

2020–2021 CATALOG



UNIVERSITY OF MARYLAND
GLOBAL CAMPUS | ASIA



ASIA.UMGC.EDU

The University Made for You



MISSION

The mission of University of Maryland Global Campus is improving the lives of adult learners. We will accomplish this by operating as Maryland's open university, serving working adults, military servicemen and servicewomen and their families, and veterans who reside in Maryland, across the United States, and around the world.

VISION

UMGC will be a global leader in adult education focusing on career-relevant programs that enable students to realize their professional aspirations.

VALUES

- **Students First:** These are the people who make our work possible.
- **Accountability:** We are each responsible for our overall success.
- **Diversity:** Each individual brings value to our efforts and results.
- **Integrity:** Our principles and standards are never compromised.
- **Excellence:** Quality is the hallmark of our work.
- **Innovation:** We advance so others can benefit from our leadership.
- **Respect:** The rights and feelings of others are always considered.
- **People Always:** Our faculty and staff represent our differentiator and competitive advantage.

From the Chief Academic Officer



Dear Learner,

Welcome to University of Maryland Global Campus! On behalf of our more than 4,500 faculty and 1,730 staff worldwide, we are delighted that you have chosen us to help you achieve your education and career goals.

At UMGC, we know that every learner is on a unique and personal journey. Furthering your education may be a personal goal or a critical stepping-

stone to career advancement. You may be working toward a certificate or a degree or simply acquiring the necessary knowledge and skills to earn industry-recognized certifications. Some of you may be striving to provide a model for your family, demonstrating that education is both important and attainable. And in all likelihood, you're also juggling work and family responsibilities in addition to managing school.

You bring to our learning community a host of life and work experiences and formal and informal education that enriches each class. For those of you beginning undergraduate study, this also means you need not start your educational journey from square one. We offer a range of ways for you to earn credit for what you know and can do to put you on the most efficient pathway to your goal.

Our Schools of Arts and Sciences, Business, and Cybersecurity and Information Technology offer you a range of options for meeting your goals, all with a focus on providing you a meaningful and high-quality educational experience. We develop our courses and programs with you—the learner—at the center and strive to provide an engaging and professionally relevant education in which you learn by doing and which supports your development of transferrable and discipline-specific skills.

Our goal is to give you access to the best education to meet your goals, everywhere, anytime. Congratulations on taking this first step. We are excited to support you throughout your academic journey.

A stylized, handwritten signature in black ink, reading "Blakely R. Pomietto".

Blakely R. Pomietto
Senior Vice President and Chief Academic Officer

POLICY STATEMENT

This publication and its provisions do not constitute and should not be regarded as a contract between UMGC and any party or parties, nor is it a complete statement of all policies, procedures, rules, regulations, academic requirements, or tuition and fees applicable to UMGC, its students, or its programs. UMGC reserves the right to make changes to the policies, procedures, rules, regulations, and academic requirements set out in this publication without prior notice. Such changes will be reflected on the university's website or other publication.

This catalog provides the degree requirements and recommended curriculum for students who begin continuous enrollment on or after August 1, 2020. 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. See additional policies on pp. 196–199.

Sources for any claims made throughout this catalog may be found on the UMGC website (umgc.edu).

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Welcome to UMGC Asia



Dear Student,

Welcome to UMGC Asia!

Welcome to University of Maryland Global Campus and the Asia campus. Our mission—to offer quality academic programs to students whose responsibilities may include work, family, and military service—is always at the heart of our decisions. UMGC Asia is proud to serve our students, and your success is our priority.

Since arriving in Japan and the Republic of Korea in 1956, UMGC Asia has been dedicated to the education of military servicemembers, veterans, and their families. As the first American university to educate U.S. military overseas, serving the military is embedded in the university's DNA, and we proudly carry on this heritage as one of the top military-trusted and veteran-friendly schools in the country. We are honored to serve the members of military communities throughout the United States, Europe, Asia, Africa, and the Middle East.

Working for decades in all three UMGC divisions: Stateside, Asia, and Europe, we have seen the challenges servicemembers and their families face and the sacrifices they make daily. We have also recognized their ambition to improve themselves and enhance their lives. At UMGC Asia, we answer this need by offering career-relevant academics to help you become more valuable in your current role and in the job market. Our programs and courses are designed to give you the best possible academic training, preparation, and credentials for a successful career in your field. You can achieve your dreams and your true potential—one class, one semester, one accomplished moment at a time.

On behalf of the faculty and staff of this great institution, we extend to you our very best wishes as you build your professional value and achieve your educational goals.

Sincerely,

Handwritten signature of James B. Cronin in black ink.

James B. Cronin
U.S. Army, Ret.
Vice President and Director
UMGC Asia



Handwritten signature of Jeffrey D. Newbern in black ink.

Jeffrey D. Newbern
Assistant Vice President,
Academic Affairs



Accreditation

University of Maryland Global Campus is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (+1-267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

UMGC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents. UMGC is certified to operate by the State Council of Higher Education for Virginia. UMGC at Quantico, Corporate Center, 525 Corporate Drive #101, Stafford, VA 22554.



Welcome to UMGC

From its founding in 1947, University of Maryland Global Campus (UMGC) has had a single mission: to meet the educational needs of adult students like you—students who must balance study with the demands of work and family life.

Since then, the university has grown to be the largest public university in the nation, serving students throughout the state, the country, and the world. And although its name has changed more than once over the decades (from the College of Special and Continuation Studies to University College, from UMUC to UMGC), the university's mission (stated on inside front cover) and focus on providing open access to high-quality educational programs and services—eliminating the barriers that can keep you from achieving your educational goals—remains unchanged.

For information on UMGC's mission, history, and values, visit umgc.edu/mission.

CARRYING OUT THE MISSION

Students First

At UMGC, your success as a student is of paramount importance. The university seeks not only to help you fulfill your current education goals but also to create an educational partnership that will last throughout your life.

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

As a global university, UMGC makes it possible for you to take classes any time, any place, by offering a large selection of online programs—in addition to classes at sites throughout Maryland and the Washington, D.C., metropolitan area and at military sites all over the world.

You can also access student services online and by phone, as well as on-site at many locations.

Convenience and flexibility are not the only issues, however. UMGC seeks to create a learning environment that is respectful of diverse backgrounds, inclusive, responsive, and relevant.

Recognizing that financial concerns often present the biggest obstacle to higher education, UMGC 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, UMGC is dedicated to providing the highest quality programs and services and ensuring excellence in its online and on-site classes.

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

The success of UMGC's efforts over the years is evident. UMGC has garnered awards from such notable organizations as the World Affairs Council, E-C Council, University Professional and Continuing Education Association, Online Learning Consortium (formerly the Sloan Consortium), and Maryland Distance Learning Association.

Innovation

UMGC has always looked for new and better ways to serve students. Long before the online revolution, the university was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, you can access

both courses and services online, using the university's learning management system and MyUMGC, its online gateway to services and information. Through its Office of Academic Quality, UMGC leads the search for next-generation learning models and best practices for online learning.

PROGRAMS AND FACILITIES

UMGC offers degree programs from the associate level to the doctorate. Most undergraduate and graduate programs are available online. These academic programs are administered by the School of Arts and Sciences, the School of Business, and the School of Cybersecurity and Information Technology, which are described in the following pages.

The university's administrative headquarters are located in Adelphi, Maryland, and also serve as home to a prestigious art collection and a conference facility, the College Park Marriott Hotel & Conference Center at UMGC. The three academic schools, as well as all related academic support units, are housed at the Academic Center at Largo.

FOR ASSISTANCE

Contact us by email at studentservices-asia@umgc.edu.

Military Address
UMGC Asia
Unit 5060, Box 0100
APO AP 96328-0100

Civilian Address
UMGC Asia
Building 445, Yokota Air Base
Fussa, Fussa-shi
Tokyo (197-0001) Japan

Telephone
DSN: 315-225-3680
Civilian: +81-(0)42-552-2510, ext. 5-3680

ABOUT STUDY AT UMGC

PROGRAM OFFERED

Discipline	Graduate	Major	Minor	Associate's	Certificate
Accounting		✓	✓	✓ ⊕	✓
Art History			✓		
Biology			✓		
Business Administration	✓	✓	✓		
Business and Management				✓ ⊕	
Communication Studies		✓	✓		
Computer Networks and Cybersecurity		✓			
Computer Science		✓	✓		
Computer Studies				✓ ⊕	✓
Criminal Justice		✓	✓		
Cybersecurity			✓		
Cybersecurity Management and Policy		✓			
East Asian Studies		✓	✓		
Economics			✓		
English		✓	✓		
Foreign Language Area Studies				✓ ⊕	✓
General Studies		✓		✓	
History		✓	✓		
Homeland Security		✓	✓		
Humanities		✓			
Human Resource Management		✓	✓		
Information Systems Management		✓	✓		
Management Studies		✓		✓ ⊕	✓
Marketing		✓	✓		
Mathematics				✓ ⊕	
Philosophy			✓		
Political Science		✓	✓		
Psychology		✓	✓	✓ ⊕	
Social Science		✓			
Sociology			✓		
Transformational Leadership	✓				
⊕ AA in General Studies with specialized curriculum					

Admission

Eligibility

UMGC Asia

Members of the U.S. Armed Forces, U.S. DoD Civilians, and their family members may enroll in undergraduate courses at military installations within the INDOPACOM regions where the University of Maryland Global Campus Asia is contracted to provide educational services if they meet admission requirements. Other populations may be eligible depending upon local base command directives. 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 UMGc courses if deemed eligible by the Japanese government. All eligibility questions should be directed to the student services staff at the UMGc Asia Headquarters.

General Information

Before the beginning of each academic term, UMGc holds various online events, as well as on-site open houses in the Maryland area, for new and prospective students. These events offer an opportunity to learn about UMGc and its programs, student services, academic and career offerings, faculty members, and students. You can apply for admission and enroll in courses during the on-site open houses.

Local UMGc representatives and academic advisors stand ready in military communities to provide you with on-site assistance with admissions, registration, financial aid, advising appointments, and more.

Contact information for the UMGc location nearest you is available at asia.umgc.edu/locations.

Undergraduate Admission Requirements

General Requirements

To be considered for admission, you must have graduated from a state-approved or regionally accredited U.S. high school or achieved one of the following qualifications representing high school equivalency or better:

- Passing scores on a state high school equivalency exam, such as the General Educational Development (GED) test
- Graduation from a homeschool or alternative high school program that meets the criteria set forth by state and local education regulations
- Graduation from a non-U.S. high school

- An associate degree or higher from an accredited postsecondary institution or at least 60 college credits from an accredited postsecondary institution with at least a 2.0 grade point average (GPA) on a 4.0 scale

High school students who meet certain criteria (described on 10) may also be considered for admission and concurrent enrollment.

In addition to meeting the academic criterion listed above, you must be at least 13 years old, meet UMGc's English proficiency requirement, and be in good standing at any institutions that you previously attended, as noted in UMGc Policy 210.00 Undergraduate Admission. Standardized test scores are not required.

Special eligibility requirements (described at right) apply to admission to the Associate of Arts degree program. Additional admission requirements may apply if you are pursuing certain bachelor's and degree programs. See Undergraduate Program-Specific Requirements on 8.

Regardless of program, your eligibility for admission may be limited by foreign citizenship or international residency, in accordance with federal law. In such cases, additional admission procedures may apply.

You must be admitted to the university before you can register for classes.

UMGC Policy 210.00 Undergraduate Admission is available online at umgc.edu/policies.

Undergraduate Student Status

As an undergraduate student, you are assigned regular, provisional, or visiting status.

REGULAR

To be assigned regular student status, you must meet the general admission requirements. If you attended another institution of higher education within the last two years, you must also have a grade point average (GPA) of 2.0 or higher and be in good academic standing at the last institution of higher education you attended.

As a student in regular status, you are limited to enrolling in the number of credits set forth in UMGc Policy 215.00 Student Academic Load and Enrollment Status (available online at umgc.edu/policies). Course load is discussed on 38.

ABOUT STUDY AT UMGC

PROVISIONAL

You will be assigned provisional status if you meet the general admission requirements but one of the following conditions applies:

- You had a GPA lower than 2.0 at the last institution that you attended within the last two years.
- You were on academic probation for poor academic performance at the last institution that you attended within the last two years.
- You were dismissed for poor academic performance from the last institution that you attended within the last two years.
- You are currently a high school student who qualifies for concurrent enrollment. (See 10 for additional information about qualifying for concurrent enrollment.)

As a provisional student, you may enroll for a maximum of 7 credits per term. If you are a concurrently enrolled high school student, you maintain your provisional status until you submit proof of high school completion. All other provisional students must complete 7 credits of graded coursework with a cumulative GPA of 2.0 or higher before being considered for regular student status. All provisional students must contact an advisor to request regular student status.

VISITING

If you are currently attending another institution of the University System of Maryland (USM) as an undergraduate or graduate student, you may take undergraduate courses without applying to UMGC. Instead, you must submit a letter or form authorizing your enrollment at UMGC for the term in which you wish to attend. Your previous coursework will be reviewed by the appropriate UMGC academic department to see if course prerequisites have been met. The number of credits you may take and the transferability of academic work completed at UMGC are determined by your home institution.

If you are attending an institution outside the USM, you must apply for admission to UMGC.

Graduate Admission Requirements

General Requirements for Graduate Certificates and Master's Degree Programs

To be considered for admission, you must have graduated from a regionally accredited degree-granting university or college with a bachelor's degree (or higher). Graduates from other accredited institutions may be considered on a case-by-case basis. Applicants who are not seeking a degree or certificate must meet the same criteria and are limited to taking a maximum of 12 credits.

In addition to the academic criteria listed above, you must meet UMGC's English proficiency requirement, as noted in UMGC Policy 170.10 Graduate Admission (available online at umgc.edu/policies). Standardized test scores, such as the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), are not required for most programs. Additional admission requirements, which may include standardized test scores, may apply if you are pursuing certain degree programs. See Graduate Program-Specific Requirements on 8.

Regardless of program, your eligibility for admission may be limited by foreign citizenship or international residency, in accordance with federal law. In such cases, additional admission procedures may apply.

You must be admitted to the university before you can register for classes.

Graduate Student Status

As a graduate student, you are assigned regular or visiting status.

REGULAR

To be assigned regular student status, you must meet the general admission requirements.

As a student in regular status, you are limited to enrolling in the number of credits set forth in UMGC Policy 215.00 Student Academic Load and Enrollment Status (available online at umgc.edu/policies). Course load is discussed on 38.

VISITING

If you are attending an institution outside the USM, you must apply for admission to UMGC.

If you are a degree-seeking student in good academic standing in an approved graduate program at another University System of Maryland institution and wish to take courses at UMGC, you need not apply for admission to UMGC. Instead, you must obtain an interinstitutional enrollment form from your home institution, complete it, and submit it to admissions@umgc.edu.

Your previous coursework will be reviewed by the appropriate UMGC academic department to see if course prerequisites have been met. The number of credits you may take and the transferability of academic work completed at UMGC are determined by your home institution.

Graduate Program-Specific Requirements

TRANSFORMATIONAL LEADERSHIP

To be admitted to the Master of Science in Transformational Leadership program, you must meet the standard criteria for graduate admission and provide documentation demonstrating that you belong to one of the following military populations:

- Full-time active-duty members of the U.S. Armed Forces
- Members of the National Guard
- Reservists
- Veterans of the U.S. Armed Forces
- Commissioned Corps members of the U.S. Public Health Service
- Commissioned Corps members of the National Oceanic and Atmospheric Administration

Special Situations

Applicants Educated Abroad

If you are applying for admission to an undergraduate program and you graduated from a high school not located in the United States or one of the countries listed at umgc.edu/internationalstudent, you must demonstrate English language proficiency in one of the following ways:

- Certifying on the admission application that you earned a passing score on a U.S. GED test
- Certifying on the admission application that you earned at least 24 credits from an accredited U.S. institution or from an institution in one of the countries listed at umgc.edu/internationalstudent
- Submitting a passing score on an English proficiency examination (listed below)

If you are applying for admission to a graduate or doctoral program and you obtained a bachelor's or master's degree from an institution not located in the United States or one of the countries listed at umgc.edu/internationalstudent, you must demonstrate English language proficiency in one of the following ways:

- Submitting transcript(s) indicating completion of at least 12 credits of graduate coursework, taken within the last two years with a grade of B or higher from an accredited institution in the United States, which will be considered on a case-by-case basis
- Submitting a passing score on an English proficiency examination (listed below)

For all programs, the following examination scores will be accepted as proof of English proficiency:

- A minimum score of 79 on the internet-based version of the Test of English as a Foreign Language (TOEFL)
- A minimum score of 550 on the paper-based version of the TOEFL and a minimum score of 4 on the Test of Written English (TWE)
- A minimum overall score of 6.5 on the International English Language Testing System (IELTS), including the academic writing and academic reading modules
- A minimum grade of Pre-1 on the Eiken Test in Practical English Proficiency

If you are providing test scores to demonstrate English proficiency, you must arrange to have the official score reports sent directly from the testing agency to UMGC and marked Incoming Transcripts. The TOEFL score recovery code for UMGC is 5804.

Test scores must be less than two years old. If you are applying to an undergraduate program, you may seek an exception for scores that are more than two years old. Alternative evidence may be accepted as demonstrating English proficiency. Contact Admissions at admissions@umgc.edu for more information. See Admission Procedures for additional requirements.

BRIDGE PROGRAM

UMGC Asia offers the Bridge Program to English learners in Japan and Korea who have not achieved the required test scores to become standard students. For details, you should refer to p. 41 or visit asia.umgc.edu/bridge.

Note: UMGC does not issue Form I-20 A-B Certificate of Eligibility for F-1 student status.

Applicants Expelled or Suspended from Another Institution

FOR ACADEMIC MISCONDUCT

If you were expelled for academic misconduct from any institution in the USM, you are not eligible for admission to UMGC; if you were suspended for that reason, you are not eligible for admission during the period of your suspension.

If you were expelled or suspended for academic misconduct from an institution outside the USM, your case must be reviewed before an admission decision can be made.

ABOUT STUDY AT UMGC

FOR DISCIPLINARY MISCONDUCT

If you were suspended from a USM institution under USM's Event-Related Misconduct Policy, you will not be admitted to UMGC during the term of your suspension. If you were expelled under that policy, you will not be admitted to UMGC for one year from the effective date of the expulsion. After that time, you may be considered for admission on a case-by-case basis.

If you were expelled or suspended from a non-USM institution for any type of disciplinary misconduct or you were expelled or suspended from a USM institution for disciplinary misconduct that was not event-related, you may be considered for admission on a case-by-case basis.

High School Students Seeking Concurrent Enrollment

If you have not completed high school but are currently attending a U.S. regionally accredited or state-approved high school, you may be admitted as a provisional student if you provide written permission from the appropriate officials at your high school and a high school transcript reflecting superior scholarship and college readiness, as determined by UMGC in its review of this documentation.

If you are currently being homeschooled or attending an alternative high school program, you may qualify for concurrent enrollment if your homeschool or alternative high school program complies with applicable state and local education regulations.

As a concurrently enrolled student, you are assigned provisional and non-degree-seeking status. Once you meet all the general admission requirements, you may contact an advisor to request to be changed to regular and degree-seeking status.

Admission Procedures

To apply for admission, you must complete an admission application online at umgc.edu/apply and pay the nonrefundable fee. Documentation required for proof of English proficiency is detailed under Applicants Educated Abroad. Other required documentation for various populations is detailed in the following sections.

If you are a former UMGC student and have not attended UMGC for at least two years, you must submit a new application before you will be allowed to register. However, you will not be required to pay another application fee.

Applicants or current students who submit false information on their application may be subject to disciplinary action, as detailed in UMGC Policy 151.00 Code of Student Conduct (available at umgc.edu/policies).

Applicants to Undergraduate Certificate and Associate and Bachelor's Degree Programs

Once you are admitted to UMGC, you will be assigned an admit term (the academic term in which you are officially admitted, e.g., fall 2020), which will be reflected in your MyUMGC student portal. You have until the end of the term following your admit term to submit documentation to verify your eligibility for admission to UMGC. If you do not submit the documentation by that deadline, you will not be permitted to register for subsequent terms until documentation is received and accepted by UMGC.

You must submit the following documentation:

- If you graduated from a state-approved or regionally accredited high school, submit an official transcript from that school.
- If you completed a state high school equivalency exam, such as the GED, submit an official score report.
- If you graduated from a homeschool or alternative high school program, submit documentation showing high school completion and compliance with state and local education regulations for the state in which you were homeschooled or attended an alternative high school program.
- If you graduated from a non-U.S. high school, submit documentation of your education to a UMGC-approved international credit evaluation agency and have the credit evaluation agency submit its recommendations to UMGC. For a list of UMGC-approved international credit evaluation agencies, see umgc.edu/internationalcredit.
- If you graduated from high school and have completed at least 30 college-level credits, you are not required to submit documentation of high school graduation if you submit official documentation of at least 30 completed college-level credits from one or more of the following sources:
 - UMGC-approved two- and four-year colleges and universities
 - Professional noncollegiate coursework
 - Military occupational specialties and experience
 - Vocational and technical coursework
 - Professional or technical coursework based on statewide agreements and alliances
- If you have not graduated from high school but have completed an associate degree or higher or at least 60 college-level credits, submit official documentation of the completed degree or at least 60 college-level credits from one or more of the sources listed above.

You need not submit proof of standard examinations.

Applicants to Graduate Certificate and Master's Degree Programs

To be admitted to most graduate programs or to take graduate courses without pursuing a degree, you must submit official transcripts demonstrating completion of a bachelor's degree from a regionally accredited degree-granting university or college or other accredited institution (approved by UMGC on a case-by-case basis) by the last day of your first term of enrollment at UMGC.

Until the university receives your official transcript(s) and verifies your completion of a bachelor's degree, you are limited to enrolling in no more than 6 credits of graduate coursework. Failure to submit official transcripts by the last day of your first term of enrollment at UMGC will prevent you from enrolling in additional graduate courses at UMGC until such transcripts are submitted and verified by UMGC.

Some master's degree programs require the submission of official transcripts before you can be admitted and enroll in classes. These programs have specific admission requirements and/or prerequisite coursework, described under Graduate Program-Specific Requirements and on the UMGC website. A list of the programs that require submission of a transcript before admission is available at umgc.edu/admission-transcript.

Military-Affiliated Students

Most military servicemembers may apply to all UMGC programs online via MyUMGC at umgc.edu/apply. However, if you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military tuition assistance (TA) benefits, you must use the Common Admissions Application through the GoArmyEd portal (GoArmyEd.com) to apply for admission to UMGC.

Note: If you intend to use military TA benefits, you must contact your educational services officer or counselor within your branch of service for details on eligibility and your military branch's process for submitting TA forms *before* you submit an application for admission to UMGC.

RELOCATING BETWEEN UMGC DIVISIONS

It is important that you notify UMGC when you are relocating to a new duty station, so that residency classification and tuition rate may be accurately determined.

If you plan to relocate from one UMGC division (stateside, Europe, or Asia) to another and you have attended classes with UMGC

within the last two years, you must complete and submit a Relocation Form before the start date of the term in which you intend to begin study at the new division. This form may be accessed via the MyUMGC student portal under Helpful Links. There is no fee for relocations. If you have not attended UMGC within the last two years, you will need to complete the regular UMGC admission application and indicate the division that you wish to attend by answering the questions presented.

Active-duty Army, Army National Guard, and Army Reserves servicemembers who are using TA do not need to complete the Relocation Form but must change their home school through the *GoArmyEd Portal*.

Students Seeking Readmission

If you have not enrolled in classes at UMGC for a period of two years (six or eight terms, depending on the program) or more, you must reapply for admission before you will be allowed to resume enrollment. However, you need not pay another application fee. Refer to the requirements section of the degree or certificate you plan to pursue for information on continuous enrollment and the requirements you must follow.

If you have been academically dismissed, you may not register for classes. For more information on reinstatement after academic dismissal, see 34. Reinstatement is not guaranteed.

MILITARY SERVICEMEMBERS SEEKING READMISSION

If you discontinued your studies with UMGC because of your military service obligations and would like to return as a UMGC student, contact admissions-asia@umgc.edu within three years after completion of military service to seek readmission. The cumulative length of all absences for military service time may not exceed five years. If the program in which you were enrolled no longer exists, UMGC will enroll you in the most similar program, unless you request or agree to a different program.

Unless precluded by military necessity, you should provide oral or written notice of a service obligation to your local UMGC representative or academic advisor in advance as possible. Contact information for the UMGC location nearest you is available at asia.umgc.edu/locations. Refer to UMGC Policy 210.12 Readmission for Military Servicemembers at umgc.edu/policies for more information.

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Students Changing Programs

If you are considering a change to your major, minor, or certificate at the undergraduate level or a change from one master's degree program, specialization, or certificate program to another at the graduate level, you must first consult an advisor, who can help you determine the impact of changing degree programs.

The advisor can determine whether another application is required and whether any previous credit is likely to apply, as well as when you may begin to take classes in the new program. Generally, the requirements for completing your new program are those in place when you start study in the new program.

For more information on changing programs, please contact your local advisor (asia.umgc.edu/students/academic-advising.cfm). Please be prepared to provide your name, student ID, current program, and requested program.

If you are a servicemember in the Army, using tuition assistance and the GoArmyEd portal, you will need to contact your Army education counselor to change your major or minor. If you are using veterans education benefits or transferred benefits, you are required to submit certain forms to the Veterans Administration. Refer to umgc.edu/major-change for more information.

Cross-Enrollment

You may be admitted either as an undergraduate or graduate student, but you may not hold both classifications simultaneously. Generally, you are not eligible to enroll in courses outside your degree program. However, if UMGC has developed a vertical pathway between undergraduate and graduate programs, specific courses may apply to both of the degree programs. In such cases, you are eligible to cross-enroll and will be charged the undergraduate rate for undergraduate courses and the graduate rate for graduate courses.

As a graduate student, you may be enrolled in only one master's degree program at a time, and you may not enroll in courses outside your degree program. If you change graduate degree programs, you may not enroll in courses in the new degree program until the current term is completed.

Enrollment Information

Ways to Register

Registration begins each session as soon as the course schedule becomes available on the web and continues until the deadline listed. Check the current online schedule of classes (asia.umgc.edu/currentschedule) and academic calendar (asia.umgc.edu/calendar) for registration information.

UMGC offers a number of ways to register for most courses, including online (via MyUMGC) and on-site registration. Detailed information and instructions are available each session online at asia.umgc.edu/students/enrollment.

Registration for Army Students

If you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military tuition assistance (TA) benefits, you must register for courses through the GoArmyEd portal (GoArmyEd.com). If you are not using TA benefits, you may choose the self-funded payment option through the GoArmyEd portal, but you will need to provide payment directly to the university through MyUMGC.

Schedule Adjustments

The university reserves the right to make changes to class sections to ensure that such sections are adequately sized to create an appropriate learning environment. Such class section changes include changing faculty members and moving students between course sections to balance enrollments.

Waiting List

If a hybrid class is already full at the time of registration, you can place your name on a waiting list for that class.

Regardless of how you register, the following procedures apply:

- You may put your name on the waiting list for up to six hybrid classes or sections.
- You may not attend a hybrid class for which you are on the waiting list.
- If you are already enrolled in a different section of the same class for which you are waitlisted, you will not be enrolled in the waitlisted section even if space becomes available.
- If you are already enrolled in the maximum number of allowable credits and you are on a waiting list for another course, you will not be registered in the additional course even if space becomes available in the class.
- Faculty members and academic advisors are not authorized to add you to a closed class.
- If a space becomes available and you are the next person on the waiting list, you will automatically be registered for that class, and the charge will appear on your account. You will be notified of the enrollment by email. If you are ineligible for enrollment (because you have not met prerequisites or are enrolled in another class that conflicts in time), the space will go to the next person on the waiting list.

- If you no longer want to enroll in the class, you should remove your name from the waiting list to prevent the possibility of being automatically enrolled.

The waiting list option is not available for online classes.

Dropping or Withdrawing from Classes

Procedures

To cancel your enrollment in a class without any mark on your transcript (dropping a class), you must access MyUMGC (my.umgc.edu) and follow the steps for dropping a class before the end of the drop period. The dates for the drop period are available on the UMGC website at asia.umgc.edu/students/calendar-and-classes/academic-calendar.cfm.

When you drop a class, all tuition charges for that course are removed from your student account and no mark or record of the course will appear on your transcript.

If you wish to cancel enrollment in a class after the drop period ends (i.e., withdraw from a class), you must access MyUMGC and follow the steps for withdrawing from a class before the end of the withdrawal period. (GoArmyEd students must withdraw through the *GoArmyEd portal*.) The dates for the withdrawal period are also available at asia.umgc.edu/services/course-withdrawal-refunds.

Withdrawing from a class will result in a mark of W (described on 32 on your academic transcript). You may be refunded a portion of your tuition based on the withdraw date and the refund schedule posted at asia.umgc.edu/services/course-withdrawal-refunds. You will be responsible for any remaining tuition due.

You should be careful to note deadlines according to your class format (online or hybrid/on-site) and division (stateside, Europe, or Asia).

Failure to drop or withdraw from a class in the appropriate manner or by the posted deadlines may result in your receiving a failing grade and forfeiting any refund. The following actions do not constitute dropping or withdrawing from a course:

- Stopping payment on checks
- Nonpayment of tuition charges
- Never attending or participating in a class
- Ceasing to attend or participate in a class

Effect on Student Aid

If you are using financial aid and/or veterans benefits, you are strongly encouraged to contact the Financial Aid Office or Veterans Advising before you drop or withdraw from a class to fully understand the impact of such an action on your current and future financial aid awards and/or veterans benefits.

If you are using military tuition assistance, you must contact your military education counselor or education services officer for guidance on withdrawals related to emergencies or official duty requirements before dropping or withdrawing from a class to fully understand the impact of such an action on your current and future military tuition assistance benefits.

Ways of Earning Credit

UMGC excels in combining access with academic quality. It opens doors to learning by bringing education to you wherever you may be.

Because UMGC understands the importance of lifelong learning, it has established academic policies that encourage the appropriate use of transfer credit from other institutions as well as credit from less traditional sources. Recognizing that adult students bring to the university not only a willingness to learn but also an educational history informed by experiential learning, UMGC incorporates the assessment of nontraditional learning (i.e., learning gained outside the classroom) into the evaluation of student competencies and academic credit.

Transfer Credit from Outside Sources

Undergraduate Transfer Credit

UMGC accepts undergraduate credit from a variety of outside sources. Sources include

- Regionally accredited two- and four-year colleges and universities and other accredited institutions, including vocational and technical colleges, that have been approved by UMGC
- Other higher education institutions with which UMGC has an articulation agreement for acceptance of credit and/or a joint program
- Non-U.S. institutions, based on UMGC review of the report of an international credit evaluation agency approved by UMGC
- High schools with which UMGC has an articulation agreement for acceptance of credit

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- Corporate training or coursework; military occupational specialties, training, and experience; vocational and technical organizations; and industry certifications evaluated by nationally recognized credit evaluation agencies, such as the American Council for Education (ACE) or National College Credit Recommendation Service (NCCRS), or evaluated and approved by UMGC
- Standardized examinations (listed on 18)

Criteria for each type of credit are detailed in the following sections.

Be sure to discuss all previous experience and training with an advisor to ensure that you request evaluation from all the sources that are available to you.

CREDIT LIMITS

Credit transferred from outside sources is subject to maximum allowances, including

- 70 credits from two-year institutions toward the bachelor's degree
- 45 credits from two-year institutions toward the associate degree
- 90 credits from all sources combined toward the bachelor's degree
- 45 credits from all sources combined toward the associate degree

No more than half the credits required (usually 8 or 9 credits) from all sources combined may be applied to a certificate program.

SOURCES, REQUIREMENTS, AND RESTRICTIONS

If you have earned credit at another college or university, you are responsible for determining whether courses you plan to take at UMGC would duplicate any previously earned credit and for submitting all official transcripts from colleges and universities you attended, as well as documentation of military and professional learning and pertinent test scores (CLEP, AP, etc.)—regardless of whether they appear on a previous college transcript or not.

UMGC does not accept transfer credits for remedial, precollege, or sectarian religious courses. If you plan to transfer credit from other institutions to UMGC, you may request an evaluation of your previous credit and experience to determine whether UMGC will accept transfer credit and how those credits may apply to a degree from UMGC. Official transcripts are required for UMGC to evaluate and award transfer credit. For nontraditional sources of credit, other documentation is required as set forth in the sections that follow.

If you are in doubt about whether a UMGC course duplicates previous study, you should consult an advisor before registering.

More information on the process of transferring credit is provided on 25 and online at umgc.edu/transcripts. UMGC Policy 210.18

Undergraduate Transfer Credit Evaluation and Appeal Process and UMGC Policy 210.17 Graduate Transfer Credit Evaluation and Appeal Process are available at umgc.edu/policies.

Credit from Other Colleges and Universities

Transfer credits from approved two- and four-year colleges and universities for courses in which you earned a grade of at least C (2.0) may be accepted for courses that apply to your undergraduate degree program and do not duplicate other courses for which credit has been awarded. Transfer credit for another institution's course challenge examinations and prior learning program may be accepted if it is listed on your transcript with a passing grade.

Approved Institutions for Undergraduate Transfer Credit

Approved institutions include those accredited by the following regional associations:

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

Credit from other accredited institutions may be approved on a case-by-case basis.

Credit from Community Colleges, Junior Colleges, and Vocational and Technical Colleges

A total of 70 credits from approved two-year institutions (community colleges, junior colleges, or vocational and technical colleges) may be applied toward a bachelor's degree at UMGC. If you have already completed 70 credits, you may not apply further credit from a two-year institution to a degree from UMGC.

If you initially enrolled in any of the public community colleges in Maryland, general education credit is transferred in conformance with the policy developed and approved by the Maryland Higher Education Commission, subject to any limitations under federal law. (Details are given on 25.) If you have participated or are participating in one of the community college alliances with UMGC and plan to enroll in courses at both institutions concurrently, you should consult with advisors at both institutions.

Credit from Military Institutions or Military Experience

UMGC grants credit for military experience, military service occupations, and military training offered by the U.S. Armed Forces or military institutions on the basis of the recommendations by the American Council on Education (ACE) in its *Guide to the Evaluation of Educational Experiences in the Armed Services*. Courses taken at accredited military institutions may also be accepted as part of an articulation agreement. Such credit is granted only if it is applicable to your chosen degree program; it must meet other UMGC requirements for transfer credit and is subject to the same limitations as those placed on nonmilitary credit. UMGC generally accepts ACE recommendations for lower- and upper-level credit.

Credit from Community College of the Air Force

UMGC awards undergraduate credit for study at technical 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 your chosen degree program at UMGC, must meet other UMGC requirements for transfer credit, and are subject to the same limitations as those placed on nonmilitary credit. The following conditions apply:

- All credit from the CCAF is lower level.
- Since the CCAF records satisfactorily completed courses as S (satisfactory) and specifies that S equals a grade of C or higher, credit may be applied to your undergraduate UMGC degree program as determined by UMGC.
- Courses that are vocational or technical may be used only as electives in an undergraduate degree program.

Credit from Institutions Outside the United States

Study at institutions outside the United States must be evaluated by an approved international credit evaluation agency to be considered for transfer credit.

If you are seeking a review of potential transfer credit from a non-U.S. postsecondary educational institution, you must

- Mail your official international transcripts to an approved credit evaluation agency (listed at umgc.edu/internationalcredit)
- Pay fees associated with the international evaluation

More details are available online at umgc.edu/internationalcredit.

Credit from Noncollegiate Courses and Training

UMGC may accept for credit noncollegiate courses and training applicable to your degree program that have been evaluated by either ACE (if the courses have been given credit recommendations in the *National Guide to Educational Credit for Training Programs*) or the National College Credit Recommendation Service (formerly PONSI).

INITIAL ESTIMATE OF TRANSFER CREDIT

You can have a review of your potential transfer credit done by an academic advisor. This review provides an estimate of the academic credit UMGC might accept toward a particular degree and of the requirements that would remain to be fulfilled. This review is not binding on either you or UMGC and is subject to change.

Graduate Transfer Credit

FOR MOST GRADUATE PROGRAMS

Up to 6 credits of graduate coursework may be considered for transfer to graduate degree programs at UMGC that do not require DCL 600 or PRO 600, if the credits were earned at an approved institution and if they are applicable to your program of study. Up to 3 graduate credits may be accepted in transfer for a graduate certificate program.

UMGC may accept more than the usual maximum of 6 credits toward a degree program (or 3 credits for a certificate program) based on agreements with third parties. Decisions regarding your eligibility to enter a graduate program and receive transfer credit based on agreements with third parties are made at the time of admission and may not be made retroactive after enrollment.

Graduate credits offered for transfer credit must meet the following criteria:

- The credits must have been earned as graduate credit.
- The credits must have been awarded within the time limit for the degree or certificate.
- You must have earned a grade of B (3.0) or higher in the courses considered for transfer. (However, these grades are not included in the calculation of your grade point average.)
- The department advisor and the program chair must have determined that the transfer courses are relevant to your program of study.
- The credits must have been earned at an approved institution and be equivalent to graduate-level coursework or recommended for graduate-level credit by the American Council on Education (ACE) or other nationally recognized bodies or as part of an approved articulation agreement.

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FOR PROGRAMS THAT REQUIRE DCL 600 OR PRO 600

Up to 6 credits of graduate coursework may be considered for transfer as replacement for DCL 600 or PRO 600, if earned at an approved institution.

If you have previously earned a master's degree from an approved institution, you are eligible to receive transfer credit for DCL 600 or PRO 600 in recognition of the fundamental competencies essential for successful completion of a graduate degree program. If you have earned graduate credit but have not earned a master's degree, you may request a review of transfer credit for DCL 600 or PRO 600.

All graduate credits offered for transfer credit in replacement of DCL 600 or PRO 600 must meet the following criteria and are reviewed for approval:

- Credits must have been earned as graduate credit.
- A grade of B or higher must have been earned in the courses considered for transfer. These grades, however, will not be included in the calculation of the grade point average at UMGC.
- Credits must have been earned at an approved institution and be equivalent to graduate-level coursework or recommended for graduate-level credit by ACE.

APPROVED INSTITUTIONS FOR GRADUATE TRANSFER CREDIT

Approved institutions include those accredited by the following regional associations:

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- Western Association of Schools and Colleges Senior Colleges and Universities Commission

Credits from other accredited institutions may be approved on a case-by-case basis.

More information is available in UMGC Policy 210.17 Graduate Transfer Credit Evaluation and Appeal Process at umgc.edu/policies.

Credit Options to Accelerate Degree Progress

Prior Learning

Learning acquired outside the college classroom may be assessed for credit toward an undergraduate degree at UMGC if your work and life experience aligns to an undergraduate course at UMGC, as determined by UMGC. There are several methods to obtain credit for your work and life experience, including Course Challenge, Portfolio Assessment, and a variety of recognized external standardized assessments. Advisors can help you determine the best routes to use in fulfilling any academic plan.

COURSE CHALLENGE

Course Challenge is a comprehensive assessment of the material that is normally presented through a full term-length UMGC undergraduate course. The assessment provides the opportunity for you to establish academic credit for competencies gained outside the classroom for which you have not already earned academic credit.

While some course challenges may consist of a final exam, the challenge can include other requirements based on the course chosen. These can include research papers, computer programs, language tapes, or other documents that exhibit the competency for which you are seeking credit. Requirements are set by the applicable academic department.

If you are an undergraduate degree- or certificate-seeking student at UMGC, have received an academic advisement report, and have a cumulative GPA of at least 2.0 in UMGC coursework, you may be eligible for course challenge. Students enrolled at other USM institutions are not eligible to take UMGC course challenge assessments. Carefully review the fees, rules, procedures, and limitations described at umgc.edu/coursechallenge before requesting a course challenge.

Course Challenge is not intended as a substitute for independent study. Not all courses are available for course challenge. Advisors and Prior Learning office staff can inform you about specific courses that may not be challenged. Only one course in a sequence may be challenged at a time, and you may not challenge a course that is prerequisite for a higher-level course you have already taken. In addition, you may not challenge capstone courses (usually numbered 485 or 495), Workplace Learning courses (numbered 485A/B), CAPL 398A, or EXCL 301. Course challenge assessments may not be taken more than twice and also may not be taken for courses for which you have previously enrolled. Other restrictions may apply.

You may not seek to challenge foreign language courses of your native language, except upper-level courses of your native language when those courses emphasize linguistics, literature, or written translation to and from English. You may not receive credit for 100- or 200-level courses in your native language; other restrictions may apply. Email languages@umgc.edu for additional information on language instruction and course challenge credit.

Credit earned by course challenge is assigned a letter grade that is computed in your grade point average and may be applied toward a first or second bachelor's degree or toward a certificate.

The fee for a course challenge assessment is the current tuition for the appropriate course. Course challenges may only be canceled before you receive the assessment. Refunds are given only if a suitable assessment cannot be prepared.

Visit the UMGC Asia website asia.umgc.edu/transfers-and-credits/index.cfm or email studentservices-asia@umgc.edu, for more information.

PORTFOLIO ASSESSMENT

Portfolio Assessment is a unique way for you to articulate and identify learning you have gained from work, community or political involvement, or other noncollegiate experiences and earn credit for it. To be eligible for Portfolio Assessment, you must

- Have been admitted to UMGC as an undergraduate student
- Have a recent copy of your academic advisement report, updated in the last six months by an academic advisor
- Completed an application for Portfolio Assessment

After you are accepted into the program, you must enroll in EXCL 301 Learning Analysis and Planning. EXCL 301 is a 3-credit course in which you prepare a portfolio describing and documenting the learning you have gained from past experiences and how it aligns to a particular UMGC course. Because EXCL 301 is a demanding and complex course, UMGC recommends that you should not register for more than one other course during the session in which you are enrolled in EXCL 301 if you are enrolled part-time.

EXCL 301 is graded on an S/D/F basis (explained on 31). If the quality of your 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 credits. 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 your work in the portfolio merits a grade of D or lower, the portfolio will not be forwarded for credit evaluation.

If you successfully complete EXCL 301 with a grade of S and submit a portfolio for evaluation, you may enroll in a supplemental class (EXCL X001) to complete additional portfolios. The supplemental class may be taken more than once, but it confers no credit and may not be applied toward degree completion. If you take this option, you may not target courses for which you were previously denied credit in EXCL 301 or EXCL X001. Contact the Prior Learning office at priorlearning@umgc.edu for more information.

Portfolio Assessment credits may be awarded at both the upper and lower levels. Credits earned do not fulfill requirements for graded coursework and so may not exceed half the total credits for a major, minor, or certificate.

You may not request or receive credit through Portfolio Assessment for learning for which credit has been awarded by other means. You may not request Portfolio Assessment for 100- and 200-level courses in your native language.

Credit for EXCL 301 is charged at the current tuition rate. Tuition for the course covers evaluation of documentation for up to three courses. Evaluations for courses beyond these first three incur additional fees, which are applicable to all students, including Golden ID students and those receiving financial aid.

