not offered at all UMUC locations.

COURSE DESCRIPTIONS

The following entries describe the most frequently taught courses offered on-site by UMUC Asia or UMUC Europe. Requirements pertain only to degrees conferred by UMUC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, students should consult those institutions. Transferability is determined by the receiving institution. In transferring to UMUC—particularly from a community college—students should be careful not to enroll in courses that duplicate their previous studies. UMUC will not award credit for courses that repeat material the student has already been credited with learning.

ACCOUNTING

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

- a major in accounting, business administration, human resource management, management studies, or marketing;
- a minor in accounting, business administration, human resource management, management studies, or marketing;
- an AA in General Studies with accounting, business and management, or management studies curricula;
- a certificate in accounting foundations; and
- electives.

ACCT 220 Principles of Accounting I (3)

An introduction to the basic theory and techniques of contemporary financial accounting. The objective is to identify the fundamental principles of accounting, identify and analyze business transactions, prepare financial statements, and communicate this information to users with different needs. Topics include the accounting cycle, transactions, 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. Further study of contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job order and process costing, cost-volume-profit analysis, and budgets. Students may receive credit for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGMT 301, or MGST 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.) Prerequisite: ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements for external reporting. The objective is to identify and analyze complex business transactions and their impact on financial statements. 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. The aim is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

ACCT 321 Cost Accounting (3)

Prerequisite: ACCT 221. A study of basic cost accounting concepts. The goal is to apply basic cost accounting concepts, use technology to prepare financial deliverables, evaluate business and financial data, and communicate financial information. Topics include the evaluation of business and financial data to make profit-maximizing decisions and ethics and corporate social responsibility. Discussion also covers the role of accountants in decision making; cost behavior; cost planning and control; and costing methods, such as standard costing, budgeting, and inventory valuation. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

ACCT 323 Federal Income Tax I (3)

Prerequisite: ACCT 220. Recommended: ACCT 310 and ACCT 311. A study of federal income tax for individuals and other entities. The objective is to identify the legislative process, conduct tax research, evaluate tax implications, and complete an individual tax return. Topics include the legislative process, tax policy, research, and the evaluation of transactions and decisions for planning and compliance. Emphasis is on ethics and professional responsibilities. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

ACCT 326 Accounting Information Systems (3)

Prerequisite: ACCT 221. An introduction to accounting information systems (AIS) concepts. The objective is to evaluate how AIS tools are used to record, process, and analyze financial data; determine how best to integrate AIS tools and processes in a given organization; review and recommend controls to secure AIS applications and processes; and evaluate how technology can be used in AIS applications. Topics include transactional processing concepts and core AIS transactional cycles; basic control frameworks used to secure AIS applications and processes; strategies for implementing or upgrading AIS applications; information technology and accounting standards; and e-commerce and e-business. 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 auditing profession, audit process, and other assurance and nonassurance services related to the CPA profession. The objective is to design an audit plan, apply audit procedures, evaluate audit findings, and assess the impact of standards and emerging issues. Topics include generally accepted auditing standards, tests of controls and substantive tests, statistical sampling, 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.

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 in social science;
- a major or minor in East Asian studies;
- a minor in diversity awareness; and
- electives.

ANTH 101 Introduction to Biological 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. The aim is to apply anthropological knowledge to understanding human origins and how human populations adapt to the environment. Discussion examines human evolution and adaptation, including biocultural patterns in humans and other primates. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 102 Introduction to Cultural Anthropology (3)

A survey of social and cultural principles inherent in ethnographic descriptions. The objective is to apply anthropological knowledge of human behavior to everyday situations and problems. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 345 World Prehistory and Archaeology (3)

An intermediate-level exploration of world prehistory and archaeology. The goal is to analyze the cultural and subsistence patterns of prehistoric humans in order to relate these patterns to contemporary human societies and populations. Discussion includes archaeological theories and methods, subsistence strategies, and the application of archaeology to address community, regional and global issues and concerns.

ANTH 346 Anthropology of Language and Communication (3)

An intermediate-level, anthropological study of language, communication, and culture. The aim is to assess how the concepts, approaches, and methods of linguistic anthropology explain communication in changing cultural environments, recognizing how language both shapes and is shaped by culture. Topics include the evolution and history of human language, structural elements of verbal and nonverbal language, language as social action, speech communities, and linguistic diversity in the contemporary world.

ANTH 417 Peoples and Cultures of East Asia (3)*

An advanced anthropological study of the peoples and cultures of East Asia, focusing on China, Japan, and Korea. The aim is to apply anthropological theories and methods to the interpretation of contemporary East Asian cultures, relate family structure to individual choices and social interactions in East Asian cultures, and analyze how ethnic and national identities and regional differences affect regional and global interactions. Topics include urbanization, social values, social change, and the role of East Asia in the modern world.
* *Course offered on-site in Asia only.*

ARABIC*

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

- ◇ the general education requirement in the arts and humanities;
- ◇ an AA in General Studies with foreign language area studies curriculum;
- ◇ a certificate in foreign language area studies; and
- ◇ electives.

For further information, students should refer to Foreign Languages.

* **ARAB courses are offered on-site in Europe only.**

ARAB 111 Elementary Arabic I (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication is provided.

ARAB 112 Elementary Arabic II (3)

(Not open to native speakers of Arabic.) Prerequisite: ARAB 111 or appropriate score on a placement test. A continued introduction to spoken and written modern standard Arabic. The goal is to communicate in Arabic in concrete, real-life situations using culturally appropriate language and etiquette. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

ART

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

- ◇ the general education requirement in the arts and humanities;
- ◇ a major or minor in humanities; and
- ◇ electives.

ARTT 110 Introduction to Drawing (3)

A hands-on introduction to various drawing media and related techniques. The objective is to translate the three-dimensional world into two dimensions, communicate through a visual medium, and critique visual works of art. Projects are based on nature and still life.

ARTT 152 Basics of Photography (3)

An introduction to basic photographic procedures. Discission covers the historical development of photography. Students may receive credit for only one of the following courses: ARTT 152 and PHOT 198.

ARTT 153 Advanced Photography (3)

Advanced concepts of photography with practical experience (lab and studio techniques). Students may receive credit for only one of the following courses: ARTT 153 and PHOT 198.

ARTT 205 Art Appreciation (3)

An introduction to a variety of two- and three-dimensional art forms, with particular emphasis on two-dimensional arts. The goal is to examine the elements and principles of design, materials, and techniques used in personal and professional settings. Examples from different media including illustration; painting with oils, acrylics, and watercolors; and sculpture are used to consider form, light, color, perspective, and other elements of art.

ARTT 210 Intermediate Drawing (3)

Prerequisite: ARTT 110. A continuing examination of materials and techniques of drawing. The objective is to apply drawing techniques and visual principles to various subjects, communicate through drawing, and critique works of art. More advanced media, compositions, techniques, and subjects are explored. Students may receive credit for only one of the following courses: ARTS 210 or ARTT 210.

ARTT 320 Painting (3)

Prerequisite: ARTT 110. Practice in the basic tools and vocabulary of painting. The goal is to apply an understanding of compositional strategies, visual principles, and basic materials and techniques to produce paintings using oil, watercolor, or acrylic paints.

ART HISTORY

Courses in art history (designated ARTH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities;
- a major in humanities;
- a minor in art history or humanities; and
- electives.

UMUC offers a limited number of ARTH courses each session.

ARTH 204 Film and American Culture Studies (3)

An introductory study of the relationship between film and American culture. The objective is to improve one's ability to understand a film's message and to expand one's cultural awareness. Discussion covers the way one of our most popular media portrays American culture and influences our interpretation of cultural issues. Various films, filmmaking issues, and representative filmmakers' work are examined. Students may receive credit for only one of the following courses: ARTH 204, AMST 204, or HUMN 204.

ARTH 334 Understanding Movies (3)

(Formerly HUMN 334.) An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: ARTH 334, HUMN 334, or HUMN 498D.

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 East Asian studies; and
- electives.

* ASTD courses are offered on-site in Asia only.

ASTD 135 Introduction to Japanese Language and Culture (3)

(Formerly JAPN 105. Not open to students whose native language is Japanese. Fulfills the general education requirement in the arts and humanities. Conducted in English.) An introduction to Japanese language and culture. Emphasis is on practical application. Students may receive credit for only one of the following courses: ASTD 135 or JAPN 105.

ASTD 155 Introduction to Korean Language and Culture (3)

(Formerly KORN 105. Not open to students whose native language is Korean. Fulfills the general education requirement in the arts and humanities. Conducted in English.) An introduction to Korean language and culture. Emphasis is on practical application. Students may receive credit for only one of the following: ASTD 155 or KORN 105.

ASTD 198 Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues.

ASTD 284 Foundations of East Asian Civilization (3)

(Formerly HIST 284.) An interdisciplinary survey of the foundations of East Asian civilization from its beginnings to the 17th century. The goal is to analyze philosophical, religious, artistic, economic, and political aspects of the region's historical experience. Focus is on China, Korea, and Japan. Topics include East Asian belief systems (including Confucianism and Buddhism), the dynastic cycle, relations between steppe and agrarian societies, warrior and scholar-gentry cultures, technological change and economic development, and the role of class and gender in early East Asian society. Students may receive credit for only one of the following courses: ASTD 150, ASTD 284, or HIST 284.

ASTD 285 Introduction to Modern East Asia (3)

(Formerly HIST 285.) An interdisciplinary survey of East Asia from the late 17th century—beginning with Ming-Qing China, Tokugawa Japan, and Choson Korea—to the present. The objective is to trace how transformations on global, regional, and local levels led to the development of the modern nation-states of East Asia and to examine how those developments affected the culture of the areas. Topics include the rise of imperialism and colonialism; cross-cultural interactions; and issues of gender, class, and ethnicity in East Asian culture. Students may receive credit for only one of the following courses: ASTD 160, ASTD 285, or HIST 285.

ASTD 300 The Chinese: Adapting the Past, Building the Future (3)

(Fulfills the general education requirement in the arts and humanities.) 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)

(Fulfills the general education requirement in the arts and humanities.) 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)

(Fulfills the general education requirement in the arts and humanities.) 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)

(Fulfills the general education requirement in the arts and humanities.) 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)

(Fulfills the general education requirement in the social sciences.) A broad examination of 20th century Southeast Asia. Topics include colonialism, nationalism, independence, factors of unity and disunity, the role of regional organizations (ASEAN), and contrasting developmental models.

ASTD 333 Japanese Life and Culture I (3)

(Formerly JAPN 333. Fulfills the general education requirement in the arts and humanities. Conducted in English.) A study of the origin and historical background of contemporary Japanese culture and civilization. Students may receive credit for only one of the following: ASTD 333 or JAPN 333.

ASTD 334 Japanese Life and Culture II (3)

(Formerly JAPN 334. Fulfills the general education requirement in the arts and humanities. Conducted in English.) A study of the origin and historical background of contemporary Japanese culture and civilization. Students may receive credit for only one of the following: ASTD 334 or JAPN 334.

ASTD 353 Korean Life and Culture (3)

(Formerly KORN 333. Fulfills the general education requirement in the arts and humanities. 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: ASTD 353, KORN 333, or KORN 398.

ASTD 380 American Relations with China and Japan: 1740 to Present (3)

(Fulfills the general education requirement in the social sciences.) A study of American political, economic, and cultural relations with China and Japan from the American colonial era to modern times. Topics include diplomacy and power politics; Christian missions; immigration and exclusion; overseas education; art and literature; and trade, investment, and technology.

ASTD 396 Culture and Communication (3)

(Fulfills the general education requirement in the social sciences.) An exploration of the communication and social interaction patterns of various cultures. Topics include the nature of culture and how cultures define class. Japanese behavioral patterns are analyzed and compared to the patterns of both the United States and Korea. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ASTD 396 or ASTD 398X.

ASTD 398 Advanced Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues. Assignments include advanced reading and research.

ASTD 485 Issues in East Asian Studies (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ASTD 284 (or ASTD 150) and ASTD 285 (or ASTD 160). A project-based, interdisciplinary study of East Asia that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Discussion covers emerging issues and current scholarship in East Asian studies.

ASTRONOMY

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

- ✧ the general education requirement in the biological and physical sciences; and
- ✧ electives.

UMUC offers only a limited number of courses each session in this discipline.

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. An examination of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to space science. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, or GNSC 125.

ASTR 110 Astronomy Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. For students not majoring or minoring in a science.) Prerequisite or corequisite: ASTR 100. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy, as well as the use of astronomical instruments and tools.

BEHAVIORAL AND SOCIAL SCIENCES

Courses in behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in the behavioral and social sciences;
- ✧ a major in social science;
- ✧ a minor in diversity awareness or women's studies;
- ✧ an AA in General Studies with women's studies curriculum;
- ✧ a certificate in women's studies; and
- ✧ electives.

BEHS 210 Introduction to Social Sciences (3)

Recommended: WRTG 101 or WRTG 101S. An interdisciplinary introduction to the study of society that addresses the issue of what it is to be a social scientist from a variety of social science perspectives. The objective is to use the empirical and theoretical contributions of the different social science disciplines to better understand the nature of society. Topics include research methods in the social science disciplines and the relationships among the different social science disciplines. Discussion surveys the various social sciences, including psychology, sociology, anthropology, and gerontology. A historical overview of the development of the social sciences is provided, and an analysis of social phenomena that integrates insights from the social sciences is presented. Students may receive credit for only one of the following courses: BEHS 201 or BEHS 210.

BEHS 220 Diversity Awareness (3)

An examination of the many dimensions of diversity within the framework of modern culture and principles of social justice. The aim is to interact and communicate effectively and appropriately within a diverse society. Emphasis is on raising consciousness of diversity and using critical thinking with respect to stereotypes, prejudice, and discrimination. Discussion covers issues related to age, disability, race, religion, gender, sexual orientation, national origin, and socioeconomic status, as well as current issues in diversity studies.

BEHS 343 Parenting Today (3)

An overview of critical issues of parenthood in the United States today using an interdisciplinary perspective. The objective is to apply research and theory in family development to practical decision making. Topics include characteristics of effective parenting styles, disciplinary strategies, the role of diverse family structures, and the social forces that cause changes in parent/child relationships.

BIOLOGY

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

- the general education requirement in the biological and physical sciences;
- a minor in biology; and
- electives.

BIOL 101 Concepts of Biology (3)

(For students not majoring in a science.) An introduction to the structure and function of living organisms. The objective is to use knowledge about biological principles and scientific reasoning to make informed decisions about the natural world. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge and technology on human societies. Students may receive credit for only one of the following courses: BIOL 101, BIOL 103, 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 hands-on study of the concepts underlying the structure and function of living organisms. The goal is to apply the scientific method and to use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, cell structure and function, and the classification of organisms. Students may receive credit for only one of the following courses: BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 103 Introduction to Biology (4)

(Not open to students who have completed BIOL 101 or BIOL 102. For students not majoring in a science. Fulfills the laboratory science requirement.) An introduction to the concepts underlying the structure and function of living organisms. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge and technology on human societies. Laboratory activities emphasize the scientific method. Students may receive credit for only one of the following: BIOL 101–102, BIOL 103, 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 aim is to use scientific reasoning to make informed decisions about topics related to human biology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Discussion also covers pertinent health topics. 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 that uses the human organism as an example to illustrate the concepts underlying the organization and interrelationships of all living organisms.

BIOL 181 Life in the Oceans (3)

An introductory 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 objective is to use scientific reasoning to make informed decisions about topics related to marine biology. Discussion covers the impact of human activity on life in the ocean and the potential uses and misuses of the ocean. Students may receive credit for only one of the following courses: BIOL 181 or ZOOL 181.

BIOL 182 Marine Biology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 181 or NSCI 110.) Prerequisite or corequisite: BIOL 181 or NSCI 110. An introduction to the environmental and biological factors that affect life in the oceans, including chemical and physical properties such as salinity, oxygen concentration, depth, tides, currents, and light. The investigations may include field exercises examining life in specific habitats, such as coral reefs, estuaries, and intertidal areas.

BIOL 201 Human Anatomy and Physiology I (4)

(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. A thorough introduction to the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems of human beings. An overview of cellular physiology is included. Students may receive credit for only one of the following courses: BIOL 201 or ZOOL 201.

BIOL 202 Human Anatomy and Physiology II (4)

(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. An introduction to the anatomy and physiology of the sensory, cardiovascular, endocrine, lymphatic, respiratory, digestive, excretory, immune, and reproductive systems. Intermediary metabolism and endocrine relationships are also studied. Students may receive credit for only one of the following courses: BIOL 202 or ZOOL 202.

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 212 Environmental Science Laboratory (1)

(For students not majoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 211.) Prerequisite or corequisite: BIOL 211. A laboratory study investigating human interactions with our environment. Scientific objectivity and methodology are employed to gather and analyze data pertaining to the varied and interrelated forms of human environmental impact. Topics explored include principles of ecology, population dynamics, food supply alternatives and impact, sustainable water supplies, energy alternatives, pollution control, greenhouse gases, recycling, and conservation technologies.

BIOL 230 General Microbiology (4)

(For students majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: BIOL 105 or BSCI 105. An investigation of fundamental concepts in morphology, physiology, genetics, immunology, ecology, and pathogenic microbiology. Applications of microbiology to medicine, the food industry, and biotechnology are considered. Student may receive credit for only one of the following: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 301 Human Health and Disease (3)

(For students majoring in both science and nonscience disciplines.) A survey of the mechanisms of disease and their expression in major organ systems of the human body. The goal is to use scientific reasoning to make informed decisions about matters related to human biology and health. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on analysis of factors that cause disruption of healthy body functions leading to disease, and on prevention of disease through control of risk factors and early detection. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BIOL 302 Bacteria, Viruses, and Health (3)

(For students majoring in both science and nonscience disciplines.) An introductory study of the basic structure, genetic and regulatory systems, and life cycles of bacteria and viruses and how they relate to health, infectious disease, and illness. The objective is to apply knowledge of cellular and molecular processes and communicate synthesized knowledge of microbial pathogenesis and disease prevention methods. Students may receive credit for only one of the following courses: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 304 The Biology of Cancer (3)

(For students majoring in both science and nonscience disciplines.) An overview of the biological basis of cancer. The goal is to apply knowledge of cancer biology to adopt appropriate lifestyle strategies and evaluate current treatments. The causes, development, and progression of cancer are considered at the level of cell structure and function. The roles of genes and proteins are also examined. Students may receive credit for only one of the following courses: BIOL 304 or GNSC 398C.

BUSINESS AND MANAGEMENT

Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward

- ✧ a major in business administration, human resource management, management studies, or marketing;
- ✧ a minor in business administration or international business;
- ✧ an AA in General Studies with business and management curriculum;
- ✧ a certificate in business and management, human resource management, management foundations, or project management; 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.) An introduction to the fundamental concepts of business management and leadership. The objective is to understand the interrelated dynamics of business, society, and the economy. Discussion covers business principles and practices in the context of everyday business events and human affairs and from a historical perspective.

BMGT 140 Personal and Family Finance I (3)

(Formerly MGST 140). An examination of the principles of managing one's personal and family finances. Among the topics included are financial goal setting and budgeting, managing checking accounts, life and liability insurance, the use and management of personal credit, and saving and investing for long-term financial security. Students may earn credit for only one of the following: BMGT 140 or MGST 140.

BMGT 160 Principles of Supervision (3)

An introductory study of the skills required to effectively supervise and manage employees in organizations, such as knowing how to plan, organize, and control the work load and understanding worker behavior. Topics include the role and function of supervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management. Students may earn credit for only one of the following: BMGT 160 or MGST 160.

BMGT 161 Managerial Communications Skills (3)

An examination of the communication model. Practice is provided in sending and receiving information through reading, writing, listening, speaking, and observing nonverbal cues using job-related situations. Students may earn credit for only one of the following: BMGT 161 or MGST 161.

BMGT 330 Entrepreneurship and New Venture Planning (3)

(Formerly FINC 310.) Recommended: BMGT 364. An overview of entrepreneurship and planning new business ventures for aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. Students may receive credit for only one of the following courses: BMGT 330, FINC 310, MGMT 330, or SBUS 200.

BMGT 364 Management and Organization Theory (3)

Prerequisites: BMGT 110 or at least two years of business and management experience. An examination of the four functions of management–planning, organizing, leading, and controlling–with emphasis on the application of management concepts and theories to achieve organizational goals. The aim is to develop strategies, goals, and objectives to enhance performance and sustainability. Topics include ethics, social responsibility, globalization, and change and innovation. 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 110 or BMGT 364. An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Topics include vision, values, culture, ethics, and the interaction between the organization and the external environment. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

BMGT 373 Nonprofit Management (3)

The aim is to describe key management concepts and apply them to the nonprofit sector. Discussion covers the management skills and capabilities that are essential for effective supervision and leadership. The challenges and opportunities faced by nonprofit organizations are reviewed. Focus is on the application of essential management skills in a nonprofit environment.

BMGT 380 Business Law I (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) A conceptual and functional analysis and application of legal principles and concepts relevant to the conduct and understanding of commercial business transactions in the domestic and global environments. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include the legal, ethical, and social environments of business: civil and criminal law; agency; types of business organizations; and contracts and sales agreements.

BMGT 392 Global Business (3)

Prerequisite: BMGT 110 or at least two years of business and management experience. An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

BMGT 464 Organizational Behavior (3)

Prerequisites: BMGT 110 (or at least two years of business experience), 364 and 365. An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. The aim is to participate, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics, group dynamics, and organizational structure, policies, and culture have on employee behaviors and organizational outcomes (i.e., productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship).

BMGT 465 Organizational Development and Transformation (3)

Prerequisite: BMGT 364 and 365. An introduction to organizational development (OD)—a systematic process of data collection, diagnosis, action planning, intervention, and evaluation aimed at increasing the effectiveness of the organization and developing the potential of all individuals. The goal is to identify and diagnose organizational problems and opportunities and apply management principles to support organizational change. Students may receive credit for only one of the following courses: BMGT 465, MGMT 398K, MGMT 465, or TMGT 350.

BMGT 495 Strategic Management (3)

(Access to spreadsheet, word processing, and presentation software required. Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: BMGT 364 and BMGT 365, FINC 330 (or BMGT 340), and MRKT 310. A study of strategic management that focuses on integrating management, marketing, finance/ accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Students may receive credit for only one of the following courses: BMGT 495, HMGT 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. The aim is to explore ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public and organizational consequence and business decision making in the domestic and global business environments.

CHEMISTRY

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

- the general education requirement in the physical and biological sciences; and
- electives.

CHEM 103 General Chemistry I (4)

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: MATH 107. The first course in chemistry intended for students majoring or minoring in science. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.

CHEM 113 General Chemistry II (4)

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: CHEM 103 or CHEM 105. A study of kinetics; homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 121 Chemistry in the Modern World (3)

(For students not majoring or minoring in science.) An exploration of chemistry as it relates to human life and the environment. The goal is to use a working knowledge of chemical principles, scientific reasoning, and quantitative reasoning to make informed decisions about health and safety matters. Discussion examines natural processes and human factors in the modern world using the principles of chemistry and the scientific method. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 104, CHEM 105, CHEM 107, CHEM 121, CHEM 297, or GNSC 140.

COMMUNICATION STUDIES

Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in communications;
- ✧ a major in communication studies;
- ✧ a minor in communication studies; and
- ✧ electives.

COMM 200 Military Communication and Writing (3)

(Fulfills the general education requirement in communications.) A study of business communication management in a military context. The objective is to develop appropriate and effective communication products for military audiences and within military environments through the application of accepted business communication practices. Topics include communication theories; research methods; organization of information; formats; writing and editing strategies; and techniques for guiding subordinate communication, conducting interviews, and managing meetings. Assignments may include making speech presentations; instructing a class; conducting interviews; managing meetings; and writing and editing reports, letters, e-mails, proposals, and personnel evaluations.

COMM 300 Communication Theory (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101 or WRTG 101S. An introduction to communication theory. The objective is to apply communication theory and evaluate communication situations. The basic theories of human communication, mass communication, and new media and technology are explored. Focus is on the relationships among communication theory, research, and practice. Topics include intra- and interpersonal communication, public communication, mass media, and contemporary issues associated with mediated communication.

COMM 302 Mass Communication and Media Studies (3)

(Formerly COMM 379A. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101 or WRTG 101S. A survey of mass communication designed to enhance media literacy. The goal is to interpret, evaluate, and produce media messages. Topics include media industries and the impact of the media, as well as regulation, policy, and ethical issues. Emphasis is on critical thinking and analysis of vital aspects of pervasive elements of popular culture, such as news, advertising, children's entertainment, and a free press. Students may receive credit for only one of the following courses: COMM 302 or COMM 379A.

COMM 380 Language in Social Contexts (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101, WRTG 101S, or ENGL 101. An examination of the components of languages, with special emphasis on the English language, its origins, continued development, and use in speaking and writing. The aim is to examine categories of speech and methods of written communication from the perspective of regional and social variation. Discussion covers cultural, gender, and racial variations, as well as underlying perspectives and assumptions.

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 digital media and web technology or information systems management;

✧ an AA in General Studies with computer studies curriculum;

✧ a certificate in computer studies or management; and

✧ electives.

Students without recent experience in problem solving with computers must take CMIS 102. It is recommended that for the first two academic sessions students should not take two (or more) courses that involve programming.

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)

A study of techniques for finding solutions to problems through structured programming and step-wise refinement. The objective is to design programs using pseudocode and participate in hands-on debugging, testing, and documenting activities. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive application. Algorithms are used to demonstrate programming as an approach to problem solving. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 111 Social Networking and Cybersecurity Best Practices (3)

A hands-on study of current social networking applications and approaches to protect against cyber attacks and enhance personal cybersecurity. The goal is to collaborate and interact through personal and professional social networking while developing and using computer security best practices. Discussion covers issues associated with the impact of social computing on individuals and society. Projects include creating and maintaining accounts on selected social networking sites.

CMIS 141 Introductory Programming (3)

(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. The goal is to design, implement, test, debug, and document Java programs, using appropriate development tools. Projects require use of algorithms, simple data structures, and object-oriented concepts. Students may receive credit for only one of the following courses: CMIS 141, CMIS 141A, or CMSC 130.

CMIS 170 Introduction to XML (3)

Prerequisite: CMIS 102 or CMIS 141. An introduction to the principles of Extensible Markup Language (XML) and its use in business data exchange. The goal is to design and create well-formed, validated XML documents. Discussion covers the structure, transformation, presentation, and implementation of XML technologies, including document type definitions (DTDs) and schemas. Hands-on projects and exercises are provided.

CMIS 242 Intermediate Programming (3)

Prerequisite: CMIS 141. Further study of the Java programming language. The objective is to design, implement, test, debug, and document Java programs, using appropriate development tools. Topics include object-oriented design, event-driven programming, exceptions, recursion, arrays, and data structures.

CMIS 310 Computer Systems and Architecture (3)

(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. The aim is to apply practical skills to computer systems architecture. Topics include data representation, assembly language, central processing unit architecture, memory architecture, and input/output (I/O) architecture. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 315 Programming in C++ (3)

Prerequisite: CMIS 141, CMIS 115, or CMIS 125. A hands-on, comprehensive study of the C++ programming language, including basic C++ syntax, arrays and strings, pointers and references, operator overloading, object-oriented concepts, inheritance and polymorphism, and templates. The aim is to design, implement, test, debug, and document C++ programs using basic computation, simple input/output (I/O), architecture, standard conditional and iterative structures, and functions. Students may receive credit for only one of the following courses: CMIS 240 or CMIS 315.

CMIS 320 Relational Database Concepts and Applications (3)

Prerequisite: CMIS 102 or CMIS 141. A study of the functions, underlying concepts, and applications of enterprise relational database management systems (RDBMS) in a business environment. The aim is to appropriately use databases to meet business requirements. Discussion covers entity/relationship diagrams, relational theory, normalization, integrity constraints, the Structured Query Language (SQL), and physical and logical design. Business case studies and projects include hands-on work using an industry-standard RDBMS. 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 141, CMIS 115, or CMIS 125. A hands-on, project-based introduction to the UNIX operating system. The aim is to use basic UNIX commands to design, create, and execute shell programs. Topics include file structures, editors, pattern-matching facilities, shell commands, and shell scripts.

CMIS 330 Software Engineering Principles and Techniques (3)

Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of software engineering from initial concept through design, development, testing, and maintenance of the product. Discussion covers software development life-cycle models. The goal is to analyze, customize, and document multiple processes to solve information technology problems. Topics include configuration management, quality, validation and verification, security, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

COMPUTER INFORMATION TECHNOLOGY

Courses in computer information technology (designated CMIT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in cybersecurity, digital media and web technology, or information systems management;
- a minor in cybersecurity;
- an AA in General Studies with computer studies curriculum;
- a certificate in computer networking; and
- electives.

CMIT 265 Fundamentals of Networking (3)

(Designed to help prepare for the CompTIA Network+ certification exam.) Prerequisite: IFSM 201. An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)

(Designed to help prepare for the CompTIA Security+ exam.) Prerequisite: CMIT 265, CSIA 302, or CompTIA Network+ certification. A study of the fundamental concepts of computer security and its implementation. The aim is to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards.

CMIT 321 Ethical Hacking (3)

(Formerly CMIT 398E. Designed to help prepare for the EC-Council Certified Ethical Hacker certifications.) Prerequisite: CMIT 320. Development of a structured knowledge base that enables network security professionals to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Focus is on penetration-testing tools and techniques that security testers and ethical hackers use to protect computer networks. Students may receive credit for only one of the following courses: CMIT 321 or CMIT 398E.

CMIT 331 Wireless Network Administration (3)

(Designed to help prepare for the Certified Wireless Network Administrator certification exam. Access to a dd-wrt/tomato-compatible wireless access point/router with administration privileges is required; use of a secondary or separate router for coursework is recommended to preserve Internet connectivity). Prerequisite: CMIT 265. A comprehensive review of the fundamentals of wireless network technologies. The objective is to design, implement, and manage secure and scalable wireless networks based on organizational requirements. Students may receive credit for only one of the following courses: CMIT 331 or CMIT 499W.

CMIT 350 Interconnecting Cisco Devices (3)

(Designed to help prepare for the Cisco Certified Network Associate examination 200-120) Prerequisite: CMIT 265. A hands on introduction to Cisco internetworking devices. The goal is to configure and manage Cisco switches within multiprotocol internetworks. Topics include VoIP (voice over Internet protocol), wireless network protocols, and routing protocols. Students may receive credit for only one of the following courses: CAPP 498E, CMIT 350, or CMIT 499D.

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 in digital media and web technology, or information systems management;
- a minor in digital media and web technology,
- an AA in General Studies with computer studies curriculum;
- a certificate in computer studies; and
- electives.

CMST 301 Digital Media and Society (3)

A survey of the technological advancements in the field of digital media and their impact. The objective is to explain how digital media has transformed the communication of ideas in society and to make responsible choices in the creation and consumption of digital media based on awareness of global, social, ethical, and legal contexts. Topics include social media, the visual display of information, ethics and privacy, participatory media, and the impact of digital media on culture.

CMST 303 Advanced Application Software (3)

Prerequisite: Extensive experience with office application software, including word processing, spreadsheet, presentation, and database programs. A hands-on, project-based survey of advanced features of office application software. The aim is to use advanced application features to produce documents for professional and personal communication. Topics include information systems, application integration, computer hardware and software, storage, and networking. Students may receive credit for only one of the following courses: CAPP 303 or CMST 303.

CMST 306 Introduction to Visual Basic .NET Programming (3)

Prerequisite: CMST 290 or CMIS 102. A hands-on, project-based introduction to developing object-oriented, event-driven web and desktop applications using the Visual Basic programming language in the .NET environment. The objective is to successfully write, test, debug, and execute Visual Basic .NET programming code to create visually oriented, event-driven desktop and web applications. Topics include objects, events, variables, looping, data input/output, form design, sequencing of operation, interface design, and debugging. Discussion also covers specifications and requirements, documentation, and determination of performance relative to specification.