You should carefully review the requirements, rules, and procedures for Portfolio Assessment. Visit umgc.edu/priorlearning or call 800-888-8682, ext. 2-2890, for more information.

Workplace Learning

Workplace Learning offers an opportunity for you to gain experience and develop new knowledge and skills in your chosen undergraduate discipline while you earn upper-level college credit through an integrated model that combines new learning opportunities with academic assignments, putting theory into practice and enabling you to accelerate progress on both your academic and career goals.

To be eligible for Workplace Learning, you must

- Be an undergraduate student at UMGC
- Have completed 30 credits, including transfer credit, toward a degree (if you are seeking a degree)
- Have completed at least 9 credits in the discipline in which you plan to do your Workplace Learning project
- Have completed at least 6 credits at UMGC
- Have a GPA of 2.0 or higher at UMGC
- Have submitted all official transcripts and contacted an academic advisor to request an official evaluation

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- Be working in a position or have identified an opportunity to work in a position that allows you to apply classroom theory to practical projects that involve significant analysis and problem solving and are directly related to a given academic discipline. The position should allow you to have new learning experiences; Workplace Learning will not be approved for day-to-day work tasks that have already been mastered. (Position may be paid or unpaid, part- or full-time.)

To participate in Workplace Learning, you must first apply to Workplace Learning by the deadline published in the MyUMGC student portal. Once you are notified of your eligibility, you must develop a learning proposal that identifies several project tasks representing the new learning to be acquired as a result of the work experience. A UMGC faculty member in the appropriate discipline will review your learning proposal to ensure that it constitutes upper-level college learning. If your learning proposal is approved, you will be given permission to register for Workplace Learning. Your learning proposal is then developed into a three-way learning contract among your employer, you, and your faculty mentor.

Throughout the Workplace Learning experience, you work under the supervision of your employer on completing several of the identified project tasks. You will also work with your faculty mentor on completing the academic assignments required to earn college credit for your work experience. The project tasks for the employer constitute the course content, which is augmented by the reflective academic assignments written for review by the faculty mentor. You are required to communicate regularly with your faculty mentor throughout the Workplace Learning session, which typically lasts 15 weeks.

You may earn either 3 or 6 credits during the Workplace Learning session. To earn 3 credits, you 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, you 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 in the UMGC catalog 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 course 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 you enroll.

Workplace Learning courses may not be used to satisfy general education requirements or (unless otherwise specified) required academic coursework in your major. However, Workplace Learning credits may be applied to electives as well as to designated upper-level requirements in the major or minor. A standard letter grade is awarded for successful completion of Workplace Learning courses. It is strongly recommended that you consult with a UMGC advisor to determine how Workplace Learning credits may help you fulfill degree requirements.

Review the information, policies, and procedures detailed online at asia.umgc.edu/academic-programs/workplace-learning.cfm or email workplacelearning@umgc.edu for assistance.

Credit by Examination

UMGC may award credit toward an undergraduate degree or certificate for various external standardized examinations, provided that there is no duplication of other academic credit and the scores presented meet UMGC standards.

Examinations may include

- Advanced Placement examinations administered by the College Board
- Cambridge International Examinations
- College-Level Examination Program (CLEP) examinations
- DANTES Subject Standardized Test (DSST) examinations
- Excelsior College Examinations (formerly called ACT/PEP and Regents examinations)
- International Baccalaureate exam
- Approved industry certification examinations (listed online at umgc.edu/creditbyexam)

UMGC also accepts credit for the following:

- Various professional examinations evaluated by the ACE or the National College Credit Recommendation Services (NCCRS)
- Examinations offered by other approved colleges and universities that appear on an official transcript, as approved on a case-by-case basis

If you intend to transfer exam credit that was awarded at another institution, you must have a transcript of those scores sent directly to UMGC from the examining body. When those scores have been received, an advisor will determine whether they meet the standards established at UMGC for granting credit and how much credit may be awarded. Credit earned through examinations

may be used to fulfill major, minor, general education, or elective requirements, as applicable.

Consult your local academic advisor for more information about credit by examination. Contact information for the UMGC location nearest you is available at asia.umgc.edu/students/academic-advising.cfm.

Vertical Pathways Between UMGC Undergraduate and Graduate Degree Programs

If you completed your undergraduate degree at UMGC in accounting, computer networks and cybersecurity, computer science, criminal justice, English, history, or social science or completed coursework in emergency management or homeland security, vertical pathways between UMGC's undergraduate and graduate programs in these areas allow you to reduce your total coursework for certain related graduate degrees. Details on each of these agreements are provided below.

Eligible credits for most pathways must have been completed no earlier than two years before the beginning of graduate studies at UMGC; stricter requirements may be listed under individual pathways.

Graduate admission requirements and time limits for degree completion apply to all applicants.

ACCOUNTING

If you completed your undergraduate degree at UMGC with coursework in accounting, a vertical pathway between UMGC undergraduate and graduate programs in accounting allows you to reduce your total coursework for a related graduate degree by up to 6 credits.

The following undergraduate courses will be accepted as credit toward the courses listed below in the Master of Science in Accounting and Financial Management, Accounting and Information Systems, or Management with a specialization in accounting for a maximum of 6 credits:

- ACCT 438 Fraud and Forensic Accounting and ACCT 440 Forensic and Investigative Accounting instead of ACCT 630 Fraud Examination
- ACCT 422 Auditing Theory and Practice and ACCT 436 Internal Auditing instead of ACCT 628 Auditing
- ACCT 323 Federal Income Tax I and ACCT 417 Federal Income Tax II instead of ACCT 613 Federal Income Taxation

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

CRIMINAL JUSTICE

If you completed your undergraduate degree at UMGC with coursework in criminal justice, a vertical pathway between UMGC undergraduate and graduate programs in criminal justice allows you to reduce your total coursework for the related graduate degree by up to 6 credits (two courses).

The following undergraduate courses will be accepted as credit toward the courses listed below in the Master of Science in Management with a specialization in criminal justice management for a maximum of 6 credits:

- CCJS 495 Issues in Criminal Justice instead of CJMS 600 Critical Analysis of the Criminal Justice System
- CCJS 497 Correctional Administration instead of CJMS 620 Issues in Correctional Administration

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

CYBERSECURITY

If you completed your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between UMGC undergraduate and graduate programs in cybersecurity allows you to earn 6 credits toward the Master of Science in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation or a certificate in Cloud Computing and Networking, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation.

To be eligible for the pathway, you must have completed CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity no earlier than spring 2019. If eligible, you may be awarded credit for CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity or DCL 600 Decisive Thinking, Communicating, and Leading. Either CBR 600 or DCL 600 is the only course for which credit may be granted through the vertical pathway.

EMERGENCY MANAGEMENT

If you completed your undergraduate degree at UMGC with coursework in emergency management, a vertical pathway between UMGC undergraduate and graduate programs in emergency management allows you to reduce your total coursework for the related graduate degree by up to 6 credits (two courses).

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The following undergraduate courses will be accepted as credit toward the courses listed below in the specialization in emergency management within the Master of Science in Management for a maximum of 6 credits:

- EMGT 302 Concepts in Emergency Management instead of EMAN 600 Comprehensive Crisis and Emergency Management
- EMGT 304 Emergency Response Preparedness and Planning instead of HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

HOMELAND SECURITY

If you completed your undergraduate degree at UMGC with coursework in homeland security, a vertical pathway between UMGC undergraduate and graduate programs in homeland security allows you to reduce your total coursework for a related graduate degree by up to 6 credits (two courses).

The following undergraduate courses will be accepted as credit toward the courses listed below in the specialization in homeland security within the Master of Science in either Information Technology or Management for a maximum of 6 credits:

- HMLS 302 Introduction to Homeland Security instead of HSMN 610 Concepts in Homeland Security
- HMLS 408 Infrastructure Security Issues instead of HSMN 625 Critical Infrastructures

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

TEACHING

If you are pursuing a bachelor's degree from UMGC in an appropriate major (computer science, English, history, or social science or a general studies degree with a minimum of a 30-credit specialization in social studies) or have other appropriate coursework (including biology and mathematics coursework), you may reduce the total coursework for the Master of Arts in Teaching (MAT) by up to 12 credits (three courses, including the noncredit introductory course UCSP 615) and complete both degrees with a total of 138 credits of coursework. This accelerated program option allows you to take graduate-level coursework before you complete your undergraduate degree.

To be eligible for this accelerated MAT option, you must have completed the courses listed below before being accepted to the MAT program. The 500-level courses listed below are the only courses eligible for the 12 articulated credits available through

this vertical pathway. If completed with a grade of B or higher, the credits will apply to the MAT program. If successfully completed with a grade of C or lower, these credits apply toward the undergraduate degree only.

- EDTP 500 Professional Fundamentals of Teaching and Learning instead of EDTP 600
- EDTP 535 Adolescent Development and Learning Needs instead of EDTP 635

The substitutions listed above are the only ones possible.

Educational Relationships

Corporate Alliances

UMGC works to develop strong connections with local and national leaders in business and industry, government, and non-profit organizations and is an important partner in the region's economic development.

UMGC has developed customized programs for employers and organizations across the country and values employers' viewpoints. Consistent with its mission of bringing convenient and relevant learning opportunities to the workforce, UMGC has developed strong relationships with many prominent employers in the area and around the country, including Amazon, Booz Allen Hamilton, and GEICO.

Military Relationships

For more than 70 years, UMGC has proudly served the U.S. military through its educational affiliations in Europe and Asia. Stateside, UMGC participates in the General Education Mobile program and the Air University Associate-to-Baccalaureate Cooperative program. For more information on these programs, see umgc.edu/military or speak to your education counselor.

At the graduate level, UMGC has established special relationships with a number of professional military education institutions: Air War College, Air University, Defense Acquisition University, Defense Information School, Naval War College, National Defense University Information Resources Management College (iCollege), and Marine Corps College of Distance Education and Training. In most of these educational relationships, you may complete

coursework at the military institution as part of the Master of Science in Management or the Master of Science in Information Technology. More information on these educational relationships is available online at umgc.edu/military-and-veterans or by email at militaryportals@umgc.edu.

Community College and Other Higher Education Alliances

UMGC is dedicated to collaboration and cooperation with other Maryland educational institutions, both public and private, and actively seeks relationships with those institutions to benefit Maryland citizens. The university also reaches out through educational collaborations around the world.

UMGC is a charter member of MarylandOnline, a consortium of Maryland community colleges and universities formed to encourage collaboration among institutions across Maryland and to extend resources for the development and delivery of online courses.

In support of the university's mission to extend access to educational opportunities to Maryland's working adult students, UMGc has formed alliances with all 16 Maryland community colleges (listed in the Appendices), enabling students to earn an associate degree at an allied community college and finish a bachelor's degree by completing required coursework at UMGc. These Maryland alliances offer a seamless transition between curricula through linked degree programs. Each of the Maryland community colleges is visited regularly by UMGc representatives. In addition to online options, numerous class locations in Maryland and the Washington, D.C., area enable alliance students to complete bachelor's degrees conveniently close to home. Special UMGc scholarships are also available for graduates of Maryland community colleges.

In addition, UMGc has established alliance agreements with more than 70 community colleges across the United States. More information on these alliances is available online at umgc.edu/alliances.

The university has also developed articulated programs with international educational institutions, including Far Eastern Federal University and Irkutsk State University in Russia and Deakin University in Australia.

Helping You Get Started

At UMGc, your success as a student is of paramount importance. The university seeks not only to help you fulfill your current education goals, but also to create an educational partnership with you that will last throughout your life.

To that end, UMGc looks first for ways to make it easy for you to get started. Admission policies are designed to simplify the process (standardized tests are not generally required), making it possible for you to apply and register for most programs at the same time. Shorter terms and multiple start dates mean you don't have to wait to take that first class (described on the following page), which is geared to help you transition back to college-level study. Recognizing that financial concerns often present the most challenging obstacle to higher education, UMGc strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military and community college students, to help you find ways to finance your education (described on 174). And to help you at every step—from finding the right program, applying for admission, registering for class, and getting academic and career assistance, to applying for your diploma and graduating—services and resources (described on pp. 24–29) are conveniently available online and by phone, as well as on-site at many locations.

Course Formats and Expectations

As a global university, UMGc makes it possible for you to take classes any time, any place, by offering a large selection of online classes, as well as hybrid classes that combine on-site and online instruction that are available at sites throughout Maryland and the Washington, D.C., metropolitan area and at military sites all over the world, for maximum convenience and flexibility.

Hybrid classes typically meet on-site at a UMGc location for a number of sessions per term; the remainder of the teaching and learning in the course occurs in the online classroom. The schedule of on-site sessions is provided online at the beginning of the term. Classes offered in a hybrid format are identified by location in the schedule of classes.

Online courses maintain the same academic standards as hybrid courses. Course content, learning materials, requirements, assignments, and class participation are comparable for online and hybrid courses, and faculty members are engaged and supportive of students in either format.

Both online and hybrid course formats require that you have access to appropriate technology to participate in asynchronous, computer-based class discussions; study groups; online database searches; course evaluations; and other online activities.

ABOUT STUDY AT UMGC

Technical Requirements

You must ensure that you have some type of internet access. Barring individual course requirements, this access may be through use of a UMGC computer lab; university or public library; or other readily available, reliable source if you do not have home access. However, such access should be regularly available, and you must have a current email address; you are responsible for your own internet access costs.

Some academic programs may have specific technical requirements, such as requiring you to download and install specific computer programs. To determine if such requirements apply to your program, you should consult the program and course descriptions. For more information about technical requirements, refer to umgc.edu/techreq.

Expectations

Before registering, you may want to consider the following:

- You need to be prepared to write extensively, because nearly all communication is written. You need strong reading and writing skills in English.
- You need to be competent in the use of computers and commonly used software programs.
- Because the online classroom is asynchronous and you are expected to be an active participant, you are encouraged to log in frequently to check what has transpired in your online classroom.
- To be successful, you will need disciplined work habits, effective time management skills, and the ability to work both alone and collaboratively.

First-Term Courses

An array of “first” and preparatory courses are managed by Student Affairs, which is committed to promoting your development and success as a student by providing programs and services that enable you to reach your educational goals. These courses are designed to provide a well-supported and productive start to your academic programs. Faculty members who teach these courses have been selected for their academic credentials as well as for their high degree of engagement and commitment to student success.

Since students come to UMGC with a wide range of academic preparedness and backgrounds in very different fields, the first courses focus on core skills that will prepare you to do well in your succeeding courses and program.

Required Introductory Courses

UNDERGRADUATE

As a bachelor’s degree student, you must start your studies with UMGC with PACE 111 Professional and Career Exploration, preferably within the first 6 credits. This 3-credit course provides an orientation to UMGC and an exploration of how UMGC academic programs align to professional goals and career options. The aim of this course is to enable you to become familiar with the university’s academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to accelerate your path to degree completion through transfer credit and other prior learning. There are six models of the course to provide focused insight into the fields of business, communications and humanities, multi-disciplinary studies (e.g., any field), public safety, sciences and healthcare, and technology.

If you begin undergraduate study at UMGC with 45 or more transfer credits, you may be eligible to take PACE 100 Professional and Career Exploration for Transfer Students, which is a condensed orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Students who successfully complete this 4-week course will receive the 3 credits equivalent to PACE 111. Please contact your local academic advisor (asia.umgc.edu/students/academic-advising.cfm) to verify your eligibility to enroll in PACE 100.

GRADUATE

For most master’s degree or graduate certificate programs, you must begin your studies with UMGC with UCSP 615 Orientation to Graduate Studies, which is to be taken within the first 6 credits. This noncredit course is designed to help you develop the skills and techniques you need to understand and manage the challenges involved in a graduate program and to familiarize you with research strategies and online library resources—material that is critical for 21st-century professionals.

For master’s degrees and graduate certificates that do not require UCSP 615, a 6-credit introductory course tailored toward that academic area is required:

- In the Master of Business Administration program, you are required to take PRO 600 Communicating, Problem Solving, and Leading in Professional Fields.

Preparatory Courses

UNDERGRADUATE

If you are an undergraduate student, you may find the following courses helpful to your success both during and after your undergraduate studies with UMGC.

LIBS 150 Introduction to Research Library Sciences is a 1-credit course designed to introduce you to the research process and methods for retrieving information in a library or through online sources. The aim is to promote information literacy by providing effective strategies for finding relevant information and evaluating and correctly citing the information found.

CAPL 398A Career Planning Management is a 1-credit course designed to help you prepare for professional advancement or a career change. The aim is to focus on your individual skill sets, networking, and researching career and economic markets to best position yourself to formulate a career path and then develop the necessary resources to reach your career goals.

GRADUATE

As a graduate student, you may find one or more graduate noncredit courses helpful to your development of deeper subject knowledge. Preparatory courses (currently designated UCSP or ASC) are available in computer programming, financial accounting, information technology, writing, and research methods and generally last five to eight weeks. If you have been away from university study for a while or lack current experience in the area, these courses may provide a useful refresher. These courses carry no academic risk and are very reasonably priced. Specific recommendations are provided under Preparation Recommended for Success for each individual program. Although these courses carry no UMGC credit, they are graded on an S/U basis (explained on 31) and will appear on your official academic transcript. You must be admitted or have an application on file before registering for any noncredit courses.

SERVICES AND RESOURCES

Availability of Services

General Information

Local UMGC representatives are available to answer general questions and help you navigate UMGC's website. You can locate a representative at an office near you by visiting asia.umgc.edu/locations/index.cfm. Representatives also can make sure you are signed up to receive important announcements.

UMGC provides numerous services and resources to help you complete your educational program from anywhere in the world—through systems and resources available online; by email, chat, and voice and text telephone communication; and in-person at sites throughout the Maryland area, as well as at many military sites stateside and worldwide. A number of offices are responsible for the delivery of these services, including Accessibility Services, Admissions, Advising, Career Services, Student Financial Services, Information Technology, the Office of the Registrar, and the UMGC Library.

Among these, the Offices of Advising and the Registrar respond to most of your academic needs throughout your college career, providing general information; admission assistance; academic advising; registration, graduation, and transcript services; and veterans benefits assistance.

MyUMGC

You may access many of your personal UMGC records online through MyUMGC (available online at my.umgc.edu). MyUMGC enables you to change personal information (such as home address, email address, or phone numbers); register and pay for courses; pay bills; check grades, financial aid, and student account status; apply for graduation; request certification for VA educational benefits and check the status of the request; and view and print reports (such as your class schedule, grade report, statement of account, and unofficial transcript). To access these services, you must enter your UMGC login credentials.

A glossary of terms frequently used in MyUMGC may be found in the appendices.

Accessibility Services

Reasonable accommodations are available to help you if you have a documented disability and are enrolled in any program offered at UMGC.

You can request disability-related accommodations by submitting a request to Accessibility Services.

You should make your request for accommodations as early as possible to allow sufficient time for the processing of your request and development of your accommodation plan. Once the request is received and accompanying documentation has been reviewed, Accessibility Services will notify you of the status of your request and schedule an intake appointment, which may be held by phone, via email, or in person. During the appointment, your request for accommodations, your academic needs, and Accessibility Services' procedures are discussed. Decisions regarding accommodations are made on an individualized assessment of program requirements and the need for accommodations. Once an accommodation plan is finalized, Accessibility Services will provide the plan to your teachers upon your written request.

Visit asia.umgc.edu/students/student-life-and-support/accessibility-services.cfm or contact Accessibility Services by phone at DSN (315)225-3680 or commercial +81-42-552-2510 ext. 5-3680 or by email at sservices-asia@umgc.edu for more information.

Admission Assistance

If you are inquiring about becoming a UMGC student or are admitted but have not yet registered, admissions representatives can help you select the right program, apply for admission, identify the right payment option, plan your curriculum, and register for your first term of classes.

Contact a program coordinator at a location near you. Contact information for the UMGC location nearest you is available at asia.umgc.edu/locations. See 7 for information on admission.

Advising

Academic advisors provide the information you need to plan your academic program—from admission to degree completion. Their assistance can include reviewing potential transfer credit, helping you clarify education and career goals, and helping you select appropriate courses. Advising services are available by phone or email at times that are convenient to you. If you are near one of UMGC's field locations, typically found in your local Education Center, you may schedule an advising appointment by contacting your local site.

Advisors will check in with you throughout the term, but you are also encouraged to keep track of your program requirements and seek advising. You should retain and refer to the catalog of the year you entered your program, as it contains all the degree requirements for which you will be held accountable as long as you maintain continuous enrollment. Archived catalogs are also available online at asia.umgc.edu/catalogs.

If you have not attended UMGC for a year or more, contact your local advisor for assistance in getting back on track. If it has been more than two years since your last enrollment, you must first reapply for admission. Once readmitted, you are required to fulfill the degree requirements detailed in the catalog of the year in which you resume study. More information on continuous enrollment is provided on the introductory pages describing each type of degree and certificates.

Whenever possible, you should get advising information in writing to help with future degree planning. You must meet all degree requirements to be cleared for graduation. Contact information for an Academic Advisor at a UMGC location nearest you is available at asia.umgc.edu/students/academic-advising.cfm.

Academic Advisement Report

An academic advisement report

- Includes all transfer credits applicable to the degree program
- Lists all courses you completed at UMGC
- Incorporates other types of academic credit
- Remains in effect only while you remain continuously enrolled

In the academic advisement report, courses are applied to the most appropriate requirement remaining to be filled. Undergraduate courses that could apply to multiple requirements are assigned to the first relevant category in the following order: requirements for your academic major, general education requirements, requirements for your academic minor (if you have one), and 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.

Transfer Credit

To access information about progress in your chosen program, you need to submit official transcripts from all the colleges and universities you previously attended, including other institutions of the University System of Maryland, and any other potential source of credit, whether or not transfer credit will be requested or granted. UMGC may deny transfer credit from any institution not listed on the application for admission. Sources of transfer credit (described on 13) not listed at the time of admission or approved by an advisor after admission may not be applied toward the UMGC program.

You are responsible for submitting all pertinent academic documents (such as academic transcripts, confirmation of credit conferred by examination, or records of credit from military service schools or sources) in a timely fashion to facilitate completion of your academic advisement report. To be considered official, documents must be sent directly from the issuer in either a sealed,

unopened envelope or via an accepted secure electronic method. UMGC cannot accept official transcripts via fax or email, regardless of the source. For more information, visit asia.umgc.edu/submit-transcripts.

Official documents should be mailed to the appropriate address, depending on carrier.

Via U.S. Postal Service

Attn: Student Records
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783-8070

Via UPS, FedEx, or Other Parcel Service

Attn: Student Records
University of Maryland Global Campus
1616 McCormick Drive
Room 2400
Largo, MD 20774

Military Degree Plans

If you are a servicemember in the Army pursuing a certificate, associate, bachelor's, or graduate degree, UMGC will submit a student agreement or military degree plan to GoArmyEd.

If you are a Navy, Marine Corps, or Coast Guard student pursuing an associate or bachelor's degree, UMGC will provide a military degree plan that documents any credit you have been awarded from other sources. The military degree plan also lists all your remaining degree requirements, including the total number of credits needed for graduation, as well as credits required to fulfill general education, major and minor, and elective requirements.

If you are a Coast Guard, Navy, or Marine Corps servicemember pursuing a certificate or graduate degree, you do not require a military degree plan to continue to be eligible for tuition assistance. The Academic Advisement Report is sufficient documentation for that purpose.

If you are an Air Force servicemember pursuing a certificate or an undergraduate (associate or bachelor's) degree, UMGC will provide a specialized military degree plan (titled an Air Force Degree Plan).

SERVICES AND RESOURCES

Alumni Association

The UMGC Alumni Association, founded in 1990, fosters and perpetuates lifelong relationships between alumni and their alma mater. Its mission is to support, enhance, and promote UMGC and its community of students, faculty, and alumni worldwide.

Membership in the Alumni Association is free for UMGC graduates. The association invites graduates to stay connected through volunteer service, social events, career networking, and other opportunities. Benefit programs and resources include career services, networking opportunities, affinity partner discounts, virtual alumni book club, and special alumni events—held both online and on-site.

Membership in the UMGC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMGC currently has more than 246,000 graduates in 47 states and 24 countries. UMGC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

For more information on the Alumni Association and on how to activate your free membership, visit alumni.umgc.edu. You can also follow the Alumni Association on Facebook, LinkedIn, and Twitter.

Career Services

Career Services provides resources and services for UMGC students and alumni worldwide to inform them about, prepare them for, and connect them with their career and job-search needs. To access Career Services, activate your account on CareerQuest, UMGC's online career portal, at careerquest.umgc.edu using your UMGC login credentials.

Tools and Resources

Career Services offers a variety of tools and resources, available online 24 hours a day, that can be useful in the career planning and job-search process. Resources include résumé builders and critiques, online mock interviews, video job-search tips, LinkedIn profile critiques, mentor matching, and occupational information.

Job-Search Services

UMGC offers several services designed to fulfill the employment needs of UMGC students and alumni, including employer recruitment sessions and job fairs (held online and on-site); employability and job-seeking skills webinars, such as résumé writing and interview preparation; and job-search tutorials. CareerQuest enables you to register for recruiting events, search job listings and set job alerts, and post résumés for prospective employers.

Career Development and Planning

Career Services staff are available to provide personalized attention to help you clarify your skills, interests, and work-related values; make career/life-related decisions; research career options; plan for further study; and search for employment, whether you are new to your career field, making a career transition, or looking for guidance on how to climb the corporate ladder as an experienced professional.

Career advising services are available by appointment (on-site and by phone, video chat, and email) and can be scheduled via CareerQuest. Call 800-888-8682, ext. 2-2720, or visit umgc.edu/careerservices for more information.

Computer Labs and Services

Computer labs are available at many UMGC sites. You can check asia.umgc.edu/locations to see if a site near you has computing services. At some sites, use may be restricted to students taking classes at that site.

These labs are available primarily for you to complete coursework but are also open to faculty members, staff, and alumni with current single sign-on credentials on a first-come, first-served basis upon presentation of a valid UMGC ID. You must bring your own media to save required data or documents. Acceptable media include flash drives or thumb drives.

Lab assistants are available during scheduled hours to help you with resident software programs but cannot provide tutoring.

Technical support for MyUMGC, the learning management system, and other learning applications is available 24 hours a day, seven days a week, at umgc.edu/help or 888-360-8682. For the most current information on technical requirements for online and hybrid courses, visit umgc.edu/techreq.

Course Materials

You can complete most UMGC degrees without purchasing textbooks, thanks to electronic resources that are free, up to date, and available in your online classroom. These open educational resources may include electronic textbooks, lectures, links to websites, and other selected documents and media.

Some courses do require the use of specific software or content that cannot be accessed for free. When you register for a course, check the required course materials listed in the interactive

schedule of classes to determine whether you will need to buy any course materials. These materials are not included on your student account or added with your tuition and fees and must be paid for out-of-pocket.

For those few courses that require additional resources, you may order textbooks and software either through the vendor listed on the interactive schedule, from MBS Direct online through the UMGC online bookstore (umgc.edu/bookstore), or by mail. In rare cases, your faculty member will provide information on special resources to purchase.

Graduation Clearance and Services

Application Deadlines

If you expect to complete the requirements for your program, you are responsible for making sure you have reviewed your academic advisement report with an academic advisor (details on 25), filed an application for graduation (available online through MyUMGC at my.umgc.edu) with Graduation Services, and paid the appropriate fee (currently \$50). For all undergraduate programs and most graduate programs, this may be done at the time you register for your final term or by the following deadlines:

December (fall term) graduation	October 15
May (spring term) graduation	February 15
August (summer term) graduation	June 15

If you are a doctoral student or are enrolled in a program that requires DCL 600 or PRO 600, you may submit your application for graduation at the time you register for your final term or up to the following deadlines:

December graduation	October 15
March graduation	February 15
June graduation	April 1
September graduation	July 15

The same deadlines apply if you are completing a certificate program. The application form must be completed via MyUMGC at my.umgc.edu. Follow the links from the Student Center, to MyAcademics, and Apply for Graduation.

Clearance Process for Graduation

Once you have applied for graduation, Graduation Services will review your academic requirements and determine whether you

are cleared for graduation. If you do not complete the degree requirements in the term in which you first applied for graduation, your graduation application will automatically be moved to the next term. You will not be required to reapply, and you do not need to pay the application fee again.

If you are taking courses outside of UMGC in your final term, contact your academic advisor to request a Permission to Enroll form. Once the form has been completed and submitted, it will be reviewed by a member of the Graduation Services team. The Graduation Services team then certifies degree completion, awards the degrees or certificates, and orders diploma(s). Graduation Services also processes letters of completion and embassy letters.

Transcripts are not updated to show program completion, nor are diplomas and certificates ordered, until the degree has been awarded.

For more information on the clearance process for graduation, visit umgc.edu/graduationservices.

Commencement

Asia commencement ceremonies are held annually in April and May depending on your location. You will be invited to participate in commencement if you apply for a diploma in the same term as the ceremony (or have graduated since the last commencement). Visit asia.umgc.edu/commencement for more information about eligibility and details about the Asia commencement ceremonies.

If you invite guests from outside the United States, you may request up to 10 embassy letters up to five months in advance. Embassy letters for UMGC Asia students should be requested through the Office of Student Services at studentservices-asia@umgc.edu.

Student Advisory Council

The Student Advisory Council provides advice to the university administration and thus serves as an avenue for you and your fellow students to provide feedback about UMGC's mission and overall direction. The council consists of 12 members, elected by the student body, who act in an advisory capacity to the university leadership on behalf of all students. The council does not have the authority to act on behalf of individual students but instead provides recommendations for the improvement of UMGC for the benefit of all.

If you would like to see certain issues addressed or have questions, you should contact your council representative by email at stac@umgc.edu.

SERVICES AND RESOURCES

More information on shared governance is available online at umgc.edu/governance.

Student Organizations

Student organizations offer you the opportunity to network with other students with similar interests, ask questions to faculty, engage in your field of interest, and discuss related topics in an online forum. Visit umgc.edu/clubs for a list of active student organizations and instructions on becoming a member.

Transcript Services

Official academic records are maintained by the Office of the Registrar at UMGC and show all graded coursework taken through UMGC. A summary of your transfer credit from other institutions (including other institutions in the University System of Maryland) is also listed on your official transcript, if an official evaluation has been completed.

Your records are considered confidential. Therefore, UMGC releases transcripts only upon receiving an online transcript request from you and payment of the appropriate fee. Online requests are authenticated through your login credentials. An electronic release form is provided during the request process and serves as your official signature.

Various procedures for requesting transcripts are available online at umgc.edu/transcripts. A fee is charged for each UMGC transcript that is issued; additional fees are charged for rush overnight processing. You should allow at least three business days for transcript requests to be processed. All financial obligations to the university must be satisfied before a transcript may be released.

Tutoring and Writing Resources

Students at UMGC have access to free online tutoring in select courses in accounting, computer programming, economics, finance, and statistics via tutoring rooms. In these tutoring rooms, you can correspond with tutors, post questions and review answers, and take advantage of other resources designed to complement the materials in your course classroom.

You may also be able to schedule a synchronous session with a tutor for a specific course and session. Tutoring rooms are accessible via course classrooms, enabling you to take advantage of tutoring services more easily. More information about tutoring

services is available at umgc.edu/tutoring. Information on tutoring resources for a given course is posted within the classroom.

You can also access writing-related services and resources through the Effective Writing Center, which is available online 24 hours a day, seven days a week. The center's experienced, trained tutors help you develop key writing skills by providing individual online tutoring, self-study modules, and other writing resources. You can submit assignments for review and schedule live online sessions. There are also a number of other resources hosted by the center, such as the "Online Guide to Writing and Research" and various other multimedia resources. Writing is a constantly developing skill, so if you are returning to school after some time away, the Effective Writing Center can help. The center's goal is to help you become a more skilled and confident writer who understands the tasks before you, so that you are better prepared for your next assignment, whether that is in the classroom or in your career. More information is available at umgc.edu/ewc.

The UMGC Library

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

Library Resources

The UMGC 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). You 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 UMGC Library home page at umgc.edu/library or through the learning management system. The UMGC Library OneSearch allows you to search for scholarly articles, books, and other research resources from most of the databases to which the UMGC Library subscribes via a single search. The UMGC Library has also created subject-specific resource guides to serve as starting points for research. Each guide includes subject-relevant research databases, books, websites, and other relevant resources.

Library Services

Currently enrolled students in the continental United States have borrowing privileges at all the University System of Maryland and Affiliated Institutions (USMAI) member libraries. The library collections can be searched and books can be requested through the

online library catalog, available via the library home page. All UMGC students may use the DocumentExpress service to request that journal articles or book chapters not available online in full text be sent to them electronically.

Library Instruction and Research Assistance

To help you gain the in-depth research skills you need to locate, evaluate, and use the rich research resources available to you, the UMGC Library offers library instruction, both in person and within the learning management system. Faculty members may contact the UMGC Library to request a library instruction session.

Reference and research assistance is available daily (except holidays), during regularly scheduled hours, through the UMGC Library web page under Ask a Librarian. For a complete list of library services, visit umgc.edu/library or call the UMGC Library at 240-684-2020 or 800-888-8682, ext. 2-2020, during regularly scheduled office hours.

Verification Services

Enrollment Verification

UMGC participates in the National Student Clearinghouse, which, in turn, supplies verification of enrollment to lending agencies. UMGC reports student enrollment data to the clearinghouse two times each month. Enrollment data are 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. UMGC also reports degree information, including graduation date, for students who have completed an academic program.

If you are a current student, you may request enrollment verification through MyUMGC free of charge. If you are no longer enrolled at UMGC, you may request a transcript of your academic record to verify past enrollment.

All enrollment verifications requested via MyUMGC are processed in real time and available to print on the same day. An enrollment verification will not be processed until all financial obligations to the university have been satisfied.

Loan Deferment Form Certification

UMGC does not grant or deny deferment requests; any deferments are at the sole discretion of the lender. UMGC processes deferment forms, certifying your official dates of enrollment. If you are not enrolled in the current term, you are reported as having withdrawn, regardless of whether you plan to enroll or have already enrolled in a future term.

If you have a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at umgc.edu/finaidforms) and submit it to Academic Operations by mail for certification. Forms should be mailed to UMGC, Student Records—Outgoing Transcripts, 3501 University Boulevard East, Adelphi, MD 20783.

You should be aware of both your lender's deadlines for receiving deferment requests and UMGC's reporting schedule to avoid having deferment forms processed and forwarded to the lenders before enrollment data have been reported.

Degree Verification

UMGC has authorized the National Student Clearinghouse to provide degree verification. A degree verification will not be released until all financial obligations to the university have been satisfied.

Employers and background screening firms must contact the clearinghouse directly for this information, for which a fee is charged. For more information about this service, visit studentclearinghouse.org.

Veterans Resources

UMGC offers dedicated military and veterans advisors and a range of resources targeted specifically for veterans. These include VetSuccess on Campus and the Vessey Veterans Resource Center, a one-stop shop designed to give you the support you need to succeed in school and in your career. Learn more at asia.umgc.edu/military/veterans-affairs/veterans-benefits/index.cfm. See 177 for information on using veterans benefits to pay for your education.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Academic Standards

UMGC standards for academic rigor assess the degree to which you demonstrate content mastery, application of critical thinking skills, and adherence to UMGc's code of academic integrity.

Grading Methods

There are five grading methods at UMGc: standard, pass/fail, satisfactory/unsatisfactory, satisfactory/D/fail, and audit.

The most commonly used is the standard method. Any course may be audited.

Some grading options and methods are limited to undergraduate or graduate courses as follows:

- The pass/fail grading method is available only at the undergraduate level and under limited conditions. The satisfactory/D/fail method is restricted to certain specified undergraduate courses. Both methods are described in the next section.
- The satisfactory/unsatisfactory method is available only for EXCL 001, graduate noncredit courses, and doctoral dissertation courses and may not be selected or changed.

The table at right defines the grades and marks; regulations and usage for each grading method are provided in the paragraphs that follow.

Grade or Mark	Interpretation	Quality Points
A	Exceeds standards Performance excels far above established standards and demonstrates high proficiency in the course subject matter.	4
B	Proficient Performance consistently meets standards and demonstrates proficiency in the course subject matter.	3
C	UNDERGRADUATE Meets standards Performance generally demonstrates proficiency in most course subject matter. GRADUATE Below standards Performance is insufficient to meet established standards.	2
D	UNDERGRADUATE Below standards Performance is insufficient to meet established standards. GRADUATE Not available	1
F	Failure Performance does not meet minimum standards.	0
FN	Failure for nonattendance	0
G	Grade pending	0
P	Passing (D or higher)	0
S	Satisfactory (C or higher)	0
I	Incomplete	0
AU	Audit	0
U	Unsatisfactory	0
W	Withdrawal	0

Standard

Unless you choose the pass/fail (for undergraduate courses only) or audit option for a particular course at the time of registration, you will be graded according to the standard grading method. Under the standard grading method, you earn a grade of A, B, C (for courses in which the grade of C is available), D (for undergraduate courses only), F, or FN on the basis of your performance in meeting the requirements of the course. All grades received under the standard grading method are included in calculating the grade point average (GPA).

Pass/Fail

If you are a degree-seeking undergraduate student, have earned 30 credits (including at least 15 credits at UMGC), and have a cumulative grade point average of 2.0, you may take one elective course each standard term (fall, spring, or summer) by the pass/fail method, up to a maximum of 18 credits.

This grading method is allowed only for electives. Courses that fulfill general education requirements, major or minor requirements, related requirements for the major, or certificate requirements 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.

You must elect pass/fail grading at the time you register. This status may not be changed after the first week of classes.

If you register for pass/fail grading, you must still complete all the regular requirements of the course. The faculty member evaluates your 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 of P, which is entered into the permanent record. A grade of F or FN remains unchanged.

Although a grade of P earns credit toward graduation, it is not included in calculating a grade point average. A grade of F or FN carries no credit toward graduation and is included in computing grade point averages.

This option is not available for graduate courses.

Satisfactory/Unsatisfactory

EXCL 001; graduate noncredit courses, currently designated UCSP or ASC; and doctoral dissertation courses are graded on a satisfactory/unsatisfactory basis. You may not choose to take other graduate courses or any undergraduate courses on a satisfactory/unsatisfactory basis. This grading method does not include an option for requesting a mark of Incomplete.

Satisfactory/D/Fail

This grading method is available only at the undergraduate level and on a limited basis, primarily for experiential learning courses. 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 grade of F or FN earns no credit toward graduation, it is included in computing grade point averages.

Grades and Marks

The Grade of F: Failure

The grade of F means you failed to satisfy the minimum requirements of a course. Although it carries no credit, it is included in calculating the GPA. If you earn a grade of F, you must register again for the course, pay all applicable tuition and fees, repeat the course, and earn a passing grade to receive credit for that course.

The Grade of FN: Failure for Nonattendance

The grade of FN is assigned if you register for a course and never attend or participate or if you cease to attend or participate within the first 60 percent of the course and do not officially drop or withdraw from the course. An FN grade results in zero quality points and no credit earned. It is included in calculating your GPA and may affect your academic standing. If you receive a grade of FN, you must register again for the course, pay all applicable tuition and fees, repeat the course, and earn a passing grade to receive credit for that course.

The Mark of G: Grade Pending

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.

The Grade of P: Passing

The grade of P is available only at the undergraduate level and is conferred after a faculty member has evaluated coursework under the normal procedure for letter grades and has submitted a standard grade (A, B, C, or D). Then the Office of the Registrar converts that standard grade into the grade of P.

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.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

The Grade of S: Satisfactory

The grade of S is awarded only for select courses. Although the grade of S confers credit and appears on the permanent record, courses graded S are not included in calculating the GPA.

At the undergraduate level, the grade of S is equivalent to a grade of C or higher and is used to denote performance that meets standards in an experiential setting or practicum, such as EXCL 301.

At the graduate level, the grade of S is equivalent to a grade of B or higher and is used to denote performance that meets standards in noncredit and doctoral dissertation courses.

The Grade of U: Unsatisfactory

The grade of U indicates that work for the course was not completed at a satisfactory level. Although it appears on the permanent record, it carries no credit and is not included in calculating the GPA.

The Mark of I: Incomplete

The mark of I (Incomplete) is an exceptional mark, given only if your completed coursework has been qualitatively satisfactory, but you have been unable to complete all course requirements because of extenuating academic or personal circumstances beyond your control.

To be eligible for an I, you must have completed 60 percent or more of the course requirements with an overall grade of C or better for undergraduate courses or B or better for graduate courses.

You must request an I from your faculty member before the class ends. Faculty, however, are not required to approve the request. If your request for a mark of I is approved, you must arrange fulfillment of course responsibilities with your teacher by the assigned deadline to receive credit.

The mark of I is not available for courses graded on a satisfactory/unsatisfactory basis. The doctoral program and master's degree programs requiring DCL 600, PRO 600, and CBR 600 have additional parameters for the mark of I. Consult your course syllabus for detailed information.

The mark of I cannot be removed by means of credit by examination, nor can it be replaced by a mark of W (defined on the following page). If you elect to repeat an incomplete course, you must register again for the course, pay all applicable tuition and fees, and repeat the course. For purposes of academic progress, the course grade is counted as an F. The mark of I is not used in determining grade point averages.

You should be aware that a mark of I in your final semester may delay graduation.

Refer to UMGC Policy 170.71 Policy on Grade of Incomplete at umgc.edu/incomplete and your course syllabus for more information, particularly on deadlines.

The Mark of W: Withdrawal

The mark of W is assigned when you officially withdraw from a course. This mark will appear on your transcript but will not be included in calculating your GPA. For purposes of financial aid, the mark of W is counted as attempted hours. The mark of W can be posted only when you officially withdraw from the course through MyUMGC by the deadline for withdrawal according to the withdrawal process described on 13.

Audit

If you do not wish to receive credit, you may register for courses as an auditor once you are admitted. You may choose the audit method when you register or request a change from credit to audit status any time before the end of the first week of classes. As an auditing student, you do not have to complete course assignments, but you may choose to do so to receive faculty feedback on your 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.

The Grade Point Average

Your cumulative grade point average (GPA) is computed at the end of every term (fall, winter, spring, or summer), based on all your graded coursework at UMGC, using the quality points assigned to each grade or mark (detailed on the chart on p. 30). First, the quality-point value of each grade or mark 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 (for courses in which the grade of C is available), D (for undergraduate courses only), F, or FN was received.

Only courses applied toward a second bachelor's degree are computed in the GPA for that degree, even if you earned a first degree at UMGC.

Only courses applied toward a master's degree are computed in the GPA for that degree, even if you earned an undergraduate degree at UMGC.

Changes in Grade

Faculty members may revise a grade previously assigned only if your grade was miscalculated or a mark of I was submitted and must be changed. Any revision must be made no later than four months after the original grade was awarded.

Repeated Courses

Grading Repeated Courses

If you failed or withdrew from a course, you must repeat the course to establish credit in it. In such a case, you must register, pay the full tuition and fees, and repeat the entire course successfully.