CMST 310 Fundamentals of Electronic Publishing (3)

Prerequisite: IFSM 201 or CMST 103. Recommended: CMST 290 and 295. A hands-on, project-based introduction to the tools, concepts, processes, and methods of electronic (desktop) publishing. The aim is to use Adobe InDesign (or another professional electronic publishing software program) to create electronic publications for various media formats following fundamental design principles. Topics include the history and evolution of publishing, working with color, incorporating graphics, principles and elements of design, publication workflow, emerging technologies, careers in the field, ethical and legal considerations, and collaborative design. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 385 Principles of Web Design and Technology I (3)

Prerequisite: CMST 290, CMIS 102, IFSM 201, or CMST 103. Recommended: CMST 295. A study of web design, tools and technology principles. The goal is to plan and produce a professional website. Topics include Internet protocols; usability; accessibility; and social, ethical, and legal issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML) and cascading style sheets (CSS). Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Principles of Web Design and Technology II (3)

Prerequisites: CMST 385. Continuation of the study of web design, tools, and technology principles. The objective is to create a website promotion strategy, with search engine optimization, and produce a professional website that incorporates multimedia and scripting. Topics include website marketing, web analytics, performance, privacy, and security issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML), cascading style sheets (CSS), and JavaScript. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

CRIMINOLOGY/CRIMINAL JUSTICE

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate (according to individual program requirements) toward

- ◆ the general education requirement in the behavioral and social sciences (Note: Only CCJS 100, 105, 350, 360, 453, and 461 apply);
- ◆ a major in criminal justice or cybersecurity;
- ◆ a minor in criminal justice or cybersecurity;
- ◆ an AA in General Studies with criminal justice curriculum;
- ◆ certain UMUC graduate degree programs where recognized as equivalent coursework (specific equivalences are detailed in the *UMUC Graduate Catalog*); and
- ◆ and electives.

Students who previously received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

CCJS 105 Introduction to Criminology (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of the major elements of the criminological enterprise. The objective is to classify and analyze different crime trends and patterns, analyze criminological theories, and conduct research. Topics include the nature of criminology, criminological methods, crime causation, and characteristics of types of crimes and offenders. The police, courts, and corrections and the effects of the criminal justice system in society are also examined.

CCJS 230 Criminal Law in Action (3)

Recommended: CCJS 100 or CCJS 105. A study of the history, nature, sources, and types of criminal law. The objective is to identify the elements of crime, recognize parties to crime, and explain the historical development of criminal law and punishment in the United States. Topics include behavioral and legal aspects of criminal acts and the classification and analysis of select criminal offenses. Students may receive credit for only one of the following courses: CCJS 230 or CJUS 230.

CCJS 234 Criminal Procedure and Evidence (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 230. A study of the general principles and theories of criminal procedure and evidence. The goal is to interpret statutes and case law, identify relevant issues, and evaluate the integrity and admissibility of evidence. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed.

CCJS 311 Intelligence-Led Policing (3)

Prerequisite: CCJS 340. An examination of intelligence-related processes as they apply to domestic law enforcement. The aim is to identify, collect, and assess data and process that information into intelligence that can support strategic and tactical planning. Intelligence reports are reviewed and assessed. Discussion covers the legal and ethical licenses and constraints that provide a framework for intelligence development.

CCJS 340 Law-Enforcement Administration (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An introduction to organization and management in law enforcement. The objective is to communicate effectively and apply research skills and management and administrative principles to a law enforcement agency. Topics include structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 345 Introduction to Security Management (3)

(Formerly CCJS 445.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A study of the history, concepts, principles, and methods of organizing and administering security management and loss prevention activities in industry, business, and government. The objective is to manage security duties, evaluate and apply risk management principles, and evaluate administrative and operational issues. Discussion covers both private and governmental risk assessment and management and the protection of assets, personnel, and facilities. Students may receive credit for only one of the following courses: CCJS 345, CCJS 445, or CCJS 498G.

CCJS 350 Juvenile Delinquency (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of juvenile delinquency in relation to the general problem of crime. The aim is to apply theories and identify statutory parameters related to juvenile delinquency, analyze prevention measures, and assess the effectiveness of treatment measures. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 360 Victimology (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The aim is to identify and apply appropriate preventative measures and responses to victimization. Discussion covers the interaction between victims of crime and the system of criminal justice in terms of the role of the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 370 Race, Crime, and Criminal Justice (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A historical and theoretical study of the role and treatment of racial/ethnic minorities in the criminal justice system. The objective is to identify and apply appropriate preventative measures and master the aspects of the field of victimology.

CCJS 380 Ethical Behavior in Criminal Justice (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A survey of basic principles relating to the standards for ethical behavior that guide criminal justice professionals in different roles and responsibilities. The aim is to make ethical decisions based on informed personal and accepted professional standards. Rules, laws, and codes of conduct are explored as a foundation for discussing individual ethical responsibilities.

CCJS 390 Cyber Crime and Security (3)

(Formerly CCJS 496.) Prerequisite: CCJS 100, CCJS 101, CCJS 105, or CSIA 301. Recommended: CCJS 234. An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security. Students may receive credit for only one of the following courses: CCJS 496 or CCJS 498C.

CCJS 416 Analytical Strategies for Law Enforcement (3)

Prerequisite: CCJS 311. The application of intelligence-related products to domestic law enforcement. The objective is to assess intelligence reports and channel them to appropriate internal and external stakeholders to solve public safety–related problems. Discussion covers the components of a viable intelligence report and how such reports can be used for strategic and tactical planning.

CCJS 420 Medical and Legal Investigations of Death (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An intensive look at medical and legal investigations into causes of death. The objective is to perform investigative functions at a death scene, determine and apply forensic testing, and analyze and effectively communicate investigative information. Topics include the difference between the medical (or pathological) and legal (or criminal) components of investigations into causes of death, medical and investigative terminology, and the impact of ethics on prosecutions and convictions. Case studies illustrate practical applications of various forms of forensic styles and parameters.

CCJS 461 Psychology of Criminal Behavior (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An overview of the biological, environmental, and psychological factors that underlie criminal behavior. The goal is to analyze psychological disorders and explain their relationship to and legal impact on criminal behavior. Discussion covers the characteristics of criminal behavior and the influence of biophysiology and stress on the commission of various crimes. Topics include patterns of maladjustment, disorders of the personality, psychoses, the connection between aggression and violent crime, sexual deviations and crimes that are sexually motivated, and the abuse of alcohol and drugs. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 495 Issues in Criminal Justice (3)

Prerequisites: 15 upper-level credits in CCJS. An integrative study of the various components of the American criminal justice system. The goal is to apply principles of interagency cooperation, critical thinking, and systems approaches to solve practical problems in a criminal justice environment. Topics include problem solving, case study analysis, strategic planning, teamwork, and professional writing.

CYBERSECURITY

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

- a major in cybersecurity, digital media and web technology, or information systems management;
- a minor in cybersecurity;
- an AA in General Studies with computer studies curriculum;
- certain UMUC graduate degree programs, where recognized as equivalent coursework (specific equivalences are detailed in the *UMUC Graduate Catalog*); and
- electives.

CSIA 301 Foundations of Cybersecurity (3)

Prerequisite: CMIS 102. A comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security.

CSIA 303 Foundations of Information System Security (3)

(Formerly IFSM 430.) Prerequisite: CSIA 301. A survey of various means of establishing and maintaining a practical cyber and information security program to protect key organizational assets. The aim is to develop an information security program that is aligned with organizational strategy and to evaluate and recommend information and security technologies to support the information security program. Discussion covers the integration of confidentiality, integrity, and availability into an organization's security program through the use of physical and logical security controls. Topics include data protection, telecommunications systems, applications, and emerging technologies. Threats and vulnerabilities are assessed to determine the level of risk. Students may receive credit for only one of the following courses: CSIA 303, IFSM 430, IFSM 433, or IFSM 498N.

CSIA 412 Security Policy Analysis (3)

Prerequisite: CSIA 303. A study of various aspects of information assurance and cybersecurity policy planning in an organizational context. The aim is to examine key analysis procedures, such as security requirements analysis and risk assessments, to determine their roles in policy formation. Topics include the impact of current legislation, judicial decisions, and government regulations directing the focus of policy formulation. Projects include generating an information security profile for an organization.

CSIA 413 Security Policy Implementation (3)

Prerequisite: CSIA 412. A study of information security (IS) performance standards and policy implementation for IS system administrators. The goal is to analyze the application of security policy and security assessment findings to security procedures and processes. Topics include contents of a security policy; general procedures related to secure use of data; general awareness; training and education plans; and general countermeasures and safeguards, including access controls, auditing, management oversight, and configuration management.

CSIA 457 Cyberterrorism and Cyber Crime (3)

(Formerly IFSM 457.) Prerequisites: CSIA 302 (or CMIT 265) and CSIA 303. In-depth analysis of differences between cyberterrorism and cyber crime and the motivations that drive cyber adversaries. The goal is to assess cyberterrorism and cyber crime-related vulnerabilities, understand the use of network analysis tools, and identify the differences between computer network defense and offense and the difficulties associated with a global threat space. Students may receive credit for only one of the following courses: CSIA 457, IFSM 457, or IFSM 497C.

DUTCH*

For further information, students should refer to Foreign Languages.

*Dutch courses are offered on-site in Europe only.

ECONOMICS

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

- the general education requirement in the behavioral and social sciences;
- a minor in economics;
- related requirements for most business-related majors and minors; and
- electives.

ECON 201 Principles of Macroeconomics (3)

An introductory study of the macroeconomy. The objective is to apply select macroeconomic theories to real-world situations. Discussion covers economic growth, technological innovation, unemployment, inflation, and the roles of monetary policy and fiscal policy in determining macroeconomic performance. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real world situations. Emphasis is on market theory. Topics include the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures, and income distribution and poverty.

EDUCATION

UMUC Europe is partnered with Frostburg State University to offer undergraduate education courses leading to a UMUC bachelor's degree with a special curriculum in secondary teacher education. Successful completion of this curriculum earns the student Maryland State teaching certification eligibility. This program is currently available only to students with UMUC Europe. Individuals interested in learning more about this undergraduate program should contact their local field representative or visit *www.europe.umuc.edu/teaching.*

EDUCATIONAL PRINCIPLES

Courses in educational principles (designated EDCP) do not apply toward teacher-certification requirements.

Lower-level courses are intended to help students learn how to make the most of their college careers. They are recommended for students who have been away from school or who need to improve their academic skills.

EDCP 103 does not fulfill the general education requirement in communications; it may be used as elective credit only.

EDCP 102 Integrated Skills for Academic Success (3)

In this course, students will develop the requisite college skills for success in an American college classroom and course. This course will require students to apply the four language skills of listening, speaking, reading, and writing across various college academic disciplines. The course activities and assessments focus on providing students with challenging, meaningful and authentic classroom experiences. These classroom experiences prepare students to effectively transition to college-level courses through the application of information literacy skills, reading comprehension strategies, note-taking methods, study skills, and critical thinking.

EDCP 103 Fundamentals of Writing and Grammar (3)

(Does not fulfill the general education requirement in communications. Recommended as preparation for WRTG 101, WRTG 101S, or upper-level writing courses.) A review of basic writing skills. The objective is to apply specific steps within the writing process; write effective sentences, paragraphs, and short essays; and edit writing for grammar and punctuation. Topics include the writing process; strategies for developing academic paragraphs and essays; and key aspects of grammar, punctuation, and mechanics. Practice in refining writing skills is provided. Students may receive credit for only one of the following courses: EDCP 103, EDCP 103X, ENGL 100, or WRTG 100.

EDCP 103X Fundamentals of Writing and Grammar (3)

(Does not fulfill the general education requirement in communications. Enrollment restricted to students for whom English is a not a first language. Recommended as preparation for WRTG 101, WRTG 101S, WRTG 101X, or upper-level writing courses.) A review of basic writing skills. Topics include parts of speech; proper use of subordinate clauses, independent clauses, and phrases; the writing process; strategies for developing academic paragraphs and essays; and strategies for developing writing and editing skills in grammar, punctuation, and mechanics. Frequent opportunities to practice and refine skills are provided. Students may receive credit for only one of the following courses: EDCP 103, EDCP 103X, ENGL 100, or WRTG 100.

EDCP 105 Grammar Review (1)

(Elective credit only.) A review of essential English grammar. Topics include the parts, construction, and punctuation of English sentences. Students may receive credit for only one of the following courses: EDCP 100A, EDCP 105, ENGL 100E, or EDCP 108 Grammar Review.

EDCP 108G 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.

ENGLISH

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

- ✧ the general education requirement in the arts and humanities;
- ✧ a major in English or humanities;
- ✧ a minor in English, humanities, or women's studies; and
- ✧ electives.

ENGL 102 Composition and Literature (3)

(Fulfills the general education requirements in communications or arts and humanities.) Prerequisite: WRTG 101 or WRTG 101S. 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 103 Greek and Roman Mythology (3)

(Formerly HUMN 103.) A study of the major gods and goddesses of ancient Greece, as examined through the legends and stories of both Greek and Roman authors of ancient history. The stories of the major heroes and heroic events are also studied. Students may receive credit for only one of the following courses: ENGL 103 or HUMN 103.

ENGL 205 Introduction to Shakespeare (3)

Prerequisite: WRTG 101 or WRTG 101S. An examination of representative Shakespearean plays from each genre (comedy, history, tragedy, and romance, as well as poems and sonnets). The goal is to analyze and interpret texts; demonstrate relevance of texts in today's culture; and ethically locate, assess, and use secondary source materials.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisite: WRTG 101 or WRTG 101S. An introduction to fiction, poetry, and drama, with an emphasis on developing critical reading and writing skills. The objective is to identify and define elements of literature and literary genres, analyze literary texts using principles of close reading, and demonstrate skill in academic writing. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 241 Introduction to the Novel (3)

Prerequisite: WRTG 101 or WRTG 101S. A survey of the development of the genre, with emphasis on the techniques and styles of representative novelists. Six to eight novels (depending on length) are studied, in English or in English translation.

ENGL 246 The Short Story (3)

Prerequisite: WRTG 101 or WRTG 101S. An analysis of the attributes of the well-written story. The aim is to assess texts and apply knowledge of text to life experience. Discussion covers theme, plot, characterization, point of view, setting, tone, imagery, irony, and symbolism as exemplified in representative works from the 19th century to the present. Biographical and historical backgrounds are examined, but the focus is on the selected readings.

ENGL 281 Standard English Grammar (3)

(Formerly WRTG 288. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101 or WRTG 101S. An overview of standard edited English, a standard central to academic and professional communications. The aim is to write clear, effective prose consistent with the writer's goals. Topics include applying advanced grammatical and linguistic descriptions and prescriptions and attending to the needs of diverse audiences while making writing and editing decisions. Tasks focus on parts of speech, sentence patterns, and sentence transformations. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.

ENGL 294 Introduction to Creative Writing: Fiction and Creative Nonfiction (3)

Prerequisite: WRTG 101 or WRTG 101S. An introductory survey and practical study of key areas of creative writing in creative nonfiction and fiction. The objective is to write original fiction and creative nonfiction and critique, revise, and edit writing. Emphasis is on reading and thinking critically and analytically from a writer's perspective as a means to better understand the craft. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)

(Designed as a foundation for other upper-level literature courses.) Prerequisite: WRTG 101 or WRTG 101S. A study of the techniques of literary criticism emphasizing close reading, critical thinking, and critical writing. The goal is to apply a variety of theoretical approaches to literature, analyze texts, and create professional written communications.

ENGL 304 The Major Works of Shakespeare (3)

Prerequisite: WRTG 101 or WRTG 101S. 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 312 Romantic to Modern British Literature (3)

Prerequisite: WRTG 101 or WRTG 101S. A study of representative authors and works in British literature from the early 19th century to 1945. The goal is to evaluate and synthesize source materials; create professional written communications; and gain a historical perspective through analysis of race, class, and gender issues. The works of representative writers (such as Jane Austen, Charles Dickens, Thomas Hardy, P. D. James, and others) are explored.