When you repeat a course, only the higher grade earned is included in the calculation of your GPA. For purposes of financial aid and satisfactory academic progress, both attempts are counted toward your completion rate. Both grades are entered on the permanent record, with a notation indicating that the course was repeated. You cannot increase the total hours earned toward a degree by repeating a course for which you already earned a passing grade.

If you are enrolled in a second master's degree program, you may not repeat coursework from your first program, even if your second program requires one or more of the courses required in your first program. See 107 for more information on earning a second master's degree.

If you are a doctoral student, special rules on repeating courses apply. See below for more information.

Limits on Repeating Courses

UNDERGRADUATE

If you are an undergraduate student, you may not register for the same course more than three times without first speaking to an advisor and submitting a course repeat petition form, which must be on file before the start of the term in which you wish to repeat the course. Your advisor can also explain how repeating the course affects your GPA, transcript notations, and progress toward degree completion. Note that the limit on repeating courses applies only to courses in which you have received a grade. Officially withdrawing from a class and receiving a mark of W is not counted as an attempt for repeat limits.

GRADUATE

If you are a graduate student and your term or cumulative GPA drops below 3.0, you will be placed on academic probation, and you must successfully (i.e., with a grade of B or better) repeat the course that caused the GPA to fall below 3.0 and earn no further grades of C, F, or FN during the probation period. For more information, see Graduate Academic Standing on 34.

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 your GPA and in determining your eligibility for financial aid, tuition assistance, and veter-

ans educational benefits. However, if you are required to take these courses, you do so in addition to the credit required for the degree.

Academic Standing and Levels of Progress

UMGC assesses your academic standing at the end of every term. Your GPA is computed for all UMGc graded coursework to make a determination of academic standing according to your level of progress as described below.

For details, see UMGc Policy 158.00 Undergraduate Academic Levels of Progress and UMGc Policy 158.01 Academic Standing Status for Graduate Students, both available online at umgc.edu/policies.

Undergraduate Students

UNDERGRADUATE LEVELS OF PROGRESS

At the undergraduate level, there are four levels of academic progress: satisfactory, warning, probation, and dismissal.

Satisfactory

If your cumulative grade point average is 2.0 or higher, you are considered to be making satisfactory progress.

Warning

If your cumulative GPA is less than 2.0, you will be placed on academic warning. You will remain on academic warning as long as your cumulative GPA is less than 2.0 but your GPA for the term is 2.0 or better.

While on academic warning, you are limited to a maximum enrollment of 7 credits per standard term until your academic progress status returns to satisfactory.

Probation

If you are on academic warning and your GPA for the term is less than 2.0, you will be placed on probation. If you were admitted in provisional status because your GPA at a previous institution was below 2.0 (within two years of admission to UMGc) and your GPA for the term is less than 2.0, you will be placed on probation.

If your GPA for the term is 2.0 or better while you are on probation, but your cumulative GPA is less than 2.0, you will return to academic warning or provisional admission status.

While on academic probation, you are limited to a maximum enrollment of 7 credits per standard term until your academic progress status returns to satisfactory.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Dismissal

If you are on probation and your GPA for the term is less than 2.0, you will be dismissed. Once dismissed, you must apply for reinstatement if you wish to continue studies with UMGC. Your application for reinstatement must be approved before you are eligible to register again for UMGC courses.

If you are on probation and your GPA for the term is 2.0 or higher, you will not be dismissed, regardless of your cumulative GPA.

REINSTATEMENT AFTER DISMISSAL FROM AN UNDERGRADUATE PROGRAM

If you have been dismissed from an undergraduate program, you are required to wait at least one semester before petitioning to return. To submit a request for reinstatement, your local academic advisor to initiate and complete the reinstatement process. You will be required to show that you have improved your academic skills and made changes in your academic strategies that increase your likelihood for success in undergraduate studies, should you be approved for reinstatement.

If you are approved for reinstatement, you will be admitted and placed on academic warning. You may also be required to meet additional conditions, such as working with a coach or tutor or enrolling in specific courses. You must earn a 2.0 or better to avoid academic probation.

If you have questions about the reinstatement process, speak with an academic advisor or email studentservices-asia@umgc.edu.

Master's Degree Students

GRADUATE ACADEMIC STANDING

At the graduate level, there are three levels of academic standing: good academic standing, academic probation, and academic dismissal. Doctoral students may also be in academic jeopardy as a result of performance on the comprehensive examinations.

As a graduate student, you must maintain a cumulative and term GPA of 3.0 or higher at all times to remain in good academic standing.

Good Academic Standing

If you have a term and cumulative GPA of 3.0 or higher, you are in good academic standing.

Academic Probation

If you have a term or cumulative GPA below 3.0, you will be placed on academic probation in your next term of enrollment. Academic probation is a temporary status. If you are placed on academic probation, you have up to two terms of enrollment in which to restore your GPA to 3.0. During that time, you must enroll only in the course(s) for which you received a grade that caused your cumulative or term GPA to drop below 3.0; you may not attempt any other coursework until you earn a grade of B or better in the repeated course(s).

Failing to restore your GPA to 3.0 or higher or earning any grade below B while on probation will result in academic dismissal. If you restore your GPA to 3.0 or higher, you will be returned to good academic standing. You should seek guidance and advice from an academic advisor if you are placed on academic probation.

Dismissal

If you are on academic probation and you fail to raise your GPA to 3.0 or higher or if you earn a grade below B during the probationary period, you will be dismissed. Once dismissed, you are ineligible to enroll in UMGC graduate courses and may be readmitted to UMGC only under the conditions for reinstatement or restart described in the following paragraphs.

REINSTATEMENT AFTER DISMISSAL FROM A GRADUATE PROGRAM

If you were academically dismissed from a master's degree program at UMGC, you may submit one request for reinstatement. Contact your local academic advisor and request a Reinstatement Request Form, then submit the completed form and documentation to your local academic advisor for consideration. You will be required to show that you have improved your academic skills and made changes in your academic strategies that increase your likelihood for success in graduate studies, should you be approved for reinstatement.

If you are approved for reinstatement, you will be admitted for one term and placed on academic probation. You may also be required to meet additional conditions, such as working with a coach or tutor or enrolling in specific courses. By the conclusion of this term, you must be in good academic standing to remain enrolled.

If you are reinstated to the same program in which you were last enrolled, you must immediately repeat the course(s) for which you received the grade(s) that caused your cumulative GPA to drop below 3.0. If you are reinstated to a different program, your previous coursework and credits will not apply.

If you fail to attain a cumulative GPA of 3.0 or higher or if you earn a term GPA below 3.0, you will be academically dismissed, and you will not be eligible to apply for reinstatement or a restart again.

If you have questions about the reinstatement process, speak with an academic advisor or email studentservices-asia@umgc.edu.

RESTART AFTER DISMISSAL FROM OR ACADEMIC PROBATION IN A GRADUATE PROGRAM

If you were academically dismissed from a graduate program, have not been approved for reinstatement (as described in the preceding section), and have not attended graduate classes for a period of at least five consecutive years, you may request a one-time restart. You may also request a one-time restart if you were on academic probation when you last attended and have not attended graduate classes for a period of at least five consecutive years. Grades and credits previously earned will not apply toward any program you pursue upon your return, and you must fulfill the program requirements in effect at the time you restart.

Program Completion Requirements

The award of degrees and certificates is conditional upon satisfactory completion of all program requirements, compliance with all UMGC policies, and satisfactory or good academic standing (described on pp. 33 and 34). Graduation clearance will not be granted if you are not in good academic standing, have outstanding debt to UMGC, or have any outstanding misconduct charges or unsatisfied sanction restrictions. Individual programs may have additional requirements that must be met before graduation clearance can be granted.

Scholastic Recognition

Honor Societies

Honor societies are national organizations that celebrate the scholarship and leadership of students in specific fields of study. The honor societies represented at UMGC meet our high academic standards, and membership is a privilege that can enhance your academic and professional stature. Contact information for each honor society chapter can be found online at umgc.edu/honor-societies. Many honor societies process new membership applications only once or twice a year. If you receive an invitation to an honor society, you should

first check that it is listed on the UMGC website or in this catalog before joining. The descriptions that follow indicate whether an honor society is open to undergraduate students, graduate students, or both.

Alpha Sigma Lambda

Alpha Sigma Lambda is a nationally recognized honor society that celebrates the scholarship and leadership of adult undergraduate students in higher education. Members of Alpha Sigma Lambda are highly motivated adult students who are pursuing their undergraduate education and managing the responsibilities of work and family while studying. To qualify for membership, you must be pursuing a first associate or bachelor's degree; have completed at least 24 credits at UMGC in courses graded A, B, C, D, or F; and maintained a GPA of 3.7 or higher in all UMGC courses. At least 15 credits, from UMGC or transferred, must be in courses outside the major.

IMA Accounting Honor Society

The IMA (Institute of Management Accountants) Accounting Honor Society recognizes and honors academic achievement in the study of accounting and provides an opportunity for undergraduate and graduate students to differentiate themselves as they begin their career journeys. To be eligible, you must be enrolled in an accounting or finance program at UMGC, have taken a minimum of three accounting courses, and have a GPA of 3.0 or higher overall and in your accounting courses. If you are an undergraduate student, you must also have completed at least 60 undergraduate credits.

If you are interested in joining the honor society, apply directly via the IMA Accounting Honor Society website at imanet.org/iahs. You will need to include a transcript with your application.

Lambda Epsilon Chi

Lambda Epsilon Chi is the national honor society founded by the American Association for Paralegal Education (AAfPE), which recognizes the scholarship and leadership of students in higher education. There are more than 170 chapters throughout the United States and thousands of inductees who have been honored for their outstanding academic achievements.

Membership is by invitation only. To be eligible for membership, you must demonstrate superior academic performance, as evidenced by an overall GPA of at least 3.25, as well as a GPA of at least 3.5 in your legal studies classes at UMGC.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

National Society of Collegiate Scholars

The National Society of Collegiate Scholars (NSCS) is an honor society recognizing students who have completed fewer than 60 credits toward an associate or a bachelor's degree and have shown academic excellence. The honor society encourages members to participate in honor society, university, and community events and provides resources to enable them to focus on their professional and leadership development. To be eligible, you must be seeking a first associate or bachelor's degree. You must have completed at least 12 credits at UMGC in courses graded A, B, C, D, or F and have a cumulative GPA of 3.4 or higher. In addition, you must have completed between 12 and 59 credits toward your degree.

Phi Alpha Theta

As a UMGC undergraduate student, you may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, you must attain a GPA of 3.5 or higher in at least 12 credits of UMGC history coursework and have an overall UMGC 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. If you are an undergraduate student, you must have completed at least 90 credits toward the bachelor's degree, at least 45 of which must have been for UMGC courses carrying letter grades of A, B, C, D, or F, to be eligible. Your GPA in UMGC courses must also be in the top 10 percent of the previous UMGC graduating class. If you are a graduate student, you must be in the final term of your graduate program and in the upper 10 percent of your graduating class.

Pi Gamma Mu

Pi Gamma Mu is the international honor society for the social sciences and recognizes outstanding scholarship in that area at UMGC. Membership is offered to qualified undergraduate students interested in anthropology, criminology, economics, gerontology, history, legal studies, political science, social psychology, sociology, and women's studies. You must have completed at least 45 credits toward your degree to be eligible. If you have earned at least 20 credits in social science coursework (including at least 9 credits at UMGC) and have a GPA of 3.6 or higher, you may be invited to join.

Pi Lambda Theta

Pi Lambda Theta, one of the nation's most prestigious education honor societies, was designed to advance education as a profession. The society honors the accomplishments of exemplary educators and supports the continuing development of knowledge and skills of education students. Membership is open to students in the Master of Arts in Teaching program. To be eligible, you must have completed at least 12 credits in the program with a minimum GPA of 3.5.

SALUTE

SALUTE (which stands for Service, Academics, Leadership, Unity, Tribute, Excellence) is the first national honor society established for student veterans and military servicemembers in two-year and four-year institutions of higher education. Members include retirees, disabled veterans, active-duty military, National Guard members, and reservists who are returning to higher education, starting second careers, or helping fund their college careers with military service.

To be eligible for SALUTE, you must be currently enrolled at UMGC, currently serving in or honorably discharged from the military, have completed at least 12 credit hours with UMGC, have served as a mentor in the One2One mentoring program for at least one term or be an active Vessey Veterans Resource Center (VRC) communicator (posting feedback on articles or to the social wall at least twice per month), display the highest ethical standards, and maintain a GPA of at least 3.0 as an undergraduate student or 3.5 as a graduate student. You are eligible to apply for higher tiers based on your cumulative GPA. To learn more, visit umgc.edu/salute.

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. You must be in at least your second term of enrollment, have completed a minimum of 12 credits at UMGC, 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 undergraduate UMGC students with a major in English. To be eligible, you must have earned at least 45 credits toward the bachelor's degree with an overall GPA of 3.5 or higher. At least 30 credits must have been earned through UMGC and must include 12 credits of English, not including WRTG 112 or WRTG 101,

and 6 credits of upper-level coursework. You must also have earned a GPA of 3.6 or higher in English major coursework at UMGC.

Upsilon Phi Delta

Upsilon Phi Delta is a national academic honor society founded by the Association of University Programs in Health Administration for students in healthcare management and policy and designed to recognize, reward, and encourage academic excellence in the study of healthcare administration. To be eligible as an undergraduate student, you must have a cumulative GPA of 3.25 or higher and at least 18 credits of coursework in health services management with a GPA of 3.25 or higher in those courses. If you are a graduate student, you must have a cumulative GPA of 3.5 or higher and at least 18 credits of graduate coursework.

Upsilon Pi Epsilon

The Kappa Chapter of Upsilon Pi Epsilon, the international honor society for the computing and information disciplines, is open to undergraduate and graduate students. To be eligible as an undergraduate student, you must be pursuing a bachelor's degree with a major in the computing and information disciplines and must have completed at least 45 credits. You should have completed at least 30 credits at UMGC 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. If you are a graduate student, you may be considered for membership if you are pursuing one of the following degrees: MS in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, Data Analytics, Digital Forensics and Cyber Investigation, Information Technology (with a specialization in database systems technology, informatics, information assurance, software engineering, or systems engineering), or Management (with a specialization in information systems and services). To qualify for graduate-level membership, you must have completed at least 18 credits at UMGC toward your degree, with a cumulative GPA of 3.5 or higher.

Undergraduate Scholastic Recognition

Academic Honors

Academic honors for excellence in scholarship are determined by your cumulative GPA at UMGC. The distinction of *summa cum laude* is conferred on those undergraduate students with a cumulative GPA of 4.000; *magna cum laude* honors are conferred on those with a cumulative GPA of 3.901 to 3.999; *cum laude* honors are conferred on those with a cumulative GPA of 3.800 to 3.900. To be eligible for any of these categories of recognition, you must have earned at least 30 credits at UMGC in courses for which a letter grade and quality points were assigned. For honors to be conferred

with a second bachelor's degree, you are required to have a total of 30 new UMGC credits and the requisite GPA. (See p. 62 for more information on attaining a second bachelor's degree.)

Dean's List

The dean's list is calculated at the end of each term. To be eligible for the dean's list, you must have completed at least 6 credits (in courses graded A, B, C, D, or F) during the term, earned a GPA of at least 3.5 for the term, and maintained a cumulative GPA of 3.5 at UMGC.

All courses taken during the term are used in computing the GPA, even though the total number of credits may exceed 6. A term is designated as fall, spring, or summer.

If you make the dean's list, you will be notified via email of your achievement by the Office of the Dean of your school.

Responsibilities of the Student

Attendance and Participation

You are responsible for attending all on-site and online classes and any related activities regularly and punctually. Faculty members may base part of the final grade on class participation.

According to the university's definition of a unit of credit (described in Policy 160.00), you should expect to spend 42 to 45 hours on coursework (online or on-site class discussions and activities, additional study, readings, and preparation of assignments) for each credit you earn. As a rule of thumb, you should expect to devote at least three hours of outside study each week for every credit in which you are enrolled. For example, you would need to devote at least nine hours per week to outside study for a 3-credit course.

You are expected to achieve the same intended learning outcomes and do the same amount of work in an online course as you would in an on-site course. Active participation is required in all courses, whether they are online or on-site with an online component, and you should expect to log in to your courses several times a week.

Absence from class does not excuse you from missed coursework. You are responsible for completing any missed coursework, as indicated in the course syllabus, and obtaining detailed information about missed class sessions, including content, activities covered, and any announcements or assignments. Failure to complete any required coursework may adversely affect your grade. Faculty members are not expected to repeat material that you missed because of your absence from class.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

You may not give permission to another person to accompany you to an on-site class meeting, to attend an on-site class meeting in your place, or to access or attend your online class, except as part of reasonable accommodations arranged through Accessibility Services.

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. As a member of the International Center for Academic Integrity (academicintegrity.org), UMGC subscribes to the center's definition of academic integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage." UMGC believes that all members of the university community share the responsibility for academic integrity.

As a UMGC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic integrity in accordance with the university's philosophy of academic integrity (umgc.edu/integrityphil). All forms of academic misconduct, defined as actions that create an unfair academic advantage, are a violation of the principles of academic integrity and will not be permitted. Attempts to engage in academic misconduct or to assist others in doing so are prohibited. Resources to help you uphold the highest standards of academic integrity are available at umgc.edu/academicintegrity. UMGC's complete Academic Integrity policy is available at umgc.edu/academic-integrity.

Intellectual Property

The primary mission of universities is to create, preserve, and disseminate knowledge. When that knowledge takes the form of intellectual property, a university must establish a clear and explicit policy that will protect the interests of the creators and the university while ensuring that society benefits from the fair and full dissemination of that knowledge. UMGC's policy on intellectual property is available online at umgc.edu/intellectual-property.

Course Load

See UMGC's Policy 215.00 on Student Academic Load and Enrollment Status at umgc.edu/policies for more information.

Undergraduate

For undergraduate students, full-time enrollment is defined as 12 or more credits per term and half-time as 6 to 11 credits per term (fall, spring, or summer). Decisions on the number of courses you can successfully complete in any one session are normally left to your discretion.

Most UMGC students register for between 3 and 7 credits per term, and you are strongly advised not to exceed this limit. Carefully and

realistically assess your other commitments before you register for more than 7 credits. You may not register for more than 18 credits in a 17-week period without written permission from the Office of Student Services.

To initiate the permission process, contact your academic advisor. Permission to register for more than 18 credits is at the university's discretion and is based on demonstrated academic excellence at UMGC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMGC are required.

You may not register for on-site or hybrid courses whose scheduled meeting times overlap.

Graduate

FOR MASTER'S DEGREE PROGRAMS

If you are enrolled in a program that operates on a three-term calendar for the academic year, you are considered a full-time graduate student if you are registered for at least 9 credits of graduate coursework per term and half-time if you are enrolled for 6 credits per term.

If you are enrolled in a program that operates on a four-term calendar for the academic year, you are considered a full-time graduate student if you are registered for 6 credits per term.

Given the time commitment required for graduate study, the normal academic load is 6 credits per term. UMGC strongly recommends that you limit your academic load to conform with the demands of your employment and the time you have to prepare for class.

Taking more than 6 credits per term is not allowed in the MS in Data Analytics program or any program that operates on a four-term calendar but may be allowed in programs that operate on a three-term calendar, if certain conditions are met.

If you have a compelling need to take more than 6 credits per term (and are enrolled in a program that allows course overloads), you may submit to your advisor a written request to take 3 additional credits of coursework (i.e., one additional course). You must have fulfilled the prerequisites for the additional course you wish to take. In the request, you must indicate your acceptance of the academic risk entailed in adopting the course overload.

To be considered for a course overload, you must

- Be a degree- or certificate-seeking student
- Have a 3.0 GPA

Appealing a Grade

The established performance standards for a course grade are communicated in the syllabus and other course materials. If you believe that your grade was not based on such standards, you may pursue the appeal process for arbitrary and capricious grading. Procedures for appealing a grade are detailed in UMGC Policy 130.80 Procedures for Review of Alleged Arbitrary and Capricious Grading, which is available online at umgc.edu/policies, as well as from the Office of Academic Integrity and Accountability.

There is a time limit for appealing a grade; if you want to appeal a grade, you must initiate the process by requesting a conference with the faculty member to discuss how the grade was calculated within 30 calendar days of the posting of the grade. If you have conferenced with a faculty member with no resolution, contact integrity@umgc.edu with an explanation of how you believe that your grade situation fits the definition of arbitrary and capricious grading as provided in the policy.

Grievance and Appeal Procedures

If you have legitimate complaints about faculty, staff members, academic departments, or administrative units, contact the Dean's Office at dean-asia@umgc.edu.

To file a formal complaint concerning the actions of members of the UMGC faculty or administrative staff, you must follow the procedures detailed in UMGC Policy 130.70 Student Grievance Procedures, which is available at umgc.edu/policies as well as from the Office of Academic Integrity and Accountability. If you wish to seek redress for the acts or omissions of a faculty or staff member, you must first request a conference with that person and attempt to resolve the complaint informally within 14 calendar days of the alleged act or omission. If you have attempted resolution within the academic program without a satisfactory outcome, email integrity@umgc.edu and include information required by the grievance policy linked above.

If you are not satisfied with the outcome of your student grievance, you may submit your complaint to an external entity. Contact information for external entities is available at umgc.edu/external-complaint.

If you wish to file a complaint about discrimination or harassment, you must follow the procedures detailed in UMGC Policy Affirmative Action and Equal Opportunity, available at umgc.edu/eeo. You can file a complaint regarding discrimination or harassment at fairpractices@umgc.edu. You may file a complaint regarding sexual misconduct at titleinvestigator-overseas@umgc.edu.

Connectivity and Technical Fluency

UMGC is committed to ensuring that you have access to up-to-date resources and acquire the level of fluency in information technology you need to participate actively in contemporary society.

As a UMGC student, you must own or have access to a personal computer, have access to the internet, and have a current email address. You must be prepared to participate in asynchronous, computer-based class discussions, study groups, online database searches, course evaluations, and other online activities whether your course is held online or in a classroom.

You must also be able to reach fellow students, faculty, and the university via email. You will be assigned a UMGC account, which includes email, as soon as you register. While you are not required to use the UMGC email address, you must provide and maintain a current email address through MyUMGC (my.umgc.edu).

In addition, you are expected to have a working knowledge of and access to a basic word processing program, such as Microsoft Word; a spreadsheet program, such as Microsoft Excel; internet email services; Microsoft Windows; and the World Wide Web.

The most current technical requirements are available online at umgc.edu/techreq.

Examinations

Proper placement in critical core courses helps ensure your success and allows you to advance more quickly toward your degree goals. UMGC offers complimentary placement testing to help determine the most appropriate course in certain foreign languages for your academic success.

You are not required to take a writing placement exam before you register for a writing course at UMGC.

Contact Exams and Testing Services by phone at 800-888-8682, ext. 2-2600, or by email at exams@umgc.edu.

Change of Address

If you move while enrolled at UMGC, you must notify UMGC by updating your personal information in MyUMGC.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Transfer of Credits from UMGC

To have credits earned through UMGC transferred to another institution, you must obtain authoritative guidance from the institution to which you intend to transfer—even if it is another institution in the University System of Maryland. The transferability of credits earned is always at the discretion of the receiving institution. Only that institution can answer specific questions about whether it will accept transfer credit, as well as whether any credits may satisfy its admission, residency, and degree requirements or apply to its curricula.

Code of Civility

To encourage the development and growth of a supportive and respectful academic environment for all students, faculty, and staff, UMGC has created the Code of Civility, which is available at umgc.edu/civility.

Code of Student Conduct

UMGC Policy 151.00 Code of Student Conduct outlines prohibited conduct and the procedures by which such conduct is addressed. The university reserves the right to take appropriate action to protect the safety and well-being of the UMGC community.

You may be accountable to both civil authorities and to UMGC for acts that constitute violations of law and of this code. Disciplinary action at UMGC normally will go forward pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

In every case of alleged Code of Student Conduct violation, the burden of proof rests with the complainant, who must establish the responsibility of the person accused by a preponderance of evidence. In cases where the complainant wishes to remain anonymous, the burden of proof rests with the administrator.

See umgc.edu/student-conduct for additional information about the UMGC Code of Student Conduct.

BRIDGE PROGRAM

REQUIREMENTS AND CURRICULA

Bridge Program

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

The Bridge Program is currently available at various locations in Japan (mainland and Okinawa) and Korea. 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 UMGc must first be approved by their prefectural governmental agency. As a base employee (IHA/MLC), you must provide proof of English proficiency, high school completion documentation, and an endorsement letter from your supervisor to confirm eligibility. You should contact the Bridge Program Office for more information about the designated agency.

Non-native English speakers with SOFA status must provide proof of English proficiency and high school completion documentation.

Foreign educated students can be admitted as either Bridge or degree-seeking, dependent upon the English proficiency information provided. Acceptable test scores must be from exams taken within the last seven years.

Upon successful completion of the program, Bridge Program completers may take additional undergraduate courses and have the option to pursue a UMGc degree as a degree-seeking student.

CONTACT

Jackie Cillizza
Bridge Program Office
asia.umgc.edu/bridge
Civilian: 098-961-0195/0233
DSN: 315-634-0195/0233
E-mail: bridgeprogram-asia@umgc.edu

REQUIRED TEST SCORES

TEST	BRIDGE	REGULAR STUDENT
TOEFL ITP	450*	550
TOEFL PBT	450*	550
TOEFL IBT	45*	79
IELTS	4.0	6.5
EIKEN	Grade 2	Grade Pre-1

*Exceptions may be considered on a case-by-case basis.

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 111X Academic Writing I
(3 credits toward the general education requirement in communications for Bridge students only)

Session 5

WRTG 112X Academic Writing II
(3 credits toward the general education requirement in communications for Bridge students only)

Optional

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

OVERVIEW OF ACADEMIC SCHOOLS AND PROGRAMS

The School of Arts and Sciences

Kara Van Dam, PhD
Dean

Randall Hansen, PhD
Associate Dean

dean-asia@umgc.edu

Vision

The School of Arts and Sciences is committed to empowering people to make the world a better place through educational advancement.

Mission

Our mission in the School of Arts and Sciences is to be leaders in innovative student-centered learning providing high-quality liberal arts educational experiences to a global community.

Programs of Study

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

- Communication Studies
- Criminal Justice
- East Asian Studies
- English
- General Studies
- History
- Homeland Security
- Humanities
- Political Science
- Psychology
- Social Science

Minors

- Art History
- Biology
- Communication Studies
- Criminal Justice
- East Asian Studies
- English
- History
- Homeland Security
- Philosophy
- Political Science
- Psychology
- Sociology

CERTIFICATE PROGRAMS

- Foreign Language Certificate
 - Japanese
 - Korean

The School of Business

Bryan Booth, PhD
Dean

Anna Seferian, PhD
Associate Dean

dean-asia@umgc.edu

Vision

The School of Business will be the school where learners acquire innovative business skills that enable them to reach their full potential today and in the future.

Mission

Our mission in the School of Business is to be a leader in career-focused learning that enhances evidence-based decision making in diverse global environments.

Programs of Study

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

- Accounting
- Business Administration
- Human Resource Management
- Management Studies
- Marketing

Minors

- Accounting
- Business Administration
- Economics
- Human Resource Management
- Marketing

CERTIFICATE PROGRAMS

- Accounting Foundations
- Management

Graduate

MASTER'S DEGREE PROGRAMS

- Business Administration
- Transformational Leadership

OVERVIEW OF ACADEMIC SCHOOLS AND PROGRAMS

The School of Cybersecurity and Information Technology

Douglas Harrison, PhD
Dean

S. K. Bhaskar, PhD
Associate Dean

dean-asia@umgc.edu

Vision

The School of Cybersecurity and Information Technology will be the preferred provider of career-enhancing higher education, preparing a modern workforce in cybersecurity, information technology, and related emerging technologies. Our courses and programs will be innovative and industry-relevant for all learners at the university.

Mission

The mission of the School of Cybersecurity and Information Technology is to

- provide career-enhancing, affordable, accessible, and streamlined educational pathways in cybersecurity, information technology, and related emerging technologies
- prepare students for career and industry growth in all its courses and degree programs
- use highly qualified scholars-practitioners to bring workplace needs and understanding to the classrooms, innovative learning models, and applications to its students

Programs of Study

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

- Computer Networks and Cybersecurity
- Computer Science
- Cybersecurity Management and Policy
- Information Systems Management

Minors

- Computer Science
- Cybersecurity
- Information Systems Management

CERTIFICATE PROGRAMS

- Computer Science

CERTIFICATE PROGRAMS

REQUIREMENTS AND CURRICULA

To help you meet your educational goals, UMGC offers certificate programs that respond to current trends in today's demanding job market. Certificate programs offer working adults a convenient, flexible way to earn credentials for potential career advancement. All are available online.

The undergraduate certificate programs generally require 16 to 18 credits, and graduate certificate programs generally require 12 to 18 credits. All courses for the certificate programs carry college credit and may be applied toward a related degree.

More details about certificate programs is available online at umgc.edu/certificates.

Expectations

Within each academic certificate program, UMGC seeks to help you gain specific skills needed to advance in your career. Most certificates are fully stackable, that is, they are part of a more advanced degree program, such as one leading to a bachelor's or master's degree. However, each certificate may also be used as a stand-alone credential capable of enhancing your career and giving you an advantage in the job market.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of non-enrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The individual certificate coursework requirements specified in the following section are applicable to students enrolling on or after August 1, 2020.

Overall Requirements

1. You must be admitted as a UMGC student.
2. You may pursue a degree and certificate simultaneously or pursue a degree after completing the certificate.
3. For undergraduate certificates, 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, under current policies for such credit. Additional limitations may apply to specific programs; see description of individual certificate programs for details.
4. For graduate certificates, no more than 6 credits may be earned through transfer from other schools.
5. You must satisfy all required prerequisites for certificate courses. Some prerequisites may need to be fulfilled before beginning certificate coursework.
6. For undergraduate certificate programs, you must complete all required coursework with a minimum grade of C (2.0) in all courses. For graduate certificate programs, you must complete all required coursework with a minimum grade of B (3.0) in all courses.
7. Certificate courses may not be taken pass/fail.
8. Undergraduate students may only complete certificates at the undergraduate level. Graduate students may only complete certificates at the graduate level.

Second Certificate

If you have already received a certificate from UMGC, you can broaden your education by earning a second certificate in a different discipline. The same requirements detailed on the previous page apply for all certificates.

If you have earned a certificate from UMGC and want to pursue an additional certificate at UMGC at the same level, you may not apply coursework twice, i.e., double count, or repeat courses to fulfill the requirements of the additional credential. On a case-by-case basis, UMGC may consider limited substitutions for coursework that is required for more than one certificate to allow

CERTIFICATE PROGRAMS

REQUIREMENTS AND CURRICULA

you to complete a second certificate, but if this is not possible, you will need to choose an alternate program if you wish to complete another credential at UMGC.

Before beginning work toward or registering for a second certificate, consult an academic advisor. Advisors will be glad to explain the requirements and situations that require department approval.

Curricula

The following undergraduate certificate programs are available:

- Accounting Foundations Certificate
- Computer Studies Certificate
- Foreign Language Area Studies Certificate
 - Japanese
 - Korean
- Certificate in Management

Accounting Foundations Certificate

(18 credits, at least 9 of which you must complete with UMGC)

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)
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)

(Contact your academic advisor for additional approved courses)

Computer Studies Certificate

(18 credits, at least 9 of which you must complete with UMGC)

COMPUTER STUDIES CORE COURSES (6 CREDITS)

- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
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
CMIT 202 Fundamentals of Computer Troubleshooting (3)
CMIT 265 Fundamentals of Networking (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, CMIT, CMSC, CMST, CSIA, IFSM, or SDEV courses.

Foreign Language Area Studies Certificate

(18 credits, at least 9 of which you must complete with UMGC). You may choose coursework 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 language 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 – 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)
JAPN 333 Society and Culture (3)

(Contact your academic advisor for additional approved courses)

Korean (Available only in Korea)

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 language 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 – Other courses related to Korean Studies (3)
GVPT 453 Recent East Asian Politics (3)
HIST 382 The Korean War (3)
KORN 333 Korean Society and Culture (3)

(Contact your academic advisor for additional approved courses)

Certificate in Management

(18 credits, at least 9 of which you must complete with UMGC)

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)
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
CMIS 141 Introductory Programming (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)

(Contact your academic advisor for additional approved courses)

More information about certificates, including gainful employment disclosures, is available online at asia.umgc.edu/certificates.

ASSOCIATE DEGREE PROGRAM

DEGREE REQUIREMENTS AND CURRICULA

Expectations

Within the associate degree, a UMGC degree incorporates core competencies that build toward and support both the associate and bachelor's degrees. The following essential core competencies are emphasized across all programs:

- Effective writing and oral communication
- The use of information technology
- Information literacy
- Mathematical and quantitative reasoning
- Critical analysis, critical reasoning, and problem solving
- Understanding of key concepts and principles of the natural, social, and behavioral sciences

UMGC conducts learning outcomes assessments to measure and improve your learning in these general education areas.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of non-enrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The following requirements for the Associate of Arts (AA) are applicable to students who begin continuous enrollment on or after August 1, 2020.

Overall Requirements

The Associate of Arts degree requires the completion of a minimum of 60 credits, at least 15 of which (normally the final 15) must be taken through UMGC. Of these 60 credits, 35 credits must be earned in courses that fulfill the general education requirements listed on the following page. The remaining 25 credits must satisfy the requirements of the curriculum you select.

In addition to the general education requirements and elective requirements, the overall requirements listed below pertain to all associate degrees.

1. You must be admitted as an undergraduate UMGC student.
2. You must complete a minimum of 60 credits.
3. You must complete all general education requirements listed below.
4. You must maintain a minimum grade point average of 2.0 (C) overall in all courses taken through UMGC.

General Education Requirements (35 credits)

Specific recommendations for fulfilling the general education requirements in each category are provided in the degree plan for the general curriculum and each specialization.

Note: Any course that may be applied toward a general education requirement is considered a general education elective. Credit applied to general education requirements may not be applied toward major, minor, or elective requirements. Courses applied to general education requirements may not be taken pass/fail.

	Credits
Communications	9
WRTG 111 or another writing course (3 credits)	
All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A, or WRTG 486B), COMM 390, COMM 492, ENGL 102, and JOUR 201 apply.	
WRTG 112 (3 credits)	
Must be completed with a grade of C- or better within the first 24 credits. May not be earned through Prior Learning (Portfolio or Course Challenge) assessment.	
A course in communication, writing, or speech (3 credits)	
ENGL 102, ENGL 281, JOUR 201 and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply.	
No more than 3 credits in writing may be earned by examination.	
Mathematics	3
MATH 105, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department.	
Must be completed within the first 24 credits. Prerequisites must be fulfilled before taking MATH 108, MATH 140, or any higher-numbered MATH or STAT courses.	
Note: Check individual curricula for recommended math courses.	
Arts and Humanities	6
Two 3-credit courses chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and ENGL 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.	
Behavioral and Social Sciences	6
Two 3-credit courses chosen from the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, CCJS 105, CCJS 350, CCJS 360, and CCJS 461 only), ECON, GEOG, GERO (except GERO 342 and GERO 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).	

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)	
Courses from the following disciplines apply: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.	
Research and Computing Literacy	4
LIBS 150 (1 credit)	
IFSM 201 or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	
Total General Education Requirements	35

Curriculum Requirements (25 credits)

In addition to the general education requirements, you must take 25 credits of coursework related to your educational goals. You may choose a general curriculum (described on the next page) or a specialized curriculum with its own particular requirements (detailed on the following pages). You must earn a grade of C or higher in all core or core-related curriculum courses. For the specialized curricula, at least 9 credits of coursework taken through UMGC must be earned in core or core-related courses for the chosen curriculum. If you anticipate seeking a bachelor's degree, you should select courses that will advance that goal.

AA IN GENERAL STUDIES

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

ASSOCIATE DEGREE PROGRAM

DEGREE REQUIREMENTS AND CURRICULA

Second Associate Degree

If you have already received an associate degree from UMGC or from another approved institution, you can broaden your education by earning a second associate degree with coursework in or related to a different academic core area.

- You must have received the first associate degree to be eligible to begin the second.
- For a second associate degree you must complete at least 15 credits of new coursework with UMGC (including at least 9 credits in the core or core-related area, depending on the degree program). The combined credit must add up to at least 75 credits.
- The 15 new credits must be uniquely applicable to the second AA curriculum.
- Before beginning work toward a second associate degree, you must request an academic advisement report (discussed on 25).
- You may not earn two degrees at the same level (e.g., associate degree level) at the same time using the same credit.
- You must complete all requirements for the curriculum. All course prerequisites apply.
- As with other degrees, continuous enrollment at UMGC is required.
- A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.
- Consult an academic advisor for more information on earning a second associate degree.

Before beginning work or considering nontraditional options toward a second degree, consult an academic advisor. Advisors will be glad to explain the requirements for a second associate degree and clarify its limitations.

Curricula

What You'll Learn

Through your coursework, you will learn how to

- Communicate orally and in writing in a clear, well-organized manner
- Conduct academic research
- Think critically

General Curriculum

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

Degree Requirements

AA IN GENERAL STUDIES WITH GENERAL CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

In the general curriculum, you may choose related courses from several disciplines, explore several interests at once, or choose a variety of courses from UMGC's offerings. The responsibility for developing a curriculum that meets your intended learning outcomes is yours. You are encouraged to seek assistance from academic advisors in arranging your curriculum as appropriate to your personal interests and future educational plans.

COURSES IN THE GENERAL CURRICULUM (25 CREDITS)

Curriculum courses (12)

Elective courses (13)

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. You should take careful note of course prerequisites and recommended course sequences. Curricula may be available only in limited geographic areas.

ASSOCIATE DEGREE PROGRAM CURRICULA

Accounting Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH ACCOUNTING CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in accounting will help you demonstrate competencies in fundamental accounting practices to transition toward a bachelor's degree in accounting and related fields.

COURSES IN THE ACCOUNTING CURRICULUM (25 CREDITS)

ACCT 220 Principles of Accounting I (3)

ACCT 221 Principles of Accounting II (3)

Any ACCT or FINC courses (9)

Accounting or business courses (9)—Chosen from the following:

BMGT 110 Introduction to Business and Management

BMGT 380 Business Law I

BMGT 381 Business Law II

BMGT 496 Business Ethics

CMIS 102 Introduction to Problem Solving and Algorithm Design

ECON 201 Principles of Macroeconomics

ECON 203 Principles of Microeconomics

IFSM 300 Information Systems in Organizations

MRKT 310 Marketing Principles

STAT 200 Introduction to Statistics
(if not applied to general education requirements)

Any ACCT or FINC courses

Elective course (1)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH ACCOUNTING CURRICULUM

Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
ACCT 220 Principles of Accounting I (3)	Curriculum/course for accounting major
WRTG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related for accounting major and general education/mathematics
WRTG 293 Introduction to Professional Writing (3)	Related for accounting major and general education/communications
ACCT 221 Principles of Accounting II (3)	Curriculum/course for accounting major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related for accounting major and general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities

Continued

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50.

ASSOCIATE DEGREE PROGRAM CURRICULA

Accounting Curriculum continued

ECON 203 Principles of Microeconomics (3)	Related for accounting major and general education/behavioral and social sciences
ACCT 310 Intermediate Accounting I (3)	Curriculum/course for accounting major
ACCT 311 Intermediate Accounting II (3)	Curriculum/course for accounting major
FINC 330 Business Finance (3)	Related for accounting major and elective
MRKT 310 Marketing Principles (3)	Related for accounting major and elective
BMGT 380 Business Law I (3)	Related for accounting major and elective
ACCT 321 Cost Accounting (3)	Related for accounting major and elective
Elective (1)	Elective

Business and Management Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH BUSINESS AND MANAGEMENT CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in business and management will help you utilize core business concepts and principles to pursue related professional goals.

COURSES IN THE BUSINESS AND MANAGEMENT CURRICULUM (25 CREDITS)

BMGT 110 Introduction to Business and Management (3)

ACCT 220 Principles of Accounting I (3)

ACCT 221 Principles of Accounting II (3)

Business courses (12)—Chosen from any ACCT, BMGT, CMIS, ECON, FINC, HMG, HRMN, IFSM, or MRKT courses; any 3-credit CMST courses; STAT 200 (if not applied to general education requirements); and PSYC 321

Elective courses (4)—Courses that may be applicable to the BS in Business Administration are recommended.

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH BUSINESS AND MANAGEMENT CURRICULUM	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
BMGT 110 Introduction to Business and Management (3)	Curriculum/course for business administration major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related for business administration major and general education/mathematics
IFSM 201 Concepts and Applications of Information Technology (3) or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	General education/computing and research
ACCT 220 Principles of Accounting I (3)	Curriculum/course for business administration major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language course	General education/arts and humanities

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50.

BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related for business administration major and general education/ behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities
ECON 203 Principles of Microeconomics (3)	Related for business administration major and general education/ behavioral and social sciences
ACCT 221 Principles of Accounting II (3)	Curriculum/course for business administration major
BMGT 364 Management and Organization Theory (3)	Curriculum/course for business administration major
MRKT 310 Marketing Principles (3)	Curriculum/course for business administration major
HRMN 300 Human Resource Management (3)	Curriculum/course for business administration major
FINC 330 Business Finance (3)	Curriculum/course for business administration major
Elective (3)	Elective
Elective (1)	Elective

Computer Studies Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH COMPUTER STUDIES CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in computer studies

will help you apply a selected range of fundamental computer-based skills to advance your professional and career goals.

COURSES IN THE COMPUTER STUDIES CURRICULUM (25 CREDITS)

CMIS 102 Introduction to Problem Solving
and Algorithm Design (3)
or a programming language course

Computer studies–related courses (12)—Chosen from any CMIS, CMIT, CMSC, CMST, CSIA, IFSM, or SDEV courses

Elective courses (10)—Courses that may be applicable to a BS in a computing field are recommended.

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH COMPUTER STUDIES CURRICULUM	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related for computer studies major and general education/computing and research
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 115 Pre-Calculus (3)	Prerequisite to computer science major courses and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications

Continued

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50.

ASSOCIATE DEGREE PROGRAM CURRICULA

Computer Studies Curriculum continued

CMIS 141 Introductory Programming (3)	Curriculum/course for computer studies major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities
CMIS 242 Intermediate Programming (3)	Curriculum/course for computer studies major
ECON 201 Principles of Macroeconomics (3)	General education/behavioral and social sciences
CMSC 150 Introduction to Discrete Structures (3)	Related for computer studies major and elective
SDEV 300 Building Secure Python Applications (3)	Curriculum/course for computer studies major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Foreign Language Area Studies Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH FOREIGN LANGUAGE AREA STUDIES CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in foreign language area studies will help you develop intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.

If you have previous experience in the foreign language you wish to study, contact the department at languages@umgc.edu about a placement test.

COURSES IN THE FOREIGN LANGUAGE AREA STUDIES CURRICULUM (25 CREDITS)

Language core courses (12)—Sequential courses in a single language, usually numbered 111–112 and 114–115 (or 211–212)

Related area studies courses (12)—Any courses in the culture, history, language, literature, or government and politics of the area (see specific courses for each language area)

Elective course (1)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50.

Curriculum and related requirements are listed in **bold**.

AA WITH FOREIGN LANGUAGE AREA STUDIES CURRICULUM	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
ASTD 284 Foundations of East Asian Civilization (3)	Curriculum/required course for East Asian studies major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
ASTD 285 Introduction to Modern East Asia (3)	Curriculum/required course for East Asian studies major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or HUMN 100 Introduction to Humanities (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities
ECON 201 Principles of Macroeconomics (3)	General education/behavioral and social sciences
JAPN 111 Elementary Japanese I or KORN 111 Elementary Korean I (3) (Korea only)	Curriculum/course for East Asian studies major
JAPN 112 Elementary Japanese II or KORN 112 Elementary Korean II (3) (Korea only)	Curriculum/course for East Asian studies major
JAPN 114 Elementary Japanese III or KORN 114 Elementary Korean III (3) (Korea only)	Curriculum/course for East Asian studies major

JAPN 115 Elementary Japanese IV or KORN 115 Elementary Korean IV (3) (Korea only)	Curriculum/course for East Asian studies major
ASTD 370 Interpreting Contemporary China or JAPN 333 Japanese Society and Culture (3)	Curriculum/course for East Asian studies major
PHIL 348 Religions of the East (3)	Curriculum/course for East Asian studies major
Elective (1)	Elective

Management Studies Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH MANAGEMENT STUDIES CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in management studies will help you apply knowledge from management-related disciplines to advance your professional and educational goals.

COURSES IN THE MANAGEMENT CURRICULUM (25 CREDITS)

Management-related courses (15)—Chosen from the following:

Any ACCT, BMGT, CMIS, CMST, ECON, FINC, HMGT, HRMN, IFSM, and MRKT courses

PSYC 321 Social Psychology

COMM 390 Writing for Managers

Elective courses (10)—Courses that may be applicable to the BS in Management Studies are recommended.

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50.

ASSOCIATE DEGREE PROGRAM CURRICULA

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA IN MANAGEMENT STUDIES CURRICULUM	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
BMGT 110 Introduction to Business and Management (3)	Curriculum/course for management studies major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related for management studies major and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
ACCT 301 Accounting for Nonaccounting Managers (3)	Curriculum/course for management studies major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities
ECON 201 Principles of Macroeconomics (3)	Related elective for management studies major and general education/behavioral and social sciences

BMGT 364 Management and Organization Theory (3)	Curriculum/course for management studies major
BMGT 365 Organizational Leadership (3)	Curriculum/course for management studies major
BMGT 317 Decision Making (3)	Curriculum/course for management studies major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Mathematics Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH MATHEMATICS CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in mathematics will help you employ appropriate mathematical methods and technologies to accomplish quantitative tasks in your professional and educational contexts.

COURSES IN THE MATHEMATICS CURRICULUM (25 CREDITS)

MATH 140	Calculus I (4)
MATH 141	Calculus II (4)
MATH 241	Calculus III (4)
MATH 340	Linear Algebra (4) or MATH 246 Differential Equations

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50.

STAT 200 Introduction to Statistics (3)
 Mathematics-related course (3)—Chosen from the following:
 Any ACCT or FINC course
 CHEM 103 General Chemistry I
 CHEM 113 General Chemistry II
 CMIS 102 Introduction to Problem Solving and Algorithm Design
 CMSC 150 Introduction to Discrete Structures
 CMIS 242 Intermediate Programming
 ECON 201 Principles of Macroeconomics
 ECON 203 Principles of Microeconomics
 ECON 430 Money and Banking
 ECON 440 International Economics
 Any MATH course numbered 108 or higher
 Any math-based physics course
 Elective courses (3–4)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA IN MATHEMATICS CURRICULUM	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
MATH 115 Pre-Calculus (3)	Prerequisite to curriculum courses and general education/mathematics
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 140 Calculus I (4)	Curriculum course

WRTG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Curriculum course
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities
MATH 141 Calculus II (4)	Curriculum course
ECON 201 Principles of Economics (3)	General education/behavioral and social sciences
MATH 241 Calculus III (4)	Curriculum course
MATH 301 Concepts of Real Analysis I (3)	Curriculum course
MATH 246 Differential Equations (3)	Curriculum course
Elective (3)	Elective
Elective (1)	Elective

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 48–50 .

ASSOCIATE DEGREE PROGRAM CURRICULA

Psychology Curriculum

Degree Requirements

AA IN GENERAL STUDIES WITH PSYCHOLOGY CURRICULUM

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 50), the specialized curriculum in psychology will help you develop knowledge of human behavior.

COURSES IN THE PSYCHOLOGY CURRICULUM (25 CREDITS)

PSYC 100 Introduction to Psychology (3)

Psychology-related courses (12)—Chosen from the following:

PSYC 321 Introduction to Social Psychology
or another PSYC course

PSYC 335 Personality
or another PSYC course

PSYC 351 Lifespan Development
or another PSYC course

PSYC 353 Abnormal Psychology
or another PSYC course

Elective courses (10)—Courses that may be applicable to the BS in Psychology are recommended.

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 48–50 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH PSYCHOLOGY CURRICULUM

Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any other general education technology course	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Curriculum/course for psychology major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related for psychology major and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
PSYC 321 Social Psychology (3)	Curriculum/course for psychology major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	General education/biological and physical sciences
BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	General education/arts and humanities
SOCY 100 Introduction to Sociology (3)	General education/behavioral and social sciences
PSYC 335 Theories of Personality (3)	Curriculum/course for psychology major
PSYC 351 Lifespan Development (3)	Curriculum/course for psychology major
PSYC 353 Abnormal Psychology (3)	Curriculum/course for psychology major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

*For more information on general education course offerings for an associate degree, please see degree requirements on pp. 49–50.

BACHELOR'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

UMGC PROGRAMS AVAILABLE IN ASIA

Accounting	major and minor
Art history	minor
Biology	minor
Business administration	major and minor
Communication studies	major and minor
Computer networks and cybersecurity	major
Computer science	major and minor
Criminal justice	major and minor
Cybersecurity	minor
Cybersecurity management and policy	major
East Asian studies	major and minor
Economics	minor
English	major and minor
History	major and minor
Homeland security	major and minor
Humanities	major
Human resource management	major and minor
Information systems management	major and minor
Management studies	major
Marketing	major and minor
Philosophy	minor
Political science	major and minor
Psychology	major and minor
Social science	major
Sociology	minor

ADDITIONAL PROGRAMS AVAILABLE THROUGH ONLINE STUDY*

African American studies [▲]	Forensics [▲]	Natural science [▲]
Art [▲]	General Studies	Personal financial planning [▲]
Contract management and acquisition [▲]	Gerontology and aging services	Public safety administration
Digital media and web technology	Graphic communication	Small business management and entrepreneurship [▲]
Diversity awareness [▲]	Health services management	Software development and security
Emergency management [▲]	Investigative forensics [▲]	Speech communication [▲]
Environmental management	Law for business [▲]	Terrorism and critical infrastructure
Finance	Legal studies	Women's Studies [▲]
Fire service administration [▲]	Mathematical sciences [▲]	

*For more information on online courses, please visit umgc.edu/academic-programs

▲ Minor Only

BACHELOR'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

At the undergraduate level, UMGC offers the Bachelor of Arts (BA), Bachelor of Science (BS), Bachelor of Science in Nursing (BSN), and Bachelor of Technical and Professional Studies (BTPS) degrees. The BSN program is available only to students who have an associate degree in nursing or a diploma from a registered nursing education program that is recognized by the appropriate state board of nursing and who reside in and have an active, unencumbered nursing license in an approved state.* The BTPS degree is available only to students who have earned the Associate of Applied Science (AAS) degree from a community college with which UMGC has an appropriate articulation agreement. The BSN and BTPS degrees are restricted programs and are not available at UMGC Asia locations.

Except for those restricted programs, current UMGC degree programs are open to you from virtually anywhere in the world. However, offerings sufficient to complete every program may not be available at every location or in every format. You should consult your advisor, current schedules, and site-specific materials to determine which programs you may normally expect to complete from your geographic location.

Requirements for degrees vary according to the major and minor. The requirements you must meet to complete your bachelor's degree, regardless of your academic major, are summarized in the following sections.

Expectations

Within each academic major, a UMGC degree incorporates program-specific and core competencies. The following essential core competencies are emphasized across all programs:

- Effective writing and oral communication
- The use of information technology
- Information literacy
- Mathematical and quantitative reasoning
- Critical analysis, critical reasoning, and problem solving
- Understanding of key concepts and principles of the natural, social, and behavioral sciences

UMGC conducts learning outcomes assessments to measure and improve your learning in these areas as well as in specific disciplinary knowledge and skills.

Your academic major (and minor, if you choose one) allows you 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 you are expected to acquire in completing the major.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of non-enrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The following requirements for the BA, BS, BSN, and BTPS are applicable to students who begin continuous enrollment on or after August 1, 2020.

Overall Bachelor's Degree Requirements

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

1. You must be admitted as an undergraduate UMGC student.
2. You must complete a minimum of 120 credits.
3. You 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.
4. You must complete all general education requirements listed on the following page.

5. You must complete all coursework required for an academic major, which typically requires from 30 to 36 credits.
6. At least 36 credits must be upper level (i.e., earned in courses numbered 300 to 499) and include at least one-half of the credits required for the major. The remaining upper-level credits may be earned in any part of the curriculum.
7. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credits earned by examination, portfolio assessment, and noncollegiate training do not count as graded coursework.
8. Within the 120 credits required, the following coursework must be taken through UMGC:
 - 30 credits (normally the final 30)
 - Half of the required number of credits within both the major (if you are not majoring in general studies, described on 83) and the minor (if you choose a minor)
 - 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor (if you choose a minor)

General Education Requirements

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

Note: Any course that may be applied toward a general education requirement may not also be applied toward major, minor, or elective requirements. Courses applied to meet general education requirements may not be taken pass/fail.

	Credits
Communications	12
WRTG 111 or another writing course (3 credits)	
All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A, or WRTG 486B), COMM 390, COMM 492, ENGL 102, and JOUR 201 apply.	
WRTG 112 (3 credits)	
Must be completed with a grade of C- or better within the first 24 credits. May not be earned through Prior Learning (Portfolio Assessment or Course Challenge) assessment.	
A course in communication, writing, or speech (3 credits)	
ENGL 102, ENGL 281, JOUR 201, and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply.	
An upper-level advanced writing course (3 credits)	
WRTG 391, WRTG 393, and WRTG 394 apply.	
No more than 3 credits in writing may be earned by examination.	

Mathematics 3

MATH 105, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department.

Must be completed within the first 24 credits. Prerequisites must be fulfilled before taking MATH 108, MATH 140, or any higher-numbered MATH or STAT courses.

Note: Check individual majors for recommended math courses and related requirements.

Arts and Humanities 6

Two 3-credit courses chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and ENGL 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

Behavioral and Social Sciences 6

Two 3-credit courses chosen from the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, CCJS 105, CCJS 350, CCJS 360, and CCJS 461 only), ECON, GEOG, GERO (except GERO 342 and GERO 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

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).

Courses from the following disciplines apply: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.

Research and Computing Literacy 7

Professional exploration course (3 credits)

Should preferably be taken within the first 6 credits. PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, and PACE 111T apply.

LIBS 150, CAPL 398A, or a general education elective (1 credit)

One course in computing or information technology (3 credits)

Unless otherwise specified, upper- or lower-level courses designated CMIS, CMIT, CMSC, CMST, CSIA, IFSM, and SDEV and ACCT 326 apply. Refer to your specific major for requirements or recommendations.

Total General Education Requirements 41 Credits

BACHELOR'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

Major, Minor, and Elective Requirements

	Credits
Academic Major	30–36
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 (i.e., earned in courses numbered 300 and higher) and must be earned through UMGC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following chapter.	

You may receive a double major; requirements and restrictions are described below.

Academic Minor	15–18
Choosing a minor is strongly encouraged even though it is optional. You 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 UMGC.	

No grade may be lower than C. Specific coursework is prescribed for each minor and is described in the following chapter.

Electives	25–34
Electives may be taken in any academic discipline. Pass/fail credit, up to a maximum of 18 credits, may be applied toward electives only.	

Total Major, Minor, and Elective Requirements	79
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BACHELOR'S DEGREE REQUIREMENTS

	Credits
General Education Courses	41
Academic Major Courses	30–36
Academic Minor and Elective Courses	43–49
Total	120

Double Major

You can earn a double 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. The same course cannot be used to fulfill requirements for more than one major. Certain restrictions (including use of credit and acceptable combinations of majors) apply for double majors. You cannot major in two programs with excessive overlap of required coursework. Contact an academic advisor before selecting a double major.

Second Bachelor's Degree

If you have already received a bachelor's degree from UMGC or from another approved institution, you can broaden your education by earning a second bachelor's degree with a different major.

- You must have received the first bachelor's degree to be eligible to begin a second.
- For a second bachelor's degree, you need to complete at least 30 new credits through UMGC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.
- You may not earn a second bachelor's degree with a double major. You may not earn a second degree in general studies and may not obtain a second associate degree within the second bachelor's degree.
- To qualify for academic honors in a second bachelor's degree, you must complete at least 30 new credits through UMGC with the requisite grade point average.
- You must complete all requirements for the major. All course prerequisites apply.
- If any major requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new coursework should be satisfied with courses related to the major. For purposes of determining what major requirements apply, the applicable date is the date you started coursework at UMGC after being admitted into the second undergraduate degree program.
- As with other degrees, continuous enrollment at UMGC is required.
- A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.

Before beginning work or considering nontraditional options toward a second degree, consult an academic advisor. Advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations. The general studies major may not be selected as a second bachelor's degree.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Accounting

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

Major in Accounting

The major in accounting combines theory and practice to help prepare you to analyze and report on the economic activities of organizations. You'll develop skills in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, and international accounting.

What You'll Learn

Through your coursework, you will learn how to

- Communicate with financial and nonfinancial audiences in a clear and concise manner and make appropriate financial decisions
- Research, prepare, analyze, and review financial and business data by applying accounting and business management principles to produce financial and business reports
- Use current technology and analytical tools to work collaboratively and facilitate decision making
- Employ analysis, critical thinking, and problem solving to identify, test, and validate processes, systems, and financial data
- Define, develop, and demonstrate ethical business practices and accountability by identifying and addressing current and emerging issues
- Conduct fraud detection and deterrence planning, analysis, and communication
- Perform a range of functions, including auditing and financial reporting, to manage finances for federal agencies
- Create reports and conduct disclosure analysis

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- Certified Fraud Examiner (CFE)
- Certified Government Auditing Professional (CGAP)
- Certified Government Financial Manager (CGFM)
- Certified Information Systems Auditor (CISA)
- Certified Internal Auditor (CIA)
- Certified Management Accountant/Certified Financial Manager (CMA/CFM)
- Certified Public Accountant (CPA)*

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in accounting, a vertical pathway between UMGC undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Accounting and Financial Management, Accounting and Information Systems, or Management with a specialization in accounting at UMGC by 6 credits (two courses). Details are on 19.

Degree Requirements

BS IN ACCOUNTING

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

REQUIRED MAJOR COURSES (36 CREDITS)

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
ACCT 310	Intermediate Accounting I (3)
ACCT 311	Intermediate Accounting II (3)
ACCT 321	Cost Accounting (3)
ACCT 323	Federal Income Tax I (3)
ACCT 326	Accounting Information Systems (3)
ACCT 410	Accounting for Government and Not-for-Profit Organizations (3) or any upper-level ACCT course
ACCT 422	Auditing Theory and Practice (3)
ACCT 424	Advanced Accounting (3)
ACCT 436	Internal Auditing (3) or any upper-level ACCT course
ACCT 438	Fraud and Forensic Accounting (3) or any upper-level ACCT course

* Requirements for CPA certification vary from state to state. See 200 or umgc.edu/professional-licensure for more information.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

RELATED REQUIRED COURSES

Note: The following required courses may be applied to general education or elective requirements.

BMGT 364	Management and Organization Theory
BMGT 380	Business Law I
ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
FINC 330	Business Finance
MRKT 310	Marketing Principles
STAT 200	Introduction to Statistics
ACCT 411	Ethics and Professionalism in Accounting or <i>BMGT 496 Business Ethics</i>
WRTG 293	Introduction to Professional Writing or <i>COMM 390 Writing for Managers</i> or <i>WRTG 394 Advanced Business Writing</i>

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN ACCOUNTING	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111B Program and Career Exploration in Business (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any other general education technology course	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
ACCT 220 Introduction to Statistics (3)	Major

WRTG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 394 Advanced Business Writing (3)	Related and general education/communications
ACCT 221 Principles of Accounting II (3)	Major
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
CSIA 300 Cybersecurity for Leaders and Managers (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences
ACCT 310 Intermediate Accounting I (3)	Major
IFSM 300 Foundations of Information Systems Management (3)	Elective
ACCT 311 Intermediate Accounting II (3)	Major
Elective (3)	Elective
ACCT 326 Accounting Information Systems (3)	Major
CSIA 310 Cybersecurity Processes and Technologies (3)	Elective
ACCT 321 Cost Accounting (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
FINC 328 Small Business Finance (3)	Elective
ACCT 323 Federal Income Tax I (3)	Major
ACCT 411 Ethics and Professionalism in Accounting (3)	Related and elective
Elective (3)	Elective
ACCT 410 Accounting for Government and Not-for-Profit Organizations (3)	Major
BMGT 364 Management and Organization Theory (3)	Related and elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

IFSM 438 Information Systems Project Management (3)	Elective
ACCT 422 Auditing Theory and Practice (3)	Major
BMGT 380 Business Law I (3)	Related and elective
Elective (3)	Elective
ACCT 424 Advanced Accounting (3)	Major
FINC 330 Business Finance (3)	Related and elective
Elective (3)	Elective
ACCT 436 Internal Auditing (3)	Major
MRKT 310 Marketing Principles (3)	Related and elective
ACCT 438 Fraud and Forensic Accounting (3)	Major
Elective (1)	Elective

Minor in Accounting

The accounting minor complements the skills you gain in your 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.

Courses in the Minor (15 Credits)

A minor in accounting requires the completion of 15 credits of coursework in accounting. Any ACCT courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Art History

You may seek an academic minor in art history.

Minor in Art History

The art history minor complements the skills you gain in your major discipline by helping to develop skills in historical and cultural interpretation and critical analysis of works of architecture, sculpture, painting, and the applied arts.

Courses in the Minor (15 Credits)

A minor in art history requires the completion of the following courses:

- ARTH 204 Film and American Culture Studies (3)
- ARTH 334 Understanding Movies (3)
- ARTH 372 History of Western Art I (3)
- ARTH 373 History of Western Art II (3)
- ARTH 375 History of Graphic Art (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Biology

You may seek an academic minor in biology.

Minor in Biology

The biology minor complements the skills you gain in your major discipline by helping to provide an underlying scientific base on which to build a career in the life sciences, allied health fields, bioinformatics, environmental management, science journalism, or science education.

Courses in the Minor (15 Credits)

A minor in biology requires the completion of 15 credits of coursework in biology. All BIOL courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Business Administration

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

Major in Business Administration

In the business administration major, you'll gain a well-rounded education that provides foundational, workplace-relevant management skills, organizational theory, and operational knowledge.

UMGC's career-focused bachelor's degree program in business administration is designed to help you compete for the jobs of today and tomorrow by building a comprehensive base of knowledge. This major will help you prepare for a variety of positions in for-profit, nonprofit, and public-sector organizations.

What You'll Learn

Through your coursework, you will learn how to

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization competitively
- Design and create management and leadership plans
- Evaluate qualitative and quantitative data
- Communicate effectively across all levels of an organization
- Develop, communicate, and implement policies and procedures to reduce cost and organizational risk and promote ethical practices
- Manage people, time, and resources by using 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

BS IN BUSINESS ADMINISTRATION

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

BMGT 110	Introduction to Business and Management (3)
ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
BMGT 364	Management and Organization Theory (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)
BMGT 495	Strategic Management (3)

RELATED REQUIRED COURSES

Note: The following required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
IFSM 300	Information Systems in Organizations
STAT 200	Introduction to Statistics

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Major and related requirements are listed in **bold**.

BS IN BUSINESS ADMINISTRATION	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111B Program and Career Exploration in Business (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
BMGT 110 Introduction to Business and Management (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
ACCT 220 Principles of Accounting I (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or a foreign language course)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences
ACCT 221 Principles of Accounting II (3)	Major
Elective (3)	Elective
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective

BMGT 365 Organizational Leadership (3)	Major
Elective (3)	Elective
MRKT 310 Marketing Principles (3)	Major
WRTG 394 Advanced Business Writing (3)	General education/communications
Elective (3)	Elective
BMGT 380 Business Law I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 300 Human Resource Management (3)	Major
Elective (3)	Elective
Elective (3)	Elective
FINC 330 Business Finance (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BMGT 495 Strategic Management (3)	Major/capstone
Elective (1)	Elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Minor in Business Administration

The business administration minor complements the skills you gain in your major discipline by providing a study of principles and techniques used in organizing, planning, managing, and leading within various organizations.

Courses in the Minor (15 Credits)

A minor in business administration requires the completion of 15 credits of coursework in business administration. Any ACCT, BMGT, FINC, HMG, HRMN, and MRKT courses apply. It is recommended that you take BMGT 364 as the first course in the minor (if you have not already applied the course to other requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Communication Studies

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

Major in Communication Studies

Whether you're interested in journalism, public relations, business, or digital communications, you can build a firm base of knowledge while you earn a bachelor's degree in communication studies at UMGC. In this major, you'll learn about and apply communication theories and best practices to communicate about events and ideas to various populations. In addition, you'll learn to work with individuals and groups professionally and manage communications within ethical, legal, and financial parameters.

What You'll Learn

Through your coursework, you will learn how to

- Apply analytical skills in interpreting, using, and delivering information, particularly through mass media
- Create professional and appropriate written, oral, and visual communications for specific purposes and diverse audiences
- Design, create, and select multimedia components and integrate them into print, broadcast, and online formats

- Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations
- Understand diverse and intercultural perspectives as they affect communication
- Design and employ specific research methods and tools to gather information

Degree Requirements

BA IN COMMUNICATION STUDIES

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

SPCH 100	Foundations of Oral Communication (3) <i>or any SPCH course</i>
COMM 207	Understanding Visual Communication (3) <i>or any COMM course</i>
JOUR 201	Introduction to News Writing (3)
COMM 300	Communication Theory (3)
COMM 302	Mass Communication and Media Studies (3)
SPCH 324	Communication and Gender (3)
JOUR 330	Public Relations Theory (3) <i>or any upper-level JOUR course</i>
COMM 400	Mass Media Law (3) <i>or any upper-level COMM course</i>
SPCH 470	Effective Listening (3) <i>or any upper-level SPCH course</i>
COMM 390	Writing for Managers (3) <i>or any upper-level COMM course</i>
COMM 495	Senior Seminar in Communication Studies (3)

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BA IN COMMUNICATION STUDIES	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C Program and Career Exploration in Communication/Humanities (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
SPCH 100 Foundations of Oral Communication (3)	Major
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
COMM 207 Understanding Visual Communication (3)	Major
WRTG 112 Academic Writing II (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
COMM 202 Media and Society (3)	General education/communications
JOUR 201 Introduction to News Writing (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or HUMN 100 Introduction to Humanities (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities

IFSM 201 Concepts and Applications of Information Technology (3) or any other general education technology course	General education/computing and research
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
COMM 300 Communication Theory (3)	Major
Elective (3)	Elective
COMM 302 Mass Communication and Media Studies (3)	Major
Elective (3)	Elective
SPCH 324 Communication and Gender (3)	Major
Elective (3)	Elective
JOUR 330 Public Relations Theory (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
COMM 400 Mass Media Law (3)	Major
Elective (3)	Elective
Elective (3)	Elective
SPCH 470 Effective Listening (3)	Major
Elective (3)	Elective
Elective (3)	Elective
COMM 390 Writing for Managers (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
COMM 495 Senior Seminar in Communication Studies (3)	Major/capstone
Elective (1)	Elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Minor in Communication Studies

The communication studies minor complements the skills you gain in your major discipline by helping you develop specialized skills in workplace communication, including written and oral communication skills and a greater understanding of human interaction.

Courses in the Minor (15 Credits)

A minor in communication studies requires the completion of 15 credits of coursework in communication studies. All COMM, JOUR, SPCH, and WRTG courses apply. It is recommended that you take COMM 300 early in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Computer Networks and Cybersecurity

You may seek an academic major in computer networks and cybersecurity.

Major in Computer Networks and Cybersecurity

In UMGC's award-winning program in computer networks and cybersecurity, you'll learn the operational procedures and technologies to design, implement, administer, secure, and troubleshoot corporate networks.

Designed to combine the benefits of a traditional college education with hands-on training in state-of-the-art computer technology, the computer networks and cybersecurity curriculum integrates technical skill with communication skills and superior general education knowledge.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security. UMGc is also a designated National Center of Digital Forensics Academic Excellence (CDFAE) institution.

What You'll Learn

Through your coursework, you will learn how to

- Design, implement, and administer local-area and wide-area networks to satisfy organizational goals
- Resolve IT system problems and meet the needs of end users by applying troubleshooting methodologies
- Apply relevant policies and procedures to effectively secure and monitor IT systems
- Communicate IT knowledge effectively using a wide range of presentation styles
- Meet organizational goals using effective workforce skills, best practices, and ethical principles

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- AWS Certified Cloud Practitioner
- Certified Computer Examiner (CCE)
- Certified Ethical Hacker (CEH)
- Certified Information Systems Security Professional (CISSP)
- Cisco Certified Network Associate (CCNA)
- CompTIA A+
- CompTIA Cloud+
- CompTIA Cybersecurity Analyst
- CompTIA Linux+ and LPIC-1
- CompTIA Network+
- CompTIA Security+
- Computer Security Incident Handler (CSIH)

The computer networks and cybersecurity curriculum is closely aligned to industry standards and certifications. Changes related to leading industry certifications may lead to adjustments in course offerings. Visit the program web page for updates.

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between the undergraduate and graduate programs in this field allows you to earn 6 credits toward the Master of Science in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation and/or a certificate in Cloud Computing

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

and Networking, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation. Details are on 19.

Degree Requirements

BS IN COMPUTER NETWORKS AND CYBERSECURITY

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

CMIT 202	Fundamentals of Computer Troubleshooting (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CMIT 321	Ethical Hacking (3)
CMIT 326	Cloud Technologies (3)
CMIT 350	Interconnecting Cisco Devices (3)
CMIT 391	Linux System Administration (3)
CMIT 495	Current Trends and Projects in Computer Networks and Cybersecurity (3)

Three upper-level courses chosen from any upper-level CMIT courses and CCJS 321 (9)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN COMPUTER NETWORKS AND CYBERSECURITY

Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111T Program and Career Exploration in Technology (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Prerequisite and general education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
CMIT 202 Fundamentals of Computer Troubleshooting (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 107 College Algebra (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMIT 265 Fundamentals of Networking (3)	Major
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
CMIT 320 Network Security (3)	Major
Elective (3)	Elective

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Computer Networks and Cybersecurity, continued

CMIT 321 Ethical Hacking (3)	Major
Elective (3)	Elective
CMIT 350 Interconnecting Cisco Devices (3)	Major
Elective (3)	Elective
CMIT 326 Cloud Technologies (3)	Major
WRTG 393 Advanced Technical Writing (3)	General education/communications
Elective (3)	Elective
CMIT 391 Linux System Administration (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 421 Threat Management and Vulnerability Assessment (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 425 Advanced Information System Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 321 Digital Forensics in the Criminal Justice System (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity (3)	Major/capstone
Elective (1)	Elective

Honor Society

Information on eligibility for membership in the UMGC chapter of Upsilon Pi Epsilon, the international honor society for the computing and information disciplines, is available on "Honor Societies" on page 35.

Computer Science

You may seek either an academic major or minor in computer science.

Major in Computer Science

With a bachelor's degree in computer science, you'll be able to plan, design, and optimize computer software and hardware systems for commercial and government environments. This versatile major provides you with a foundation in programming languages, software development, complex algorithms, and graphics and visualization.

What You'll Learn

Through your coursework, you will learn how to

- Identify and respond to emerging technology, models, methodologies, systems, and trends in human/computer interaction, including social networking, gaming, modeling, and simulation
- Apply logic and mathematical principles to the design, development, and verification of secure, high-performance, and reliable computing systems
- Analyze, design, develop, and document secure technical solutions for computing systems and networking infrastructure
- Plan, design, and optimize computing architecture, software applications, data, and systems
- Adhere to local, national, and international technical standards, ethics, and intellectual property regulations when developing computer applications and systems
- Analyze, compare, and contrast algorithms, programming languages, compilers, and operating systems to select or develop solutions to problems

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in computer science, a vertical pathway between UMGC's undergraduate and graduate programs allows you to reduce your total coursework for the Master of Arts in Teaching by 12 credits (three courses), including the noncredit introductory course UCSP 615. Details are on 20.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Degree Requirements

BS IN COMPUTER SCIENCE

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

REQUIRED MAJOR COURSES (36 CREDITS)

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)
CMIS 310	Computer Systems and Architecture (3)
SDEV 300	Building Secure Python Applications (3)
CMSC 350	Data Structures and Analysis (3)
CMSC 330	Advanced Programming Languages (3)
CMSC 335	Object-Oriented and Concurrent Programming (3)
CMSC 430	Compiler Theory and Design (3)
CMSC 451	Design and Analysis of Computer Algorithms (3)
CMSC 412	Operating Systems (3)
CMSC 405	Computer Graphics (3)
CMSC 495	Current Trends and Projects in Computer Science (3)

RELATED REQUIRED COURSES

Note: The following required courses may be applied to general education or elective requirements.

MATH 140	Calculus I
MATH 141	Calculus II
CMSC 150	Introduction to Discrete Structures
CMIS 102	Introduction to Problem Solving and Algorithm Design

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 58–59 for information on general education and overall requirements for

completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN COMPUTER SCIENCE

Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111T Program and Career Exploration in Technology (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related and general education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
CMIS 141 Introductory Programming (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 140 Calculus I (4)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMIS 242 Intermediate Programming (3)	Major
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
CMSC 150 Introduction to Discrete Structures (3)	Related and elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Computer Science, continued

CMIS 310 Computer Systems and Architecture (3)	Major
MATH 141 Calculus II (4)	Related and elective
SDEV 300 Building Secure Python Applications (3)	Major
Elective (3)	Elective
CMSC 350 Data Structures and Analysis (3)	Major
Elective (3)	Elective
CMSC 330 Advanced Programming Languages (3)	Major
WRTG 393 Advanced Technical Writing (3)	General education/communications
Elective (3)	Elective
CMSC 335 Object-Oriented and Concurrent Programming (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 430 Compiler Theory and Design (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 451 Design and Analysis of Computer Algorithms (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 412 Operating Systems (3)	Major
Elective (3)	Elective
CMSC 405 Computer Graphics (3)	Major
Elective (3)	Elective
CMSC 495 Current Trends and Projects in Computer Science (3)	Major/capstone
Elective (2)	Elective

Minor in Computer Science

The computer science minor complements the skills you gain in your major discipline by providing the foundations for designing and programming computer applications in support of most occupations and developing a process for solving challenging problems.

A minor in computer science requires the completion of 15 credits in computer science coursework, including the following two-course sequence in programming:

CMIS 141 Introductory Programming (3)

CMIS 242 Intermediate Programming (3)

The remaining 9 credits may be chosen from any upper-level CMSC courses (i.e., courses numbered 300 or above).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Honor Society

Information on eligibility for membership in the UMGC chapter of Upsilon Pi Epsilon, the national academic honor society for the computing and information disciplines, is available on 35.

Criminal Justice

You may seek either an academic major or minor in criminal justice.

Major in Criminal Justice

Located a stone's throw from the FBI, CIA, and NSA—and the major metropolitan areas of Washington, D.C., and Baltimore, Maryland—UMGC is home to industry leaders who protect cities and the nation from some of our greatest threats. Our criminal justice program can help provide you with an understanding of the nature of crime and the personnel, institutions, and processes that prevent and respond to crime.

What You'll Learn

Through your coursework, you will learn how to

- 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
- Use an ethical framework and an understanding of legal constraints to make decisions as a criminal justice professional

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

- 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

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in criminal justice, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Management with a specialization in criminal justice management at UMGC by 6 credits (two courses). Details are on 19.

Degree Requirements

BS IN CRIMINAL JUSTICE	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

CCJS 100	Introduction to Criminal Justice (3) or <i>CCJS 105 Introduction to Criminology</i>
CCJS 340	Law Enforcement Administration (3)
CCJS 497	Correctional Administration (3)
CCJS 345	Introduction to Security Management (3)
CCJS 350	Juvenile Delinquency (3) or <i>any upper-level CCJS course</i>
CCJS 230	Criminal Law in Action (3)
CCJS 360	Victimology (3) or <i>any upper-level CCJS course</i>
CCJS 380	Ethical Behavior in Criminal Justice (3)
CCJS 341	Criminal Investigation (3)
CCJS 352	Drugs and Crime (3) or <i>any upper-level CCJS course</i>
CCJS 495	Issues in Criminal Justice (3)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN CRIMINAL JUSTICE	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111P Program and Career Exploration in Public Safety (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any other general education technology course	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
CCJS 100 Introduction to Criminal Justice (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CCJS 230 Criminal Law in Action (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or a foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Criminal Justice, continued

PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
CCJS 340 Law Enforcement Administration (3)	Major
Elective (3)	Elective
CCJS 497 Correctional Administration (3)	Major
Elective (3)	Elective
CCJS 345 Introduction to Security Management (3)	Major
Elective (3)	Elective
CCJS 350 Juvenile Delinquency (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
CCJS 360 Victimology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 380 Ethical Behavior in Criminal Justice (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 341 Criminal Investigation (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 352 Drugs and Crime (3)	Major
Elective (3)	Elective
Elective (3)	Elective

Elective (3)	Elective
Elective (3)	Elective
CCJS 495 Issues in Criminal Justice (3)	Major/capstone
Elective (1)	Elective

Minor in Criminal Justice

The criminal justice minor complements the skills you gain in your major discipline by providing a study of crime, law enforcement, courts, corrections, security, and investigative forensics.

Courses in the Minor (15 Credits)

A minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply. It is recommended that you take CCJS 100 or CCJS 105 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Cybersecurity

Minor in Cybersecurity

The cybersecurity minor complements the skills you gain in your major discipline by providing a study of the principles, issues, and technologies pertinent to the field of cybersecurity.

Courses in the Minor (15 Credits)

A minor in cybersecurity requires the completion of 15 credits of coursework in cybersecurity. All CSIA and CMIT courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Cybersecurity Management and Policy

You may seek an academic major in cybersecurity management and policy.

Major in Cybersecurity Management and Policy

In UMGC's bachelor's degree program in cybersecurity management and policy, you can prepare to become a leader in the protection of data. This innovative, world-class program uses a multidisciplinary approach—drawing from fields such as management, law, science, business, technology, and psychology—to provide you with the most current knowledge and skills for protecting critical cyber infrastructure and assets.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.

What You'll Learn

Through your coursework, you will learn how to

- Protect an organization's critical information and assets by ethically integrating cybersecurity best practices and risk management throughout an enterprise
- Integrate continuous monitoring and real-time security solutions with information collection, sharing, collaboration, and analysis capabilities to improve situational awareness and deployment of countermeasures in industry and government
- Evaluate and assess the use of technology to support cybersecurity goals and objectives
- Participate in the investigation of cyber incidents and assist in recovery of operations
- Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- Certified Information Privacy Professional/US (CIPP/US)
- Certified Information Systems Security Professional (CISSP)
- CompTIA Network+
- CompTIA Security+
- EC-Council Certified Chief Information Security Officer (CCISO)
- EC-Council Certified Incident Handler (ECIH)
- EC-Council Certified Secure Computer User (CSCU)
- EC-Council Information Security Manager (EISM)

Degree Requirements

BS IN CYBERSECURITY MANAGEMENT AND POLICY

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

CSIA 300	Cybersecurity for Leaders and Managers (3)
IFSM 304	Ethics in Information Technology (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CSIA 310	Cybersecurity Processes and Technologies (3)
CSIA 350	Cybersecurity in Business and Industry (3)
CSIA 360	Cybersecurity in Government Organizations (3)
CSIA 413	Cybersecurity Policy, Plans, and Programs (3)
CSIA 459	Evaluating Emerging Technologies (3)
CMIT 425	Advanced Information Systems Security (3)
CSIA 485	Practical Applications in Cybersecurity Management and Policy (3)

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN CYBERSECURITY MANAGEMENT AND POLICY	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111T Program and Career Exploration in Technology (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Prerequisite and general education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
CSIA 300 Cybersecurity for Leaders and Managers (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 107 College Algebra (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
IFSM 304 Ethics in Information Technology (3)	Major
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities

Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
CMIT 265 Fundamentals of Networking (3)	Major
Elective (3)	Elective
CMIT 320 Network Security (3)	Major
Elective (3)	Elective
CSIA 310 Cybersecurity Processes and Technologies (3)	Major
Elective (3)	Elective
CSIA 350 Cybersecurity in Business and Industry (3)	Major
WRTG 393 Advanced Technical Writing (3)	General education/communications
Elective (3)	Elective
CSIA 360 Cybersecurity in Government Organizations (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CSIA 413 Cybersecurity Policy, Plans, and Programs (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CSIA 459 Evaluating Emerging Technologies (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 425 Advanced Information Systems Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CSIA 485 Practical Applications in Cybersecurity Management and Policy (3)	Major/capstone
Elective (1)	Elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Honor Society

Information on eligibility for membership in the UMGC chapter of Upsilon Pi Epsilon, the international honor society for the computing and information disciplines, is available on 35.

East Asian Studies

You may seek either an academic major or minor in East Asian studies.

Major in East Asian Studies

UMGC's East Asian studies major provides an overview of the history, economics, politics, culture, and languages of the East Asian region, including China, Korea, and Japan. In this program, you'll examine East Asia's rich past and continuing contributions to the global community.

This program is ideal for those who live or work in East Asia, know East Asian languages, or regularly interact with people from East Asian countries.

What You'll Learn

Through your coursework, you will learn how to

- Interpret, communicate, educate, and advise others based on your understanding, research, and analysis of the social, historical, and cultural contexts of East Asia
- Use your knowledge of East Asia to identify, create, facilitate, and promote opportunities for interaction and cooperation between East Asia and the global community
- Apply your knowledge of East Asian diversity, values, and expectations to perform in a culturally appropriate way in personal and professional settings
- Write and speak an East Asian language, integrating interpersonal skills and cultural knowledge

Degree Requirements

BA IN EAST ASIAN STUDIES

	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120

REQUIRED MAJOR COURSES (30 CREDITS)

ASTD 284 Foundations of East Asian Civilization (3)
ASTD 285 Introduction to Modern East Asia (3)
PHIL 348 Religions of the East (3)
ASTD 485 Issues in East Asian Studies (3)
East Asian language courses (9)—Chosen from CHIN, KORN, or JAPN courses numbered 111, 112, 114, or higher
Upper-level East Asian content courses (9)—Chosen from ASTD, CHIN, JAPN, KORN, Asian HIST, and Asian GVPT courses and ANTH 417. Focused study on China or Japan recommended, as follows:

China

HIST 480 History of China to 1912
ASTD 370 Interpreting Contemporary China
ANTH 417 Peoples and Cultures of East Asia

Japan

HIST 482 History of Japan to 1800
JAPN 333 Japanese Society and Culture
ANTH 417 Peoples and Cultures of East Asia

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Major and related requirements are listed in **bold**.

BA IN EAST ASIAN STUDIES	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C Program and Career Exploration in Communication/Humanities (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
IFSM 201 Concepts and Applications of Information Technology (3) or any other general education technology course	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
ASTD 284 Foundations of East Asian Civilization (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
ASTD 285 Introduction to Modern East Asia (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or HUMN 100 Introduction to Humanities (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences

PHIL 348 Religions of the East (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
KORN 111 Elementary Korean I (Korea only) or JAPN 111 Elementary Japanese I (3)	Major
Elective (3)	Elective
KORN 112 Elementary Korean II (Korea only) or JAPN 112 Elementary Japanese II (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
KORN 114 Elementary Korean III (Korea only) or JAPN 114 Elementary Japanese III (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 480 History of China to 1912 or HIST 482 History of Japan to 1800 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ASTD 370 Interpreting Contemporary China or JAPN 333 Japanese Society and Culture (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 417 Peoples and Cultures of East Asia (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
ASTD 485 Senior Seminar in Communication Studies (3)	Major/capstone
Elective (1)	Elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Minor in East Asian Studies

The East Asian studies minor complements the skills you gain in your major discipline by providing an interdisciplinary study of the cultural, historical, political, and contemporary business reality of the Asian/Pacific world.

Courses in the Minor (15 Credits)

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.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Economics

You may seek an academic minor in economics.

Minor in Economics

The economics minor complements the skills you gain in your 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.

Courses in the Minor (15 Credits)

A minor in economics requires the completion of the following courses:

ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
ECON 305	Intermediate Macroeconomic Theory and Policy (3)
ECON 306	Intermediate Microeconomic Theory (3)
ECON 430	Money and Banking (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

English

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

Major in English

Like other liberal arts majors, a major in English at UMGC offers a solid base of critical thinking on which to build a career or further graduate study. In-demand skills in research and writing that have a wide application in the job market are also honed. If you are intrigued by literature, the English major may be right for you.