ENGL 406 Seminar in Shakespeare Studies (3)

Prerequisite: WRTG 101 or WRTG 101S. An intensive study of Shakespeare's dramatic masterpieces both in a historically specific social and cultural context and as timeless concerns reflecting the human condition. The objective is to evaluate and synthesize source materials and apply critical theory to demonstrate understanding of dramatic text. Histories, comedies, tragedies, romances, and sonnets may be examined. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

ENGL 439 Major American Writers (1-3)

Prerequisite: WRTG 101 or WRTG 101S. A study of works by selected American authors from the colonial period to the present. The goal is to understand the place these authors and their works hold in the canon of American literature. Emphasis is on the impact of historical and social events, as well as biographical influences, on the literature. May be repeated to a maximum of 6 credits when topics differ.

ENGL 454 Modern World Drama (3)

Prerequisite: WRTG 101 or WRTG 101S. An examination of 20th-century theatre, with an emphasis on the social, cultural, and historical context of drama. The goal is to analyze the elements of drama, evaluate human motivations and behavior, and interpret the dramatic re-creation of historical events. Drama from around the globe is examined. Discussion covers the works of major playwrights, such as Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, or Shepard.

ENGL 457 The Modern Novel (3)

Prerequisite: WRTG 101 or WRTG 101S. An examination of the development of the novel from the late 19th century to the present. The aim is to develop an understanding of a work's historical and cultural foundations, its place in the literary canon, and the modernist human experience by analyzing the elements of the novel. Authors and works vary each semester but may include writers such as Henry James, Virginia Woolf, William Faulkner, James Joyce, Zora Neale Hurston, Doris Lessing, and Chinua Achebe.

ENVIRONMENTAL MANAGEMENT

Courses in environmental management (designated ENMT) may be applied as appropriate (according to individual program requirements) toward

- a major in management studies; and
- electives.

Courses in environmental management require a basic scientific foundation. Before enrolling, students are recommended to complete the related requirements in math and science and should consult an advisor.

ENMT 301 Environment and Ecosystems Management (3)

Prerequisite: CHEM 297 or an environmental chemistry course. An overview of the scientific principles governing ecosystems, particularly as they relate to the environmental consequences of resource development and industrial processes. The objective is to identify and apply scientific reasoning and knowledge of ecological principles to make informed decisions about environmental management issues and other issues that affect the ecosystem. Topics include Earth's ecosphere, atmosphere, hydrosphere, and lithosphere. Discussion also covers the current state of the environment, the history of the environmental movement, and concepts of risk assessment and management. The historical development of environmental management issues and approaches is introduced.

EXPERIENTIAL LEARNING

The Portfolio program yields UMUC credit for learning acquired outside the classroom.

The course in experiential learning (designated EXCL), as well as credit earned through the program, may be applied toward

- appropriate majors and minors;
- general education requirements (according to content) as appropriate; and
- electives.

Information about this program is provided in this catalog. Details, an application form, and an online orientation are also available on the web at *www.umuc.edu/priorlearning*.

EXCL X001 Supplement to Learning Analysis and Planning (0)

(Students should visit *www.umuc.edu/priorlearning* or contact *priorlearning@umuc.edu* for complete requirements.) Prerequisite: EXCL 301. An opportunity to submit additional portfolios for courses not previously targeted. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; a total of 30 credits may be awarded through Portfolio.

EXCL 301 Learning Analysis and Planning (3)

Prerequisite: Formal admission to the program. (Students should visit *www.umuc.edu/priorlearning* or contact *priorlearning@umuc.edu* for complete requirements.) Instruction in the preparation of a portfolio documenting college-level learning gained through life experiences. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; up to 30 credits may be awarded.

FIELD STUDY

UMUC field study courses enable students to earn university credit while traveling to sites of historical or cultural significance throughout the world. Field study courses are available in a variety of subject areas and credit can be awarded at both the lower- and upper-levels.

Before enrolling, students should contact a UMUC academic advisor to determine how a course may apply toward a specific degree program.

Field study courses include the same number of contact hours as equivalent on-site or online courses, with the main difference being that the majority of coursework is done in an accelerated format. Students may register for a field study course at any time during the academic year prior to the registration deadline for the course.

FINANCE

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

- a major in business administration, human resource management, or management studies;
- a minor in business administration or international business;
- an AA in General Studies with accounting, business and management, or management curricula;
- a certificate in management foundations; and
- electives.

FINC 330 Business Finance (3)

(Formerly BMGT 340.) Prerequisites: ACCT 221 and 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. The aim is to examine financial information, identify issues and solve business problems, and make sound business decisions. 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, FINC 330, MGMT 398D, or TMGT 320.

FINC 331 Finance for the Nonfinancial Manager (3)

Development of the financial skills needed by functional experts in human resources, marketing, production, and general management. The objective is to interpret finance and accounting documents and apply that information to sound business decision making. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, stocks and bonds, time value of money, and international financial management. Emphasis is on practical applications to facilitate informed discussions with business professionals for financial decision making. Students may receive credit for only one of the following courses: BMGT 341 or FINC 331.

FINC 340 Investments (3)

(Formerly BMGT 343.) Prerequisite: FINC 330. An introduction to financial investments and portfolio management. The goal is to evaluate and critically analyze asset selection and allocation and perform basic portfolio management activities. Topics include types of securities and securities markets; investment risks, returns, and constraints; portfolio policies and management; and institutional investment policies. Theories, practices, and real world examples are examined and analyzed. Students may receive credit for only one of the following courses: BMGT 343 or FINC 340.

FOREIGN LANGUAGES

In addition to German, Italian, Japanese, Korean, Spanish, and Arabic (see course descriptions under these subjects), courses are currently offered in the following languages: Chinese (CHIN), Dutch (DTCH), French (FREN), Latin (LATN), Modern Greek (MGRK), Portuguese (PORT), Russian (RUSS), and Turkish (TURK).

Courses in foreign languages may be applied as appropriate toward

- the general education requirement in the arts and humanities; and
- electives.

Courses in German, Italian, Japanese, Korean, Spanish, and Arabic may be applied as appropriate toward

- an AA in General Studies with foreign language area studies curriculum; and
- a certificate in foreign language area studies.

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 the 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 language 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 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 SPAN 111 after SPAN 112, or KORN 114 after KORN 115.) A student may not take two different courses in the same foreign language (e.g., SPAN 112 and 114) at the same time.

FRENCH*

For further information, students should refer to Foreign Languages.

* **French courses are offered on-site in Europe only.**

GEOGRAPHY

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

- ♦ the general education requirement in the behavioral and social sciences; and
- ♦ electives.

UMUC offers only a limited number of courses each session in this discipline.

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 110 The World Today: A Regional Geography (3)

An examination of the major regions that make up the world today. Study is organized around the framework of modern and traditional lifestyles.

GEOLOGY

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

- ♦ the general education requirement in the biological and physical sciences; and
- ♦ electives.

UMUC offers only a limited number of courses each session in this discipline.

GEOL 100 Physical Geology (3)

An introductory study of geology, encompassing the Earth, the materials that constitute its makeup, the structure of those materials, and the processes acting on them. The goal is to understand geological principles and how humans impact geological processes. Topics include the rocks and minerals composing Earth, the movement within Earth, and its surface features and the agents that form them and our environment. Discussion also covers energy and mineral resources. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

GEOL 110 Physical Geology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for GEOL 100 or GEOL 120.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geology. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

GEOL 120 Environmental Geology (3)

A review of geologic factors underlying many environmental problems, and the interactions between population and physical environment. Topics include mineral resources, geologic hazards, conservation, land reclamation, land-use planning, waste disposal, and the geologic aspects of health and disease.
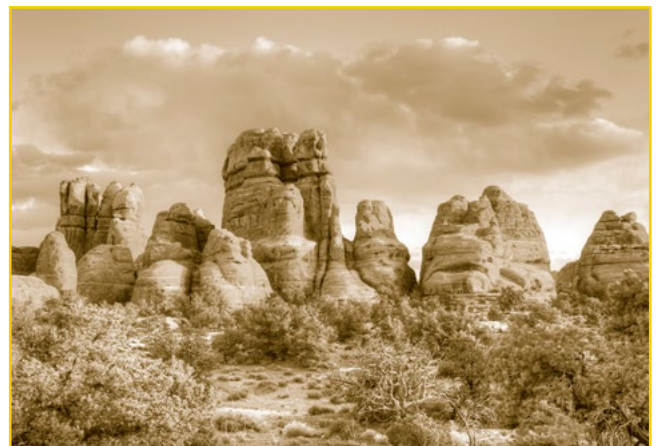
GERMAN*

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

- ✧ the general education requirements in the arts and humanities;
- ✧ an AA in General Studies with foreign language area studies curriculum;
- ✧ a certificate in foreign language area studies; and
- ✧ electives.

Students with prior experience in the German language—either through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMUC—should take a placement exam before enrolling. Students with oral proficiency in German who wish instruction in written German should also take the placement test.

For further information, students should refer to Foreign Languages.

*GERM courses are offered on-site in Europe only.

GERM 111 Elementary German I (3)

(Not open to native speakers of German: assumes no prior knowledge of German. Students with prior experience with the German language should take a placement test to assess appropriate level.) An introduction to the German language. The objective is to communicate in German in some concrete, real-life situations using culturally appropriate language. Aspects of German life and culture are explored through the German language. Students may receive credit for only one of the following courses: GERM 101 or GERM 111.

GERM 112 Elementary German II (3)

(Not open to native speakers of German.) Prerequisite: GERM 111 or appropriate score on a placement test. A continued introduction to spoken and written German. The goal is to communicate in German in concrete, real-life situations relating to oneself and others. German culture and language are explored. Students may receive credit for only one of the following courses: GERM 102 or GERM 112.

GERM 211 Intermediate German I (3)

Prerequisite: GERM 112 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The aim is to communicate in German in real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.

GERM 212 Intermediate German II (3)

Prerequisite: GERM 211 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The objective is to interact effectively with German-speaking individuals in a variety of personal settings and on issues of topical interest in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 115, GERM 202, or GERM 212.

GERM 301 Review Grammar and Composition I (3)

Prerequisite: GERM 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

GERM 333 German Life and Culture I (3)

(Conducted in English.) An examination of German political, social, economic, and cultural life from the tribal migrations to the end of the 18th century. The goal is to analyze both cultural artifacts and the consequences of social movements and social structures in German-speaking countries and to evaluate the development of German life and culture.

GERM 334 German Life and Culture II (3)

(Conducted in English.) An examination of German political, social, economic, and cultural life in the 19th and 20th centuries. The goal is to analyze both cultural artifacts and the consequences of social movements and social structures in German-speaking countries and to evaluate the development of German life and culture.

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 major in East Asian studies or political science;
- ◈ a minor in political science or philosophy; and
- ◈ electives.

GVPT 100 Introduction to Political Science (3)

A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship of political science to the other social sciences; 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 101 Introduction to Political Theory (3)

An overview of the main schools of political theory, including democracy, authoritarianism, and alternative theories. The aim is to demonstrate familiarity with important thinkers and major works in the history of political theory; use theoretical language to analyze and critique political behavior and events; identify strengths and weaknesses of different forms of government; and demonstrate knowledge of crucial concepts (justice, power, authority, the state, social contract, etc.) and their history. Topics include the philosophical foundations of liberalism, socialism, and conservatism, and the core political concepts of justice, power, and authority.

GVPT 170 American Government (3)

A comprehensive study of government in the United States, including the basic principles of American government and political culture. The aim is to explain the vertical and horizontal structure of the American government and the roles of the three federal branches, bureaucracies, and the state governments; describe the development of the American political system and its impact on the political landscape; and explain the processes of the electoral system, political parties, and interest groups to persuade and influence. Institutions, processes, and public policies are examined from a cross-cultural perspective.

GVPT 200 International Political Relations (3)

A study of the major factors underlying international relations, the methods of conducting foreign relations, and the means of avoiding or alleviating international conflicts. The objective is to interact with global communities, contribute to policy formation, analyze differing worldviews, and apply historical and cultural contexts to identify probable outcomes of disputes. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

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 280 Comparative Politics and Government (3)

An introductory study of institutional patterns and trends in a variety of countries with dissimilar governmental styles. The goal is to compare the stages of political development in the modern state system on a spectrum ranging from liberal democracies to authoritarian regimes. Discussion covers ethnic conflict and economic inequality in relation to the success and failure of governmental approaches in solving compelling issues.

GVPT 403 Law, Morality, and War (3)

Prerequisite: WRTG 101 or WRTG 101S. A study of just war traditions. The objective is to make informed decisions and analyze conflict. Discussions cover the theoretical and practical connections between law, war, and morality.

GVPT 406 Global Terrorism (3)

Prerequisite: WRTG 101 or WRTG 101S. An examination of the development of global terrorism and its impact on the international community. The goal is to participate in strategy and policy formulation and implementation, evaluate threats, and assess infrastructures that support global terrorist organizations. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.

GVPT 407 State Terrorism (3)

(Formerly GVPT 401B and GVPT 401C. Not open to students who have completed GVPT 401B or GVPT 401C.) An examination of the use of force and power (terrorism) by states against various populations to advance the interests of their civilization or state. The objective is to apply knowledge of culture, tradition, ideology, and methodology to comprehend state terrorism; analyze risk to national security; and explain how domestic climates and international relationships interact to support state terrorism. Topics include state behavior and norms; state interests, power, and force; application of power and force; and coercion within and among civilizations.

GVPT 408 Counterterrorism (3)

An investigation of counterterrorism (including its historical context), focusing on the evaluation of threats and the formulation of defeat strategies. The aim is to evaluate response strategies, help improve offensive and defensive planning, and construct a defeat strategy for a terrorist threat. Students may receive credit for only one of the following courses: GVPT 399H or GVPT 408.

GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)

An advanced examination of the impact of terrorism on the homeland security of the United States since the attacks of September 11, 2001. The objective is to more fully understand the concepts of homeland security within a federal system. Topics include the National Strategy for Homeland Security and the Patriot Act, their effect on civil liberties and civil rights, the changing face of terrorism in the United States, intelligence systems, and critical infrastructure protection. Students may receive credit for only one of the following courses: GVPT 409 or GVPT 498X.

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;
- a major in East Asian studies, history, or humanities;
- a minor in East Asian studies, history or women's studies; and
- electives.

HIST 141 Western Civilization I (3)

Recommended: WRTG 101 or WRTG 101S. A survey of the history of Western civilization from antiquity through the Reformation. The objective is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)

Recommended: WRTG 101 or WRTG 101S. A survey of the history of Western civilization from the Reformation to modern times. The goal is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies.

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

A survey of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. The aim is to locate, evaluate, and use primary and secondary sources and interpret current events and ideas in a historical context. 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 objective is to use primary and secondary sources to describe U.S. historical events and interpret current events and ideas in a historical context. Discussion covers the rise of industry and the emergence of the United States as a world power. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 255 African American History (3)

A survey of the African American in American history. Topics include the African background, slavery, and the role of blacks in the social, political, economic, cultural, and artistic life of the United States. Emphasis is on enduring themes and the black experience in American society, including contemporary problems in race relations.

HIST 266 The United States in World Affairs (3)

A study of the United States as an emerging world power and of the domestic response to the nation's changing status in world affairs. Emphasis is on the relationship between the internal and the external development of the nation.

HIST 289 Historical Methods (3)

Prerequisite: A 100-level HIST course. An introduction to historical methods, approaches, and techniques. The goal is to explain what history is and why it matters, identify historical paradigms, and employ the moral and ethical standards of the historical profession. Focus is on the philosophical and practical skills employed by historians.

HIST 309 Historical Writing (3)

Prerequisite: HIST 289. A study of the historical research and writing process. The goal is to construct a framework for an original historical research project, locate and evaluate source materials, and demonstrate proficiency in research methods.

HIST 337 Europe's Bloodiest Century (3)*

An investigation of the political, economic, and cultural development of Europe since 1914, with emphasis on the factors involved in the two world wars and their worldwide effects and significance. The objective is to evaluate causes, courses, and consequences of armed conflicts in Europe during the 20th century to interpret their effects on contemporary society.

* Course offered on-site in Europe only.

HIST 364 Emergence of Modern America: 1900 to 1945 (3)

Prerequisite: A writing course. Recommended: WRTG 291. A study of the emergence of modern American institutions and identities in the years 1900-45. The aim is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Discussion also covers 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)

Prerequisite: A writing course. Recommended: WRTG 291. An investigation of U.S. history from the end of World War II to the events of September 11, 2001. The goal is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include social turmoil, the Cultural Revolution, the role of the United States in the world, economic trends, military conflicts, consumerism, political and public scandals, and globalization.

HIST 381 America in Vietnam (3)

Prerequisite: A writing course. Recommended: WRTG 291. An examination of the complexity of the lengthy involvement of the United States in Vietnam. The goal is to engage in divergent historical interpretations and develop personal conclusions and perspectives about America's role in Vietnam and its legacy. Discussion covers the social, cultural, political, and military dimensions of the Vietnam War, beginning with the declaration of Vietnamese independence at the conclusion of World War II. Emphasis is on the influence of the media in shaping government policy and public opinion. Students may receive credit for only one of the following courses: BEHS 337 or HIST 381.

HIST 382 The Korean War (3)*

Prerequisite: A writing course. Recommended: WRTG 291. 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.

* Course offered on-site in Asia only.

HIST 383 Korean History (3)*

Prerequisite: A writing course. Recommended: WRTG 291. 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 only once under this course title.

* Course offered on-site in Asia only.

HIST 441 Modern Germany (3)*

Prerequisite: A writing course. An examination of the history of Germany during the 20th century. Topics include the aims and policies of Germany during World War I, the country's condition and policies in the period between the wars, the rise of national socialism, the outbreak of World War II, and postwar conditions.

* Course offered on-site in Europe only.

HIST 465 World War II (3)

An investigation of the nature of the Second World War. The aim is to analyze the factors that contributed to World War II, investigate the influences of war-time ideologies, and examine how warfare accelerated advances in science and technology. Topics include the origins of the war; the political, military, economic, and social circumstances of the war and their impact and legacy; and the extent to which the war changed the world that we live in.

HIST 480 A History of China to 1912 (3)*

A study of the history of China from Confucius (around 500 BC) to the demise of the Qing Dynasty in 1912. The objectives are to interpret, educate, and advise others based on a historical, cultural, and social awareness of traditional China. Emphasis is on the changes within Chinese political, social, cultural, and philosophical structures that have molded the history of China and its peoples.
Course offered on-site in Asia only.

HIST 481 History of China from 1839 to 1997 (3)*

A study of the history of China after the demise of the Qing Dynasty through Deng Xiaoping. The goal is to interpret, educate, and advise others based on a historical, cultural, and social awareness of modern China. Emphasis is on revolution and reform and the effects these changes had on the emergence of China as a world power.
Course offered on-site in Asia only.

HIST 482 History of Japan to 1800 (3)*

Prerequisite: A writing course. Recommended: WRTG 291. An examination of traditional Japanese civilization from the age of Shinto mythology to the late Edo period. The aim is to interpret, educate, and advise others based on a historical, cultural, and social awareness of traditional Japan.
Course offered on-site in Asia only.

HIST 483 History of Japan Since 1800 (3)*

Prerequisite: A writing course. Recommended: WRTG 291. An examination of Japan's emergence as an industrial society and world power. The goal is to interpret, educate, and advise others based on a historical, cultural, and social awareness of modern Japan. Discussion covers Japan's role in World War II, postwar recovery, and re-emergence as an exporter of cultural goods.
Course offered on-site in Asia only.

HOMELAND SECURITY

Courses in homeland security (designated HMLS) may be applied as appropriate (according to individual program requirements) toward

- a minor in homeland security; and
- certain UMUC graduate degree programs, where recognized as equivalent coursework (specific equivalencies are detailed in the *UMUC Graduate Catalog*); and
- electives.

HMLS 302 Introduction to Homeland Security (3)

Prerequisite: WRTG 101 or WRTG 101S. An introduction to the theory and practice of homeland security in both the public and private sector at national, regional, state, and local levels. The objective is to apply management concepts to homeland security, identify legal and policy issues related to homeland security, and compare the four phases of homeland security. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

HUMANITIES

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

- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

HUMN 100 Introduction to Humanities (3)

An introduction to the humanities through a review of some of the major developments in human culture. The goal is to analyze underlying assumptions about the way societies are formed and run and how societies express their ideas through art, literature, architecture, music, and philosophy. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 351 Myth in the World (3)

A presentation of myths from around the globe. The goal is to examine the interface between myths and cultural forms such as literature, art, and religion. Topics include sacred places and objects, goddesses and gods, heroes and tricksters, and stories of creation and destruction. Discussion also covers implicit values in the myths that shape cultural and individual identity and affect the social landscape.

HUMAN RESOURCE MANAGEMENT

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

- ✧ a major in human resource management, business administration, or management studies;
- ✧ a minor in human resource management, business administration, international business;
- ✧ an AA in General Studies with business and management or management curricula;
- ✧ a certificate in human resource management or management foundations; and
- ✧ electives.

HRMN 300 Human Resource Management (3)

A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

A study of the structure of communication in organizations. The goal is to apply theory and examples to improve managerial effectiveness in communication and negotiation. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. 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 survey of contemporary labor relations practices. The aim is to research and analyze labor relations issues and support the labor relations process. Discussion covers the history of organized labor in the United States, the role of third parties, organizing campaigns, the collective bargaining process, and the resolution of employee grievances. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 365 Conflict Management in Organizations (3)

Recommended: HRMN 300. An introduction to the sources and causes of conflict in organizations, as well as effective strategies and systems for managing conflict. The objective is to identify, analyze, and evaluate strategies and systems for managing conflict in the workplace. Topics include alternative approaches to negotiation, facilitation, mediation, and arbitration. Students may receive credit for only one of the following courses: BMGT 398X, HRMN 365, or MGMT 398X.

HRMN 400 Human Resource Management: Issues and Problems (3)

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 goal is to research and evaluate issues and present strategic solutions. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. A review of research findings, readings, discussions, case studies, and applicable federal regulations supports the critical evaluation of human resource problems. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 406 Employee Training and Development (3)

Prerequisite: HRMN 300. A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. Students may receive credit for only one of the following courses: BMGT 360, HRMN 406, or TMGT 360.

HRMN 408 Employment Law for Business (3)

(Designed for managers and human resource professionals.) Recommended: HRMN 300. A conceptual and functional analysis of the legal framework of employment relations. The aim is to understand employment law; comply with laws and regulations; and evaluate rights, obligations, and liabilities in the employment process, from hiring and staffing to compensation and layoff. Topics include discrimination based on race, national origin, religion, sex, affinity and sexual orientation, age, and disability; the hiring process, testing, and performance appraisal; employee privacy; wrongful discharge; employee benefits; health and safety; independent contractors; and labor unions. 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, digital media and web technology, or cybersecurity;

✧ a minor in cybersecurity or information systems management

✧ an AA in General Studies with computer studies curriculum;

✧ a certificate in management foundations or project management; and

✧ electives.

IFSM 201 Concepts and Applications of Information Technology (3)

(Access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software, required.) A practical application of information technology for personal and professional productivity. The objective is to use technology appropriately and fluently to organize, analyze, and communicate information. Topics include hardware, software, office applications, information security and ethics, and the Internet. 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)

(Access to Microsoft Office or equivalent required.) Prerequisite: IFSM 201. An overview of information systems and how they provide value by supporting organizational objectives. The goal is to analyze business strategies to recognize how technology solutions enable strategic outcomes and to identify information system requirements by analyzing business processes. Discussion covers concepts of business processes and alignment of information systems solutions to strategic goals.

IFSM 301 Foundations of Information Systems Management (3)

Prerequisite: IFSM 300. An overview of information technology management and governance. The goal is to be familiar with IT organizations, management of IT strategy, and factors in IT decision-making. Topics include strategic alignment, portfolio management, risk management, business continuity, compliance, and organizational relationships.
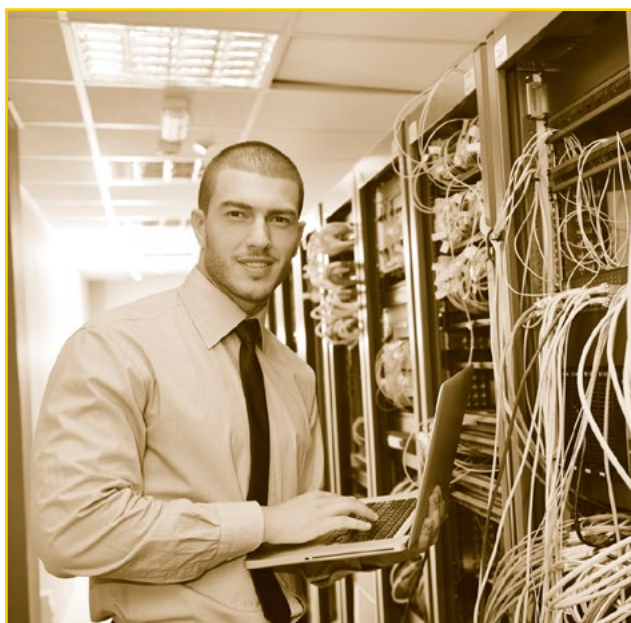
IFSM 304 Ethics in Information Technology (3)

Recommended: IFSM 201. A comprehensive study of ethics and of personal and organizational ethical decision making in the use of information systems in a global environment. The aim is to identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values on an ethical workplace.

IFSM 305 Information Systems in Health Care Organizations (3)

Prerequisite: IFSM 201. An overview of how information systems provide value by supporting organizational objectives in the health care sector. The goal is to evaluate how technology solutions support organizational strategy in the health care environment and improve quality of care, safety, and financial management. Topics include the flow of data among disparate health information systems, and the ethical, legal, and regulatory policy implications.

IFSM 310 Software and Hardware Infrastructure Concepts (3)

Prerequisite: IFSM 301. A study of the hardware, software, and network components of computer systems and their interrelationships. The objective is to select appropriate components for organizational infrastructures. Discussion covers the application of system development life cycle methodology to build secure integrated systems that meet business requirements. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 311 Enterprise Architecture (3)

Prerequisite: IFSM 301. A study of enterprise architecture and frameworks, including the transition of current business processes and functional systems to an enterprise solution. The aim is to analyze how enterprise architecture and resulting enterprise systems support an organization's ability to adapt and respond to a continually changing business and competitive environment.

IFSM 370 Telecommunications in Information Systems (3)

(Formerly CSIA 302.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunication infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, CSIA 302, IFSM 370, or IFSM 450.

IFSM 432 Business Continuity Planning (3)

Prerequisite: IFSM 311. An analysis of the requirements for business continuity and disaster recovery planning related to mission critical business information systems. The goal is to assess the risk to continuity of business processes, develop a Business Continuity/Disaster Recovery Plan according to industry standards and best practices, and develop a test plan. Topics include risk assessment and organizational requirements for maintaining systems. A group project is designed to produce and validate a comprehensive business continuity and disaster recovery plan. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

IFSM 433 Information Security Planning and Needs Assessment (3)

Prerequisite: IFSM 301. In-depth practice in developing an information security plan that documents security solutions for an enterprise business application. The aim is to analyze a business environment to assess information security risks, identify security requirements and controls to address threats and vulnerabilities and conduct appropriate evaluation and cost-benefit analysis, and develop a comprehensive information security plan. Topics include the identification of security requirements based on business needs; key domains based on industry-accepted standards and best practices, including standard National Institute of Standards and Technology (NIST) and International Organization for Standardization (ISO) frameworks; the roles and responsibilities of the ISSM (information systems security manager) and the ISSO (information systems security officer); and the need for ongoing monitoring and updating of information security plans to address new vulnerabilities and emerging threats. Students may receive credit for only one of the following courses: CSIA 303, IFSM 430, IFSM 433, or IFSM 498N.

IFSM 438 Information Systems Project Management (3)

Prerequisite: IFSM 300. A practical application of project management principles and procedures. The objective is to manage and control IT projects in alignment with organizational strategic goals and within resource constraints and to manage high-performing project teams to implement IT solutions. Topics include the development, control, and execution of plans to manage information systems projects as part of a team and the use of Microsoft Project to develop project schedules and related components. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 461 Systems Analysis and Design (3)

Prerequisite: CMIS 320, IFSM 311, and IFSM 438. A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build, and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, and IFSM 461.

ITALIAN*

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

- the general education requirements in the arts and humanities;
- an AA in General Studies with foreign language area studies curriculum;
- a certificate in foreign language area studies; and
- electives.

For further information, students should refer to Foreign Languages.

*ITAL courses are offered on-site in Europe only.

ITAL 111 Elementary Italian I (3)

(Not open to native speakers of Italian: assumes no prior knowledge of Italian. Students with prior experience with the Italian language should take a placement test to assess appropriate level.) An introduction to the Italian language. The objective is to communicate in Italian in some concrete, real-life situations using the appropriate level of formality. Italian culture, historical references, current events, and geography are explored through the Italian language.

ITAL 112 Elementary Italian II (3)

(Not open to native speakers of Italian.) Prerequisite of ITAL 111 or appropriate score on placement test. A continued introduction to the Italian language. The goal is to listen to, speak, read, and write Italian in concrete, real-life situations and in culturally appropriate ways. Students will continue to explore Italian culture, historical references, current events, and geography through the Italian language, using authentic materials when possible.

ITAL 211 Intermediate Italian I (3)

Prerequisite: ITAL 112 or appropriate score on a placement test. An intermediate-level study of the Italian language. The aim is to improve listening, speaking, reading, and writing skills in Italian, and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Authentic Italian materials are used as much as possible to explore aspects of Italian life and culture.

ITAL 212 Intermediate Italian II (3)

Prerequisite: ITAL 211 or appropriate score on a placement test. Further intermediate-level study of the Italian language. The objective is to listen to, speak, read, and write Italian and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Continued exploration of aspects of Italian life and culture are explored through authentic materials.

ITAL 301 Review Grammar and Composition I (3)

Prerequisite: ITAL 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

ITAL 333 Italian Life and Culture I (3)

(Conducted in English.) A study of Italian life and culture from Roman times to the Renaissance.

ITAL 334 Italian Life and Culture II (3)

(Conducted in English.) A study of Italian life and culture from the Renaissance to the present.

JAPANESE*

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

- the general education requirement in the arts and humanities
- a major or minor in East Asian studies;
- an AA in General Studies with foreign language area studies curriculum; and
- a certificate in foreign language area studies; and
- electives.

For further information, students should refer to Foreign Languages.

* JAPN courses are offered on-site in Asia only.

JAPN 111 Elementary Japanese I (3)

(Not open to native speakers of Japanese: assumes no prior knowledge of Japanese. Students with prior experience with the Japanese language should take a placement test to assess appropriate level.) An introduction to spoken and written Japanese language. The objective is to communicate in Japanese in some concrete, real-life situations using culturally appropriate language; read and write hiragana; and read some katakana words in context.

JAPN 112 Elementary Japanese II (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 111 or appropriate score on a placement test. A continued introduction to spoken and written Japanese. The goal is to communicate in Japanese in concrete, real-life situations using culturally appropriate language; read and write katakana; and recognize some kanji characters in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

JAPN 114 Elementary Japanese III (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 112 or appropriate score on a placement test. Further study of spoken and written Japanese. The aim is to communicate in Japanese in a variety of concrete, real-life situations, using culturally appropriate language and to expand recognition of kanji characters in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

JAPN 115 Elementary Japanese IV (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 114 or appropriate score on a placement test. Further development of skills in elementary spoken and written Japanese. The aim is to interact effectively with native speakers of Japanese in a variety of real-life situations using culturally appropriate language and to recognize and distinguish more commonly used kanji characters in context. Practice is provided in fine-tuning pronunciation and applying language skills to a range of contexts.

JAPN 221 Intermediate Japanese I (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 115 or appropriate score on a placement test. Development of skills in intermediate spoken and written Japanese. The aim is to interact effectively with native speakers of Japanese in a range of personal and professional situations and to recognize and read approximately 275 Japanese characters in context. Focus is on using culturally appropriate language in a variety of contexts.