What You'll Learn

Through your coursework, you will learn how to

- Demonstrate knowledge of a range of English-language literary texts, genres, and terms
- Analyze literary texts to explain stylistic, historical, socio-cultural, and ethical significance
- Apply critical theory to literary texts to enhance interpretation and analysis
- Conduct effective research across a range of media
- Create writing that effectively argues, persuades, illuminates, and/or informs
- Create presentations in various media to demonstrate the results of academic inquiry

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in English, a vertical pathway between UMGC's undergraduate and graduate programs allows you to reduce your total coursework for the Master of Arts in Teaching at UMGC by 12 credits (three courses), including the noncredit introductory course UCSP 615. Details are on 20.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Degree Requirements

BA IN ENGLISH	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

ENGL 240	Introduction to Fiction, Poetry, and Drama (3)
ENGL 281	Standard English Grammar (3)
ENGL 303	Critical Approaches to Literature (3)
ENGL 386	History of the English Language (3) <i>or any upper-level ENGL course</i>
ENGL 310	Renaissance Literature (3)
ENGL 311	The Long 18th-Century British Literature (3) <i>or any upper-level ENGL course</i>
ENGL 312	19th-Century British Literature (3) <i>or any upper-level ENGL course</i>
ENGL 430	American Literature: Discovery to 1914 (3)
ENGL 433	Modern American Literature: 1914–1945 (3)
ENGL 441	Postmodern American Literature: 1945 to 1999 (3) <i>or any upper-level ENGL course</i>
ENGL 495	Advanced Seminar in English Language, Literature, and Writing (3)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BA IN ENGLISH	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C Program and Career Exploration in Communication/Humanities (3)	General education/computing and research
WRTG 112 Academic Writing II (3)	General education/communications
CMST 301 Digital Media and Society (3)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
ENGL 102 Composition and Literature (3)	General education/communications
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)	Major
ENGL 281 Standard English Grammar (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or a foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
ENGL 303 Critical Approaches to Literature (3)	Major
Elective (3)	Elective
ENGL 386 History of the English Language (3)	Major

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Elective (3)	Elective
ENGL 310 Renaissance Literature (3)	Major
Elective (3)	Elective
ENGL 311 The Long 18th-Century British Literature (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
ENGL 312 19th-Century British Literature (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 430 American Literature: Discovery to 1914 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 433 Modern American Literature: 1914–1945 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 441 Postmodern American Literature: 1945 to 1999 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)	Major/capstone
Elective (1)	Elective

Minor in English

The English minor complements the skills you gain in your major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Courses in the Minor (15 Credits)

A minor in English requires the completion of the following courses:

- ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
- ENGL 281 Standard English Grammar (3)
- ENGL 303 Critical Approaches to Literature (3)
- ENGL 310 Renaissance Literature (3)
- ENGL 433 Modern American Literature: 1914–1945 (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

General Studies

You may seek an academic major in general studies.

Major in General Studies

The bachelor's degree program in general studies allows you to take an active role in designing your educational experience through a flexible curriculum while maximizing your ability to transfer previously earned credit. This personalized learning path, coupled with a focus on your specific interests and areas of study, provides a solid, well-rounded foundation in preparation for a variety of careers.

What You'll Learn

Through your coursework, you will learn how to

- Improve oral and written communication skills
- Apply critical thinking and problem-solving skills
- Analyze insights about personal and professional goals
- Apply skills and knowledge from different academic disciplines
- Synthesize concepts and theories in core content courses and focus areas

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Degree Requirements

BS IN GENERAL STUDIES

	Credits
General Education Courses	41
Major Courses	30
Minor and Elective Courses	49
Total	120

REQUIREMENTS FOR THE MAJOR (30 CREDITS)

- at least 15 credits or 1/2 (half) of the 30 major credits must be upper level courses.
- 6 credits of coursework in one discipline area (e.g., HRMN)
- 6 credits from a second discipline area (e.g., PSYC)
- 15 credits from any discipline area(s)
- CAPL 495 General Studies Capstone (3)

Note: No more than 21 credits of coursework in a single discipline area may be applied to the major.

OVERALL REQUIREMENTS FOR THE DEGREE

Overall requirements for a bachelor's degree in general studies differ slightly from those listed on pp. 60–62. You must meet the 30-credit requirement for coursework taken at UMGC, but those credits may be earned in any combination across major, general education, and elective courses.

History

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

Major in History

Like other liberal arts majors, a major in history offers a solid base of critical thinking on which to build a career or further graduate study.

One of the very first schools to offer a degree program in history online, UMGC brings you nearly two decades of experience in teaching history in an online environment. Plus, if you're based in the Washington, D.C., area, you'll have myriad opportunities to find internships and part-time and full-time jobs in the field via public institutions and federal positions. Our alumni have gone on to work at such agencies as the National Archives and the National Park Service.

What You'll Learn

Through your coursework, you will learn how to

- Research, interpret, and present historical knowledge
- Write and speak clearly and appropriately about historical information for diverse audiences
- Engage in history as a moral and ethical practice, recognizing a wide range of backgrounds and perspectives
- Apply historical precedents to contemporary life and develop self-reflection
- Achieve a deep understanding of the different peoples, events, and cultures that have shaped human civilization

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in history, a vertical pathway between UMGC's undergraduate and graduate programs allows you to reduce your total coursework for the Master of Arts in Teaching at UMGC by 12 credits (three courses), including the noncredit introductory course UCSP 615. Details are on 20.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Degree Requirements

BA IN HISTORY

	Credits
General Education Courses	41
Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

HIST 115	World History I (3) or HIST 141 Western Civilization I
HIST 116	World History II (3) or HIST 142 Western Civilization II
HIST 156	History of the United States to 1865 (3)
HIST 157	History of the United States Since 1865 (3)
HIST 289	Historical Methods (3)
HIST 309	Historical Writing (3)
HIST 495	Senior Thesis in History (3)

Upper-level HIST courses (12)—Focused study in U.S. or world history recommended, as follows:

U.S. History

HIST 316L	The American West
HIST 365	Recent America: 1945 to the Present
HIST 377	U.S. Women's History: 1870 to 2000
HIST 461	African American History: 1865 to the Present

World History

HIST 326	The Roman Republic
HIST 337	Europe's Bloodiest Century
HIST 392	History of the Contemporary Middle East
HIST 480	History of China to 1912

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BA IN HISTORY	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C Program and Career Exploration in Communication/Humanities (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
CMST 301 Digital Media and Society (3)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
HIST 115 World History I (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
HIST 116 World History II (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or a foreign language course	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

History, continued

HIST 125 Technological Transformations (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Major
Elective (3)	Elective
HIST 157 History of the United States Since 1865 (3)	Major
Elective (3)	Elective
HIST 289 Historical Methods (3)	Major
Elective (3)	Elective
HIST 309 Historical Writing (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
HIST 316L The American West or HIST 326 The Roman Republic (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 365 Recent America: 1945 to the Present or HIST 337 Europe's Bloodiest Century (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 377 U.S. Women's History: 1870 to 2000 or HIST 392 History of the Contemporary Middle East (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 461 African American History: 1865 to the Present or HIST 480 History of China to 1912 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective

Elective (3)	Elective
HIST 495 Senior Thesis in History (3)	Major/capstone
Elective (1)	Elective

Minor in History

The history minor complements the skills you gain in your major discipline by offering a historical perspective and by helping you develop critical thinking skills and an appreciation of the major contributions of various events and individuals to human civilization.

Courses in the Minor (15 Credits)

A minor in history requires the completion of 15 credits of coursework in history, as follows:

A 100-level HIST course (3)

(Courses counted toward this requirement include HIST 115, HIST 116, HIST 141, HIST 142, HIST 156, and HIST 157.)

HIST 289 Historical Methods (3)

Any upper-level HIST courses (9)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Homeland Security

You may seek either an academic major or minor in homeland security.

Major in Homeland Security

A major in homeland security can help you develop the knowledge, skills, and abilities needed for management and leadership in homeland security. The coursework has been developed by practitioner-scholars who work in a variety of homeland security roles and is designed to provide you with a global outlook, interpersonal skills, leadership abilities, and awareness of current issues in domestic and international security. You'll use actual homeland security information, taken straight from governmental sources, in your assignments.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

What You'll Learn

Through your coursework, you will learn how to

- Lead, manage, and motivate others, developing their knowledge and skills, to establish and achieve strategic and operational homeland security goals and interface with internal and external audiences
- Manage technology and information for the protection and recovery of critical infrastructure/information in a hostile or emergency environment
- Navigate the financial, personnel, legal, and political information of public or private organizations to identify, evaluate, and address organizational needs, requirements, and resources
- Research, analyze, and synthesize complex intelligence information using various methods to formulate risk assessments and responses to emerging threats
- Communicate, negotiate, and educate strategically and tactically across cultural boundaries with diverse partners and stakeholders within homeland security
- Write concise and succinct policy, planning, and procedure documents for a variety of audiences to support homeland security operations

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in homeland security, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Management or in Information Technology with a specialization in homeland security at UMGC by 6 credits (two courses). Details are on 20.

Degree Requirements

BS IN HOMELAND SECURITY

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

HMLS 302	Introduction to Homeland Security (3)
HMLS 310	Homeland Security Response to Critical Incidents (3)
HMLS 406	Legal and Political Issues in Homeland Security (3)
HMLS 408	Infrastructure in Homeland Security (3)
HMLS 414	Homeland Security and Intelligence (3)
HMLS 416	Homeland Security and International Relations (3)
PSAD 410	Public Safety Research and Technology (3)
PSAD 414	Public Safety Administration Ethics (3)
PSAD 416	Public Safety Leadership (3)
HMLS 304	Strategic Planning in Homeland Security (3)
HMLS 495	Homeland Security Issues and Challenges (3)

RELATED REQUIRED COURSE

Note: The following required course may be applied to general education or elective requirements.

ISFM 300	Information Systems in Organizations
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Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN HOMELAND SECURITY

Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111P Program and Career Exploration in Public Safety (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
WRTG 112 Academic Writing II (3)	General education/communications

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Homeland Security, continued

NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
HMLS 302 Introduction to Homeland Security (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
HMLS 406 Legal and Political Issues in Homeland Security (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
PSYC 100 Introduction to Psychology (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
HMLS 310 Homeland Security Response to Critical Incidents (3)	Major
Elective (3)	Elective
HMLS 408 Infrastructure in Homeland Security (3)	Major
Elective (3)	Elective
HMLS 414 Homeland Security and Intelligence (3)	Major
Elective (3)	Elective
HMLS 416 Homeland Security and International Relations (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective

PSAD 410 Public Safety Research and Technology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSAD 414 Public Safety Administration Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSAD 416 Public Safety Leadership (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HMLS 304 Strategic Planning in Homeland Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HMLS 495 Homeland Security Issues and Challenges (3)	Major/capstone
Elective (1)	Elective

Minor in Homeland Security

The homeland security minor complements the skills you gain in your major discipline by providing knowledge of the concepts of domestic and international security.

Courses in the Minor (15 Credits)

A minor in homeland security requires the completion of the following courses:

- HMLS 302 Introduction to Homeland Security (3)
- HMLS 406 Legal and Political Issues of Homeland Security (3)
- HMLS 408 Infrastructure in Homeland Security (3)
- HMLS 414 Homeland Security and Intelligence (3)
- HMLS 416 Homeland Security and International Relations (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Humanities

You may seek an academic major in humanities.

Major in Humanities

Like other liberal arts majors, a major in humanities offers a solid base of critical thinking on which to build a career or further study. This major will broaden your understanding of yourself and your interaction with the world and provide a perspective on cultural and intellectual heritage while offering tools to use that knowledge in the real world.

You'll explore how individuals and groups understand their existence, their place within their cultures, and their responsibility to others and the physical world.

What You'll Learn

Through your coursework, you will learn how to

- Plan, communicate, and implement coherent and justifiable practices that improve human conditions
- Analyze ideas critically and defend recommendations for improving the conditions of society
- Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience
- Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information that educates and influences others

Degree Requirements

BA IN HUMANITIES	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

HUMN 100	Introduction to Humanities (3)
PHIL 100	Introduction to Philosophy (3)
PHIL 140	Introduction to Moral Philosophy and Ethical Reasoning (3)
HIST 115	World History I (3) or HIST 116 World History II or HIST 141 Western Civilization I or HIST 142 Western Civilization II
MUSC 210	Music as Cultural Expression (3) or any MUSC course
ARTH 372	History of Western Art 1 (3) or any upper-level ARTH course
PHIL 304	Contemporary Social Justice Issues (3) or any upper-level PHIL course
HUMN 351	Myth in the World (3) or any upper-level HUMN course
PHIL 349	Religions of the West (3) or any upper-level PHIL course
ENGL 406	Shakespeare Studies (3) or any upper-level ENGL course
HUMN 495	Humanities Seminar (3)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BA IN HUMANITIES	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Humanities, continued

PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C Program and Career Exploration in Communication/Humanities (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
CMST 301 Digital Media and Society (3)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
HUMN 100 Introduction to Humanities (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
PHIL 100 Introduction to Philosophy (3)	Major
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Major
Elective (3)	Elective
HIST 115 World History I (3)	Major
Elective (3)	Elective
MUSC 210 Music as Cultural Expression (3)	Major
Elective (3)	Elective

ARTH 372 History of Western Art I (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
PHIL 304 Contemporary Social Justice Issues (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HUMN 351 Myth in the World (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PHIL 349 Religions of the West (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 406 Shakespeare Studies (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HUMN 495 Humanities Seminar (3)	Major/capstone
Elective (1)	Elective

Human Resource Management

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

Major in Human Resource Management

With a degree in human resource management from UMGC, you'll find employment opportunities in nearly every industry. Our bachelor's degree program is perfect for those who have some experience in HR, as well as those who want to transition into the HR profession.

You'll gain a comprehensive understanding of human resource functions—such as resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; performance appraisal and rewards

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

programs; and development of personnel policies and procedures—in private- and public-sector settings. Additionally, you'll explore the ways that human behavior, laws, labor relations, and diversity issues can intersect and affect a company's culture and ultimately its progress.

What You'll Learn

Through your coursework, you will learn how to

- Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and self-improvement
- Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations
- Help create a culture in which all employees are motivated and valued
- Create, implement, and assess training, development, and rewards programs that foster employee and organizational learning and development
- Recognize the diversity of cultures and worldviews that inform human behavior and respond constructively to 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

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- Global Professional in Human Resources (GPHR)
- Professional in Human Resources (PHR)
- Senior Professional in Human Resources (SPHR)
- SHRM-Certified Professional (SHRM-CP)

Degree Requirements

BS IN HUMAN RESOURCE MANAGEMENT

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

REQUIRED MAJOR COURSES (36 CREDITS)

HRMN 300	Human Resource Management (3)
HRMN 302	Organizational Communication (3)
HRMN 362	Labor Relations (3)
HRMN 367	Organizational Culture and Change (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)
BMGT 364	Management and Organization Theory (3)
FINC 331	Finance for the Nonfinancial Manager (3)
HRMN 408	Employment Law for Business (3)
HRMN 467	Global Human Resource Management (3)
HRMN 495	Contemporary Issues in Human Resource Management Practice (3)

RELATED REQUIRED COURSE

Note: The following required course may be applied to general education or elective requirements.

ISFSM 300	Information Systems in Organizations
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** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN HUMAN RESOURCE MANAGEMENT	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111B Program and Career Exploration in Business (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
HRMN 300 Human Resource Management (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
HRMN 302 Organizational Communication (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences

ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
HRMN 362 Labor Relations (3)	Major
Elective (3)	Elective
HRMN 367 Organizational Culture and Change (3)	Major
Elective (3)	Elective
HRMN 395 The Total Rewards Approach to Compensation Management (3)	Major
Elective (3)	Elective
HRMN 400 Human Resource Management: Issues and Problems (3)	Major
WRTG 394 Advanced Business Writing (3)	General education/communications
Elective (3)	Elective
HRMN 406 Employee Training and Development (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
Elective (3)	Elective
FINC 331 Finance for the Nonfinancial Manager (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 408 Employment Law for Business (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 467 Global Human Resource Management (3)	Major

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Elective (3)	Elective
HRMN 495 Contemporary Issues in Human Resource Management Practice (3)	Major/capstone
Elective (1)	Elective

Minor in Human Resource Management

The human resource management minor complements the skills you gain in your 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.

Courses in the Minor (15 Credits)

A minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN courses apply. It is recommended that you take HRMN 300 and 400 for the minor (if you have not already applied the courses elsewhere in the degree).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Information Systems Management

You may seek either an academic major or minor in information systems management.

Major in Information Systems Management

Information systems management is a critical part of the strategic decision-making process in virtually all of today's public and private organizations. That means managers who can lead the teams that integrate information systems with general business processes are in high demand.

Developed by chief information officers and other high-level IT professionals, the bachelor's degree program in information systems management at UMGC is well suited for those looking to move into a management position and bridge the gap between an organization's functional users and technical developers.

What You'll Learn

Through your coursework, you will learn how to

- Evaluate, select, and apply analytical and measurement methods/tools and system development life-cycle methodologies to meet organizational needs
- Research, assess, recommend, select, and implement information technology that aligns with organizational needs, provides continuity, and meets business objectives
- Communicate effectively orally, visually, and in writing to determine stakeholders' business requirements, explain how the requirements will be met, and provide ongoing information
- Protect organizations' critical information 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

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- Certified Associate in Project Management (CAPM)
- PMI Agile Certified Practitioner (PMI-ACP)
- Project Management Professional (PMP)

Degree Requirements

BS IN INFORMATION SYSTEMS MANAGEMENT

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

REQUIRED MAJOR COURSES (33 CREDITS)

IFSM 300	Information Systems in Organizations (3)
IFSM 301	Foundations of Information Systems Management (3)
IFSM 304	Ethics in Information Technology (3)
CSIA 300	Cybersecurity for Leaders and Managers (3)
IFSM 310	Software and Hardware Infrastructure Concepts (3)
IFSM 311	Enterprise Architecture (3)
IFSM 330	Business Intelligence and Data Analytics (3)
IFSM 370	Telecommunications in Information Systems (3)
IFSM 438	Information Systems Project Management (3)
IFSM 461	Systems Analysis and Design (3)
IFSM 495	Trends and Practical Applications in Information Systems Management (3)

RELATED REQUIRED COURSE

Note: The following required course may be applied to general education or elective requirements.

CMIS 102	Introduction to Problem Solving and Algorithm Design
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Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN INFORMATION SYSTEMS MANAGEMENT	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111T Program and Career Exploration in Technology (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications

WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
IFSM 300 Information Systems in Organizations (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	General education/mathematics
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related and general education/computing and research
IFSM 301 Foundations of Information Systems Management (3)	Major
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
IFSM 304 Ethics in Information Technology (3)	Major
Elective (3)	Elective
CSIA 300 Cybersecurity for Leaders and Managers (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
IFSM 310 Software and Hardware Infrastructure Concepts (3)	Major
WRTG 393 Advanced Technical Writing (3)	General education/communications
Elective (3)	Elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

IFSM 330 Business Intelligence and Data Analytics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 311 Enterprise Architecture (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 370 Telecommunications in Information Systems (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 438 Information Systems Project Management (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 461 Systems Analysis and Design (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 495 Trends and Practical Applications in Information Systems Management (3)	Major/capstone
Elective (1)	Elective

Honor Society

Information on eligibility for membership in the UMGC chapter of Upsilon Pi Epsilon, the national academic honor society for the computing and information disciplines, is available on 35.

Minor in Information Systems Management

The information systems management minor complements the skills you gain in your major discipline by helping you develop your abilities to conceptualize and manage the design and implementation of high-quality information systems.

Courses in the Minor (15 Credits)

A minor in information systems management requires the completion of 15 credits of coursework in information systems management. All IFSM courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Management Studies

You may seek an academic major in management studies.

Major in Management Studies

Today, many business, government, public service, and technical environments require knowledge of management principles from multiple disciplines. UMGC's program in management studies can help you gain that expertise through a course of study focused on decision making, problem solving, and leadership.

What You'll Learn

Through your coursework, you will learn how to

- Apply leadership skills to promote communication, ethical behavior, and quality performance
- Implement employment practices, encourage team building, and mentor staff members
- Communicate effectively with culturally diverse audiences using a variety of formats and technologies
- Assess and develop performance measures, feedback, and coaching that facilitates 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

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Degree Requirements

BS IN MANAGEMENT STUDIES

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

BMGT 110	Introduction to Business and Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3) or ACCT 220 <i>Principles of Accounting I</i>
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3)
BMGT 464	Organizational Behavior (3) or BMGT 465 <i>Organizational Development and Transformation</i>
BMGT 317	Decision Making (3)
BMGT 305	Knowledge Management (3) or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
BMGT 304	Managing E-Commerce in Organizations (3) or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
BMGT 484	Managing Teams in Organizations (3) or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
BMGT 496	Business Ethics (3)
BMGT 485	Leadership for the 21st Century (3)

RELATED REQUIRED COURSES

Note: The following required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics or ECON 203 <i>Principles of Microeconomics</i>
IFSM 300	Information Systems in Organizations
STAT 200	Introduction to Statistics

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN MANAGEMENT STUDIES	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111B Program and Career Exploration in Business (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
BMGT 110 Introduction to Business and Management (3)	Major
COMM 390 Writing for Managers	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
ACCT 301 Accounting for Nonaccounting Managers (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or HUMN 100 Introduction to Humanities (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
BMGT 365 Organizational Leadership (3)	Major
Elective (3)	Elective
BMGT 304 Managing E-Commerce in Organizations (3)	Major
Elective (3)	Elective
BMGT 305 Knowledge Management (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
Elective (3)	Elective
BMGT 484 Managing Teams in Organizations (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 317 Decision Making (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 464 Organizational Behavior (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BMGT 485 Leadership for the 21st Century (3)	Major/capstone
Elective (1)	Elective

Marketing

You may seek either an academic major or minor in marketing.

Major in Marketing

Fueled by increasing globalization and the developing role of the internet in business, the field of marketing is constantly evolving. As global competition intensifies, organizations increasingly rely on skilled professionals to identify and develop profitable new products and markets.

What You'll Learn

Through your coursework, you will learn how to

- Apply marketing knowledge and skills to meet organizational goals through analytic and managerial 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 effective marketing plans, and support decisions that meet the needs and desires of global customers
- Act with personal and professional integrity in the global marketplace of employers, peers, and customers
- Cultivate and maintain positive interpersonal relationships based on engagement and positive interaction with teams, managers, and customers

Degree Requirements

BS IN MARKETING

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

REQUIRED MAJOR COURSES (36 CREDITS)

BMGT 110	Introduction to Business and Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3)
BMGT 496	Business Ethics (3)
MRKT 310	Marketing Principles (3)
MRKT 354	Integrated Marketing Communications (3)
MRKT 395	Managing Customer Relationships (3)
MRKT 410	Consumer Behavior (3)
MRKT 412	Marketing Research (3)
MRKT 454	Global Marketing (3)
MRKT 457	Digital Marketing (3)
MRKT 314	Nonprofit Marketing (3) or any MRKT course
MRKT 495	Strategic Marketing Management (3)

RELATED REQUIRED COURSES

Note: The following required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
IFSM 300	Information Systems in Organizations

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN MARKETING	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111B Program and Career Exploration in Business (3)	General education/computing and research

WRTG 111 Academic Writing I (3)	General education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
MRKT 310 Marketing Principles (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
BMGT 110 Introduction to Business and Management (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences
MRKT 354 Integrated Marketing Communications (3)	Major
Elective (3)	Elective
ACCT 301 Accounting for Nonaccounting Managers (3)	Major
Elective (3)	Elective
MRKT 395 Managing Customer Relationships (3)	Major
Elective (3)	Elective
MRKT 410 Consumer Behavior (3)	Major
WRTG 394 Advanced Business Writing (3)	General education/communications
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

Elective (3)	Elective
MRKT 412 Marketing Research (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 454 Global Marketing (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 457 Digital Marketing (3)	Major
Elective (3)	Elective
MRKT 314 Nonprofit Marketing (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 495 Strategic Marketing Management (3)	Major/capstone
Elective (1)	Elective

Minor in Marketing

The marketing minor complements the skills you gain in your major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

Courses in the Minor (15 Credits)

A minor in marketing requires the completion of 15 credits of coursework in marketing. All MRKT courses apply. It is recommended that you take MRKT 310 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Philosophy

You may seek an academic minor in philosophy.

Minor in Philosophy

The philosophy minor complements the skills you gain in your major discipline by providing a study of the relationships between personal opinions and real-world issues faced by members of a pluralistic, open society.

Courses in the Minor (15 Credits)

A minor in philosophy requires the completion of the following courses:

PHIL 100	Introduction to Philosophy (3)
PHIL 110	Practical Reasoning (3)
PHIL 304	Contemporary Social Justice Issues (3)
PHIL 336	Ideas Shaping the 21st Century (3)
PHIL 348	Religions of the East (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Political Science

You may seek either an academic major or minor in political science.

Major in Political Science

With a major in political science, you'll develop a comprehensive understanding of U.S. government and global politics. By analyzing political structures, theory, and problems, you'll learn to interpret complex political problems in both the public and private sectors and propose potential solutions. You'll also have an opportunity to enhance your professionalism and fine-tune your communication and organizational skills.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

What You'll Learn

Through your coursework, you will learn how to

- Analyze and participate in the creation of public policy at local, state, federal, and international levels by building consensus and using effective lobbying methods
- Participate in and influence government at all levels based on an understanding of the establishment, structure, and interaction of governmental institutions
- Use effective writing, research, analysis, advocacy, identification techniques, 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

BS IN POLITICAL SCIENCE

	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120

REQUIRED MAJOR COURSES (30 CREDITS)

GVPT 100	Introduction to Political Science (3)
GVPT 101	Introduction to Political Theory (3)
GVPT 170	American Government (3) or GVPT 200 International Political Relations
GVPT 280	Comparative Politics and Governments (3)
GVPT 306	Global Political Economy (3)
GVPT 409	Terrorism, Antiterrorism, and Homeland Security (3) or any upper-level GVPT course

GVPT 403	Law, Morality, and War (3) or any upper-level GVPT course
GVPT 406	Global Terrorism (3)
GVPT 457	American Foreign Relations (3) or any upper-level GVPT course
GVPT 495	Advanced Seminar in Political Science (3)

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN POLITICAL SCIENCE	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C Program and Career Exploration in Communication/Humanities (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
CMIS 111 Social Networking and Cybersecurity Best Practices (3)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
GVPT 100 Introduction to Political Science (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	General education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
GVPT 101 Introduction to Political Theory (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or HUMN 100 Introduction to Humanities (3)	General education/arts and humanities

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3) or HIST 125 Technological Transformations (3)	General education/arts and humanities
Elective (3)	Elective
CCJS 100 Introduction to Criminal Justice (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
GVPT 170 American Government (3)	Major
Elective (3)	Elective
GVPT 280 Comparative Politics and Governments (3)	Major
Elective (3)	Elective
GVPT 306 Global Political Economy (3)	Major
Elective (3)	Elective
Elective (3)	Elective
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 403 Law, Morality, and War (3)	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 406 Global Terrorism (3)	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 457 American Foreign Relations (3)	Major
Elective (3)	Elective
Elective (3)	Elective

Elective (3)	Elective
Elective (3)	Elective
GVPT 495 Advanced Seminar in Political Science (3)	Major/capstone
Elective (1)	Elective

Minor in Political Science

The political science minor complements the skills you gain in your major discipline by providing a systematic study of politics and government. It exposes you to the basic concepts, theories, policies, and roles of government at local, state, and national levels in domestic and foreign settings.

Courses in the Minor (15 Credits)

A minor in political science requires the completion of 15 credits of coursework in government and politics. All GVPT courses apply. It is recommended that you take GVPT 100, GVPT 101, or GVPT 170 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Psychology

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

Major in Psychology

UMGC's bachelor's degree program in psychology will help prepare you for graduate study or a multitude of careers in the field. While acquiring a knowledge base of theory, research, and practice in psychological sciences, you'll hone your quantitative skills, written and oral communication proficiencies, analytical and scientific reasoning, and ability to analyze human behavior.

What You'll Learn

Through your coursework, you will learn how to

- Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate study or relevant careers
- 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, technology, and the scientific approach to solve problems related to current and emerging trends in psychology
- Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various populations

Degree Requirements

BS IN PSYCHOLOGY	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

REQUIRED MAJOR COURSES (33 CREDITS)

PSYC 100	Introduction to Psychology (3)
PSYC 300	Research Methods in Psychology (3)
PSYC 301	Biological Basis of Behavior (3)
PSYC 310	Sensation and Perception (3) or any upper-level PSYC course
PSYC 321	Social Psychology (3)
PSYC 335	Theories of Personality (3)
PSYC 341	Memory and Cognition (3) or any upper-level PSYC course
PSYC 351	Lifespan Development (3) or any upper-level PSYC course
PSYC 353	Abnormal Psychology (3)
PSYC 436	Introduction to Clinical Psychology (3)
PSYC 495	Senior Seminar in Psychology (3)

RELATED REQUIRED COURSE

Note: The following required course may be applied to general education or elective requirements.

STAT 200	Introduction to Statistics
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Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN PSYCHOLOGY	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111S Program and Career Exploration in Health and Sciences (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

CMST 301 Digital Media and Society (3)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
PSYC 300 Research Methods in Psychology (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or HUMN 100 Introduction to Humanities (3)	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
CCJS 100 Introduction to Criminal Justice (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
PSYC 301 Biological Basis of Behavior (3)	Major
Elective (3)	Elective
PSYC 310 Sensation and Perception (3)	Major
Elective (3)	Elective
PSYC 321 Social Psychology (3)	Major
Elective (3)	Elective
PSYC 335 Theories of Personality (3)	Major
WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective

PSYC 341 Memory and Cognition (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 351 Lifespan Development (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 353 Abnormal Psychology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 436 Introduction to Clinical Psychology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
PSYC 495 Senior Seminar in Psychology (3)	Major/capstone
Elective (1)	Elective

Minor in Psychology

The psychology minor complements the skills you gain in your major discipline by investigating the nature of the mind and behavior, including the biological basis of behavior, perception, memory and cognition; the influence of environmental and social forces on the individual, personality, and lifespan development and adjustment; research methods; and statistical analysis.

Courses in the Minor (15 Credits)

A minor in psychology requires the completion of 15 credits of coursework in psychology, as follows.

One of the following foundation courses (3):

- PSYC 100 Introduction to Psychology
- PSYC 300 Research Methods in Psychology
- STAT 200 Introduction to Statistics

One course from each of the following groupings:

Biological (3): PSYC 301, PSYC 310, PSYC 341

Social (3): PSYC 321, PSYC 351, PSYC 354

Professional (3): PSYC 335, PSYC 353, PSYC 436

An additional PSYC course (3)

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

Social Science

You may seek an academic major in social science.

Major in Social Science

In UMGC's bachelor's degree program in social science, you'll gain a breadth of knowledge through interdisciplinary study that encompasses perspectives from the fields of anthropology, behavioral sciences, gerontology, psychology, and sociology. You'll also have the opportunity to drill down and focus closely on one of these fields.

What You'll Learn

Through your coursework, you will learn how to

- Integrate theoretical perspectives and research findings in the social sciences by using quantitative and qualitative data and applying social science research methods
- Communicate effectively to a variety of 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 the ethical principles and standards for professional conduct that guide the work of social scientists
- Apply critical and creative thinking, information literacy, technology, and interdisciplinary perspectives to solve practical problems in the social sciences

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in social science, a vertical pathway between UMGC's undergraduate and graduate programs allows you to reduce your total coursework for the Master of Arts in Teaching by 12 credits (three courses), including the noncredit introductory course UCSP 615.

Details are on 20.

Degree Requirements

BS IN SOCIAL SCIENCE

	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120

REQUIRED MAJOR COURSES (30 CREDITS)

Two introductory (100-level) social science courses (6)—
Chosen from the following:

ANTH 102	Introduction to Cultural Anthropology
GERO 100	Contemporary Issues in Aging
PSYC 100	Introduction to Psychology
SOCY 100	Introduction to Sociology

Required courses:

BEHS 210	Introduction to Social Sciences (3)
BEHS 220	Diversity Awareness (3)
BEHS 300	Research Methods in Social Sciences (3)
BEHS 495	Advanced Seminar in Social Sciences (3)

Upper-level ANTH, BEHS, GERO, PSYC, and SOCY courses (12)—
Focused study in anthropology, gerontology, psychology, or
sociology recommended, as follows:

Anthropology

ANTH 345	World Prehistory and Archaeology
ANTH 346	Anthropology of Language and Communication
ANTH 350	Health, Illness, and Healing
ANTH 351	Anthropology in Forensic Investigations

Gerontology

GERO 302	Health and Aging
GERO 311	Gender and Aging
GERO 427	Culture and Aging

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

GERO 320 Psychosocial Aspects of Aging

Psychology

PSYC 321 Social Psychology

PSYC 338 Psychology of Gender

PSYC 351 Lifespan Development

PSYC 354 Cross-Cultural Psychology

Sociology

SOCY 313 The Individual and Society

SOCY 325 The Sociology of Gender

SOCY 423 Race and Ethnicity: A Global Perspective

SOCY 350 Contemporary Social Problems

RELATED REQUIRED COURSE

Note: The following required course may be applied to general education or elective requirements.

STAT 200 Introduction to Statistics

Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education. See pp. 60–62 for information on general education and overall requirements for completing a bachelor's degree. Contact an advisor if you have any questions about your academic advisement report.

Major and related requirements are listed in **bold**.

BS IN SOCIAL SCIENCE	
Recommended and Required Courses	Requirement(s) Fulfilled
LIBS 150 Introduction to Research (1) or CAPL 398A Career Planning Management	General education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111S Program and Career Exploration in Health and Sciences (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	General education/communications
CMST 301 Digital Media and Society (3)	General education/computing and research
NUTR 100 Elements of Nutrition (3)	General education/biological and physical sciences

ANTH 102 Introduction to Cultural Anthropology or GERO 100 Contemporary Issues in Aging or PSYC 100 Introduction to Psychology or SOCY 100 Introduction to Sociology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
SOCY 100 Introduction to Sociology or ANTH 102 Introduction to Cultural Anthropology or GERO 100 Contemporary Issues in Aging or PSYC 100 Introduction to Psychology (3)	Major
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3) or foreign language	General education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) or BIOL 103 Introduction to Biology (4)	General education/biological and physical sciences
CCJS 100 Introduction to Criminal Justice (3) or BEHS 103 Technology in Contemporary Society (3)	General education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	General education/arts and humanities
Elective (3)	Elective
GVPT 170 American Government (3) or ECON 103 Economics in the Information Age (3)	General education/behavioral and social sciences
BEHS 210 Introduction to Social Sciences (3)	Major
Elective (3)	Elective
BEHS 220 Diversity Awareness (3)	Major
Elective (3)	Elective
BEHS 300 Research Methods in Social Sciences (3)	Major
Elective (3)	Elective
ANTH 345 World Prehistory and Archaeology or GERO 302 Health and Aging or PSYC 321 Social Psychology or SOCY 313 The Individual and Society (3)	Major

Continued

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

BACHELOR'S DEGREE PROGRAMS

CURRICULA

Social Science, continued

WRTG 391 Advanced Research Writing (3)	General education/communications
Elective (3)	Elective
ANTH 346 Anthropology of Language and Communication or GERO 311 Gender and Aging or PSYC 338 Psychology of Gender or SOCY 325 The Sociology of Gender (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 350 Health, Illness, and Healing or GERO 427 Culture and Aging or PSYC 351 Lifespan Development or SOCY 423 Race and Ethnicity: A Global Perspective (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 351 Anthropology in Forensic Investigations or GERO 320 Psychosocial Aspects of Aging or PSYC 354 Cross-Cultural Psychology or SOCY 350 Contemporary Social Problems (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BEHS 495 Advanced Seminar in Social Sciences (3)	Major/capstone
Elective (1)	Elective

Sociology

You may seek an academic minor in sociology.

Minor in Sociology

The sociology minor complements the skills you gain in your major discipline by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, healthcare, education, family, work, and religion.

Courses in the Minor (15 Credits)

A minor in sociology requires the completion of 15 credits of coursework in sociology. All SOCY courses apply. It is recommended that you take SOCY 100 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 60–62.

** For more information on general education course offerings for a bachelor's degree, please see degree requirements on pp. 60–62.

MASTER'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

At the master's degree level, UMGC Asia offers the Master of Business Administration (MBA) and Master of Science in Transformational Leadership (MSTL).

Expectations

Each UMGC master's degree incorporates program-specific and core competencies. The following essential core competencies are emphasized across all programs:

- Effective writing and oral communication
- Teamwork/collaboration/leadership
- Quantitative reasoning
- Critical analysis, critical thinking, and problem solving

UMGC conducts learning outcomes assessments to measure and improve your learning in these areas as well as in specific disciplinary knowledge and skills.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of nonenrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

Overall Requirements

More is expected at the graduate level than what is normally required at the undergraduate level. In addition, you usually must complete special requirements at the end of your graduate pro-

gram. UMGC's master's degree programs require you to complete an integrative end-of-program capstone course in which you must demonstrate mastery of content covered throughout the program.

All master's degrees require completion of at least 30 credits, with specific requirements listed on the following pages.

Initial Requirement

For master's degrees that require foundation courses CBR 600, DCL 600, or PRO 600, the required foundation course must be taken first.

Good Academic Standing

In all programs, you must maintain a term and cumulative grade point average (GPA) of 3.0 to remain in good academic standing; in some, you must also earn a grade of B or higher in each class to progress to the next class. Academic progress is assessed at the end of each term. Other requirements—such as time limits for degree completion—also apply; details are provided in the following section and in the Criteria for Program Progression section of each applicable program's description.

Time Limits

All requirements established for the completion of a master's degree listed in this publication must be fulfilled within five consecutive years. The time limit is calculated from the term in which you successfully complete the first credit course that applies to the program. It does not include the introductory courses DCL 600 and PRO 600 but does include courses transferred from other institutions and courses transferred from UMGC undergraduate programs as part of an accelerated pathway.

Second Master's Degree

If you have already received a master's degree from UMGC, you can broaden your education by earning a second master's degree in a different discipline.

If you have earned a master's degree from UMGC and want to pursue an additional master's degree at UMGC, you may not apply coursework twice, i.e., double count, or repeat courses to fulfill the requirements of the additional credential. On a case-by-case basis, UMGC may consider limited substitutions for coursework that is required for more than one master's degree to allow you to complete a second master's degree, but if this is not possible, you will need to choose an alternate program if you wish to complete another credential at UMGC.

Before beginning work toward or registering for a second master's degree, consult an academic advisor. Advisors will be glad to explain the requirements and situations that require department approval, including those for completing an MS in Management or in Information Technology in a second specialization.

MASTER'S DEGREE PROGRAMS

CURRICULA

Business Administration

You may earn a Master of Business Administration.

Master of Business Administration

The MBA program can help you gain the skills and abilities desired by today's employers and learn how to strategically manage an organization for growth and success. In this program, you can develop and advance your competencies in finance, marketing, human resources, strategy, and leadership. You'll be able to apply your learning from multiple disciplines and specializations to real-life business problems.

What You'll Learn

Through your coursework, you'll learn how to

- Create and implement a personal leadership development plan
- Foster mutual respect, trust, and high standards of ethics, performance, and teamwork
- Assess and manage critical knowledge and skill gaps related to core organizational functions and managerial responsibilities
- Complete a comprehensive analysis of the costs of operations, pricing options, financing, product mix, and distribution channels
- Evaluate your cultural intelligence, ethical values, and skills in decision making, and implement specific actions to leverage your strengths and further develop areas of relative weakness
- Evaluate your organization's policies for managing legal and ethical risks, with a focus on contracts, agency, and tort law
- Develop a marketing plan for a new product or service in both domestic and international markets
- Prepare a project management plan for an initiative in a new international location that presents business, language, cultural, legal, and other challenges for your organization
- Develop a comprehensive strategy for expanding your organization's products or services in a selected country

Preparation Recommended for Success

RECOMMENDATIONS

If you need to improve your computing skills, you should take the noncredit course ASC 605. Taking ASC 601 is recommended to improve writing and analytical skills.

Degree Requirements

MBA

	Credits
Required Foundation Course	6
Required Core Courses	30
Total	36

REQUIRED FOUNDATION COURSE

PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)

REQUIRED CORE COURSES

MBA 610 Leading Organizations and People (6)
MBA 620 Financial Decision Making (6)
MBA 630 Leading in the Multicultural Global Environment (6)
MBA 640 Innovation Through Marketing and Technology (6)
MBA 670 Strategic Decision Making (6)

COURSE SEQUENCING

Courses must be taken in the order listed.

Criteria for Program Progression

You must complete each course with a grade of B or better to advance to the next course. (The grade of C is not available for these courses.) Your course syllabus will explain options for and consequences of requesting an Incomplete.

Program Accreditation

UMGC has received specialized accreditation for its Master of Business Administration program through the International Accreditation Council for Business Education (IACBE), located at 11374 Strang Line Road in Lenexa, Kansas, USA. IACBE is a specialized accrediting agency recognized by the Council for Higher Education Accreditation.

Transformational Leadership

You may earn a Master of Science in Transformational Leadership.

Master of Science in Transformational Leadership

The Master of Science (MS) in Transformational Leadership program is designed for students with military experience who want to build on and maximize their leadership training and skills to transition to corporate, nonprofit, or government organizations. Each course offers you practical experience by using workplace scenarios to apply your strategic-thinking and decision-making skills in both group and individual activities with civilian organizations. You “learn by doing” and graduate better prepared for workplace opportunities. The program provides hands-on experience with transformational leadership strategies and techniques that will enable you to effect change at the individual, group, and organizational levels and prepare you for positions in civilian organizations. You’ll utilize theories and concepts in leadership in a civilian context, focusing on the dynamics of leadership and building skills in communication, strategic planning and management, team building, conflict resolution and mediation, fiscal and performance-based decision making, change management, project management, and organizational learning.

What You’ll Learn

Through your coursework, you will learn how to

- Analyze your strengths and weaknesses as a leader and leverage them to accomplish strategic goals
- Manage civilian employees and help them perform at higher levels
- Analyze the performance of an organization through metrics and formulate strategies to improve that performance
- Manage change in the organization’s environment
- Collaborate with an organization to address an internal business challenge

Preparation Recommended for Success

EXPECTATIONS

You are expected to have some leadership experience as an officer (noncommissioned or commissioned).

RECOMMENDATIONS

Taking ASC 601 is recommended to improve writing skills.

Degree Requirements

MS IN TRANSFORMATIONAL LEADERSHIP

	Credits
Required Foundation Course	6
Required Core Courses	30
Total	36

REQUIRED FOUNDATION COURSE

DCL 600 Decisive Thinking, Communicating, and Leading (6)

REQUIRED CORE COURSES

TLP 610 Repositioning Your Leadership Skills (6)

TLP 620 Leading in the Organization (6)

TLP 630 Leading with Strategy and Performance Measures (6)

TLP 640 Leading Through Change and Uncertainty (6)

TLP 670 Leadership Capstone (6)

COURSE SEQUENCING

Courses must be taken in the order listed.

Criteria for Program Progression

You must complete each course with a grade of B or better to advance to the next course. The grade of C is not available for these courses. Your course syllabus will explain options for and consequences of requesting an Incomplete.

COURSE INFORMATION

Course Numbering System

The following entries describe courses offered through University of Maryland Global Campus. Requirements pertain only to degrees conferred at UMGC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution. In transferring to UMGC—particularly from a community college—you should be careful not to enroll in courses that duplicate your previous studies.

Courses are arranged 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-level courses
200–299	Primarily sophomore-level courses
300–399	Upper-level, primarily junior-level courses
400–499	Upper-level, primarily senior-level courses
500–599	Senior-level courses acceptable for credit toward some graduate degrees
600–898	Graduate-level credit
899	Doctoral thesis credit

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 one of the following, according to the Code of Maryland Regulations:

- At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration, study days, and holidays)
- At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration, study days, and holidays)
- At least 45 hours (50 minutes each) of instructional situations, such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented
- Instruction delivered by electronic media based on the equivalent outcomes in student learning, including telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented

Prerequisites

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge you are expected to have before enrolling in a given course. You may be barred from enrolling in or may be removed from courses for which you do not have the necessary prerequisites. Courses listed as corequisite are required and should be taken at the same time as the course described. Taking courses listed as recommended is advisable but not absolutely required.