JAPN 222 Intermediate Japanese II (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 221 or appropriate score on a placement test. Further development of skills in intermediate spoken and written Japanese. The aim is to communicate effectively with native speakers of Japanese in a broad range of personal and professional situations and to recognize and read approximately 320 Japanese characters in context. Practice is provided in interacting with others in a variety of interpersonal contexts.

JAPN 224 Intermediate Japanese III (3)

Prerequisite: JAPN 222. Continued advanced integrated study of Japanese. Emphasis is on reading, writing, and cultural phrases.

JAPN 225 Intermediate Japanese IV (3)

Prerequisite: JAPN 224. Continued advanced integrated study of Japanese. Emphasis on reading, writing, and cultural phrases.

JOURNALISM

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

- ✧ a major or minor in communication studies; and
- ✧ electives.

JOUR 201 fulfills the general education requirement in communications.

JOUR 201 Introduction to News Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or WRTG 101S. An introduction to writing news articles for print and electronic media. The aim is to evaluate the newsworthiness of information and events and write in journalistic style. Emphasis is on writing—from mechanics (grammar, spelling, punctuation, and journalistic style) to content (accuracy, completeness, audience, and readability)—and reporting.

KOREAN*

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

- ✧ the general education requirement in the arts and humanities
- ✧ a major or minor in East Asian studies;
- ✧ an AA General Studies with foreign language area studies curriculum; and
- ✧ a certificate in foreign language area studies; and
- ✧ electives.

For further information, students should refer to Foreign Languages.

* **KORN courses are offered on-site in Asia only.**

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, 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 ability 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.

LIBRARY SKILLS AND INFORMATION LITERACY

Courses in library skills (designated LIBS) may be applied toward

◇ the general education requirement in information literacy.

Degree-seeking students must complete LIBS 150 (or present its equivalent in transfer) during the first 18 credits of enrollment at UMUC.

LIBS 150 Introduction to Research (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using web search engines and UMUC Information and Library Services' electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

MARKETING

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

◇ a major in marketing, business administration, human resource management, or management studies;

◇ a minor in marketing, business administration, human resource management, or international business;

◇ an AA in General Studies with business and management or management studies curricula;

◇ a certificate in management foundations; and

◇ electives.

MRKT 310 Marketing Principles (3)

A foundation in the principles of marketing used to manage profitable customer relationships. The objective is to understand the pivotal role of marketing within both an organization's strategic plan and the marketing process and determine marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 354 Integrated Marketing Communications (3)

Prerequisite: MRKT 310. A project-driven study of the integration of marketing communication tools used to achieve customer-centered marketing communications objectives. The goal is to develop and evaluate an integrated marketing communications plan and manage the marketing communications function. Topics include advertising, direct marketing, public relations, sales promotion, interactive and social media, buzz marketing, and personal selling. Students may receive credit for only one of the following courses: BMGT 354 or MRKT 354.

MRKT 395 Managing Customer Relationships (3)

Prerequisite: MRKT 310. A comprehensive study of marketing strategies focused on identifying profitable customers, retaining those customers, and growing their lifetime value. The aim is to identify and differentiate individual customers and customer groups, use data to determine customer interactions, and determine how to provide customization within a mass customization environment. Topics include data mining to identify individual customers, determining loyalty segments of customers, assessing the lifetime revenue value of customers, understanding customer behavior, developing programs to change customer behavior, and designing customer loyalty and customer service programs and policies. Discussion also covers various customer relationship management (CRM) technology–related tools and metrics to support management's assessment of customer relationship management efforts. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, MGMT 398A, or MRKT 395.

MRKT 454 Global Marketing (3)

Prerequisite: MRKT 310. An in-depth study of marketing principles as they relate to the global marketplace. The aim is to apply marketing principles and strategies to global organizations and markets. Discussion covers the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics also include the political, economic, legal, regulatory, and sociocultural trends affecting international marketing; the dynamic environments in which global marketing strategies are formulated; and the challenge of implementing marketing programs leading to competitive advantage.

MATHEMATICS

Courses in mathematics (designated MATH) may be applied as appropriate, with the exception of MATH 001, 009, and 012, for example, toward

✧ the general education requirement in mathematics; and

✧ electives.

Beginning-level courses such as MATH 009 and 012 are designed to help students build confidence and skills in basic mathematics. Placement tests are required for enrollment in MATH 012, 106, 107 and recommended for enrollment in MATH 103. Due to their preparatory nature, the institutional credits earned for Math 009 and 012 do not apply toward a degree and will not transfer to other colleges and universities.

Based on the score that the student achieves on a UMUC placement exam, one or more of these courses serve as the student's prerequisite(s) for MATH 106 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). 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.

Students are expected to own and use scientific calculators in all mathematics and statistics courses.

Degree-seeking students should complete the math general education requirement (or present the equivalent in transfer) during their first 18 credits of enrollment at UMUC.

MATH 009 Introductory Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) A comprehensive review of real number properties and operations, including fractions, percentages, operations with signed numbers, and geometric formulas. The objective is to develop fluency in the language of introductory algebra; develop number sense and estimation skills; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include linear equations and inequalities, equations of lines, graphs on number lines and rectangular coordinate systems, rules of exponents, and operations on polynomials. 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. The goal is to demonstrate number sense and estimation skills; interpret mathematical ideas using appropriate terminology; manipulate, evaluate, and simplify real-number and algebraic expressions; and translate, solve, and interpret applied problems. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as finance, science, and the physical world). Topics include polynomials; factoring; exponents and their notation; rational expressions and equations; rational exponents and radical expressions; 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 103 College Mathematics (3)

Prerequisite: MATH 012 or approval of the department. This course is not intended for students planning to take MATH 107 or higher-numbered mathematics courses and does not serve as a prerequisite for these courses. This course focuses on data driven applications and the development of critical thinking skills related to mathematics. Topics include problem solving, equations, inequalities, linear systems, graphs, functions, consumer mathematics, financial management, probability, and statistics.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107–108. An alternative to MATH 115). Prerequisite: MATH 012 or an appropriate result on the placement test. An introduction to equations and inequalities, and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. The objective is to apply appropriate technology and demonstrate fluency in the language of algebra; communicate mathematical ideas; perform operations on real numbers, complex numbers, and functions; solve equations and inequalities; analyze and graph circles and functions; and use mathematical modeling to translate, solve, and interpret applied problems. Technology is used for data modeling. Discussion also covers applications. Students may receive credit for only one of the following courses: MATH 107 and MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107–108. An alternative to MATH 115.) Prerequisite: MATH 107 or an appropriate result on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 130 Calculus A (3)

Prerequisite: MATH 108, MATH 115, or an appropriate result on the placement test. 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 140 Calculus I (4)

Prerequisite: MATH 108 or MATH 115. An introduction to calculus. The goal is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; and solve problems by identifying, representing, and modeling functional relationships. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, MATH 140, or MATH 220.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions. The aim is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; model and solve problems using integrals and interpret the results; and use infinite series to approximate functions to model real world scenarios. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, MATH 141, or MATH 221.

MODERN GREEK*

For further information, students should refer to Foreign Languages.

* **Modern Greek courses are offered on-site in Europe only.**

MUSIC

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

- the general education requirement in the arts and humanities;
- a major in humanities;
- a minor in humanities; and
- electives.

UMUC offers a limited number of courses each session in this discipline.

MUSC 130 Survey of Western Music Literature (3)

An introduction to the major historical styles and forms of Western classical music. Focus is on selected masterworks, their composers and cultural context, and hallmarks of the styles they represent. Works are studied through reading, discussion, and active listening to recordings and live performances. Students may receive credit for only one of the following courses: HUMN 130, MUSC 130, or MUSC 131.

MUSC 210 Music as Cultural Expression (3)

A study of the role of music in various cultures. The objective is to identify key features that define various genres of world music, articulate the roles and functions of music in world cultures, use the medium of music to explore intercultural relationships, and consciously define personal musical perspectives. Discussion covers music from various cultural traditions and the contexts in which composers and musicians practice their craft. Students may receive credit for only one of the following courses: HUMN 211 or MUSC 210.

MUSC 391 Great Composer Series: Beethoven (3)

A survey of the life and music of Beethoven. Biographical data, a historical and cultural overview of Beethoven's Vienna, and analytical studies of representative works by Beethoven are included.

MUSC 436 Jazz: Then and Now (3)

An examination of jazz in America during the past 75 years—its major styles and influential artists. Students may receive credit for only one of the following courses: HUMN 436 or MUSC 436.

NATURAL SCIENCE

Courses in natural science (designated NSCI) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences; and
- electives.

NSCI 100 Introduction to Physical Science (3)

(For students not majoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to physical science. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, the role of the physical sciences in interpreting the natural world, and the integrated use of technology. Students may receive credit for only one of the following courses: GNSC 100, NSCI 100, or NSCI 103.

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. Prerequisite or corequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover 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.

NSCI 110 Introduction to Oceanography (3)

(For students not majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover the development of scientific thinking, the scientific method, the relationships among the various physical sciences, the role of the physical sciences in interpreting the natural world, and the integrated use of technology. Students may receive credit for only one of the following courses: GNSC 100, NSCI 100, or NSCI 103.

NSCI 170 Concepts of Meteorology (3)

(For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of atmospheric science. The goal is to use scientific and quantitative reasoning to make informed decisions about topics related to atmospheric science. Topics include the effect of different weather elements (such as temperature, pressure, winds, and humidity) on weather patterns and climate. Discussion also covers weather phenomena such as El Niño, thunderstorms, tornadoes, tropical cyclones, and midlatitude cyclones, as well as the impact of humans on Earth's atmosphere. Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

NSCI 171 Laboratory in Meteorology (1)

(For students not majoring or minoring in a science. With NSCI 170, fulfills the laboratory science requirement only with previous or concurrent credit for NSCI 170 or GNSC 170.) Prerequisite: MATH 012 or higher. Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in meteorology. Focus is on the observation, measurement, and analysis of weather data, including the interpretation of weather patterns and conditions found on weather maps, satellite images, radar imagery, and atmosphere diagrams. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

NUTRITION

Courses in nutrition (designated NUTR) may be applied as appropriate toward

✧ the general education requirement in the biological and physical sciences; and

✧ electives.

NUTR 100 Elements of Nutrition (3)

A study of the fundamentals of human nutrition. The changing nutritional needs of individuals and families are explored. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

PHILOSOPHY

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

✧ the general education requirement in the arts and humanities;

✧ a major in East Asian studies or humanities;

✧ a minor in East Asian studies, humanities, philosophy, or women's studies; and

✧ electives.

UMUC offers only a limited number of courses each session in this discipline.

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The goal is to identify and consider central, recurring problems of philosophy. Emphasis is on developing awareness of the significance of philosophical problems and learning to offer rationally justifiable solutions. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 127 Living Religions of the World (3)

(Formerly HUMN 127.) An examination of the cultural construction of religious and nonreligious identity within the diverse world community. The goal is to understand the role of religion in current events. Discussion covers the world's major living religious traditions: Hinduism, Buddhism, Christianity, Judaism, and Islam. Students may receive credit for only one of the following courses: HUMN 127, PHIL 127, or RLST 125.

PHIL 140 Contemporary Moral Issues (3)

An exploration of how philosophical analysis can serve as a foundation for thinking clearly about moral issues. The aim is to offer rational argument about ethical problems. Problems analyzed 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 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 336 Ideas Shaping the 21st Century (3)

An overview of ideas and philosophies likely to affect humanity and this planet in the 21st century. The goal is to identify and understand predominant modes of thought; critically evaluate ideas that affect ways of living; articulate the principles underlying cooperation and dissent among different cultures, institutions, and individuals; and trace the influence of key ideas across various realms of human activity to navigate the challenges of the modern world. Students may receive credit for only one of the following courses: HUMN 336 or PHIL 336.

PHIL 346 Contemporary Sexual Ethics (3)

(Formerly HUMN 442.) An inquiry into ethical considerations of contemporary sexual behavior. Topics include the changing dynamics between male and female (modes, expectations, and codes); the increase of sexual activity and freedom (premarital, postmarital, and extramarital); laws, such as those concerning abortion, homosexuality, and rape (whether outside or within marriage); the sexual rights of women; and speculations about ethical dimensions of human sexual activity in the future. Students may receive credit for only one of the following courses: HUMN 442 or PHIL 346.

PHIL 348 Religions of the East (3)*

An examination of the religions of the East, including Jainism, Sikhism, Hinduism, Buddhism, Chinese religions, and Shinto. The aim is to gain a historical perspective on world events and understand the interrelationships of these religious traditions, historically and doctrinally. Students may receive credit for only one of the following courses: HUMN 348, HUMN 350, or PHIL 348.

Course offered on-site in Asia only.

PORTUGUESE*

For further information, students should refer to Foreign Languages.

* **Portuguese courses are offered on-site in Europe only.**

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 in psychology or social science;
- ◇ a minor in psychology, diversity awareness, or women's studies; 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. The goal is to apply major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 101 Psychology of Adjustment (3)

(Formerly PSYC 235.) A survey of psychological principles and their applications to areas such as stress coping strategies, social influence, interpersonal communication, relationships, careers and work, and physical health. The objective is to apply knowledge of the scientific approach and psychological principles to issues of adjustment in everyday life. Students may receive credit for only one of the following courses: PSYC 101 or PSYC 235.

PSYC 300 Research Methods in Psychology (3)

(Formerly PSYC 305.) Prerequisites: PSYC 100 and STAT 225 (or PSYC 200). A survey of research methods focusing on the fundamentals of research design and behavior. The aim is to apply research methodologies critically and creatively to communicate effectively about the domains of psychology. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results.

PSYC 301 Biological Basis of Behavior (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to the anatomical structures and physiological processes that determine behavior. The objective is to use scientifically valid resources to communicate effectively about the biological basis of 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, and language), as well as the basic functioning of the nervous system.

PSYC 306F Psychology of Happiness (1)

An introduction to the theories, concepts, and research related to the psychology of happiness, as well as implications for psychotherapy. The objective is to identify biological, cultural, and social theories in the study of happiness. Topics include neurobiological and cultural determinants of well-being, fulfillment in work and relationships, sources of unhappiness, and psychological approaches to increasing contentment and satisfaction.

PSYC 307D Improving Memory and Thinking (1)

An introduction to the theories and methods of improving memory and thinking. The goal is to apply psychological research models to explain the memory process. Topics include the memory functions of encoding, storage, retrieval, and loss, as well as strategies for improving memory.

PSYC 309K Managing Interpersonal Stress and Conflict (1)

An exploration of the nature and causes of stress and techniques for its management. The aim is to identify a variety of techniques to mitigate stress. Topics include psychological processes that cause interpersonal conflict and those that can bring about its reduction, as well as interpersonal and group factors, such as cooperation and negotiation.

PSYC 310 Sensation and Perception (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and tactile senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world. The objective is to apply an understanding of complex neural and behavioral processes to evaluate research and analyze variations within and between species.

PSYC 321 Social Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the influence of social factors on individual and interpersonal behaviors. The objective is to analyze the underlying causes of individual and group behavior and the ways in which group attitudes and behaviors are related. Topics include conformity, attitudinal change, personal perception, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)

Prerequisite: PSYC 100. An examination of human sexuality and sexual behavior. The objective is to apply knowledge of the physiology and psychology of human sexuality. Topics include sexual anatomy, intimate relationships, sexual health, and sexual identity across the lifespan. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

PSYC 334 Psychology of Interpersonal Relationships (3)

Prerequisite: PSYC 100. A study of interpersonal dynamics and how relationship skills can result in healthy or unhealthy behaviors, from the beginning to the end of a relationship. The goal is to apply knowledge of interpersonal dynamics to evaluate behaviors. Discussion covers effective communication and conflict resolution skills as well as ways that advances in technology have altered societal understandings of interpersonal dynamics.

PSYC 335 Theories of Personality (3)

(Formerly PSYC 435.) Prerequisite: PSYC 100. Recommended: PSYC 300. A study of major theories and perspectives on personality. The goal is to explain and evaluate major concepts in personality. Topics include trait, psychodynamic, behavioral, and humanistic theories. Methods of personality research and relevant findings are also introduced. Students may receive credit for only one of the following courses: PSYC 335 or PSYC 435.