It is your responsibility to check the prerequisites listed in the course description and make certain that you are academically prepared to take a course. If you did not take the prerequisite course recently, you should consult an advisor or the academic department about whether you are sufficiently prepared to perform well in a given course. Faculty members are not expected to repeat material listed as being prerequisite.

For undergraduate courses, prerequisites may also be fulfilled by Prior Learning credit for the appropriate course, earned through course-challenge assessments or Portfolio Assessment (described on p. 17). Advisors can explain the procedures for seeking this credit. Some courses are not eligible for challenge examination or Portfolio Assessment, and you may not take course-challenge assessments or seek Portfolio Assessment credit for lower-level courses that are prerequisite to courses for which you have already received credit.

WRTG 112 Academic Writing II is prerequisite to any higher-level course in English, communication studies, and writing, as well as many other advanced courses. MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. Many other prerequisites for advanced courses may be found in the course descriptions.

Placement tests are not required for introductory writing (English composition) or mathematics courses (e.g., MATH 105, MATH 107, MATH 115, or STAT 200), nor do these courses require completion of prerequisite coursework. If you have prior experience in a foreign language, you should take a placement test to assess appropriate level. For information on language placement tests, email the department at languages@umgc.edu.

Key to Course Descriptions

Subject	Course Number	Title	Number of Credits
CCJS	390	Cybercrime and Security	(3)

(Formerly CCJS 496.)¹ Prerequisite: CCJS 100, CCJS 101, CCJS 105, CSIA 301, or CSIA 310.² 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.³ Students may receive credit for only one of the following courses: CCJS 390, CCJS 496, or CCJS 498C.⁴

1. Explanatory material, if needed, may
 - Explain course sequence, purpose, or audience.
 - Identify courses fulfilling general education requirements (listed on 49).
 - 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, that means that the course has changed designator or number over the years or that the course is not offered at all UMGC locations.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

Index to Undergraduate Course Descriptions

The courses summarized on the following pages are listed alphabetically by discipline or subject, as follows.

You should check the course descriptions carefully to avoid duplicating previous coursework. UMGC will not award credit for courses that repeat material you have already been credited with learning.

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Accounting

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 or BMGT 221.

ACCT 301 Accounting for Nonaccounting Managers (3)

(May not be applied toward a major in accounting.) A survey of accounting principles relevant in making business decisions on the basis of financial information. The aim is to apply critical thinking skills and ethical principles to accounting issues. Topics include internal controls, financial reporting, analysis of financial statements, and elements of managerial accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 301, 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 related to 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 320 Fraud Detection and Deterrence (3)

Prerequisite: ACCT 220 or ACCT 301. A study of the principles behind and standards for examining, identifying, detecting, and deterring fraud. The objective is to differentiate types of fraud, assess organizational characteristics conducive to fraud, and develop a plan to detect and deter fraud. Topics include the fraud triangle, cash larceny, check tampering, skimming, register disbursement schemes, cash receipts schemes, billing schemes, payroll and expense reimbursement issues, asset misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, whistleblowing, interviewing witnesses, and writing reports.

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, 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.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

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 350 Federal Financial Management (3)

Prerequisite: ACCT 220 or ACCT 301. Analysis and discussion of issues relating to federal financial management. The goal is to apply knowledge of the federal process to accounting practice, administer federal grants and contracts, and research federal laws and regulations. Topics include the CFO Act, the federal budget, federal contracts and grants, and federal financial and information systems. Discussion also covers detection and deterrence of fraud, waste, and abuse.

ACCT 410 Accounting for Government and Not-for-Profit Organizations (3)

Prerequisite: ACCT 310. An introduction to the theory and practice of accounting as applied to governmental entities and not-for-profit organizations. The objective is to evaluate transactions, prepare and analyze financial statements, write financial briefings, and apply accounting rules and procedures. Topics include the evaluation and preparation of reports required for governmental and not-for-profit entities. Students may receive credit for only one of the following courses: ACCT 410 or BMGT 410.

ACCT 411 Ethics and Professionalism in Accounting (3)

Prerequisite: ACCT 311. An examination of the importance of ethical behavior in organizations and for the accounting and auditing professions. The goal is to identify ethical dilemmas, research regulations, and apply problem-solving methodology to resolve unethical situations. Discussion covers the AICPA Code of Professional Conduct and the ethical codes and requirements of other standard-setting organizations. Corporate governance and legal and regulatory obligations are explored within an ethical framework. Issues related to accounting ethics and professionalism are examined and analyzed using philosophical models and ethical theories.

ACCT 417 Federal Income Tax II (3)

(Strongly recommended for students seeking careers as CPAs.) Prerequisites: ACCT 311 and ACCT 323. A continuing study of federal income taxation as applied to different business entities, including corporations, flow-through entities, estates, and trusts. The aim is to analyze tax planning and compliance issues, conduct tax research, analyze and define tax implications, and evaluate and communicate tax implications. Discussion covers tax research, planning, procedure, compliance, ethics, and professional responsibility. Topics also include the tax implications of financial and business decisions and transactions for various entities. Students may receive credit for only one of the following courses: ACCT 417 or BMGT 417.

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.

ACCT 424 Advanced Accounting (3)

Prerequisite: ACCT 311. Recommended: ACCT 326. A study of advanced accounting theory, applied to specialized topics and contemporary problems. The aim is to prepare, present, and explain financial statements in five sectors—consolidated, international, partnership, not-for-profit, and state and local governments—and analyze a firm's dissolution or reorganization. Emphasis is on consolidated statements and partnership accounting. Various techniques are used to study accounting theory and practice; 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 424 or BMGT 424.

ACCT 425 International Accounting (3)

Prerequisite: ACCT 311. A study of accounting in a multinational context. Discussion covers the historical development and current status of international financial reporting standards. The goal is to recognize the influence of politics and culture on the development of accounting systems, prepare financial statements according to international financial reporting standards, and analyze the financial statements of a multinational enterprise. Strategies

to manage and hedge against foreign currency exposure are developed. Topics include evolving international accounting and reporting standards, foreign exchange and taxation, intercompany transfer pricing, and emerging issues in international accounting. Students may receive credit for only one of the following courses: ACCT 425 or ACCT 498A.

ACCT 436 Internal Auditing (3)

(Designed to align with the standards of the Institute of Internal Auditors and help prepare for the Certified Internal Auditor examination.) Prerequisite: ACCT 311. An exploration of the role of internal auditing and its consultative role in the management of risk. The aim is to identify the professional and ethical standards that apply to internal auditors; design, plan, and apply audit procedures; assess the impact of emerging issues and trends; and identify internal control deficiencies. Topics include internal auditing standards, scope, responsibilities, ethics, controls, techniques, and reporting practices. Practice in PC-based software such as ACL and IDEA is provided. Students may receive credit for only one of the following courses: ACCT 436, ACCT 498E, or BMGT 498E.

ACCT 438 Fraud and Forensic Accounting (3)

Prerequisite: ACCT 311. An analysis and discussion of issues relating to fraud and forensic accounting. The objective is to identify the resources for detecting fraud, evaluate the conditions that encourage fraud, and design effective fraud detection and prevention plans. Focus is on the perspectives of public, internal, and private accountants. Discussion covers the principles and standards for proactive and reactive investigation, as well as detection and control of fraud.

ACCT 440 Forensic and Investigative Accounting (3)

Prerequisite: ACCT 320 or ACCT 438. An analysis and discussion of issues relating to forensic and investigative accounting. The goal is to research and describe the use of forensic accounting evidence, identify the role of the forensic accountant, apply investigative and forensic accounting practices, and present forensic accounting evidence as an expert witness. Forensic and investigative methods, including use of auditing and technology, are demonstrated. Topics include criminal and civil litigation support, rules of evidence, and accreditation of expert witnesses.

ACCT 452 Federal Auditing (3)

Prerequisite: ACCT 221. Recommended: ACCT 422 or ACCT 436. An overview of the federal auditing life cycle. The objective is to plan, manage, and execute a federal audit; identify and evaluate program and financial risks; and identify and recommend enhancements to operations and technology. Topics include planning and executing a federal audit, communicating audit findings to stakeholders, providing advisory support, evaluating program and financial risks, identifying enhancements to technology, maxi-

mizing economy and efficiency through the audit process, and minimizing fraud waste and abuse. Discussion also covers the auditing of grants and contracts.

ACCT 486A Workplace Learning in Accounting (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

ACCT 486B Workplace Learning in Accounting (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

ACCT 495 Contemporary Issues in Accounting Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ACCT 311, ACCT 321, ACCT 422, and BMGT 364. An intensive study of accounting that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The aim is to use current technology, research, and analytical tools proficiently to perform accounting and business functions, work collaboratively, facilitate decision making, and communicate to financial and nonfinancial audiences. Focus is on researching and analyzing emerging issues in accounting, business transactions, and financing. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.

African American Studies

AASP 201 Introduction to African American Studies (3)

(Fulfills the general education requirement in behavioral and social sciences.) An interdisciplinary study of significant aspects of African American history and culture, emphasizing the development of African American communities from the Middle Passage to the present. The objective is to conduct research, apply critical thinking skills, and articulate diverse historical perspectives in the context of African American history and culture. Topics include definitions of African American identity, influences, and achievements within American culture, as well as issues confronting African Americans. Students may receive credit for only one of the following courses: AASP 100 or AASP 201.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

Anthropology

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 298 Special Topics in Anthropology (1–3)

A presentation of anthropological perspectives on selected topics of broad general interest. May be repeated to a maximum of 6 credits when topics differ.

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 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 350 Health, Illness, and Healing (3)

Recommended: ANTH 102. An overview of health, illness, and healing from a cross-cultural perspective. The objective is to apply the perspectives of medical anthropology to promote individual and public health in local, national, and global contexts. Topics include cultural and social influences on health and healing, the experience and meaning of illness, and current issues in public and global health.

ANTH 351 Anthropology in Forensic Investigations (3)

Recommended: BIOL 160 or BIOL 201. An introduction to the application of forensic anthropology, designed to provide a basic understanding of the analysis of human skeletal remains and how forensic anthropologists work as part of the forensic team. The aim is to understand how anthropologists apply scientific principles and processes to the collection and analysis of evidence and how they communicate their conclusions. Topics include the scope of anthropology within the context of forensic investigations, human skeletal biology, research methods, scientific reporting, crime scene protocols, and the application of professional standards and ethics. Specific examples of forensic anthropology cases are reviewed.

ANTH 398 Intermediate Special Topics in Anthropology (1–3)

A presentation of anthropological perspectives on selected topics of broad general interest. May be repeated to a maximum of 6 credits when topics differ.

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.

Art

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 120 Design I: Arrangement and Color (3)

Prerequisite: GRCO 100. A project-driven study of the design elements of a composition as they relate to its overall expression. The aim is to apply elements and principles of design, including color theory, to create a variety of compositions that effectively communicate ideas and emotions.

ARTT 152 Basics of Photography (3)

(Access to a digital camera with manual settings required.) An introduction to basic photographic procedures with an emphasis on composing, taking, and editing photographs. Discussion covers the historical development of photography. Students may receive credit for only one of the following courses: ARTT 152 or PHOT 198.

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/acrylic paints.

ARTT 428 Advanced Painting (3)

Prerequisite: ARTT 320. Creation of original compositions based on the figure, nature, and still life, as well as expressive painting. The goal is to paint in a variety of styles and techniques, work with more complex forms (including drapery, transparency, and reflections), and work in landscape and/or figure in space painting. Emphasis is on the development of personal directions. May be repeated to a maximum of 12 credits.

Art History

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 film-

makers' works 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 by 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.

ARTH 372 History of Western Art I (3)

(Formerly ARTH 370.) A survey of the development of the Western tradition of visual art in its various forms that examines and compares the expression of cultural and aesthetic values in different parts of the Western world from prehistory through the Middle Ages. The objective is to apply principles of visual literacy; describe, analyze, and contextualize content and elements of art; and differentiate historic periods and styles of art. Students may receive credit for only one of the following courses: ARTH 370 or ARTH 372.

ARTH 373 History of Western Art II (3)

(Formerly ARTH 371.) A survey of the development of visual art of the Western world in its various forms that examines and compares the expression of cultural and aesthetic values in Europe and the United States from 1300 to the present day. The aim is to apply principles of visual literacy; describe, analyze, and contextualize content and elements of art; and differentiate historic periods and styles of art. Students may receive credit for only one of the following courses: ARTH 371 or ARTH 373.

ARTH 375 History of Graphic Art (3)

Recommended: ARTH 204. A survey of the development of graphic design with an emphasis on the historical, technological, and sociological influences on the production of typography and the aesthetics of visual media. The aim is to recognize the philosophy of graphic arts, identify various movements within the field, and analyze the impact of graphic arts on society. Topics include major works and artists and cultural, social, and religious movements and their impact on graphic arts.

ARTH 478 History of Women in the Visual Arts (3)

A survey of the work, roles, and representations of women in the visual arts, from the 16th century to the present. The aim is to evaluate the role of women artists and assess the impact of gender on visual arts as a way to understand the complexity and diversity of human experience and culture. Emphasis is on women working in the tradition of Western art in painting, sculpture, the decorative arts, performance art, photography, and other media and on how gender affected their art and their careers.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

Asian Studies

ASTD 135 Introduction to Japanese Language and Culture (3)

(Formerly JAPN 105. Not open to students with substantial prior experience with Japanese language or culture; assumes no prior knowledge of Japanese. Students with prior experience with the Japanese language should take a placement test to assess appropriate level.) A hands-on, project-based introduction to Japanese language and culture. The goal is to develop cultural competency and familiarity with the history, geography, and culture of Japan and to use basic language skills to function effectively and appropriately in everyday life in Japan. 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)

(Not open to students with substantial prior experience with Korean language or culture; assumes no prior knowledge of Korean. Students with prior experience with the Korean language should take a placement test to assess appropriate level.) A hands-on, project-based introduction to Korean language and culture. The goal is to develop cultural competence in personal interactions; demonstrate knowledge of the history, geography, and culture of Korea; and use basic language skills to function effectively and appropriately in everyday activities in Korea. Students may receive credit for only one of the following courses: ASTD 155 or KORN 105.

ASTD 198E Battle for Okinawa (1)

This is a field study course designed to capitalize on the historical resources in Okinawa, which is the Asia division's largest source of students. The course will offer newcomers to the UMGC system as well as to Okinawa the opportunity to tour locations where some of the major components of the battle occurred. The course will also analyze how the reality of the battle compares with what the films of Hollywood often depict.

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 302 The Two Koreas: Problems and Prospects (3)

Prerequisite: Any writing course. Recommended: ASTD 284 or ASTD 285. A thematic study of the two Koreas from historical, social, and foreign policy perspectives. The objective is to examine scholarly viewpoints on key issues of Korean history and division; articulate key factors that shape U.S. and regional policy toward North Korea; distinguish between different sources of information on the two Koreas; and interpret regional developments based on knowledge of Korean issues. Topics include the "hermit kingdom" myth; liberation, division, and war; the economic "miracle"; North Korean leadership; South and North Korean foreign relations; North Korea as a nuclear threat; and prospects for a unified Korea. Focus is on developing a stronger understanding of the two Koreas for practical and professional application. Assignments require research, analysis, and a written policy or strategy recommendation.

ASTD 370 Interpreting Contemporary China (3)

Prerequisite: Any writing course. Recommended: ASTD 285. A thematic study of contemporary China from political, economic, social, and foreign policy perspectives. The objective is to identify decision-making authorities, interpret major influences on the Chinese economy, appraise the impact of grass-roots social movements, and distinguish factors that drive China's foreign policy. Focus is on developing engagement strategies for various professional applications. Assignments require research, analysis, and a written policy or strategy recommendation (e.g., a policy paper or business strategy plan).

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 398F Korean Buddhist Practices (1)

A field study course exploring Korean Buddhism. The goal is to describe the arrival of Buddhism from China to Korea and its subsequent transmission to Japan, explain the role of Seon (Zen) Buddhism and how Korean Buddhism was unified into a single order. Devotional and meditative practices will be explored through site visits.

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

ASTR 100 Introduction to Astronomy (3)

Prerequisite: MATH 105, STAT 200, or a higher MATH or STAT course. 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.

Behavioral and Social Sciences

BEHS 103 Technology in Contemporary Society (3)

An interdisciplinary introduction to the role of technology in contemporary society. The aim is to apply principles and concepts from a variety of social science disciplines (e.g., anthropology, sociology, psychology, and gerontology) to explore the influence of technology on society and the effect of technological change on our social lives, including our interpersonal relationships, work, culture, and society. Topics include the way technology changes relationships, the cumulative advantages and disadvantages associated with technology, digital natives versus digital immigrants, the pace of technological change, changes to the nature of how people learn and think, and the meaning of technology in society.

BEHS 210 Introduction to Social Sciences (3)

Recommended: WRTG 112, 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 300 Research Methods in the Social Sciences (3)

Prerequisites: BEHS 210 and STAT 200. An introduction to the core concepts, research methods, and skills that apply to work in the social sciences. The goal is to begin the process of conducting social science research. Discussion covers the scientific method, as well as quantitative and qualitative research methods specific to the social science disciplines of psychology, sociology, anthropology, and gerontology. Topics also include reliability and validity of data, correlation versus causality, research ethics, institutional review boards, proposal writing, and the unique contribution of "interdisciplinarity" in social science research.

BEHS 320 Disability Studies (3)

An interdisciplinary study of disability issues that focuses on understanding and evaluating traditional and current interpretations of the meaning of disability. The goal is to interact and communicate effectively and appropriately in situations relevant to issues of disability. Topics include the construction of images of people with disabilities, attitudes and actions toward those with disabilities, approaches taken by major social institutions (e.g., law, education, religion, the arts) toward disability, distinctions between different models of disability, and current issues in disability studies.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

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.

BEHS 364 Alcohol in U.S. Society (3)

An interdisciplinary examination of the use and abuse of the drug alcohol from the perspectives of psychology, physiology, sociology, medicine, counseling, law, and public health. The aim is to examine current research and trends in the treatment of alcohol abuse and dependence (including prevention, assessment, and intervention) and to explore the history, etiology, effects, and current treatment practices. The effects of alcohol throughout the lifespan are explored in relation to gender, families, race, age, the workplace, and public safety.

BEHS 380 End of Life: Issues and Perspectives (3)

(Formerly GERO 380.) An exploration of death, dying, and bereavement from social, cultural, psychological, biomedical, economic, and historical perspectives. The objective is to clarify one's personal perspective on death and dying, based on a better understanding of end-of-life planning issues, stages of death, and models of care for the dying. Topics include definitions of death, needs of the dying and their support systems, pain management, palliative and hospice care, end-of-life decision making, cultural meanings and rituals, suicide, euthanasia, homicide, natural disaster, the economics of death and life-sustaining care, family conflict and coping, bereavement, and grieving. Students may earn credit for only one of the following courses: BEHS 380 or GERO 380.

BEHS 453 Domestic Violence (3)

An examination of the complex phenomenon of domestic violence from a multidisciplinary perspective that integrates individual, social, political, cultural/ethnic, economic, legal, and medical viewpoints. The aim is to evaluate research and theoretical models of domestic violence; assess institutional, community, and individual responses to domestic violence; and locate effective resources. Topics include neglect and the physical, emotional, and sexual abuse of children, partners, and the elderly. Discussion also covers response systems and mechanisms to prevent and treat violence. Students may receive credit for only one of the following courses: BEHS 453 or BEHS 454.

BEHS 486A Workplace Learning in Behavioral and Social Sciences (3)

Prerequisite: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BEHS 486B Workplace Learning in Behavioral and Social Sciences (6)

Prerequisite: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BEHS 495 Advanced Seminar in Social Sciences (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisite: BEHS 300 and completion of all requirements for the social science major. A study of the social sciences that integrates perspectives from various disciplines in the field. The aim is to apply theoretical perspectives and empirical evidence to address complex contemporary social problems and become better consumers and purveyors of knowledge and research. Topics include ethical and professional issues inherent in working in the social sciences and the role of advocacy in promoting social change.

Biology

BIOL 101 Concepts of Biology (3)

(Not open to students majoring in biotechnology or laboratory management.) 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 the 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)

(Not open to students majoring in biotechnology or laboratory management. 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 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 majoring in biotechnology or laboratory management or to students who have completed BIOL 101 or BIOL 102. Fulfills the laboratory science requirement.) An introduction to 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 BIOL 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 164 Introduction to Human Anatomy and Physiology (3)

Prerequisite: BIOL 101, BIOL 103, or BIOL 160. An introduction to the anatomy and physiology of the human organism. Topics include basic concepts of physics and chemistry that are necessary for understanding biological functions and the structure and function of cells, tissues, and the major organ systems in the body. Students may receive credit for only one of the following courses: BIOL 164 or GNSC 161.

BIOL 181 Life in the Oceans (3)

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 220 Human Genetics (3)

An introduction to the role of genes in inheritance of traits and genetic diseases and disorders. The goal is to understand how genes affect physical appearance and behavior. Topics include Mendelian and non-Mendelian inheritance of human genetic diseases, human genetic variation, and mechanisms underlying human diseases. Students may receive credit for only one of the following courses: BIOL 220, BIOL 222, or BSCI 222.

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.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

BIOL 307 The Biology of Aging (3)

(For students majoring in both science and nonscience disciplines.) An overview of the biological basis of aging. The goal is to apply knowledge of the aging process to influence personal lifestyle choices, public health policy, and economic decisions. Topics include typical changes that occur in cells, molecules, metabolism, and structure during the aging process. The development and progression of several diseases associated with aging (including cancer, neurodegenerative diseases such as Alzheimer's and Parkinson's diseases, osteoporosis, and loss of visual acuity and memory) are discussed with respect to the role of genes, proteins, and environmental influences. Students may receive credit for only one of the following courses: BIOL 307 or BIOL 398V.

BIOL 320 Forensic Biology (3)

Recommended: BIOL 101, BIOL 103, or BIOL 160. An introduction to the basic principles of biology as applied to the field of forensic science. The aim is to use scientific reasoning to draw conclusions and make decisions about forensic techniques, analyses, and results. Topics include the biological features and characteristics of evidentiary materials, as well as the basic principles of chemistry, cell biology, microbiology, and genetics that underlie forensic analyses.

BIOL 325 Inquiries in Biological Science (3)

Prerequisite: BIOL 101 or equivalent. An overview of biological principles and current trends in biological science. The goal is to apply knowledge of core biological principles, critically analyze current research, and use scientific reasoning to make evaluative decisions related to applications in the biological sciences. Topics include the scientific process, core biological concepts, careers in biology-related fields, and safety and health policies relevant to biological research.

BIOL 328 Bioethics (3)

Recommended: BIOL 101 and WRTG 112 or equivalent. An introduction to ethical decision making related to human life and health. The aim is to form defensible positions and carefully crafted arguments based on well-supported evidence. Discussion covers reproductive issues, biological research, and healthcare. Emphasis is on scientific and philosophical thinking.

BIOL 350 Molecular and Cellular Biology (3)

(For students majoring or minoring in a science.) Prerequisite: BIOL 325. A thorough examination of the basic structure and function of cells, with an emphasis on eukaryotic cell biology. The objective is to use knowledge of molecular biology to interpret results and draw conclusions about research findings and technological applications. Topics include cell-cycle growth and death; protein structure; DNA replication, repair, and recombination; gene expression; RNA processing; and molecular transport, traffic, and

signaling. Discussion also covers the application of recombinant DNA, genetic engineering, and other current molecular biology technologies. Students may receive credit for only one of the following courses: BIOL 350 or BIOL 398S.

BIOL 357 Bioinformatics (3)

Prerequisite: BIOL 325 or another upper-level biology course. Recommended: IFSM 201 and MATH 105 (or a more advanced MATH or STAT course). An introduction to the use of computers in the analysis of nucleic acid and protein sequences and a study of the significance of these analyses. The goal is to develop an understanding of the software used in bioinformatics and learn how to address specific questions in biotechnology and research. Topics include genome analysis, evolutionary relationships, structure-function identification, protein pattern recognition, protein-protein interaction, and algorithms.

BIOL 362 Neurobiology (3)

Prerequisite: BIOL 101, BIOL 103, or BIOL 160. An in-depth discussion of the biology and development of the nervous system. The goal is to apply knowledge of neurobiological principles to advanced studies or careers and be more informed healthcare consumers. Topics include neuronal structure and function; communication at the synapse; membrane receptors and intra- and intercellular signaling systems; gross organization of the brain and spinal cord; the processing of sensory information; the programming of motor responses; research techniques; ethics; brain development; plasticity; and higher functions such as learning, memory, cognition, and speech.

BIOL 398 Special Topics in Biology (3)

A study of topics in biology of special interest to students and faculty. May be repeated to a maximum of 6 credits when topics differ.

BIOL 422 Epidemiology and Communicable Diseases (3)

Prerequisite: BIOL 230, BIOL 301, BIOL 302, or BIOL 398G. Recommended: WRTG 393. An investigation of factors contributing to the emergence of new infectious diseases and the resurgence of diseases once thought to have been controlled. The goal is to synthesize and apply knowledge of research methods, integrate epidemiological information, and communicate knowledge to scientific and nonscientific communities. Topics include socioeconomic and environmental factors that contribute to the inability to prevent or control malaria, tuberculosis, and AIDS. Disease symptoms, patterns of spread, and possible control measures are examined for new infectious diseases (such as Lyme disease and those caused by *E. coli* O157, the Ebola virus, hantaviruses, and cryptosporidia). Discussion also covers resurgent diseases such as anthrax, bubonic plague, dengue fever, influenza, and cholera. Students may receive credit for only one of the following courses: BIOL 422 or MICB 388E.

BIOL 486A Workplace Learning in Biology (3)

Prerequisite: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BIOL 486B Workplace Learning in Biology (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BIOL 495 Current Trends and Applications in the Life Sciences (3)

(For students majoring or minoring in a science.) Prerequisite: BIOL 325. Recommended: A statistics course. An examination of current topics, trends, and applications in the life sciences. The aim is to be familiar with life science laboratory and industry environments, communicate scientific principles effectively, practice professional ethics, and demonstrate knowledge of safe laboratory operations. Topics include current research, ways to recognize future trends, strategies to solve current challenges, and creative solutions for developing products and services in the life sciences. Students may receive credit for only one of the following courses: BIOL 400 or BIOL 495.

Bridge Program

UMEI 030 Basic Interpersonal Communication Skills Course

(Does not apply toward degree requirements. Yields institutional credit only.) An advanced study of spoken English as a second language focusing on American English. Opportunities to discuss and write about cultural similarities and differences are provided.

UMEI 020 Integrated Skills for College Literacy

(Does not apply toward degree requirements. Yields institutional credit only.) An advanced study of written English as a second language that builds on already acquired English communication skills.

EDCP 102 Integrated Skills for Academic Success

(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 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, or ENGL 100.

WRTG 111X Academic Writing I

(The first course in the two-course series WRTG 111X-WRTG 112X. Fulfills the general education requirement in communications.) An introduction to reading, writing, and critical thinking in an academic setting. The goal is to practice strategies for understanding academic texts and for developing one's ideas in relation to those texts. Focus is on writing thesis-driven essays that incorporate ideas and information from sources and demonstrate critical thinking, proper attribution, and effective language use. Students may receive credit for only one of the following courses: WRTG 100A, WRTG 111, or WRTG 111X.

WRTG 112X Academic Writing II

(The second course in the two-course series WRTG 111X-WRTG 112X. Fulfills the general education requirement in communications.) Continued practice in reading, writing, and critical thinking with an emphasis on research and argumentation. The goal is to implement strategies for analyzing ideas and rhetorical techniques in academic texts and for conducting academic research. Focus is on writing an argumentative research paper that synthesizes information and ideas from multiple sources and demonstrates critical thinking, varied rhetorical strategies, proper source documentation, and effective language use. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, WRTG 101X, WRTG 112, or WRTG 112X.

SPCH 100X Foundations of Speech Communication

(Enrollment restricted to students for whom English is a second language.) An overview of the principles of communication. Verbal and nonverbal language, listening, group dynamics, and public speaking are highlighted. Emphasis is on applying communication principles to contemporary problems and preparing various types of oral discourse. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

Business and Management

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 contexts of everyday business events and human affairs and from a historical perspective.

BMGT 304 Managing E-Commerce in Organizations (3)

A hands-on, project-based introduction to the management of e-commerce organizations. The objective is to identify and demonstrate the unique skills needed to manage a sustainable e-commerce organization. Topics include e-commerce management principles, human resource management, information systems, knowledge management principles, e-marketing, virtual customer and supplier relations, and potential international legal issues. Assignments include project-based case studies that apply skills to modern workday problems.

BMGT 305 Knowledge Management (3)

A practical approach to knowledge management. The aim is to understand the value of knowledge management and the roles of knowledge workers and knowledge managers. Discussion covers how organizations capture, acquire, and share knowledge to maintain corporate memory and to develop collaborative energy. Topics include both formal and informal approaches to knowledge sharing and ways in which organizations use knowledge management techniques for competitive advantage. Students may receive credit for only one of the following courses: BMGT 305 or BMGT 388C.

BMGT 317 Decision Making (3)

A practical examination of decision making. The goal is to use a proven framework to generate potential solutions for effective decision making. Discussion covers the cultural impact of decision making, including stakeholders' expectations. Topics also include root cause analysis, risks and uncertainty, critical success factors, key performance indicators, psychological traps, and the steps to assure effectiveness before and after decision implementation. Students may receive credit for only one of the following courses: BMGT 317 or TMGT 310.

BMGT 330 Entrepreneurship and New Venture Planning (3)

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 335 Small Business Management (3)

Recommended: BMGT 317. A comprehensive review of the management principles underlying organizational development and growth and business life-cycle segments of emerging enterprises. The goal is to demonstrate an understanding of small business management in a global context, differentiate between micro- and macro-organizational structures, and identify the critical elements of business sustainability. Topics include entrepreneurship, financing/capitalization, innovation, and human resource and strategic planning. Core components of small business management are explored and evaluated through a multifaceted approach.

BMGT 339 Introduction to Federal Contracting (3)

An overview of the federal contracting process, including the requirements and techniques of federal contracting. The objective is to document needs in writing, develop evaluation criteria, and review and assess contractor performance. Activities include planning, evaluating award criteria, and assessing performance. Discussion also covers critical contract issues. Students may receive credit for only one of the following courses: BMGT 339, MGMT 220, or MGMT 339.

BMGT 364 Management and Organization Theory (3)

Recommended: BMGT 110. 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 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 372 Supply Chain Management (3)

Prerequisite: BMGT 364. An examination of supply chain management systems, with a focus on maximizing the value generated by an organization. The goal is to explain the implications of supply chains for customer expectations and the competitive advantage of the organization. Discussion covers effective practices and tradeoffs among separate supply chain functions and the use of performance measures to monitor outcomes. Topics also include logistics, forecasting, negotiating, trust and collaboration, and supply chain status reporting.

BMGT 375 Purchasing Management (3)

Prerequisite: BMGT 364. A study of purchasing management and the roles of purchasing specialists in medium to large organizations under the guidance of the chief purchasing officer. The aim is to understand how organizations use purchasing for competitive advantage; how suppliers are evaluated, selected, and managed; how metrics and models are used to make purchasing more effective; how cross-functional collaboration is vital to achieving economic efficiencies; and how important ethics and integrity in purchasing are to good business practices. Topics include the duties of a buyer, the ways information technology supports purchasing, materials management, controlling costs, best practices, outsourcing and insourcing, and measuring purchasing effectiveness. Students may receive credit for only one of the following courses: BMGT 375, MGMT 375, or TEMN 360.

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 381 Business Law II (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 380. Further conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. 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 personal and real property, leases, antitrust, business insurance, accountants' liability, negotiable instruments, secured

transactions, government regulation affecting consumer protection, environmental protection, debtor/creditor relationships, and bankruptcy and reorganization.

BMGT 392 Global Business (3)

Recommended: BMGT 110. 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 398 Special Topics in Business and Management (1–3)

Intensive inquiry into special topics in business and management that reflect the changing needs and interests of students and faculty.

BMGT 411 Process Improvement (3)

A hands-on, project-based introduction to process improvement. The objective is to assess the root cause of a problem, gain buy-in for the improvement, map the process, establish internal controls, and apply a variety of metrics to improve processes, test improvement solutions, and implement the process improvement. Emphasis is on process improvements that are cost-effective and add value to organizational missions. Topics include meeting customer expectations, flowcharting, selecting approaches to change management, acquiring resources, and sustaining improvements. Students may receive credit for only one of the following courses: BMGT 411 or TMGT 411.

BMGT 456 Managing Across Cultures and Borders (3)

Recommended: BMGT 110. An examination and analysis of international management across cultures and borders. The aim is to apply critical thinking and analytical skills in global management settings. Focus is on the roles of business managers in today's complex global environment. Topics include cross-cultural strategic planning, multinational organizational structures, global leadership, cross-cultural communication, environmental factors, decision making, and negotiations. Students may receive credit for only one of the following courses: BMGT 456 or BMGT 498R.

BMGT 464 Organizational Behavior (3)

Prerequisites: BMGT 364 and BMGT 365. Recommended: BMGT 110. 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.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

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)

Prerequisites: BMGT 364 and BMGT 365. Recommended: STAT 200. 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 466 Global Public Management (3)

Recommended: BMGT 110. A comprehensive study of public management. The aim is to analyze, design, and evaluate solutions to public-sector problems, both domestic and global, based on an understanding of public-sector management concepts and the different types of organizations involved. Topics include development and implementation of public-sector projects and the finance, human resources, and marketing activities that support them. Discussion also covers public management in diverse regions of the world, as well as the purpose and management of intergovernmental organizations and nongovernmental organizations. Students may receive credit for only one of the following courses: BMGT 366, BMGT 466, or TMGT 305.

BMGT 482 Advanced Federal Contracting (3)

Prerequisite: BMGT 339. Recommended: BMGT 110. An in-depth examination of the procurement life cycle. The objective is to assess the intricate relationships between the contracting activity and contractors involved in ongoing contract performance and see how these relationships can become mutually beneficial instead of adversarial. Topics include ethics, socioeconomics, key decision points, terminations, modifications, and related performance issues. Students may receive credit for only one of the following courses: BMGT 482 or TMGT 340.

BMGT 484 Managing Teams in Organizations (3)

Prerequisite: BMGT 364. A theoretical and practical investigation into the factors involved in building and managing effective work groups or teams in organizations. The aim is to lead and manage teams—establishing goals, roles, and processes; managing resources and relationships; and using effective interpersonal communication and team-building practices to enhance team

members' individual and collective motivation, productivity, and performance. Topics include the conscious and unconscious dynamics of team development, conflict and decision making, commitment and trust, assessment and rewards, and other factors that foster team cohesion and performance. Students may receive credit for only one of the following courses: BMGT 484, BMGT 498H, or MGMT 498H.

BMGT 485 Leadership for the 21st Century (3)

(Intended as the final, capstone course for management studies majors, to be taken in the last 15 credits, but appropriate for anyone who aspires to a leadership position.) Prerequisites: BMGT 364, BMGT 365, and BMGT 464 (or BMGT 465). An examination of leadership in organizations, with a focus on issues pertinent to the 21st century. The goal is to develop the skills necessary to achieve individual and organizational excellence. Discussion covers the leadership qualities and behaviors that help organizations thrive: valuing employees, having a clear vision, acting ethically, relying on core values, and building positive relationships.

BMGT 486A Workplace Learning in Business and Management (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BMGT 486B Workplace Learning in Business and Management (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BMGT 487 Project Management I (3)

(The first course in the two-course series BMGT 487–BMGT 488.) Recommended: FINC 330. An introduction to project management principles, concepts, and software applications. The goal is to manage a project through all phases of the project life cycle. Project management is examined in terms of practical applications and practices. Appropriate organizational structures, such as collegial and matrix types, are described and assessed. Discussion also covers the practical considerations of designing a project management system. Students may receive credit for only one of the following courses: BMGT 487 or TMGT 430.

BMGT 488 Project Management II (3)

(The second course in the two-course series BMGT 487–BMGT 488.) Prerequisite: BMGT 487. An examination of project management processes and applications beyond introductory principles

and concepts. The goal is to manage a project through all phases of the project life cycle. Emphasis is on the practical applications of project management principles and processes. Projects depict real-world situations, such as information systems implementations; service business/e-commerce projects; and consulting projects that occur in research, information systems, manufacturing, and engineering firms. Students may receive credit for only one of the following courses: BMGT 488 or TMGT 430.

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, 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.

Career Planning

CAPL 398A Career Planning Management (1)

A survey of strategies for managing career change. Focus is on examining, evaluating, and assessing individual skill sets; networking; and researching career and economic markets. The objective is to formulate a career path and develop the resources needed to enter that path. Topics include résumé and cover letter development, interviewing techniques, negotiation strategies, and tools for ongoing career planning.

CAPL 495 General Studies Capstone (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) The analysis and evaluation of knowledge and skills gained from previous study. A capstone project connects an

area of study to a real-world scenario and includes the presentation of a portfolio linking one's academic experience with personal and professional goals.

Chemistry

CHEM 121 Chemistry in the Modern World (3)

(For students not majoring or minoring in a 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.

CHEM 297 Environmental Chemistry (3)

Prerequisite(s): MATH 115 (or MATH 107 and MATH 108). An examination of the chemistry of environmental systems. The aim is to identify and evaluate fundamental principles of chemistry in relation to environmental systems. Discussion covers the nature of atoms, types of bonding, functional groups, chemical reactivity, and chemical interactions. Topics also include migration of chemicals through the environment, the role of basic chemistry in biogeochemical cycles, and human impact on biogeochemical cycles through the use of technology. 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

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, emails, proposals, and personnel evaluations.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

COMM 202 Media and Society (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. An overview of the complex components and relationships involved in today's media. The goal is to understand the technical, political, economic, cultural, and organizational influences on mediated messages. Topics include visual rhetoric, legal and ethical issues, social media, the transactional model, advertising, security, and privacy concerns.

COMM 207 Understanding Visual Communication (3)

A study of the creation and interpretation of visual language. The aim is to understand how images are used to effectively communicate ideas in a variety of channels, including news, advertising, and public relations. Topics include aesthetics, principles of composition, color systems, content awareness, and historical and cultural perspectives. Emphasis is on critical thinking and analysis of images from both theoretical and practical perspectives.

COMM 300 Communication Theory (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. 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)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, 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 390 Writing for Managers (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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.

COMM 400 Mass Media Law (3)

(No previous study of law required. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. Recommended: WRTG 391, WRTG 393, or WRTG 394. An examination of important legal issues that affect mass media and communications professionals. The objective is to analyze mass media law, its evolution, and its relationship with society, culture, and politics. Topics include copyright, intellectual property, fair use, defamation, privacy, freedom of information, freedom of speech, and freedom of the press, as well as issues raised by the growth of the internet. Discussion also covers ethics in mass media, digital technologies, and the creation of media content. Students may receive credit for only one of the following courses: COMM 400 or JOUR 400.

COMM 459 Special Topics in Communication (1-3)

An exploration of special topics in communication. The objective is to attain specialized knowledge and skills in a particular area of communication, journalism, speech, or professional writing. Focus is on demonstrating new knowledge through an extended applied project. May be repeated to a maximum of 6 credits when topics differ.

COMM 480 Research Methods in Communication Studies (3)

Prerequisites: COMM 300 and COMM 302. A review of qualitative and quantitative research methods in communication studies. The objective is to define and explain research methods, concepts, and tools; apply research design, data collection, analysis, and reporting skills; and critically evaluate research in terms of rigor, relevance, and explanatory value. Practice is provided in finding, consuming, and analyzing research studies. Discussion covers the steps of the research process: articulating a question, developing a methodology, conducting a study, and reporting on findings.

COMM 486A Workplace Learning in Communication Studies (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

COMM 486B Workplace Learning in Communication Studies (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

COMM 492 Grant and Proposal Writing (3)

(Fulfills the general education requirement in communications.)

Prerequisite: WRTG 112 or equivalent. An advanced study of technical writing, focusing on composing competitive proposals in response to Requests for Proposal (RFPs) and other funding solicitations from the federal government and community and private sources. The aim is to apply skills needed in the proposal development process; assess an RFP to determine evaluation and competitive criteria; and synthesize the required elements into a successful proposal. Discussion covers stages of the proposal-development process, including researching the funding agency for its mission, target populations, and problems of interest; assessing the RFP to determine evaluation criteria; and assembling the required elements of a successful proposal. Assignments include writing a grant request and working in teams to prepare a competitive business proposal. Students may receive credit for only one of the following courses: COMM 492, ENGL 489C, or WRTG 494.

COMM 495 Senior Seminar in Communication Studies (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: COMM 300, COMM 302, and at least 9 additional credits of upper-level COMM, SPCH and/or JOUR courses. Recommended: COMM 390. A project-based capstone study of communication. The aim is to reflect on the knowledge and skills gained through previous coursework and experiences in the discipline.

Computer and Information Science

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 implement them in an appropriate programming language. Hands-on practice in debugging, testing, and documenting is provided. 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 the 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 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 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.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

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.

CMIS 420 Advanced Relational Database Concepts and Applications (3)

Prerequisite: CMIS 320, IFSM 410, or IFSM 411. A comprehensive study of the features and techniques of relational database management appropriate to the advanced end user, database designer, or database administrator. The goal is to complete hands-on work using an industry-standard enterprise relational database management system. Topics include basic database administration functions, advanced SQL and complex data types, stored procedures, user-defined functions, triggers, and data warehousing. Students may receive credit for only one of the following courses: CMIS 420, IFSM 420, or IFSM 498I.

CMIS 440 Advanced Programming in Java (3)

Prerequisites: CMIS 242 and CMIS 320. An exploration of advanced Java programming, using the Java Enterprise edition. The objective is to analyze, design, develop, test, deploy, and document small- to medium-scale web applications. Hands-on projects in Java server pages, servlets, and Java database connectivity are included. Students may receive credit for only one of the following courses: CMIS 440 or CMIS 498A.

CMIS 486A Workplace Learning in Computer and Information Science (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIS 486B Workplace Learning in Computer and Information Science (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIS 498 Special Topics in Computer and Information Science (3)

Prerequisites: Vary according to topic. A seminar on topics in computer and information science. May be repeated to a maximum of 6 credits when topics differ.

Computer Information Technology

CMIT 202 Fundamentals of Computer Troubleshooting (3)

(Designed to help prepare for the CompTIA A+ exams.) Prerequisite: IFSM 201. A thorough review of computer hardware and software, with emphasis on the application of current and appropriate computing safety and environmental practices. The goal is to evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems.

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 the structured knowledge base needed to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Focus is on penetration-testing tools and techniques to protect computer networks. Students may receive credit for only one of the following courses: CMIT 321 or CMIT 398E.

CMIT 326 Cloud Technologies (3)

(Designed to help prepare for the CompTIA Cloud+ and AWS Certified Cloud Practitioner certification exams.) Prerequisite: IFSM 201. A hands-on study of basic cloud technologies. The aim is to apply the techniques and tools used in cloud environments, especially the AWS (Amazon Web Services) cloud. Topics include the global infrastructure of the cloud, deployment and operation in various cloud environments, high availability, scalability, elasticity, security, and troubleshooting. AWS, Microsoft Azure, and Google Cloud are compared.

CMIT 336 Fundamentals of Microsoft Azure (3)

(Designed to help prepare for Exam AZ-900: Microsoft Azure Fundamentals.) Prerequisite: CMIT 326. A hands-on study of Microsoft Azure services. The aim is to demonstrate mastery of cloud concepts; the core services used in Azure; pricing and support models used for Azure; and fundamentals of cloud security, privacy, compliance, and trust for Microsoft Azure. Topics include high availability, scalability, agility, fault tolerance, and disaster recovery in the Microsoft Azure environment.

CMIT 340 Malware Analysis (3)

(Designed to help prepare for the GIAC Reverse Engineering Malware [GREM] certification exam.) Prerequisites: CCJS 321 (or CCJS 421), CMIS 102, and CMIT 320. A project-driven analysis of malicious software, i.e., software designed to disrupt systems or gain sensitive information. The objective is to implement various techniques to analyze malware and other malicious software used in forensic investigations.

CMIT 350 Interconnecting Cisco Devices (3)

(Designed to help prepare for the Cisco Certified Network Associate (CCNA) examination.) 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.

CMIT 391 Linux System Administration (3)

(Designed to help prepare for the Linux Professional Institute Certification 1 [LPIC-1] and Linux+ exams.) Prerequisite: CMIT 265. A study of the Linux operating system. The goal is to configure and manage processes, user interfaces, device files, print facilities, file systems, task automation, the boot-up/shutdown sequence, disk storage, network connectivity, system security, users, and groups. Students may receive credit for only one of the following courses: CMIS 390, CMIT 391, or CMIS 398U.

CMIT 421 Threat Management and Vulnerability Assessment (3)

(Designed to help prepare for CompTIA Cybersecurity Analyst (CySA+) certification.) Prerequisite: CMIT 320. A study of the analysis of data in threat and vulnerability management. The goal is to properly utilize various cybersecurity tools and technologies. Discussion covers the analysis of threats and the impact on incident response, as well as the tools and equipment used in a forensic investigation. Various industry and government frameworks and regulatory compliance are highlighted.

CMIT 424 Digital Forensics Analysis and Application (3)

(Designed to help prepare for the Certified Computer Examiner [CCE] certification exam.) Prerequisites: Either CMIT 202 (or CompTIA A+ certification) and CCJS 421 or CMIT 202, CMIT 320 (or CompTIA Security+ certification), and CCJS 321. A project-driven study of the digital forensic evaluation process. The objective is to build forensic workstations, collect evidence, extract artifacts, identify unknown files, and reassemble evidence from network packet captures.

CMIT 425 Advanced Information Systems Security (3)

(Formerly CMIT 499S. Designed to help prepare for the (ISC)² Certified Information System Security Professional [CISSP] certification exam.) Prerequisite: CMIT 320 or CompTIA Network+ and Security+ certifications. Recommended: BMGT 110, IFSM 300, or two years of business and management experience. A comprehensive study of information systems security to enhance organizational security. The goal is to manage risks by identifying and mitigating them. Students may receive credit for only one of the following courses: CMIT 425 or CMIT 499S.

CMIT 426 Mastering the AWS Cloud (3)

(Designed to help prepare for the AWS Certified Solutions Architect-Associate exam.) Prerequisite: CMIT 326. A hands-on study of Amazon Web Services (AWS). The goal is to understand the computing, networking, storage, and database services in AWS; apply best practices in building secure and reliable applications in the AWS cloud environment; and identify the appropriate AWS service to meet an organization's technical requirements.

CMIT 436 Security in the Cloud (3)

(Designed to help prepare for the (ISC)² Certified Cloud Security Professional exam.) Prerequisite: CMIT 326. A hands-on study of cybersecurity and means for securing critical assets in cloud environments. The goal is to apply the principles of confidentiality, integrity, and availability (CIA) of digital resources in cloud environments.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

CMIT 440 Mobile Forensics (3)

(Designed to help prepare for the IACIS Certified Mobile Device Examiner [ICMDE] certification exam.) Prerequisite: CMIT 424. A project-driven study of mobile devices from a forensic perspective. The aim is to implement various techniques to collect and analyze information from mobile devices used in forensic investigations.

CMIT 460 Network Forensics (3)

(Designed to help prepare for the Computer Security Incident Handler [CSIH] certification.) Prerequisites: CMIT 320, CMIT 350, CMIT 369, and CMIT 424. A project-driven study of networks from a forensics perspective. The goal is to implement various techniques that are used in forensic investigations in response to network intrusions to collect and analyze information from computer networks.

CMIT 486A Workplace Learning in Computer Information Technology (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIT 486B Workplace Learning in Computer Information Technology (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity (3)

(Intended as a final capstone course to be taken in a student's last 9 credits.) Prerequisites: CMIT 320, CMIT 350, CMIT 369 (or CMIT 368), and an additional 15 credits in CMIT coursework. A comprehensive project-driven study of network design and security, with an emphasis on the integration of knowledge, practical applications, and critical thinking. The objective is to implement a secure and scalable network to meet organizational needs. Topics include advanced concepts in network and security design.

CMIT 499 Special Topics in Computer Networks and Security (1–5)

An inquiry into special topics in computer networks and security that reflect the changing field. May be repeated when topics differ.

Computer Science

CMSC 150 Introduction to Discrete Structures (3)

Prerequisite or corequisite: MATH 140. A survey of fundamental mathematical concepts relevant to computer science. The objective is to address problems in computer science. Proof techniques presented are those used for modeling and solving problems in computer science. Discussion covers functions, relations, infinite sets, and propositional logic. Topics also include graphs and trees, as well as selected applications. Students may receive credit for only one of the following courses: CMSC 150 or CMSC 250.

CMSC 307 Artificial Intelligence Applications (3)

(No programming or math background required.) An interactive, hands-on study of current artificial intelligence (AI) applications spanning multiple disciplines and domains, including business, science, communications, and computing. The goal is to use data-sets with AI and machine learning applications from leading cloud vendors, including Amazon and Microsoft. Projects and laboratory exercises demonstrate how AI can be used to solve problems across a wide variety of disciplines.

CMSC 325 Game Design and Development (3)

Prerequisite: CMSC 230 or CMIS 242. A project-driven study of the theory and practice of game design and development. The aim is to build realistic graphical 3-D worlds, animate characters, and add special effects to games. Discussion covers critical mathematical concepts and real-time game physics. Projects include collaborative development of interactive games.

CMSC 330 Advanced Programming Languages (3)

Prerequisite: CMSC 230 or CMSC 350. A comparative study of programming languages. The aim is to write safe and secure computer programs. Topics include the syntax and semantics of programming languages and run-time support required for various programming languages. Programming projects using selected languages are required.

CMSC 335 Object-Oriented and Concurrent Programming (3)

Prerequisite: CMSC 230 or CMSC 350. A study of object-oriented and concurrent programming using features of Java. The goal is to design, implement, test, debug, and document complex robust programs in an object-oriented language. Concepts of object-oriented programming (such as composition, classification, and polymorphism) are explored. Topics include the principles of concurrent programming (such as task synchronization, race conditions, deadlock, threads, and event-driven graphic user interface programs). Programming projects are implemented in Java. Students may receive credit for only one of the following courses: CMSC 300 or CMSC 335.

CMSC 350 Data Structures and Analysis (3)

Prerequisite: CMIS 242. A study of user-defined data structures and object-oriented design in computer science. The aim is to develop secure Java programs. Topics include linked lists, stacks, queues, arrays, maps, vectors, and trees. Algorithms that perform sorting, searching, and recursion are discussed and analyzed.

CMSC 405 Computer Graphics (3)

Prerequisite: CMSC 325 or CMSC 350. A hands-on, project-based introduction to computer graphics. The goal is to develop projects that render graphic images and animate three-dimensional objects. Topics include programming in OpenGL and transforming, viewing, and modeling 2-D and 3-D objects.

CMSC 412 Operating Systems (3)

Prerequisite: CMIS 310 or CMSC 311. A study of the fundamental principles underlying modern operating systems. The objective is to design and implement a small-scale operating system and design a virtual memory management system. Discussion covers the essential components of a typical operating system and the interactions among them. Topics also include methods of managing processes and resources in computer systems. A programming project that implements part of an operating system is required.

CMSC 427 Artificial Intelligence Foundations (3)

Prerequisite: SDEV 300. A study of the theoretical foundations and practical applications of artificial intelligence. The objective is to develop algorithms and systems to demonstrate intelligent behavior. Topics include intelligent agents, searching algorithms, knowledge representation, probability, logic, and learning.

CMSC 430 Compiler Theory and Design (3)

Prerequisites: CMSC 330 and programming experience in C or C++. An examination of the formal translation of programming languages, syntax, and semantics. The goal is to write programs that are constructed using program generators. Topics include evaluation of finite-state grammars and recognizers; context-free parsing techniques, such as recursive descent, precedence, LL(K), LR(K), and SLR(K); and improvement and generation of machine-independent code and syntax-directed translation schema. Programming projects that implement parts of a compiler are required.

CMSC 437 Machine Learning (3)

Prerequisite: CMSC 427. A hands-on study and application of machine and deep learning algorithms to solve challenging problems. The goal is to build models, using modern cloud-based tools, to efficiently solve real-world problems. Topics include

exploratory data analysis, modeling, and machine learning implementation and evaluation.

CMSC 447 Artificial Intelligence Solutions (3)

(Designed to help prepare for the AWS Certified Machine Learning or Microsoft Designing and Implementing an Azure AI Solution exam.) Prerequisite: CMSC 437. A hands-on, project-based study of artificial intelligence and machine learning solutions to complex problems. Topics include natural language processing, computer vision, and speech recognition.

CMSC 451 Design and Analysis of Computer Algorithms (3)

Prerequisites: CMSC 150 and CMSC 350 (or CMSC 230). A presentation of fundamental techniques for designing and analyzing computer algorithms. The aim is to apply Big-O estimates of algorithms and proof-of-correctness techniques and to design algorithms. Basic methods include divide-and-conquer techniques, search and traversal techniques, dynamic programming, greedy methods, and induction. Programming projects are included.

CMSC 465 Image and Signal Processing (3)

Prerequisites: MATH 141 and CMSC 350. A project-driven study of image and signal processing. The goal is to apply spectral analysis techniques to analyze time series data for the purpose of recognizing and classifying signals and to apply image segmentation, representation, and description techniques to recognize and classify objects. Topics include discrete Fourier transforms, fast Fourier transforms, sampling and filtering, and image transformations and enhancements.

CMSC 486A Workplace Learning in Computer Science (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMSC 486B Workplace Learning in Computer Science (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

CMSC 495 Current Trends and Projects in Computer Science (3)

(Intended as a final, capstone course to be taken in a student's last 9 credits.) Prerequisite(s): CMSC 330 and CMSC 335, CMIS 320 and CMIS 330, or SDEV 425. An overview of computer technologies, with an emphasis on integration of concepts, practical application, and critical thinking. The goal is to research, plan, conduct, and complete collaborative computer-related projects in compliance with schedule deadlines. Analysis covers innovative and emerging issues in computer science. Assignments include working in teams throughout the analysis, design, development, implementation, testing, and documentation phases of the projects, including periodic peer reviews.

CMSC 498 Special Topics in Computer Science (1–3)

Prerequisites: Vary according to topic. A seminar on topics in computer science. May be repeated to a maximum of 6 credits when topics differ.

Computer Studies

CMST 100B Word Processing (1)

(Not open to students who have completed CMST 303.) An introduction to word processing. The goal is to use word processing applications effectively to produce professional documents for business and personal communication. Topics include creating, formatting, and editing word-processing documents. Hands-on practice with industry-standard word-processing software is provided. Students may receive credit for only one of the following courses: CAPP 100B, CAPP 103, CMST 100B, or CMST 103.

CMST 100D Presentation Graphics (1)

(Not open to students who have completed CMST 303.) An introduction to the principles of presentation graphics. The goal is to use presentation graphics applications effectively to produce electronic presentations for professional and personal communication. Topics include planning and creating effective presentations. Hands-on practice with industry-standard presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D, CAPP 103, CMST 100D, or CMST 103.

CMST 100F Database Applications (1)

(Not open to students who have completed CMST 303.) An introduction to database systems, their terminology, and the principles of database management. The goal is to use database management applications effectively to create professional databases. Topics include how best to organize, manage, and access stored data; how to protect databases; and how to extract useful information. Hands-on practice with industry-standard database software is provided. Students may receive credit for only one of the following courses: CAPP 100F, CAPP 103, CMST 100F, or CMST 103.

CMST 100G Spreadsheet Applications (1)

(Not open to students who have completed CMST 303.) An introduction to the use of electronic spreadsheets to analyze numerical data, including basic terminology, formats, and other applications. The goal is to use spreadsheet applications to produce professional electronic spreadsheets effectively for business and personal use. Hands-on practice with industry-standard spreadsheet software is provided. Students may receive credit for only one of the following courses: CAPP 100G, CMST 100G, CAPP 103, or CMST 103.

CMST 290 Introduction to Interactive Design (3)

An introduction to the principles, practices, techniques, and theories that govern the use of scripting and programming languages in the design and development of interactive digital media. The objective is to effectively use proven scripting and programming theory to support digital media design for print, web, and mobile devices. Projects involve modifying existing scripting languages and HTML code as well as conducting a usability review.

CMST 295 Fundamentals of Digital Media (3)

An overview of the principles, practices, techniques, and theories that govern the design and development of digital media in web technology, digital design, and motion graphics. The goal is to effectively follow proven design theory in creating digital media for print, web, and mobile devices. Topics include usability, accessibility, ethics, and emerging technologies. Career paths in the digital media industry are analyzed.

CMST 301 Digital Media and Society (3)

A survey of 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 310 Fundamentals of Electronic Publishing (3)

Recommended: CMST 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 311 Advanced Electronic Publishing (3)

Prerequisite: CMST 310. A hands-on, project-based study of the advanced concepts, tools, processes, and methods of electronic (desktop) publishing. The goal is to use Adobe InDesign to create engaging electronic publications following fundamental design principles for print, online, and mobile devices. Topics include motion and interactivity, PDF (portable document format) publishing, emerging technologies, design issues related to mobile devices, ethical and legal considerations, collaborative work, and print and web-ready Adobe Flash files. Students may receive credit for only one of the following courses: CAPP 311 or CMST 311.

CMST 320 Illustration Graphics (3)

Recommended: CMST 295. A hands-on, project-based introduction to illustration graphics using Adobe Illustrator. The goal is to apply fundamental concepts of vector image composition to create professional digital media for delivery across multiple platforms, including print, web, and video, following ethical principles and legal guidelines. Topics include terminology, tools, theory, and processes from concept to completion. Discussion covers Bezier curves, shading, depth, paths, drawing tools, vector vs. raster images, and color theory.

CMST 325 Image Editing (3)

An introduction to digital image editing using Adobe Photoshop. The aim is to identify established digital image editing tools, techniques, and best practices; create new images; and edit existing images. Topics include terminology, tools, theory, and processes from concept to completion. Discussion covers fundamental concepts and practical techniques, as well as ethical and legal issues. Emphasis is on applying these concepts and techniques to produce high-quality digital works for multiple platforms, including print, web, and other electronic media.

CMST 341 Principles of Multimedia I (3)

Recommended: CMST 290 and CMST 295. A hands-on, project-based introduction to multimedia development. The aim is to create interactive products that integrate images, sound, video, and animation following sound media design principles for optimal display in multiple media formats using Adobe Flash. Topics

include storyboarding, web design, animation, motion tweening, project management, and ethical design.

CMST 351 Motion Graphics I (3)

Prerequisites: CMST 320 and CMST 325. A hands-on introduction to the basic concepts, techniques, and principles of digital video and motion graphics effects using Adobe After Effects. The objective is to describe digital video compositing techniques; create digital composites that combine video, text, digital images, and audio; and apply visual special effects to create professional results for use on multiple platforms, such as film, video, multimedia, and the web. Topics include techniques such as basic storyboarding, key framing, transformations, and rendering, as well as effects (including levels, curves, color correction, blur, glow, fractal noise, keying, masking, and cartoon effects).

CMST 385 Principles of Web Design and Technology I (3)

Prerequisite: CMST 290. 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 hypertext markup language version 5 (HTML5) 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)

Prerequisite: 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.

CMST 388 Fundamentals of JavaScript (3)

Prerequisite: CMST 386. Recommended: CMST 290. A hands-on, project-based study of JavaScript using a structured programming approach to build dynamic, interactive web pages. The goal is to use client-side JavaScript to create interactive, cross-browser-compatible web pages that minimize security and privacy vulnerabilities. Topics include form validation, web development tools, documentation, dynamic HTML, event handling, cross-browser compatibility, cookies, and security issues. Programming projects are included. Students may receive credit for only one of the following courses: CMST 388 or CMST 398J.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

CMST 425 Advanced Image Editing (3)

Prerequisite: CMST 325. Continued hands-on, project-based study of digital image editing using Adobe Photoshop. The objective is to identify and apply advanced design concepts, adjustments, and batch-processing techniques to creating new images and editing existing ones. Topics include more advanced terminology, tools, considerations, and processes from concept to completion. Emphasis is on advanced concepts and practical techniques to create professional images for print, web, and other electronic media. Discussion also covers ethical and legal issues.

CMST 450 Web Development Using XML (3)

Prerequisite: CMST 386. A study of the concepts and techniques essential to web development. The aim is to create, validate, and transform data into multiple formats to create digital and web-based media. Topics include document creation, validation, transformation, and security principles. Focus is on extensible markup language (XML). Students may receive credit for only one of the following courses: CAPP 498D or CMST 450.

CMST 486A Workplace Learning in Computer Studies (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMST 486B Workplace Learning in Computer Studies (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMST 488 Advanced JavaScript (3)

Prerequisite: CMST 388. A hands-on, project-based study of web application development using advanced JavaScript technologies. The aim is to create cross-browser-compatible web applications that adhere to industry standards and minimize security risks. Topics include JavaScript libraries, user interfaces, accessibility, usability, and security. Web development projects using advanced JavaScript are included.

CMST 495 Current Trends and Projects in Digital Media and Web Technology (3)

(Intended as a final, capstone course to be taken at the end of the student's program.) Prerequisites: CMST 290, CMST 295, and 15 credits in the major. An overview of current trends, technologies, theories, and practices in the digital media and web technology fields. The aim is to integrate concepts, practical application, and critical thinking skills acquired through previous study and

apply them to professional and postgraduate objectives. Analysis covers innovative and emerging issues in digital media, web technology, motion graphics, or general computing. Projects use techniques and approaches previously studied; they may focus on digital media design and production for print or online access, web technologies, or motion graphics.

Criminology/Criminal Justice

CCJS 100 Introduction to Criminal Justice (3)

(Fulfills the general education requirement in behavioral and social sciences.) An introduction to the administration of criminal justice in a democratic society, emphasizing the history and theories of law enforcement. The objective is to conduct research, analyze criminological theory to inform the development of criminal justice policies, and make appropriate criminal justice decisions. Discussion covers the principles of organization and administration in law enforcement, including specific activities and functions (such as research and planning, public relations, personnel and training, inspection and control, and formulation and direction of policy). Students may receive credit for only one of the following courses: CCJS 100 or CJUS 100.

CCJS 101 Introduction to Investigative Forensics (3)

A survey of the practical applications of forensic science. The aim is to learn to apply the scientific method to forensic evidence and distinguish between reality and popular misperceptions of the roles and importance of forensic science and its practitioners. Discussion covers the "CSI effect," the scientific method as it applies to forensic evidence, ethical practices, and legal aspects of the field. Topics include the definition of forensic science and how it has evolved, disciplines within the field, ethical codes, and case law.

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 301 Criminalistics I: The Comparative Disciplines (4)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The objective is to apply skills expected of an entry-level professional in the investigative forensics field that are necessary for the practical analysis of evidence in a criminal investigation. Topics include the comparative disciplines, including impression evidence analysis, trace evidence analysis, and firearms analysis.

CCJS 302 Criminalistics II: The Scientific Disciplines (4)

Prerequisite: CCJS 301. Further intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The goal is to apply skills expected of an entry-level criminalist to the practical analysis of evidence in a criminal investigation. Topics include the applications of the scientific disciplines, including bloodstain pattern analysis, questioned document analysis, controlled dangerous substances analysis, and DNA analysis.

CCJS 311 Intelligence-Led Policing (3)

Prerequisite: CCJS 100 or CCJS 105. 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 321 Digital Forensics in the Criminal Justice System (3)

(For students not majoring in criminal justice; not open to students who have completed CCJS 421; does not satisfy prerequisites for other criminal justice courses.) An overview of the criminal justice system and the application of digital forensic evidence in criminal justice cases. The objective is to apply constitutional and case law to the search and seizure of digital evidence, determine the most effective and appropriate forensic response

strategies to digital evidence, and provide effective courtroom testimony in a case involving digital evidence. Topics include crime scene procedures and the collection of digital evidence, procedures performed in a digital forensics lab, and the preparation of courtroom testimony by the digital forensic investigator.

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 341 Criminal Investigation (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An introduction to the concepts and methodologies used by criminal investigators to prevent and suppress crime and aid in the apprehension of criminal suspects. The aim is to communicate effectively, demonstrate principles of effective investigative management, and apply scientific techniques and technology to criminal investigations. Topics include crime scene search and recording; collection and preservation of physical evidence; use of scientific aids, modus operandi, and sources of information; interview and interrogation; follow-up; and case preparation. Emphasis is on leadership and management to enhance investigative efforts.

CCJS 342 Crime Scene Investigation (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An examination of the investigation of crime scenes. The objective is to apply skills expected of an entry-level professional in the investigative forensics field. Topics include the crime scene, crime scene documentation, evidence, and post-crime scene activities.

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.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

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 380 Ethical Behavior in Criminal Justice (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A survey of 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 Cybercrime and Security (3)

Prerequisite: CCJS 100, CCJS 101, CCJS 105, CSIA 301, or CSIA 310. 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 390, CCJS 496, or CCJS 498C.

CCJS 416 Analytical Strategies for Law Enforcement (3)

Prerequisite: CCJS 100 or CCJS 105. An examination of the authenticity, accuracy, viability, and reliability of intelligence reports as they relate to the application of intelligence to public safety problem solving. The goal is to evaluate intelligence reports to formulate plans, policies, and procedures that ensure effective and efficient agency operations. Focus is on developing critical thinking and problem-solving skills through role-playing in a simulated environment, working with near-genuine intelligence reports and public safety issues. Practice is provided in analyzing the strategies and activities detailed in intelligence reports, identifying and implementing responsive actions, and determining appropriate redistribution of such reports.

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 421 Principles of Digital Analysis (3)

(Computer access with administrator privileges required.) Prerequisite: CCJS 100, CCJS 101, or CCJS 105. A study of the technical and legal issues facing computer crime investigators and digital forensic examiners. The objective is to determine the most effective and appropriate forensic response strategies to support computer crime investigative efforts involving various digital technologies; apply forensic best practices to both the collection and handling and the analysis of digital evidence; and appropriately communicate complex technical and investigative information in an accurate, ethical, and comprehensive manner. Focus is on acquiring the skills to identify and collect potential digital evidence at a crime scene; analyze that evidence using forensically sound methods; and report forensic findings, both verbally and in writing.

CCJS 440 Fingerprint Analysis (3)

Prerequisite: CCJS 301. A comprehensive study of friction ridge analysis in fingerprints. Emphasis is on the practical analysis of evidence in a criminal investigation. The objective is to apply skills expected of an entry-level fingerprint professional, including assessing surfaces for viable latent fingerprints; evaluating how to process and collect latent fingerprints; analyzing, comparing, evaluating, and verifying fingerprint evidence; and conveying findings.

Topics include processing and comparison methodologies, historical and biological foundations of impressions, and legal aspects.

CCJS 441 Firearms and Toolmarks Analysis (3)

Prerequisite: CCJS 301. A comprehensive study of toolmark evidence, including toolmarks imparted by firearms. Discussion covers the practical analysis of evidence in a criminal investigation. The aim is to assess toolmarks; examine, compare, evaluate, and verify firearm and toolmark evidence; and convey findings. Topics include comparison methodologies, historical and mechanical foundations of toolmarks, and legal aspects. Focus is on developing the foundational knowledge and applied skills expected of an entry-level professional in the firearms and toolmarks field.

CCJS 461 Psychology of Criminal Behavior (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. An overview of delinquent and criminal behavior from a developmental, cognitive-behavioral perspective. The aim is to apply theoretical perspectives (behavioral, emotional, and cognitive) to analyze real or hypothetical criminal scenarios; to identify the various factors that encourage or discourage criminal behavior; and to explain the use of risk assessment tools at various stages of the criminal justice process. Factors that influence the development of adults and juveniles on the road to crime are examined to assess culpability for criminal behavior. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 486A Workplace Learning in Criminal Justice (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CCJS 486B Workplace Learning in Criminal Justice (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CCJS 495 Issues in Criminal Justice (3)

(Intended as a final, capstone course for criminal justice degree majors; to be taken in a student's last 15 credits.) 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 skills, 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.

CCJS 497 Correctional Administration (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of prison administration, including theories of management and institutional structure and purpose. The objective is to apply organizational concepts, leadership, and effective administrative approaches to the management of correctional structures and offender populations. Emphasis is on organization and management in the field of corrections. Discussion covers organizational structure, communication, self-assessment, strategic planning, decision making, and human resources. Students may receive credit for only one of the following courses: CCJS 497 or CCJS 498D.

Cybersecurity and Information Assurance

CSIA 300 Cybersecurity for Leaders and Managers (3)

(Designed in part to help prepare for the EC-Council Secure Computer User [CSCU] certification.) Prerequisite: Any CMIS, CMSC, CMIT, CMST, CSIA, IFSM, or SDEV course. Recommended: IFSM 201. A survey of the cybersecurity principles, practices, and strategies required by leaders and managers to become strategic partners in the establishment, management, and governance of an enterprise's cybersecurity program. The aim is to develop both an understanding of how cybersecurity supports key business goals and objectives and the "soft skills" necessary for success in a leadership or managerial role. Topics include the fundamentals of cybersecurity practices and principles; enterprise IT governance processes and security controls; data security; the information life cycle; intellectual property protections; privacy laws and regulations; security education, training, and awareness; and the need for cooperation and collaboration between business units and the organization's cybersecurity program.

CSIA 310 Cybersecurity Processes and Technologies (3)

(Includes content designed to help in preparing for EC-Council Certified Incident Handler [ECIH] certification.) Prerequisites: IFSM 201 and WRTG 112 or equivalent. A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management and to prepare for a government- and industry-recognized intermediate level cybersecurity certification (Certified Incident Handler). Topics include the essential management and operational activities (acquisition, deployment, and operations) required to secure IT technologies and business operations against a wide variety of threats and attacks.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

CSIA 350 Cybersecurity in Business and Industry (3)

Prerequisites: CSIA 310 and WRTG 112 or equivalent. A study of the application and integration of cybersecurity principles, frameworks, standards, and best practices to the management, governance, and policy development processes for businesses. Discussion covers the organization, management, and governance of cybersecurity for enterprise IT in business settings; risk and risk management practices; and development and implementation of industry-wide cybersecurity initiatives and programs.

CSIA 360 Cybersecurity in Government Organizations (3)

Prerequisite: CSIA 350. A study of cybersecurity management and governance in the context of the missions, functions, and operations of federal, state, and municipal government agencies, departments, and programs. Discussion covers the policy life cycle and the mechanisms used by governments to formulate and implement laws, policies, regulations, and treaties to protect and defend government operations and society as a whole against cyber attacks and crimes, both foreign and domestic.

CSIA 413 Cybersecurity Policy, Plans, and Programs (3)

(Includes content designed to help in preparing for IAPP Certified Information Privacy Professional/U.S. certification.) Prerequisite: CSIA 360. A study of the application of cybersecurity principles, frameworks, standards, and best practices to organization-level strategies, policies, programs, plans, procedures, and processes. The aim is to prepare for an internationally recognized information privacy certification exam. Projects include writing security policies and plans, developing metrics and measures for information security programs, planning audits of compliance practices and processes, and developing organization-level security policies for enterprise IT governance. Discussion covers principles and best practices for protecting privacy and ensuring compliance with laws and regulations.

CSIA 459 Evaluating Emerging Technologies (3)

Prerequisites: CMIT 320 and CSIA 350. A survey of emerging and leading technologies in the cybersecurity field. The aim is to research, evaluate, and recommend emerging technologies and determine secure implementation strategies for best-fit business solutions. Topics include evolutionary technology development and adoption in organizations.

CSIA 485 Practical Applications in Cybersecurity Management and Policy (3)

(Intended as a final, capstone course to be taken in a student's last 6 credits; includes content designed to help in preparing for the EC-Council Certified Chief Information Security Officer [CCISO] and Information Security Manager [EISM] certifications.) Prerequisites: CMIT 320 and CSIA 413. A study of cybersecurity management and policy that integrates knowledge gained from previous

coursework and experience. Focus is on developing security strategies, plans, policies, and processes for the protection of an organization's critical information and assets. The goal is to enhance professional skills in cybersecurity management and leadership. Topics also include the ethical integration of cybersecurity best practices and risk management throughout an enterprise.

CSIA 486A Workplace Learning in Cybersecurity (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CSIA 486B Workplace Learning in Cybersecurity (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Economics

ECON 103 Economics in the Information Age (3)

A survey of basic concepts and principles in micro- and macro-economics and how the economy has been affected by technology. The aim is to define and explain the key terms and concepts in economics and determine how technology has affected consumers, producers, and markets, as well as economic growth and policy. Topics include how innovation affects labor markets, the value of information, and the role of technological change in the economy.

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.

ECON 305 Intermediate Macroeconomic Theory and Policy (3)

Prerequisite: ECON 201. An analysis of the forces that determine a nation's income, employment, and price levels. The aim is to analyze macroeconomic indicators and trends and evaluate their impact. Topics include consumption, investment, inflation, and governmental fiscal and monetary policy. Students may receive credit for only one of the following courses: ECON 305, ECON 403, or ECON 405.

ECON 306 Intermediate Microeconomic Theory (3)

Prerequisite: ECON 203. An analysis of the principles underlying the behavior of individual consumers and business firms. The objective is to analyze microeconomic indicators and trends and evaluate their impact. Discussion covers theories of welfare, taxation, marketing systems, and income distribution. Students may receive credit for only one of the following courses: ECON 306 or ECON 403.

ECON 430 Money and Banking (3)

Prerequisites: ECON 201 and ECON 203. An examination of the structure of financial institutions and their role in providing money and near money. The goal is to evaluate how the banking and business environment has changed, describe the functions and measurement of money, discuss and evaluate the money supply creation process, and analyze the impact of the Federal Reserve's policies on both the U.S. economy and the economies of other nations. Topics include the composition of the Federal Reserve, the money supply creation process, the tools of monetary policy, the term structure of interest rates, the demand for and supply of money, and interest rate theories. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

ECON 440 International Economics (3)

Prerequisites: ECON 201 and ECON 203. An examination of international trade and finance theory and their application to contemporary economic issues. The aim is to use economic frameworks to explain international trade and financial flows and analyze information and data on economic policy and institutions. Topics include the costs and benefits of trade, exchange rate markets, global financial imbalances, regional trading blocks, and the role of international economic institutions. Students may receive credit for only one of the following courses: BEHS 440, ECON 440, or ECON 441.

English

ENGL 102 Composition and Literature (3)

(Fulfills the general education requirements in communications or arts and humanities.) Prerequisite: WRTG 112 or equivalent. 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 Introduction to Mythology (3)

(Formerly HUMN 103.) A foundation in ancient mythology, focusing on Greek and Roman myths. Discussion may also cover Norse, Irish, Chinese, Arabic, and Hindu myths, among others. Emphasis is on examining various classical myths as expressed through plays, poems, and stories. The objective is to demonstrate an understanding of the differences between myths, legends, and other similar genres and show how classical world mythology still influences contemporary society. Students may receive credit for only one of the following courses: ENGL 103 or HUMN 103.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisite: WRTG 112 or equivalent. 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 250 Introduction to Women's Literature (3)

Prerequisite: WRTG 112. Recommended: ENGL 102. An overview of multiple forms of writings by and about women from various periods and cultures. The aim is to read critically, understand diverse perspectives, and write effectively about women's literature.

ENGL 281 Standard English Grammar (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. 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.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

ENGL 294 Introduction to Creative Writing: Poetry, Creative Nonfiction, and Fiction (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introductory survey and practical study of key aspects of literary writing in poetry, creative nonfiction, and fiction. The objective is to write original poetry, creative nonfiction, and fiction and to critique, revise, and edit that writing. Emphasis is on reading and thinking critically and analytically from a writer's perspective as a means to better understand the art and craft of creative writing. 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 112 or equivalent. 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 310 Renaissance Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the English Renaissance period. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 311 The Long 18th-Century British Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the period known as the long 18th century, roughly from the Restoration through the Age of Sensibility (1660–1830s). The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 312 19th-Century British Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the historical eras known as the Romantic Age and the Victorian Age. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 363 African American Authors from the Colonial Era to 1900 (3)

Prerequisite: WRTG 112 or equivalent. An examination of African American authors before 1900, including Phillis Wheatley, Frances Harper, Maria W. Stewart, David Walker, Frederick Douglass, William Wells Brown, Charles Chesnutt, and Paul Laurence Dunbar. The goal is to research historical issues; integrate findings into discussion; and articulate, develop, and advance a persuasive argument in written form.

ENGL 364 African American Authors from 1900 to the Present (3)

Prerequisite: WRTG 112 or equivalent. An examination of early 20th-century to early 21st-century African American authors, including James Weldon Johnson, Zora Neale Hurston, Richard Wright, James Baldwin, Ann Petry, Helene Johnson, Dorothy West, and Langston Hughes. The goal is to research historical issues; integrate findings into discussion; and articulate, develop, and advance a persuasive argument in written form. Students may receive credit for only one of the following courses: ENGL 364 or HUMN 364.

ENGL 381 Special Topics in Creative Writing (3)

Prerequisite: WRTG 112 or equivalent. Recommended: ENGL 294 or other creative writing course. A study of special creative writing topics. The goal is to develop creative writing skills within the scope of the special topic. Focus may be on a specific format (such as the novella, novel, or screenplay) or genre (such as mystery, horror, or teen fiction; travel writing; or epic poetry). May be repeated to a maximum of 6 credits when topics differ.

ENGL 384 Advanced Grammar and Style (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. An examination of the basic units of grammatical descriptions, the nature of grammatical categories and structure, the methods and reasons for creating and using those structures, and the application of grammatical concepts to editorial and written style. The focus is on creating dynamic texts that convey complex subject matter to diverse audiences. Students may receive credit for only one of the following courses: ENGL 384 or WRTG 388.

ENGL 386 History of the English Language (3)

Prerequisite: WRTG 112 or equivalent. An examination of the development and usage of the English language. The objective is to explore various texts and research tools to examine the linguistic heritage and continuing evolution of English. Discussion traces the history of English from its origins and examines contemporary issues and controversies.

ENGL 389 Special Topics in English Literature (1–3)

An in-depth introduction to literary works written by a specific author or authors, representative of a literary movement or produced in a specific time or place. Assignments include advanced reading and research. Students may receive credit for a given topic in either ENGL 289 or ENGL 389 only once.

ENGL 406 Shakespeare Studies (3)

Prerequisite: WRTG 112 or equivalent. An intensive study of Shakespeare's work and its continuing relevance with reference to historically specific social and cultural contexts. The objective is to evaluate and synthesize source materials, apply critical

theory, and 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 418 Major British Writers Before 1800 (3)

Prerequisite: WRTG 112 or equivalent. A comprehensive and intensive study of one or two British writers from the period before 1800. The aim is to apply critical reading and thinking skills to analyze and interpret major British works before 1800 from various perspectives (social, historical, political, intellectual, and biographical). Authors studied may include Chaucer, Spenser, Marlowe, Jonson, Milton, Defoe, Richardson, Fielding, Pope, Swift, or Johnson. May be repeated to a maximum of 6 credits when topics differ.

ENGL 430 American Literature: Discovery to 1914 (3)

Prerequisite: WRTG 112 or equivalent. A comprehensive study of literature in America from European discovery until 1914. The aim is to examine literary periods, movements, and styles; interpret literature as a reflection of national and world events; recognize the differences among types of American literary works; and apply critical methodology. Topics include settlement and exploitation, revolution and government, American romanticism, slavery, women's rights, the Civil War and Reconstruction, and naturalism and realism.

ENGL 433 Modern American Literature: 1914–1945 (3)

Prerequisite: WRTG 112 or equivalent. A study of the uniqueness of modern American fiction, poetry, nonfiction, and drama. The goal is to interpret and analyze literature by applying critical theory. Focus is on the major social and historical changes that occurred between World War I and World War II and their effect on literature. Major authors may include Ernest Hemingway, William Faulkner, F. Scott Fitzgerald, Langston Hughes, and Hilda Doolittle (H. D.).

ENGL 439 Major American Writers (1–3)

Prerequisite: WRTG 112 or equivalent. 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 441 Postmodern American Literature: 1945 to 1999 (3)

Prerequisite: WRTG 112 or equivalent. A comprehensive study of literature in America from 1945 till the end of the 20th century. The objective is to interpret American literature as a reflection of national and world events, recognize the differences among types of American literary works, and apply critical methodology. Topics include the American Dream; war; fear and paranoia; rebellion and

counterculture; civil rights, feminist, and gay movements; post-modernism; and multiculturalism.

ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ENGL 240, ENGL 303, and at least 9 additional credits of upper-level ENGL courses. A synthesis and application of knowledge and skills developed by previous study in the discipline. The goal is to refine skills and explore ways that they may be applied after graduation. Focus is on reviewing and revising previously written papers and/or projects to create a comprehensive portfolio. Assignments include the creation of the portfolio and writing original papers on one's professional post-graduate objectives and the current status of the discipline.

Experiential Learning

EXCL X001 Supplement to Prior Learning Portfolio (0)

(Students should visit umgc.edu/priorlearning or contact priorlearning@umgc.edu for complete requirements.) Prerequisite: EXCL 301. An opportunity to prepare additional portfolios for courses not previously targeted. The aim is to translate prior life experiences into college credit by developing a portfolio that documents and presents learning specific to targeted courses. Faculty evaluators assess completed portfolios to recommend credit award.

EXCL 301 Prior Learning Portfolio (3)

(Students should visit umgc.edu/priorlearning or contact priorlearning@umgc.edu for complete requirements.) Prerequisite: Formal admission to the program. Instruction in the preparation of a portfolio documenting college-level learning gained through life experiences. The aim is to translate prior life experiences into college credit by developing a portfolio that documents and presents learning specific to targeted courses. Faculty evaluators assess completed portfolios to recommend credit award.

Field Study

UMGC field study courses enable you 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, you should contact a UMGc 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

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

that the majority of coursework is done in an accelerated format. You may register for a field study course at any time during the academic year prior to the registration deadline for the course.

Finance

FINC 321 Fundamentals of Building Wealth (3)

(Formerly BMGT 342. For students majoring in both business and nonbusiness disciplines.) A practical overview of personal finance management and wealth creation that blends financial theory and application. The goal is to develop personal financial management skills (e.g., budgeting income and expenditures and planning for financial security and retirement) and understand elements of the U.S. financial structure (including savings and investment alternatives, financing and credit sources, and the role of insurance in protecting income and assets). These skills are utilized in the development of a personal financial plan. Students may receive credit for only one of the following courses: BMGT 342, BMGT 388F, BMGT 388N, FINC 321, or FINC 322.

FINC 328 Small Business Finance (3)

A project-driven study of small business and entrepreneurial finance that emphasizes the financial knowledge and tools needed to develop a successful venture from start-up through growth and maturity. The goal is to identify, assess, and explain the key decision-making processes required of a small business entrepreneur or financial manager. Topics include financial statement analysis, capital acquisition, legal and regulatory compliance, budgeting, forecasting, and client and vendor relationships. Projects include creation of a financial plan and completion of a loan application. Discussion also covers contemporary issues related to finance.

FINC 330 Business Finance (3)

Prerequisites: ACCT 221 and STAT 200. 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 man-

agement. 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.

FINC 351 Risk Management (3)

(Formerly BMGT 346.) Prerequisites: FINC 330 and FINC 340. A study focused on recognizing and evaluating pure risk facing organizations. The aim is to identify risks to cost control and develop risk management strategies. Discussion covers guides for risk-management decisions concerning the retention, control, and transfer of risk (including insurance). Students may receive credit for only one of the following courses: BMGT 346 or FINC 351.

FINC 352 Life and Health Insurance (3)

A study of the tools and principles of life and health insurance in financial planning for businesses and individuals. The goal is to assess personal needs in order to determine which types of life and health insurance plans fit best. Topics include pension planning strategies, such as deferred-compensation and profit-sharing plans; use of trusts in business and in planning individual estates; and comprehensive analysis of the effects of income taxes, estate taxes, and gift taxes on life insurance and estate planning. Students may receive credit for only one of the following courses: BMGT 347 or FINC 352.

FINC 355 Retirement and Estate Planning (3)

Recommended: FINC 321, ACCT 220, and ACCT 323 or experience in financial planning. A comprehensive study of retirement and estate planning techniques for individuals, families, and businesses. The aim is to evaluate retirement plans, analyze regulatory considerations of retirement planning, and apply estate planning techniques for businesses and families. Topics include retirement planning and estate planning, as well as regulations relevant to the financial services industry. Discussion covers processes of

retirement planning (retirement need, investments, taxes, Social Security, Medicare, qualified versus nonqualified plans, and tax-advantage plans) and estate planning (wills, trusts, asset protection, and life insurance). Content is aligned with the Certified Financial Planner (CFP) curriculum.

FINC 421 Financial Analysis (3)

(For students with general business interests, as well as those majoring or minoring in accounting or finance.) Prerequisites: FINC 330 and FINC 340. An analysis and interpretation of financial statements directed at the decision-making needs of managers, stockholders, and creditors. The aim is to analyze and interpret financial information, apply financial information directly to valuation models, and evaluate growth strategies to maximize company value. Topics include assessment of business performance, projection of financial requirements, analysis of capital investment decisions and financing choices, risk assessment, and valuation. Students may receive credit for only one of the following courses: BMGT 498Q or FINC 421.

FINC 430 Financial Management (3)

Prerequisites: FINC 330 and FINC 340. A study of financial management. The objective is to apply financial principles and concepts to assess and solve financial problems and make financial and corporate policy at the executive level. Topics include assessments of the financial health of the organization, company valuation, cost of capital, risk analysis, investment decisions, and financial systems and capital markets. Students may receive credit for only one of the following courses: BMGT 440 or FINC 430.