PSYC 341 Memory and Cognition (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to basic models; methods of research; and findings in the fields of memory, problem solving, and language. The objective is to apply knowledge of cognitive processes to a variety of situations including organizational and educational settings. Both applications and theory are explored.

PSYC 342 Foundations of Learning (3)

(Formerly PSYC 441.) Prerequisite: PSYC 100. Recommended: STAT 225 (or PSYC 200) and PSYC 300. A review and analysis of the major phenomena and theories of human learning. The objective is to provide students with the foundations of learning and practical applications of the theories. Topics include: conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research. Students may receive credit for only one of the following courses: PSYC 342 or PSYC 441.

PSYC 351 Lifespan Development (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An integrated study of the biological, socioemotional, and cognitive development of humans from conception through death. The aim is to apply knowledge of lifespan development to interpersonal, community, and organizational relationships. Emphasis is on the interaction of nature and nurture on one's physiology, capability, and potential at each progressive stage of development.

PSYC 352 Child and Adolescent Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of research and theory focusing on psychological development, from conception through adolescence. The objective is to apply knowledge of child and adolescent development through critical and creative analysis of cases and situations. Topics include physiological, conceptual, and behavioral changes and the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 352, PSYC 355, or PSYC 356.

PSYC 353 Abnormal Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of mental disorders across the lifespan. The goal is to evaluate emerging issues in abnormal psychology. Topics include the identification and diagnosis of specific disorders and the evolution of treatment protocols. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being. The aim is to apply analysis of cultural factors to make decisions, solve problems, and communicate effectively. Issues of globalization, diversity, cultural bias, and cross-ethnic communication are addressed.

PSYC 357 Adulthood and Aging (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An overview of the development of physiological, intellectual, and interpersonal social functioning from early adulthood through the end of life. The objective is to apply knowledge of adult development critically and creatively to explain particular cases. Topics include theory and research in adult development.

PSYC 361 Industrial and Organizational Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 321. A general survey of the field of industrial/organizational psychology. The objective is to examine the behavioral, sociocultural, and ethical factors that influence workplace environments. Topics include entering into the organization and evaluating and changing individual workplace behaviors.

PSYC 386 Psychology of Stress (3)

Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. The aim is to apply stress management techniques to remediate the negative impact of stress. Stress is studied as the product of the interactions among one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is examined in relation to the stresses produced in a variety of contexts, such as families and work organizations. Students may receive credit for only one of the following courses: BEHS 463, HLTH 285, or PSYC 386.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 335. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. The goal is to evaluate current trends in content and methodology. Topics include counseling protocols in various applied settings.

PSYC 436 Introduction to Clinical Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 353. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The objective is to evaluate current trends in content and methodology. Topics include the identification, diagnosis, and treatment of mental health disorders. Emphasis is on the scientist-practitioner model and the critical analysis of theories and empirical research.

SOCIAL WORK

UMUC Europe is partnered with Salisbury University to offer undergraduate courses leading to a Bachelor of Arts in Social Work. This program is currently available only to students with UMUC Europe. Individuals interested in learning more about this undergraduate program should contact their local field representative or visit *www.europe.umuc.edu/socialwork*.

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 major in social science;
- a minor in sociology, diversity awareness, or women's studies; and
- electives.

SOCY 100 Introduction to Sociology (3)

An introduction to the basic concepts, theoretical perspectives, and research methods in sociology. The objective is to apply sociological imagination, perspectives, and research to uncover patterns of social behavior. Topics include culture, socialization, groups, deviance, stratification, institutions, and social change. 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 252 Sociology of the Holocaust (3)

Recommended: SOCY 100. An introductory sociological examination of the Holocaust as a case study of mass genocide. The aim is to apply sociological principles and concepts to examine the groups of individuals associated with the Holocaust (perpetrators, victims, bystanders, resistance fighters, liberators) and evaluate the moral and ethical lessons of the Holocaust for the contemporary world. Topics include the cultural context of the Holocaust; the role of anti-Semitism in the Holocaust; perpetrator agency, extreme prejudice, propaganda, and victimization; and life after the Holocaust.

SOCY 300 American Society (3)

Prerequisite: SOCY 100. An intermediate-level survey of the structure and organization of American society, with special reference to recent social changes. The aim is to describe trends and patterns of social change in American society; compare American and global perspectives of American social values; and apply sociological theories to examine the character, structure, values, and ideology of contemporary American social thought. Topics include individualism; community commitment; and attitudes regarding work, leisure, and recreation in American society.

SOCY 325 The Sociology of Gender (3)

Prerequisite: SOCY 100. An inquiry into how gender is socially constructed and reconstructed in contemporary society. The aim is to assess the interaction between gender and other social identities.

SOCY 423 Minorities in the United States (3)

Prerequisite: SOCY 100. An examination of basic social processes in the relations of minority groups in the United States. The aim is to analyze current and historical events and use sociological tools to critically evaluate ethnic and racial issues.

SOCY 424 Race and Ethnic Relations (3)

Prerequisite: SOCY 100. An analysis of race- and ethnic-related issues in society. The goal is to examine, analyze, project future trends in, and communicate effectively about minority/majority issues. Discussion covers the impact of inequality, prejudice, and discrimination on minority/majority relations. Topics include theories of race relations; the historical emergence, development, and institutionalization of racism; effects of racism; conflicts that are racially and ethnically based; and contemporary issues.

SOCY 426 Sociology of Religion (3)

Prerequisite: SOCY 100. Recommended: BEHS 220 or HUMN 350. An advanced examination of religion from a sociological perspective. The aim is to evaluate the influence of social location on religious beliefs and attitudes; examine relationships between church and state; and analyze current religious conflicts and controversies. Topics include fundamentalism versus extremism; modernity; religious conflicts; and the relationship of religion with race, class, gender, sexuality, and politics.

SOCY 427 Deviant Behavior (3)

Prerequisite: SOCY 100. An exploration of current theories of the genesis and distribution of deviant behavior. Topics include definitions of deviance, implications for a general theory of deviant behavior, labeling theory, and secondary deviance.

SOCY 443 Sociology of the Family (3)

Prerequisite: SOCY 100. An advanced examination of the family in society. The aim is apply major sociological theories to understand family as a social institution; describe the changing definitions of family; examine demographic changes in marriage and family patterns; contrast micro- and macro-level interactions among individuals, families, and society; and evaluate the influence of media and technology on the perception and cohesion of the modern family. Topics include family research, single parenting, blended families, cultural differences in families, families over the life course, and governmental policies regarding families.

SOCY 462 Women in the Military (3)

Prerequisite: SOCY 100. An advanced examination of women in the military from a sociological perspective. The objective is to understand gender, power, and the changing roles of women in the military; assess how policies affect women in the military; examine military, community, and family support systems for military women; and compare the roles and duties of women in the U.S. armed forces in war and peacetime with those of military women in other countries. Topics include the social construction of gender and sexuality of the armed forces; the history of women in the military; violence against women in the military; rank, status, and advancement of women in the military; and postmilitary transitions and career options for women.

SOCY 464 Military Sociology (3)

Prerequisite: SOCY 100. An advanced examination of the U.S. military from a sociological perspective. The aim is to differentiate the roles of officer and enlisted corps; analyze health, morale, and welfare issues in today's armed forces; evaluate the legal and political components of military/civil relations; and assess the changing impact of the U.S. military nationally and globally. Topics include military structure, military doctrine, ethics, justice, sustainability, and the future of the U.S. military. Discussion analyzes current military events from a sociological perspective.

SPANISH

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

- ❖ the general education requirement in the arts and humanities;
- ❖ an AA in General Studies with foreign language area studies curriculum;
- ❖ a certificate in foreign language area studies or advanced certificate in Spanish for business and the professions; and
- ❖ electives.

For further information, students should refer to Foreign Languages.

SPAN 111 Elementary Spanish I (3)

(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish. Students with prior experience with the Spanish language should take a placement test to assess appropriate level.) An introduction to the Spanish language. The objective is to listen to, speak, read, and write elementary Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)

(Not open to native speakers of Spanish.) Prerequisite: SPAN 111 or appropriate score on placement test. A continued introduction to the Spanish language. The goal is to listen to, speak, read, and write Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. 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 or appropriate score on placement test. An intermediate-level study of the Spanish language. The aim is to improve listening, speaking, reading, and writing skills in Spanish and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 201, SPAN 114, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)

Prerequisite: SPAN 211 or appropriate score on placement test. Further intermediate-level study of the Spanish language. The objective is to listen to, speak, read, and write Spanish and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

SPEECH COMMUNICATION

Courses in speech communication (designated SPCH) may be applied as appropriate (according to individual program requirements) toward

- ❖ the general education requirement in communications;
- ❖ a major in communication studies or East Asian studies;
- ❖ a minor in communication studies, diversity awareness, East Asian studies, or women's studies; and
- ❖ electives.

SPCH 100 Foundations of Oral Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An introduction to oral communication, with emphasis on interpersonal communication, small-group communication, and public speaking. The objective is to prepare speeches, provide feedback to others, and participate in group activities. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 101 Introduction to Public Speaking (3)

A practical introduction to effective strategies used to deliver competent, professional speeches. Emphasis is on speech preparation, design, analysis, and delivery. 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)

(Fulfills the prerequisite for all upper-level SPCH courses.) An exploration of the role interpersonal communication plays in our personal and professional lives. The aim is to apply theoretical frameworks and key concepts in communication to personal behavior and personal and professional contexts. Topics include self-identity, perception, listening, verbal and nonverbal communication, relationship development, and conflict management.

SPCH 324 Communication and Gender (3)

Prerequisite: Any SPCH course or COMM 300. An investigation of how communication influences gender and how gender affects communication. The objective is to apply theoretical frameworks and key concepts of gender to contexts, situations, and messages. Discussion covers gender roles, gender variation across communication styles, and the role gender plays in personal and professional relationships, as well as its role in culture and the media.

SPCH 482 Intercultural Communication (3)

Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. The objective is to develop and apply communication strategies. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

STATISTICS AND PROBABILITY

Courses in statistics and probability (designated STAT) may be applied as appropriate, for example, toward

- the statistics requirement for a variety of majors and minors;
- a minor in psychology;
- a certificate in mathematics; and
- electives.

STAT 200 Introduction to Statistics (3)

Prerequisite: MATH 103, MATH 106, or MATH 107 (preferably in the last two years). An introduction to statistics. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Topics include methods of sampling; percentiles; concepts of probability; probability distributions; normal, t-, and chi-square distributions; confidence intervals; hypothesis testing of one and two means; proportions; binomial experiments; sample size calculations; correlation; regression; and analysis of variance (ANOVA). Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, STAT 225, or STAT 230.

STAT 225 Introduction to Statistical Methods for the Behavioral Sciences (3)

Prerequisite: MATH 103, MATH 106, or MATH 107 (preferably in the last two years). Recommended: PSYC 100 or an introductory social sciences course. An introduction to quantitative methods in behavioral science and psychological research. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Discussion covers ethics in research involving humans and animals. Topics include the measurement of variables, measures of central tendency and dispersion, correlation, statistical inference and probability, normal distribution, hypothesis testing, t-tests, analysis of variance, and chi-square. Statistical software is used to analyze and present data. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, STAT 225, or STAT 230.

STAT 230 Introductory Business Statistics (3)

Prerequisite: MATH 103, MATH 106, or MATH 107 (preferably in the last two years). An introduction to the essential concepts of statistics for business and management. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Emphasis is on applications in business and management. Topics include sampling methods; measures of dispersion and central tendency; probability; random variables; binomial experiments; normal distribution; hypothesis testing; z-, t- and chi-square tests; margin of error and confidence intervals; linear regression and correlation; and analysis of variance (ANOVA). Software programs are used to analyze and present data. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, STAT 225, or STAT 230.

THEATRE

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

- ✧ the general education requirement in the arts and humanities;
- ✧ a minor in humanities; and
- ✧ electives.

UMUC offers a limited number of courses each session in this discipline.

THET 110 Introduction to the Theatre (3)

An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. Emphasis is on engaging with theatrical performances as informed audience members and assessing one's role within the script-performance-audience dynamic. Assignments include attendance at two live professional performances. Students may receive credit for only one of the following: HUMN 100 or THET 110.

TURKISH*

For further information, students should refer to Foreign Languages.

* Turkish courses are offered on-site in Europe only.

WOMEN'S STUDIES

Courses in women's studies (designated WMST) may be applied as appropriate (according to individual program requirements) toward

- ✧ a major in social science;
- ✧ a minor in women's studies;
- ✧ an AA in General Studies with women's studies curriculum;
- ✧ a certificate in women's studies; and
- ✧ electives.

UMUC offers a limited number of courses each session in this discipline.

WMST 200 Introduction to Women's Studies: Women and Society (3)

An interdisciplinary study of the status, roles, and experiences of women in contemporary society. The aim is to recognize the impact of gender in all academic disciplines; analyze political, economic, social, and cultural issues through a feminist lens; and apply knowledge of local and global issues to affect positive change in women's lives. Discussion covers women's experiences across geography and history. Topics include gender and other identities, systems of privilege and inequality, sexuality, and power relations.

WORKPLACE LEARNING

Workplace Learning extends education beyond the traditional classroom by integrating career-related work opportunities with the student's field of study. Workplace Learning courses carry the designator of the appropriate academic discipline and the number 486A or 486B. Workplace Learning courses may not be applied toward any general education requirements or some majors and minors. Students are responsible for consulting their advisor about applying Workplace Learning credit to their degree program. More details and contact information for Workplace Learning are available on p. 22. Details are also available on the web at *www.umuc.edu/wkpl*.

WRITING

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

✧ the general education requirement in communications;

✧ a major in communication studies or English;

✧ a minor in communication studies;

✧ a certificate in project management; and

✧ electives (including related requirements in various majors).

Degree-seeking students must complete WRTG 101 or WRTG 101S (or present its equivalent in transfer) during their first 18 credits of enrollment at UMUC. WRTG 101 or WRTG 101S is prerequisite to all writing courses with higher numbers and most courses in English and communication studies. Placement tests are required for enrollment in WRTG 101. Students may contact their local field representative to schedule the placement test.

WRTG 391, WRTG 393, and WRTG 394 are designated as upper-level advanced writing courses and may be applied toward the general education requirement for upper-level advanced writing.

Specific WRTG courses may be recommended in relation to specific majors and minors. Students should check the descriptions of their curricula.

WRTG 101 Introduction to Writing (3)

Prerequisite: Satisfactory performance on a placement test or EDCP 103. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. The objective is to apply specific steps within the writing process, including formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Revision and recursive writing practice are emphasized and encouraged. Assignments include comparison-contrast and research essays, as well as other rhetorical tasks. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, or WRTG 101X.

WRTG 101S Introduction to Writing (3)

(Fulfills the general education requirement in communications.) Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and the integration of research into one's writing. An intensive review of grammar is provided. Focus is on organizing, developing, and writing academic essays. The goal is to apply specific steps within the writing process, including formulating purpose, identifying an audience, selecting and using research resources and methods of development, and completing other rhetorical tasks. Revision and recursive writing practice are emphasized and encouraged. Assignments include a comparison-contrast analysis, a cause-effect analysis, a research-supported essay, and a final reflective paper. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 100, WRTG 101, WRTG 101S, or WRTG 101X.

WRTG 101X Introduction to Writing (3)

(Formerly ENGL 101X. Enrollment restricted to students for whom English is not a first language.) Prerequisite: Satisfactory performance on a placement test or EDCP 103. 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, ENGL 101X, WRTG 101, WRTG 101S, or WRTG 101X.

WRTG 291 Research Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or WRTG 101S. Continued practice in critical reading, thinking, and writing skills. The objective is to analyze, evaluate, and synthesize diverse sources and viewpoints to develop persuasive and academic writing projects. Assignments include prewriting exercises, an annotated bibliography, a synthesis research essay, and a reflective paper. Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.

WRTG 293 Introduction to Professional Writing (3)

Prerequisite: WRTG 101 or WRTG 101S. An overview of professional writing. The goal is to analyze professional communication scenarios to develop effective workplace writing. Topics include the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; and developing appropriate written responses to workplace challenges. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRTG 293.

WRTG 391 Advanced Research Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101 or WRTG 101S. Instruction and practice in academic research skills. The objective is to critically analyze scholarly sources and effectively integrate source material into a complex argument. Assignments include prewriting exercises, a critique, a critical annotated bibliography, a literature review, and a statement of proposed research. Students may receive credit for only one of the following courses: ENGL 391, ENGL 391X, WRTG 391, or WRTG 391X.

WRTG 393 Advanced Technical Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101 or WRTG 101S. Recommended: WRTG 291 or WRTG 293. A comprehensive, project-based study of applied technical writing. The aim is to design and develop appropriate and effective technical documents using strategies and technologies for a variety of audiences. Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393, ENGL 393X, WRTG 393, or WRTG 393X.

WRTG 394 Advanced Business Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101 or WRTG 101S. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards to business writing. Topics include context, purpose, audience, style, organization, format, results, technologies, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, ENGL 394X, WRTG 394, or WRTG 394X.

WRTG 394 Advanced Business Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101 or WRTG 101S. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards to business writing. Topics include context, purpose, audience, style, organization, format, results, technologies, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, ENGL 394X, WRTG 394, or WRTG 394X.

WRTG 490 Writing for Managers (3)

(Formerly WRTG 390. Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or ENGL 101. A practicum in the kinds of communication skills that managers need for the workplace. The goal is to develop persuasive managerial communication for organizational decision making and action. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, WRTG 390, or WRTG 490.

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APPENDICES

The information contained in this catalog reflects the policies of both UMUC and the University System of Maryland (USM). The complete list and text of UMUC's policies can be found at *www.umuc.edu/policies*. USM policies can be found at *www.usmd.edu/regents/bylaws.*

APPENDIX A: POLICIES

Statement on Transfer of General Education Requirements

UMUC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2)(b)-(c). Up to 36 general education credits earned at another Maryland public institution will transfer to UMUC as general education credits. UMUC's general education requirements may be found on p. 75 of this catalog.

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will receive credit toward UMUC's general education requirements, as stated in Code of Maryland Regulations Title 13B, Subtitle 06 Chapters 1–10. 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 *artweb.usmd.edu* on the web. Students should see an advisor for details.

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, in accordance with UMUC Policy 40.30 Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment. The policy can be found at *www.umuc.edu/policies/adminpolicies/admin04030.cfm.*

UMUC prohibits discrimination or harassment of any individual due to race, religion, color, creed, gender, gender identity or expression, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status (including Vietnam-era veterans).

All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations should be directed to the assistant vice president of Fair Practices and Compliance, Office of the President, UMUC, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone +1-301-985-7930 or e-mail: *FPC@umuc.edu).*

Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act ("FERPA"), a federal law which protects the privacy of students' education records. In accordance with FERPA, students have the right to inspect and review their education records; seek an amendment of their education records, where appropriate; limit disclosure to others of personally identifiable information from education records without the student's prior written consent; and file formal complaints alleging a violation of FERPA with the Department of Education. UMUC's policy on Disclosure of Student Records, which contains a list of directory information, is provided at *www.umuc.edu/policies/academicpolicies/aa21014.cfm.*

Review of Alleged Arbitrary and Capricious Grading

In accordance with Board of Regents III - 1.20 Policy for Review of Alleged Arbitrary and Capricious Grading, approved 11 January 1990, UMUC has developed procedures to provide a means for a student to seek review of final course grades alleged to be arbitrary or capricious. These Procedures will not be used to review the intellectual judgment of a faculty member or to require another faculty member to re-grade or re-examine a student's work. In every case of alleged arbitrary and capricious grading, the burden of proof rests with the student.

Definitions

"Arbitrary and capricious grading" is defined as:

- A final course grade assigned on some basis other than performance in the course; or
- A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
- A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards.

The "Appeal Administrator" for undergraduate courses originating in Adelphi is the vice president and dean, School of Undergraduate Studies; for graduate courses originating in Adelphi is the senior vice president for Academic Programs and dean, Graduate School of Management and Technology; for courses originating from UMUC Europe or UMUC Asia is the respective associate dean.

Student Procedures

If the student believes his/her final course grade is arbitrary and capricious as defined in section II.A., the student must first request a conference with the faculty member within 30 days from the date the grade was posted to discuss how the grade was calculated. If a satisfactory resolution is not reached and the student wishes to continue the process, the student must file a written request to know how the final grade was calculated with the appeal administrator within 60 days from the date the grade was posted.

The appeal administrator or designee(s) will direct the appropriate departmental chairperson, academic director, or area director to review how the final grade was determined and to provide a written explanation within 30 days of the receipt of the written request. The appeal administrator shall be copied on the departmental response.

If after receiving the response the student still believes that the final grade is arbitrary and capricious, or if after the 30-day period the student has not received a response, the student may file a written appeal of the final grade with the appeal administrator within 45 days after filing the written request. The appeal must be confined to information relevant to the allegation(s) and be accompanied by supporting documentation. The faculty member will be notified of the filing of the appeal.

Within 30 days of receipt of the student's appeal, the appeal administrator or designee(s) will conduct a preliminary administrative inquiry. The appeal administrator or designee(s) may communicate with the student and faculty member and give them the opportunity to present any relevant evidence. Upon request, the student may see the information submitted by the faculty member relating to how the grade was calculated. However, the student will not have the right to see any information that violates the privacy rights of other students. The appeal administrator will dismiss the appeal if:

- The student has failed to comply with procedure;
- The student made allegations that, even if true, do not constitute arbitrary and capricious grading as defined; or
- There is no evidence of arbitrary and capricious grading based upon the inquiry conducted by the appeal administrator or designee(s).

Dismissal of the appeal for any of the reasons listed above constitutes the final UMUC action on the appeal and is not itself appealable. The student and faculty member will be notified of the appeal administrator's decision in writing within 40 days of the receipt of the student's appeal.

The complete policy can be found at *www.umuc.edu/policies/academicpolicies/aa13080.cfm.*

APPENDIX B: ANNUAL INFORMATION REPORT

University of Maryland University College (UMUC) provides an Annual Information Report to current and prospective students, faculty, and staff pursuant to U.S. Department of Education regulations. The Annual Safety and Security Report includes information about campus crime and security; a notification of rights under FERPA for postsecondary institutions; and faculty, staff, and student responsibilities regarding drug and alcohol abuse.

The Annual Information Report can be found at *www.umuc.edu/legal/annualinforeport.cfm.*

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E indicates page number in Europe edition of catalog

POLICY STATEMENT

This publication and its provisions do not constitute a contract between University of Maryland University College and any party or parties. At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, and academic requirements applicable to UMUC, its students, or its programs. In addition, changes or additions may be made from time to time to the policies, procedures, rules, regulations, academic requirements, tuition, and fees set out in this publication. UMUC reserves the right to make these changes and additions to the information in this publication without prior notice. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation.

NONDISCRIMINATION

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

MyUMUC TERMINOLOGY

The following is an explanation of terms students may encounter when using the MyUMUC student portal:

Academic Advisement Report	A review of the academic progress that a student has made within their UMUC program.
Activation	The automated process of verifying a student's record for enrollment eligibility each term based on certain criteria. This process enables a student to register for courses.
Admission	The process of being admitted to the university, which includes completing an application and paying the fees required for entrance.
Campus	The UMUC division where a student is located. UMUC has three major campuses—UMUC Asia, UMUC Europe, and UMUC Stateside. Within those campuses are additional locations where classes are held or staff and academic advisors may be reached.
Career	Graduate or undergraduate level of study.
Class Number	The unique, five-digit number assigned to each class at UMUC.
Drop	To withdraw from a course.
eApp	An abbreviation for electronic application, which is an application to the university that is filled out and submitted online.
EmplID (or Student ID)	A system-generated identification number for student use. Students should record their EmplID in a safe, secure place, as it will be needed to access the various services. GoArmyEd students should note that their UMUC EmplID will be different from their GoArmyEd EmplID.
Enrollment Activity	The process of adding or dropping a class.
Evaluation (or Academic Advisement Report)	A review of the academic progress that a student has made within his/her UMUC program.
Lower-Level (LL) Courses	Courses that are numbered 100-299.
Mid-Session (or "Intensive Session")	A shorter class period held between the standard eight-week sessions.
Portal	A website that integrates online applications, such as e-mail, databases, references to other websites, and proprietary applications, under one unique URL, often allowing secure access with one unique login and password.
Real-Time	This means that transactions are implemented at the moment a user makes them, regardless of time zone. There is no time delay; all information is current up to the moment users access it.
Semester	Also known as a term (usually a five-month period divided into two sessions).
Session	A five-week, eight-week, or ten-week period within a term, during which classes are offered.
Subject and Catalog Number	The four-letter abbreviation and three-digit number for UMUC classes. For example, in COMM 300, "COMM" stands for communications and "300" is the catalog number.
Term	A full semester, which may be subdivided into sessions. Student finance and financial aid offices use this time period for instructional accounting.
Third-Party Payment	A payment made by a third party, such as tuition assistance (TA), Army Emergency Relief (AER), and scholarships. (Note: Loans and federal grants are not third-party payments.)
Units	Credit value the university assigns to a course.
Upper-Level (UL) Courses	Courses that are numbered 300-499.
UserID	A student's user name for logging into MyUMUC. Students will need both their UserID and password to log in.

ACADEMIC CALENDAR 2014–2015

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Legend: REGISTRATION · SESSION START · SESSION END

ON-SITE SESSION SCHEDULE

FALL 2014

Session 1	18 Aug - 12 Oct 2014	Registration: 4 Aug - 17 Aug 2014
Session 2	20 Oct - 14 Dec 2014	Registration: 6 Oct - 19 Oct 2014

SPRING 2015

Intersession	15 Dec 2014 - 11 Jan 2015	Registration: 1 Dec - 14 Dec 2014
Session 1	12 Jan - 8 Mar 2015	Registration: 29 Dec 2014 - 11 Jan 2015
Session 2	16 Mar - 10 May 2015	Registration: 2 Mar - 15 Mar 2015

SUMMER 2015

Session 1	1 Jun - 26 Jul 2015	Registration: 18 May - 31 May 2015

ONLINE SESSION SCHEDULE

FALL 2014

Session 1	18 Aug - 12 Oct 2014	Registration: 1 May - 13 Aug 2014
Session 2	8 Sep - 2 Nov 2014	Registration: 1 May - 3 Sep 2014
Session 3	29 Sep - 23 Nov 2014	Registration: 1 May - 24 Sep 2014
Session 4	20 Oct - 14 Dec 2014	Registration: 1 May - 15 Oct 2014

SPRING 2015

Session 1	12 Jan - 8 Mar 2015	Registration: 8 Sep 2014 - 7 Jan 2015
Session 2	2 Feb - 29 Mar 2015	Registration: 8 Sep 2014 - 28 Jan 2015
Session 3	23 Feb - 19 Apr 2015	Registration: 8 Sep 2014 - 18 Feb 2015
Session 4	16 Mar - 10 May 2015	Registration: 8 Sep 2014 - 11 Mar 2015

SUMMER 2015

Session 1	18 May - 12 Jul 2015	Registration: 9 Feb - 13 May 2015
Session 2	1 Jun - 26 Jul 2015	Registration: 9 Feb - 27 May 2015
Session 3	15 Jun - 9 Aug 2015	Registration: 9 Feb - 10 Jun 2015

www.asia.umuc.edu/calendars
www.europe.umuc.edu/calendars

My UMUC

STUDENT PORTAL GUIDE

How do I apply for admission to UMUC?

Go to *my.umuc.edu*, click Apply Online, then complete the form. Your UserID and password will be e-mailed to you shortly.

GoArmyEd Students: To apply or register, please log in to *www.GoArmyEd.com*. Asia students: choose Univ Md Univ Coll-Asia. Europe students: choose Univ Md Univ Coll-Europe.

How do I log in to MyUMUC?

Go to *my.umuc.edu*, enter your UserID and password, then click the MyUMUC button.

How do get assistance with my password?

Go to *my.umuc.edu*, then click the Forgot Password? link under the MyUMUC button.

How do I change my password?

Log in to MyUMUC > Change My Password (on the left menu)

USING THE STUDENT CENTER

How do I search for a class?

Log in to MyUMUC > Student Center > Click [SEARCH FOR CLASSES] (on right side)

To view the schedule of classes outside MyUMUC:

webapps.umuc.edu/soc/asia.cfm (Asia)
webapps.umuc.edu/soc/europe.cfm (Europe)

To view your location's schedule of classes in MyUMUC:

Student Center > [Academics] Search > Input location 🔍 > Select Session > Search

How do I register for a class?

1. Find the five-digit class number from the Schedule of Classes

2. Log in to MyUMUC > Student Center > [Academics] Enroll >
   - Enter class number > press Enter
   - OR Click Search > Find your preferred class > Click Select Class

3. Click Next to add class to your Shopping Cart > Click on Proceed to Step 2 of 3 > Click Finish Enrolling (if there is a green check mark under Status, you are successfully enrolled)

GoArmyEd Students: Register for classes through *www.GoArmyEd.com*.

How do I order books and materials for UMUC courses?

Student Center > [Current Schedule & Books]

How do I view my class schedule?

Student Center > [Academics] [other academic...] > Class Schedule »

How do I drop a class?

Student Center > [Academics] [other academic...] > Enrollment: Drop » > Select classes and click Drop Selected Classes > Finish Dropping

GoArmyEd Students: Drop a class through *www.GoArmyEd.com*.

How do I check my grades?

Student Center > [Academics] [other academic...] > Grades » > Select a term > Continue

How do I find my library card?

Student Center > Print/View My Library Barcode and ID Card (last link on bottom left)

How do I view my EmplID?

Log in to MyUMUC > Student Center > [Personal Information] Click Demographics Data OR Military Data

GoArmyEd Students: Please note that your UMUC EmplID will be different than your GoArmyEd EmplID.

How do I view/request my transcript?

Student Center > [Academics] [other academic...] > Transcript: View Unofficial (free) OR Transcript: Request Official (payment needed) »

How do I find my advisor?

Student Center > [Advisor] (on right side)

How do I request my UMUC Academic Advisement Report?

Student Center > [Academics] [other academic...] > Academic Requirements »
(An official evaluation must be completed to see this report; check with your academic advisor.)

How do I update my contact information?

Student Center > [Personal Information]

How do I pay my bill?

Student Center > [Finances] Make a Payment > Enter payment amount and click Next > Select payment method and click Next > Continue to Make Payment > Fill in fields and click Continue > Submit

How do I check my financial aid?

Student Center > [Finances] View Financial Aid > Choose year

How do I access my Veterans Benefits information?

Student Center > [Academics] My Academics > See links located next to Veterans Benefits

How do I apply for graduation?

Student Center > [Academics] [other academic...] > Apply for Graduation » > Select Academic Program > Select Expected Graduation Term > Select Continue > Submit Application

How do I change my campus when I relocate?

Student Center > [Academics] [other academic...] > Divisional Transfer »
(Request during your final session in your current campus prior to relocating.)

How do I get help using MyUMUC?

View the MyUMUC Online Guide
www.asia.umuc.edu/pocketguide (Asia)
www.europe.umuc.edu/myguide (Europe)

Visit **Help@UMUC**, the 24/7 virtual help center
www.umuc.edu/help

Or ask your local field representative

my.umuc.edu

UMUC
University of Maryland University College
AT YOUR SERVICE SINCE 1947

ACADEMIC CALENDAR
ON-SITE CLASSES | 2014–2015

FALL 2014

Fall Session 1 — 18 August – 12 October 2014
Registration — 4 August – 17 August 2014

Fall Session 2 — 20 October – 14 December 2014
Registration — 6 October – 19 October 2014

SPRING 2015

Intersession — 15 December 2014 – 11 January 2015
Registration — 1 December – 14 December 2014

Spring Session 1 — 12 January – 8 March 2015
Registration — 29 December 2014 – 11 January 2015

Spring Session 2 — 16 March – 10 May 2015
Registration — 2 March – 15 March 2015

SUMMER 2015

Summer Session 1 — 1 June – 26 July 2015
Registration — 18 May – 31 May 2015

TAKE THE NEXT STEPS TO BUILDING YOUR FUTURE

Read about our students' aha moments and learn how you can achieve your own with UMUC.

UMUC.edu/moments