FINC 440 Security Analysis and Valuation (3)

Prerequisites: FINC 330 and FINC 340. A comprehensive and quantitative examination of financial investments and portfolio management. The aim is to quantitatively evaluate and value assets, critically analyze asset selection and allocation, and apply financial statistics and other evaluation methods to perform basic portfolio management activities and functions. Topics include the analysis, valuation, and selection of securities; investment risks, returns, and constraints; portfolio policies and management; institutional investment policies; and the operation and efficiency of financial markets. Theory, practice, and real-world examples are analyzed to value financial assets and compare alternatives. Students may receive credit for only one of the following courses: BMGT 443 or FINC 440.

FINC 450 Commercial Bank Management (3)

Prerequisites: FINC 330 and FINC 340. An analysis of commercial bank management. The aim is to examine how the changing commercial banking environment has affected profitability and evaluate bank business strategies. Discussion covers the loan function and the management of liquidity reserves, investments for income, and sources of funds. The objectives, functions, poli-

cies, organization, structure, services, and regulations of banks are considered. Students may receive credit for only one of the following courses: BMGT 445 or FINC 450.

FINC 460 International Finance (3)

Prerequisites: FINC 330 and FINC 340. An analysis and discussion of financial management issues for the multinational enterprise. The aim is to use financial and economic strategies in quantitative decision making. Topics include the organization and functions of the foreign exchange market and international capital markets; financing foreign trade; and identifying, analyzing, and evaluating the globalization strategies of the multinational enterprise. Students may receive credit for only one of the following courses: BMGT 446 or FINC 460.

FINC 486A Workplace Learning in Finance (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

FINC 486B Workplace Learning in Finance (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

FINC 490 Financial Plan Development (3)

(Content aligned with the Certified Financial Planner [CFP] curriculum.) Prerequisites: ACCT 323, FINC 321, FINC 340, FINC 352, and FINC 355. A thorough review of financial planning principles and applications, based on case studies. The objective is to gather and analyze data, evaluate the impact of governmental regulations and economic changes, and effectively communicate a comprehensive financial plan to clients. Topics include taxes, estates, asset protection, debt, credit, investments, insurance, economic theories, the financial planning process, ethics, and risk.

FINC 495 Contemporary Issues in Finance Practice (3)

(Intended as a final, capstone course to be taken in the student's last 15 credits.) Prerequisites: FINC 330 and FINC 340. A study of finance that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, academic research, practical application, and critical thinking. The objective is to apply financial theories and contemporary financial practices to business issues. Emerging issues in finance and business are considered. Individual and group case studies and research papers are used to integrate key financial knowledge in the areas of financial analysis, investments, business

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valuation, risk, and international finance. Students may receive credit for only one of the following courses: BMGT 495 or FINC 495.

Geology

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 affect 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.

Gerontology

GERO 100 Contemporary Issues in Aging (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of the study of aging and the older adult population. The objective is to gain a historical and sociocultural understanding of how the experience of aging has evolved over the last 100 years. The biological, psychological, and social processes of aging in the 21st century and the impact of an aging population on society are examined from a multidisciplinary perspective.

GERO 301 Service/Program Management (3)

(Fulfills the general education requirement in behavioral and social sciences.) Recommended: GERO 100. An exploration and analysis of the managerial aspects of providing health and human services in the field of gerontology through an integrated delivery system. The aim is to integrate concepts, strategies, and best practices for the management of health and human services. Topics include planning, strategic management, marketing, financing, legal issues, and capacity building.

GERO 302 Health and Aging (3)

Recommended: GERO 100. An exploration of the physiological processes of aging that covers normal aging and chronic illness. The goal is to distinguish normal aging from disease and evaluate factors that affect the health of older adults. Topics include biological processes and theories of aging, bodily changes normally associated with aging, long-term and healthcare systems, and related medical terminology. Review also covers substance abuse; environmental factors affecting aging; and ways of promoting health, preventing disease, and assessing health risks.

GERO 306 Programs, Services, and Policies (3)

Recommended: GERO 100 and GERO 302. An overview of the impact of policy related to older adults on U.S. society. The aim is to examine the role of legislative mandates on older adults at both societal and individual levels. Topics include Social Security, Medicare, and the Older Americans Act. Students may receive credit for only one of the following courses: GERO 304 or GERO 306.

GERO 311 Gender and Aging (3)

(Fulfills the general education requirement in behavioral and social sciences.) Recommended: GERO 100. An analysis and discussion of issues related to gender and the aging process. The goal is to evaluate and challenge negative, socially constructed assumptions associated with gender and aging, as well as examine gender-relevant issues in health and well-being after midlife. Discussion covers life transitions, socioeconomic status, culture, family and social relationships, ageism, and sexuality and health as each relates to gender. The impact of public policy and services on gender and aging is also addressed. Students may receive credit for only one of the following courses: GERO 311 or GERO 497E.

Government and Politics

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 the 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 125 Understanding 21st-Century Global Challenges (3)

An examination of the changing face of international affairs in a post–Cold War world and the role of the United States in the evolving international order. The aim is to recognize and explain trends in international affairs, apply theoretical frameworks in international relations, and analyze world events to explain and evaluate global developments. Focus is on the roles of key international institutions, states, nonstate actors, and globalization in the evolution of global relations since the collapse of the Soviet Union. Discussion also covers various influences on contemporary affairs, including technology, migration, disease, economic development, and terrorism. Students may receive credit for only one of the following courses: GVPT 125 or GVPT 401.

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 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 306 Global Political Economy (3)

A study of the relationship between political and economic processes in international affairs. Discussion covers the effect of globalization on the global environment, the economy, world peace, the power of the nation-state, and inequality between nation-states.

GVPT 308 International Human Rights (3)

Recommended: GVPT 100. An examination of the principles and practices governing human rights from ancient times to contemporary international conventions and U.N. declarations. The aim is to analyze, evaluate, and discuss present national/international pushes for human rights and emancipation. Students may receive credit for only one of the following courses: GVPT 308 or GVPT 399Y.

GVPT 403 Law, Morality, and War (3)

Prerequisite: WRTG 112 or equivalent. A study of "just war" traditions. The objective is to make informed decisions and analyze conflict. Discussion covers the theoretical and practical connections between law, war, and morality.

GVPT 406 Global Terrorism (3)

Prerequisite: WRTG 112 or equivalent. 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)

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. Students who have completed GVPT 401B or GVPT 401C may not receive credit for GVPT 407.

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

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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.

GVPT 444 American Political Theory (3)

Prerequisite: WRTG 112 or equivalent. A study of the development and growth of American political concepts from the colonial period to the present. The objective is to apply the rule of law to the decision-making process; interpret, apply, and synthesize the concepts of individual rights and collective responsibilities; and evaluate the interconnection among war, peace, and diplomacy.

GVPT 457 American Foreign Relations (3)

Prerequisite: WRTG 112 or equivalent. A study of the principles and machinery of American foreign relations. The goal is to apply historical themes of American foreign policy to contemporary international relations, incorporate tenets of international law into American diplomatic approaches, and inform and influence policy making. Emphasis is on the conduct of the U.S. Department of State and the Foreign Service. Analysis covers the major foreign policies of the United States.

GVPT 475 The Presidency and the Executive Branch (3)

Prerequisite: WRTG 112 or equivalent. A study of the president's influence on legislative matters, the president's function in the executive branch (including domestic and foreign policy), and the president's role in his or her political party. The aim is to analyze contemporary uses of the presidency, evaluate an election strategy, and communicate realities of the presidential office.

GVPT 486A Workplace Learning in Government and Politics (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GVPT 486B Workplace Learning in Government and Politics (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GVPT 495 Advanced Seminar in Political Science (3)

(Intended as a capstone course to be taken in a student's last 15 credits.) Prerequisites: WRTG 112 or equivalent and 9 upper-level credits in GVPT coursework. A study of political science that integrates knowledge gained through previous coursework and experience. The aim is to build on that conceptual founda-

tion through integrative analysis, practical application, and critical thinking. Concepts and methods of political science are applied in producing a political, policy, or position paper for a project organization.

GVPT 498 Advanced Topics in Government and Politics (1–3)

Recommended: GVPT 100. In-depth study of topics of specialized interest. May be repeated to a maximum of 6 credits when topics differ.

History

HIST 115 World History I (3)

Recommended: WRTG 112 or equivalent. A survey of global civilizations from prehistory to the 1500s. The aim is to explain the impact of environmental conditions on the development of civilizations using basic geographical knowledge; describe how human contacts, global connections, and migrations contribute to the development of civilizations; and compare the development of institutions (social, political, familial, cultural, and religious) to explain their impact on societal transformations. Focus is on examining what history is and thinking critically about history by analyzing historical approaches and methods.

HIST 116 World History II (3)

Recommended: WRTG 112 or equivalent. A survey of global civilizations from the 1500s to the present. The aim is to explain the development of new political and economic systems using basic geographical knowledge; describe how human contacts, global connections, and migrations contribute to the development of nations and global systems; and compare the development of institutions (social, political, familial, cultural, and religious) to explain their impact on societal transformations. Focus is on examining what history is and thinking critically about history by analyzing historical approaches and methods.

HIST 125 Technological Transformations (3)

A focused survey of the intersection of technology and history and the evolutionary process that marks what we call progress. The objective is to apply historical precedent to everyday responsibilities and relationships in order to advance the goals and ideals of contemporary society; compare and contrast historical eras; and describe how events influence our sense of time, space, and technology.

HIST 141 Western Civilization I (3)

Recommended: WRTG 112 or equivalent. 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 recog-

nize 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 112 or equivalent. 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 202 Principles of War (3)

A study of the nine classic principles that guide the conduct of war at the strategic, operational, and tactical levels and form the foundation of the art and science of the military profession. The aim is to use primary and secondary historical resources to explore how past theory and practice have shaped the underlying policy, strategic planning, and operational procedures of today's military and national security agencies.

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 316L The American West (3)

An examination of the exploration, settlement, development, and mythology of the American West, from 1490 to 1990, with attention paid to the role of the West as a key factor in the formation of national identity. Assignments include advanced reading and research.

HIST 326 The Roman Republic (3)

Prerequisite: Any writing course. A study of ancient Rome during the period 753 to 44 BC, from its founding to the assassination of Julius Caesar. The goal is to use primary and secondary historical resources to explore Roman thought, demonstrate its influence in the modern Western world, and apply it to modern contexts. Focus is on Rome's conquest of the Mediterranean world, the social and political pressures that led to that conquest, and the consequent transformation and decline of the republic. Students may receive credit for only one of the following courses: HIST 326 or HIST 421.

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.

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 377 U.S. Women's History: 1870 to 2000 (3)

An examination of the history of women in the United States from 1870 to the eve of the 21st century. The goal is to examine primary and secondary sources and documents to comprehend and articulate the impact of gender on the historical experiences of American women. Historical methodologies that focus on the ways in which race, class, ethnicity, and sexuality have shaped these experiences are used to analyze the varied experiences of U.S. women. The relationship between these experiences and the larger historical forces of the era, including social movements, technology, and changing family roles and structure, is evaluated. Students may receive credit for only one of the following courses: HIST 211, HIST 367, or HIST 377.

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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 392 History of the Contemporary Middle East (3)

Prerequisite: A writing course. Recommended: WRTG 291. A survey of the history of the Middle East from the late 19th century to the present. The aim is to identify the important events of the last century in the Middle East; understand the sources of contention in that area; and examine the ideology, politics, and culture of the area and how they impact U.S.-Middle East relations. Focus is on major political, economic, social, and cultural trends that inform current events in the region. Topics include the late Ottoman Empire, European colonialism, the rise of nationalism and nation-states, the Arab-Israeli conflict, political Islam, the role of the United States in the region, and contemporary approaches to modernity in the Middle East.

HIST 461 African American History: 1865 to the Present (3)

Prerequisite: A writing course. Recommended: WRTG 291. An examination of experience of African Americans in the United States since the Civil War. The objective is to examine the significance of the emancipation of African Americans and various leadership and philosophical perspectives within the African American community. Topics include emancipation and Reconstruction; segregation, accommodationism, and institution building; migration and urbanization; resistance and the birth and growth of the civil rights movement; and the problem of race and racism as a national issue with global impact in the modern world.

HIST 462 The U.S. Civil War (3)

An examination of the origins, conduct, and impact of the American Civil War and Reconstruction (1850–77). The goal is to apply historical methodology to issues of the Civil War and Reconstruction; assess Civil War strategies, tactics, and operations; and evaluate how race, culture, politics, and technology affected the course of the Civil War and Reconstruction.

HIST 464 World War I (3)

Prerequisite: Any writing course. An intensive study of the First World War. Topics include the development of nationalism and socialism in late 19th-century Europe, the causes of the First

World War, trench warfare on the western front, war in the Balkans, total war on the home fronts, the Russian Revolution of 1917, the collapse of the Central Powers, the 1918 settlements, the postwar conflicts that continued to haunt Europe until 1923, and the concept of the Lost Generation.

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 wartime 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 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.

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.

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.

HIST 486A Workplace Learning in History (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HIST 486B Workplace Learning in History (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HIST 495 Senior Thesis in History (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits, preferably a year after completing HIST 309.) Prerequisites: At least 21 credits in HIST courses, including HIST 289 and HIST 309. Intensive research into a specific topic in history of the student's choice. The objective is to produce a substantial, original historical research project suitable for presentation or publication.

Homeland Security

HMLS 302 Introduction to Homeland Security (3)

Prerequisite: WRTG 112 or equivalent. 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.

HMLS 304 Strategic Planning in Homeland Security (3)

Prerequisite: HMLS 406. Recommended: HMLS 310, HMLS 408, HMLS 414, and HMLS 416. An examination of the fundamentals of strategic planning necessary for the maintenance of domestic security and the operation of the homeland security organization in the public and private sectors. The goal is to develop and analyze homeland security strategic plans. Topics include organizational priorities, planning documents, policy development, legislation, financial operations, and the evaluation process. Analysis covers threat, risk, vulnerability, probability, and impact as parameters for decision making and resource allocation.

HMLS 310 Homeland Security Response to Critical Incidents (3)

Prerequisites: HMLS 302 and HMLS 406. A real-world assessment of the issues involved in responding to homeland security critical incidents. The aim is to prepare for future challenges, integrate critical incident responses at all levels, and analyze the effect of regulations and laws on critical incident response. Discussion covers historical and potential incidents as they relate to resources, cooperation, politics, regulations, operations, and postincident response.

HMLS 406 Legal and Political Issues of Homeland Security (3)

Prerequisite: HMLS 302. A study of the legal aspects of and public policy in homeland security. The aim is to analyze governmental and private-sector roles and form a model homeland security policy. The development of public policy in homeland security is examined at local, regional, national, and international levels. Topics include surveillance, personal identity verification, personal privacy and redress, federal legislation passed in the aftermath of the terrorist attacks of 2001, the rights of foreign nationals, the rights of U.S. citizens, the governmental infrastructure for decisions concerning legal rights, and the difficulties of prosecuting terrorist suspects (such as jurisdictional issues, rules of evidence, and prosecution strategies).

HMLS 408 Infrastructure in Homeland Security (3)

Prerequisite: HMLS 406. An examination of infrastructure protection at international, national, regional, state, and local levels. The objective is to assess threat, risk, and vulnerabilities and recommend protective measures. Topics include critical infrastructure at all levels of government, the private sector, and the international community. An overview of U.S. homeland security policy as it relates to the protection of critical infrastructures and key assets (including the roles of the federal, state, and local governments and the private sector in the security of these resources) is provided. Focus is on risk reduction and protection of critical infrastructures using available resources and partnerships between the public and private sectors.

HMLS 414 Homeland Security and Intelligence (3)

Prerequisite: HMLS 406. A study of the role of intelligence in homeland security. The objective is to interpret the concepts of information; analyze the production of intelligence; and recognize the U.S. intelligence and law enforcement communities, as well as other agencies and organizations that have a part in the nation's homeland security intelligence activities. Topics include the various steps of the intelligence process: the collection, analysis, sharing, and dissemination of information between governments and between government and the private sector. Emphasis is on evaluating current intelligence and enforcement efforts. Discussion also covers future challenges and opportunities for intelligence operations.

HMLS 416 Homeland Security and International Relations (3)

Prerequisite: HMLS 406. An examination of the relationship of international institutions to U.S. homeland security policy, intelligence, and operations. The aim is to incorporate a global perspective in the development of U.S. homeland security, analyze international institutions that influence U.S. homeland security, and integrate international information sharing in public- and private-sector approaches to security. Domestic security opera-

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tions abroad are compared to U.S. policy, laws, and procedures. Topics include the commonality of global approaches to domestic security everywhere and the value of information sharing between governments and international institutions.

HMLS 495 Public Safety Policies and Leadership (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: At least 15 credits in upper-level EMGT, FSCN, HMLS, or PSAD courses (numbered 300 or 400). A study of leadership theories, skills, and techniques used in the public safety professions. The interdisciplinary perspective—encompassing criminal justice, emergency management, fire science, and homeland security—is designed to support integrated public safety management. A review of current issues and contemporary leadership styles in the public safety professions integrates knowledge and principles gained through previous coursework. Case studies and exercises are used to address challenges in strategic planning. Other tools focus on evaluation of personal leadership styles and techniques.

Humanities

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 how societies express their ideas through art, literature, music, religion, and philosophy and to consider some of the underlying assumptions about the way societies are formed and run. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 344 Technology and Culture (3)

Recommended: HUMN 100. An overview of the impact of technology on culture. The goal is to interpret, evaluate, and respond to the role of technology in daily life. Topics include the nature of technology; how technology influences events; how events influence the development of technology; and the interaction between technology and human welfare in medicine, warfare, daily life, entertainment, government, and science.

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.

HUMN 495 Humanities Seminar (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: HUMN 100, an upper-level ARTH, an upper-level ENGL, an upper-level HUMN, and an upper-level PHIL course. A study of humanities that synthesizes knowledge gained through previous study. An individually chosen research project is used to examine the nature of human responsibility to self, others, and the environment; the role of intellectual inquiry in human life; and the role of creativity in human life. Career options are also explored.

Human Resource Management

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 367 Organizational Culture and Change (3)

An examination of the nature, definitions, theories, and aspects of organizational culture. The goal is to apply knowledge of organizational culture to develop a change-management plan. Analysis covers patterns of behavior and their relationship to organizational culture, especially the impact of the organization's business on employee behavior and culture. Topics include the

role of nationality, gender, and race within organizational culture; implications of addressing organizational challenges; theory versus practice; and the relative roles of the individual, groups, and the organization in a cultural context. Students may receive credit for only one of the following courses: BMGT 398T or HRMN 367.

HRMN 392 Stress Management in the Workplace (1)

(Formerly MGST 398H.) An overview of the impact of stress in the workplace. The aim is to identify and apply strategies to reduce the impact of stress in the workplace. Students may receive credit for only one of the following courses: BMGT 398Y, HRMN 392, MGMT 398Y, or MGST 398H.

HRMN 395 The Total Rewards Approach to Compensation Management (3)

Prerequisite: HRMN 300. An exploration of alternative compensation philosophies that define total rewards as everything that employees value in the employment relationship. The objective is to design a total rewards program that ensures organizational success. Topics include building and communicating a total rewards strategy, compensation fundamentals, the conduct and documentation of a job analysis, linking pay to performance, employee motivation, and performance appraisal. Strategies such as incentive cash and/or stock compensation programs, employee ownership, benefits, and nonmonetary rewards are discussed and evaluated. The interrelationships among compensation, motivation, performance appraisal, and performance within the organization are examined. Discussion also covers the design and implementation of a total rewards program, including organizational compatibility. Students may receive credit for only one of the following courses: BMGT 388L, HRMN 390, or HRMN 395.

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. An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (includ-

ing assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored. Students may receive credit for only one of the following courses: BMGT 498I, HRMN 406, or MGMT 498I.

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 ethical considerations; 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.

HRMN 467 Global Human Resource Management (3)

Prerequisite: HRMN 300. Recommended: HRMN 367. A comprehensive study of global human resource management. The objective is to demonstrate intercultural competencies; identify trends in the globalized workforce; and analyze policies, practices, and functions in global human resources. Topics include global staffing, training, compensation, and evaluation.

HRMN 486A Workplace Learning in Human Resource Management (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HRMN 486B Workplace Learning in Human Resource Management (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HRMN 495 Contemporary Issues in Human Resource Management Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits). Prerequisite: HRMN 400. A study of human resource management that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The goal is to consider and analyze emerging

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issues in human resource management. Students may receive credit for only one of the following courses: BMGT 388K, HRMN 494, or HRMN 495.

Information Systems Management

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.) An introduction to data and the range of technologies (including hardware, software, databases, and networking and information systems) that provide the foundation for the data-centric focus of modern organizations. The objective is to apply knowledge of basic technical, ethical, and security considerations to select and use information technology (and the data that arises from technology) effectively in one's personal and professional lives. Discussion covers issues related to technology as a vehicle for collecting, storing, and sharing data and information, including privacy, ethics, security, and social impact. Applied exercises focus on the manipulation, analysis, and visualization of data and effective data communication strategies. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 300 Information Systems in Organizations (3)

Prerequisite: WRTG 112 or equivalent. Recommended: IFSM 201 (or another computing course appropriate to the academic major) and WRTG 293. 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 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 Healthcare Organizations (3)

An overview of how information systems provide value by supporting organizational objectives in the healthcare sector. The goal is to evaluate how technology solutions support organizational strategy in the healthcare 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 310. 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 330 Business Intelligence and Data Analytics (3)

Prerequisite: CMIS 102 or prior programming experience. A hands-on, project-based introduction to databases, business intelligence, and data analytics. The aim is to design secure industry-standard databases and utilize business intelligence and data analytics techniques and technologies to support decision making. Topics include data and relational databases, SQL queries, business intelligence tools and alignment with business strategy, data analytics, and visualization techniques.

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 438 Information Systems Project Management (3)

Prerequisite: IFSM 300 or CSIA 350. 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 441 Agile Project Management (3)

Prerequisite: IFSM 438. An advanced study of agile project management methods for software development. The objective is to apply agile practices to better manage projects characterized by complexity and uncertainty with responsiveness and adaptability and to consider alternative approaches to managing projects by matching the approach to the characteristics of a project. Topics include estimation techniques; the scrum (software development) process, i.e., inspect, adapt, and improve; and dealing with organizational impediments to adoption.

IFSM 461 Systems Analysis and Design (3)

Prerequisites: IFSM 311 and either IFSM 330 or CMIS 320. 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, or IFSM 461.

IFSM 486A Workplace Learning in Information Systems Management (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

IFSM 486B Workplace Learning in Information Systems Management (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

IFSM 495 Trends and Practical Applications in Information Systems Management (3)

(Intended as a capstone course to be taken in a student's last 6 credits of major coursework.) Prerequisites: IFSM 438 and IFSM 461. A practical application of the knowledge and experience gained from previous study in information systems management. The aim is to demonstrate a mastery of information systems and management concepts. Emerging issues and trends in information systems management are considered.

Japanese

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

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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 333 Japanese Society and Culture (3)

(Formerly ASTD 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 society and culture. Students may receive credit for only one of the following courses: ASTD 333 or JAPN 333.

Journalism

JOUR 201 Introduction to News Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. 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.

JOUR 330 Public Relations Theory (3)

Prerequisite: JOUR 201. A study of the evolution, scope, and contemporary practice of public relations and its strategic value in business, nonprofits, government, associations, and other organizations. The goal is to apply legal, ethical, and professional standards to the everyday practice of public relations. Topics include communication theory, social science, and audience dimensions as they are applied to a four-step process: research, planning, communication, and evaluation.

JOUR 486A Workplace Learning in Journalism (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

JOUR 486B Workplace Learning in Journalism (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

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
- a certificate in foreign language area studies
- electives

For further information, students should refer to Foreign Languages.

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 skills are cultivated.

KORN 115 Elementary Korean IV (3)

Prerequisite: KORN 114. Further development of speaking and listening skills and study of linguistic structure. Writing skills are cultivated.

KORN 221 Intermediate Korean I (3)

Prerequisite: KORN 115. Advanced integrated study of Korean. Emphasis is on reading and writing.

KORN 222 Intermediate Korean II (3)

Prerequisite: KORN 221. Advanced integrated study of Korean. Emphasis is on reading and writing.

KORN 333 Korean Society and Culture (3)

(Formerly ASTD 353. Fulfills the general education requirement in the arts and humanities. Conducted in English.) Recommended: Any writing class and either ASTD 284 or ASTD 285. An interdisciplinary study of contemporary Korea from a variety of socio-historical and cultural perspectives. Topics include the Korean diaspora, the Korean Wave (Hallyu), Korea as a conduit between China and Japan, social and religious practices, Korean women, the Japanese occupation, and Korea's global impact. The aim is to articulate the key historic developments that have shaped contemporary Korean society, recognize and distinguish unique Korean influences and contributions, and assess key aspects of traditional and contemporary Korean society and culture. Focus is on developing a stronger understanding of Korean society and culture for practical and professional application. Students may receive credit for only one of the following courses: ASTD 353 or KORN 333.

KORN 333 Korean Society and Culture (3)

(Formerly ASTD 353. Fulfills the general education requirement in the arts and humanities. Conducted in English.) Recommended: Any writing course and either ASTD 284 or ASTD 285. An interdisciplinary study of contemporary Korea from a variety of socio-historical and cultural perspectives. Topics include the Korean

diaspora, the Korean Wave (Hallyu), Korea as a conduit between China and Japan, social and religious practices, Korean women, the Japanese occupation, and Korea's global impact. The aim is to articulate the key historic developments that have shaped contemporary Korean society, recognize and distinguish unique Korean influences and contributions, and assess key aspects of traditional and contemporary Korean society and culture. Focus is on developing a stronger understanding of Korean society and culture for practical and professional application. Students may receive credit for only one of the following courses: ASTD 353 or KORN 333.

Library Skills and Information Literacy

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 the UMGC Library's 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

MRKT 310 Marketing Principles (3)

(Not open to students who have completed MRKT 311. Not applicable to the certificate in Digital Marketing.) 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 311 Digital Marketing Principles (3)

An introduction to the various types of digital marketing and the skills needed for each type. The aim is to understand the various stages in the customer journey and marketing funnel. Discussion covers developing a unique value proposition and assessing the contribution of a SWOT (strengths, weaknesses, opportunities,

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threats) analysis to a marketing plan. Projects involve the application of key metrics and key performance indicators (KPIs) commonly used in digital marketing and culminate in the presentation of a digital marketing plan.

MRKT 314 Nonprofit Marketing (3)

Prerequisite: MRKT 310. An overview of the key issues of marketing in a nonprofit organization. The aim is to develop marketing plans that maximize exchange relationships with multiple stakeholders. Topics include the application of marketing-mix principles. Projects include researching and writing a grant proposal. Students may receive credit for only one of the following courses: BMGT 398B or MRKT 314.

MRKT 354 Integrated Marketing Communications (3)

(Not open to students who have completed MRKT 355. Not applicable to the certificate in Digital Marketing.) 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 355 Integrated Marketing Communications in Digital Media (3)

Prerequisite: MRKT 311. An examination of how to leverage various digital media tools to achieve customer-centric marketing communication objectives. Focus is on using search-and-display marketing as an effective aspect of an integrated marketing communication strategy. Discussion covers how to develop advertising campaigns on paid ad platforms and using keywords to promote digital content in online searches.

MRKT 356 Email Marketing (3)

Prerequisite: MRKT 311. An introduction to various aspects of an effective email marketing campaign using segmentation, personalization, automation, and data analysis strategies. Topics include techniques to incorporate triggers in automated campaigns and generate Mailchimp email campaign reports. A final project entails presentation of a plan to execute an effective email campaign.

MRKT 394 Manage Customer Relationships in Digital Marketing (3)

Prerequisite: MRKT 311. The analysis of digital marketing strategies in order to promote and retain customer relationships. Topics include identifying potential customers and analyzing data to improve the results of marketing campaigns. Hands-on

experience in using Google Analytics and conducting A/B tests is provided through course projects. Data visualization techniques are used to gain better insights into customer experience.

MRKT 395 Managing Customer Relationships (3)

(Not open to students who have completed MRKT 394. Not applicable to the certificate in Digital Marketing.) 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 410 Consumer Behavior (3)

(Not open to students who have completed MRKT 411. Not applicable to the certificate in Digital Marketing.) Prerequisite: MRKT 310. A study of the increasing importance of understanding consumers in the marketing system. The objective is to assess internal, external, and situational factors in developing marketing strategies; apply internal factors to market segmentation; and formulate marketing-mix strategies. Discussion covers the foundations of consumer behavior (such as economic, social, psychological, and cultural factors) and the influence of well-directed communications. Consumers are analyzed in marketing situations as buyers and users of products and services and in relation to the various social and marketing factors that affect their behavior. Students may receive credit for only one of the following courses: BMGT 451, CNEC 437, or MRKT 410.

MRKT 411 Consumer Behavior in Digital Media (3)

Prerequisite: MRKT 311. A study of consumer motivation and consumer behavior in a digital environment. The aim is to synthesize consumer research in order to develop insights into the target audience. Topics include branding, content development, and channel management strategy and their contribution to the consumer experience. Discussion also covers effective blog writing and developing optimum visual designs to influence consumer behavior.

MRKT 412 Marketing Research (3)

Prerequisites: STAT 200 and MRKT 310. A study of the specialized field of marketing research as it is used to identify market needs,

profile target markets, test promotional efforts, and measure the effectiveness of marketing plans. The goal is to assess marketing research needs, design and implement a marketing research plan, and use results to formulate marketing strategies. Discussion covers procedures for planning survey projects, designing statistical samples, tabulating data, and preparing reports. Emphasis is on managing the marketing research function. Students may receive credit for only one of the following courses: BMGT 452 or MRKT 412.

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 a global organization 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.

MRKT 457 Digital Marketing (3)

(Not open to students who have completed MRKT 458. Not applicable to the certificate in Digital Marketing.) Prerequisite: MRKT 310. An exploration of how the use of information technology can enhance the marketing process and create relationships with customers. The objective is to incorporate consumer expectations into a digital marketing plan, evaluate digital marketing delivery options, analyze effective website design, evaluate competitive digital marketing strategies, and explore the ethical and legal issues created by the new technology. Topics include the use of the internet in developing marketing strategy, conducting market research, and making marketing-mix decisions. Students may receive credit for only one of the following courses: BMGT 3980, BMGT 398R, MGMT 3980, MGMT 398R, MRKT 457.

MRKT 458 Social Media Marketing (3)

Prerequisite: MRKT 311. A study of the effective use of social media tools and network to market product and services. The objective is to develop an optimal social media strategy that simulates a digital ad campaign. Topics include techniques to plan and create digital content. Project assignments involve creating ads in Facebook using Facebook's Ads Manager tools. Discussion also covers reporting and analyzing online advertisements and managing social media communities.

MRKT 486A Workplace Learning in Marketing (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration

of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

MRKT 486B Workplace Learning in Marketing (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

MRKT 495 Strategic Marketing Management (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: MRKT 354, MRKT 410, and MRKT 412. A study of marketing that integrates knowledge gained through previous coursework and experience in marketing and builds on those concepts through integrative analysis, practical application, and critical thinking. The aim is to manage the marketing process, perform root cause analysis, formulate alternative solutions, and propose marketing strategies and tactics. Emphasis is on the use of appropriate decision models. Topics include the analysis of consumers and markets. Discussion also covers emerging issues. Students may receive credit for only one of the following courses: BMGT 457 or MRKT 495.

Mathematics

MATH 105 Topics for Mathematical Literacy (3)

(For students who do not need a college algebra, statistics, or higher-level mathematics course. Meets the general education requirement in mathematics.) An investigation of contemporary topics in mathematics. The aim is to apply mathematical processes to solve problems involving exponential and logarithmic modeling, personal finance, probability, basic logical thinking, and statistical reasoning.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) 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 or MATH 115.

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MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) Prerequisite: MATH 107. 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 115 Pre-Calculus (3)

(Not open to students who have completed MATH 140 or any course for which MATH 140 is a prerequisite.) An explication of equations, functions, and graphs. The goal is to demonstrate fluency in pre-calculus; communicate mathematical ideas appropriately; solve equations and inequalities; analyze and graph functions; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include polynomials, rational functions, exponential and logarithmic functions, trigonometry, and analytical geometry. Students may receive credit for only one of the following courses: MATH 107, MATH 108, or MATH 115.

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, or MATH 140.

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, or MATH 141.

MATH 241 Calculus III (4)

Prerequisite: MATH 141. An introduction to multivariable calculus. Exposition covers vectors and vector-valued functions; partial derivatives and applications of partial derivatives (such as tangent planes and Lagrangian multipliers); multiple integrals; volume; surface area; and the classical theorems of Green, Stokes, and Gauss. The objective is to use multivariate calculus to solve real-world problems.

MATH 246 Differential Equations (3)

Prerequisite: MATH 141 or MATH 132. An introduction to the basic methods of solving differential equations. The goal is to demonstrate fluency in the language of differential equations; communicate mathematical ideas; solve boundary-value problems for first- and second-order equations; and solve systems of linear differential equations. Topics include solutions of boundary-value problems for first- and second-order differential equations; solutions of systems of linear differential equations; series solutions, existence, and uniqueness; and formulation and solution of differential equations for physical systems.

MATH 301 Concepts of Real Analysis I (3)

Prerequisite: MATH 141. A study of real analysis. The aim is to construct formal mathematical proofs and solve problems. Topics include sequences and series of numbers, continuity and differentiability of real-valued functions of one variable, the Riemann integral, sequences of functions, and power series. Students may receive credit for only one of the following courses: MATH 301 or MATH 410.

MATH 340 Linear Algebra (4)

Prerequisite: MATH 140. An examination of linear algebra. The aim is to demonstrate applications of various concepts in linear algebra. Topics include abstract vector spaces, linear transformations, algebra of matrices, determinants, similarity, eigenvalues and eigenvectors, and applications to systems of equations. Discussion also covers solutions of problems in physics, engineering, and the sciences. Students may receive credit for only one of the following courses: MATH 240, MATH 340, MATH 400, or MATH 461.

MATH 402 Algebraic Structures (3)

Prerequisite: MATH 141. An overview of algebraic structures. The aim is to construct mathematically correct and concise proofs. Set theory, techniques of proofs, and the application of those techniques are introduced. Topics include groups, subgroups, isomorphisms, rings, integral domains, and fields.

MATH 463 Complex Analysis (3)

Prerequisite: MATH 141. An overview of the theory and practice of complex variables to enrich the study of differential equations, real analysis, and numerical analysis. The aim is to use complex variables to analyze problems that have direct application to physical problems. Topics include complex numbers, functions,

inverse functions, mappings, integrals, series, and poles in the complex numbers.

Music

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.

Natural Science

NSCI 100 Introduction to Physical Science (3)

Prerequisite: MATH 105, STAT 200, or a higher MATH or STAT course. 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)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 105, STAT 200, or a higher MATH or STAT course. 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 103 Fundamentals of Physical Science (4)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 105, STAT 200, or a higher MATH or STAT course. 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 120 Natural Sciences Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 105, STAT 200, or a higher MATH or STAT course. A study of the basic principles of science investigation and observation. The objective is to apply knowledge of the natural world and experimental design to address questions about physical, chemical, geological, and ecological phenomena. Activities include observation of the natural world, experiments, measurements, data collection, and quantitative reasoning exercises.

NSCI 170 Weather and Climate (3)

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 Weather and Climate Laboratory (1)

(Fulfills the laboratory science requirement.) 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.

NSCI 301 Laboratory Management and Safety (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. An overview of the role of scientific methodology, data handling, and management practices in research and manufacturing laboratories. The aim is to examine scientific principles; research and development practices; safety and health compliance; and management of laboratory personnel, space, inventory, and equipment. Assignments address laboratory operating systems, finances and

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recordkeeping, safety regulations and procedures, data management, project planning, problem solving, procurement, personnel training, and communication with a broad array of stakeholders. Students may receive credit for only one of the following courses: GNSC 301, MEDT 301, or NSCI 301.

NSCI 362 Our Environment: Human Impact and Sustainable Choices (3)

A scientific examination of the impact humans have had on the global environment in the current era, the Anthropocene. The goal is to apply scientific reasoning to evaluate human impact on the environment and strategies to mitigate this impact. Topics address sustainability as it relates to individual choices, collective responsibility, environmental stewardship, energy use, diet, and consumer behavior. Current scientific research is used to explore environmental issues such as population growth, climate change, resource depletion, biodiversity losses, food security, and the economic implications of making sustainable choices. Students may receive credit for only one of the following courses: BEHS 361, BEHS 365, ENMT 365, GNSC 361, HUMN 360, NSCI 361, or NSCI 362.

NSCI 398 Special Topics in Natural Science (3)

A study of topics in the sciences of special interest to students and faculty.

Nutrition

NUTR 100 Elements of Nutrition (3)

A study of the scientific and quantitative foundations of the applied science of human nutrition. The goal is to understand how nutrition reflects an integration of scientific disciplines and how foods provide important nutrients that supply substance and energy for healthy living. Topics include scientific reasoning, healthy meal planning, and weight management. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

NUTR 101 Nutrition Laboratory (1)

(For students not majoring in biotechnology or laboratory management. Fulfills the laboratory science requirement only with previous or concurrent credit for NUTR 100.) Prerequisite or corequisite: NUTR 100. A hands-on study of human nutrition. The goal is to use an experimental approach to questions in nutrition science. Laboratory exercises emphasize critical thinking in the analysis of quantitative data derived from investigations into various areas of nutrition science, including energy balance, macro- and micro-nutrients, food guidelines, and food safety.

Philosophy

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 110 Practical Reasoning (3)

An examination of methods for thinking analytically about real-world problems and solving them. The goal is to apply logical arguments to practical decision making. Topics include inductive and deductive reasoning; the properties of arguments; methods of logical analysis; synthesis of ideas; informal fallacies; and the role of presuppositions and other factors in scientific, social, ethical, and political problems.

PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)

An introductory exploration of the foundational theories of Eastern and Western moral philosophy and an examination of methods for thinking clearly about ethical issues. The objective is to employ a knowledge of moral theory and the methods of ethical reasoning to address contemporary ethical issues and dilemmas in areas such as business, medicine, information technology, and personal ethics. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 304 Contemporary Social Justice Issues (3)

Recommended: PHIL 100 and PHIL 140. A thematic exposition of social justice issues. Topics include the relationship of the individual to society, human relationships with the environment, the use of technology, medical decision making, social equalities and inequalities, and workplace issues. The objective is to improve one's awareness of ethical issues and recognize and analyze ethical problems in the contemporary global context through a deeper understanding of ethical theories.

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 dissension 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 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.

PHIL 349 Religions of the West (3)

An examination of the religions of the West, including the Zoroastrian, Judaic, Christian, and Islamic traditions. The aim is to gain a historical perspective on world events and to understand the interrelationships of these religious traditions, both historically and doctrinally. Students may receive credit for only one of the following courses: HUMN 349, HUMN 350, or PHIL 349.

Professional Exploration

PACE 100 Professional and Career Exploration for Transfer Students (3)

(Fulfills the general education requirement in professional explorations for eligible transfer students with 45 or more credits in transfer.) A condensed orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on exploring ways to develop and enhance career opportunities, becoming familiar with program options, and reflecting on personal goals. Students may receive credit for only one of the following courses: PACE 100, PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111 Program and Career Exploration (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111B Program and Career Exploration in Business (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111C Program and Career Exploration in Communication/Humanities (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111M Program and Career Exploration in Multidisciplinary Studies (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

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PACE 111C Program and Career Exploration in Public Safety (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111S Program and Career Exploration in Health and Sciences (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111T Program and Career Exploration in Technology (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

Psychology

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 300 Research Methods in Psychology (3)

Prerequisites: PSYC 100 and STAT 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. Students may receive credit for only one of the following courses: PSYC 300 or PSYC 305.

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 306 Special Topics in Psychology (1-3)

Seminar discussion of topics of current interest. Areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 307 Special Topics in Biological Psychology (1-3)

Seminar discussion of topics of current interest. Areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 308 Special Topics in Social Psychology (1–3)

Seminar discussion of topics of current interest. Areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 309 Special Topics in Professional Psychology (1–3)

Seminar discussion of topics of current interest. The goal is to attain specialized knowledge in a particular area of professional psychology. Topics may extend or augment those covered in more general courses. May be repeated to a maximum of 6 credits when topics differ.

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, or 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 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 338 Psychology of Gender (3)

Prerequisite: PSYC 100. A survey of the biology, lifespan development, socialization, personality attributes, mental health factors, and special considerations associated with gender. The aim is to apply knowledge of cultural and historical influences relating to gender. Topics include conceptions of gender, gender roles, and gender similarities and differences.

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 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 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 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

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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.

PSYC 437 Positive Psychology (3)

Prerequisite: PSYC 100. A survey of the science of positive psychology. The aim is to analyze and evaluate theories and applications of positive psychology. Focus is on the unique characteristics of the human experience that contribute to health and well-being. Topics include hope, optimism, human strengths, happiness, flow, and attachment.

PSYC 495 Senior Seminar in Psychology (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: PSYC 100, PSYC 300, and completion of all requirements for the psychology major. A study of psychology that integrates knowledge gained through previous coursework and experience. The aim is to build on that conceptual foundation through case study, reflective essays, and portfolio development.

Sociology

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 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 improving tolerance and equity in American society.

SOCY 309 Social Demography (3)

(Formerly SOCY 410.) Prerequisite: SOCY 100. A study of social demography. The goal is to identify, evaluate, and interpret key demographic concepts and develop an understanding of global population dynamics. Topics include types of demographic analysis, demographic data, population characteristics, migration, mortality, fertility, population theories, world population growth, and population policy. Students may receive credit for only one of the following courses: SOCY 309 or SOCY 410.

SOCY 313 The Individual and Society (3)

Prerequisite: SOCY 100. An examination of changing concepts of the interaction between the individual and society. The objective is to analyze the roles of the individual and society in the creation of and change in persistent social problems, such as poverty and social inequality. Analysis employs the framework of classical functional conflict and social constructivist theories within the context of rapidly changing communication technology and globalization and their impact on the individual. Topics include the construction of social order; the role of trust in social interaction; and work, power, social organization, and the social self. Selected readings are taken from the sociologies of work, gender, modernity, postmodernism, globalization, and social change. Students may receive credit for only one of the following courses: BEHS 312, SOCY 311, or SOCY 313.

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 350 Contemporary Social Problems (3)

Prerequisite: SOCY 100. An advanced examination of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems discussed range from crime, domestic violence, and alienation in modern society to the environment and political conflict. Emphasis is on issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105, SOCY 210, or SOCY 350.

SOCY 398 Special Topics in Sociology (3)

Prerequisite: SOCY 100. A study of topics of special interest. May be repeated to a maximum of 6 credits when topics differ.

SOCY 423 Race and Ethnicity: A Global Perspective (3)

Prerequisite: SOCY 100. An analysis of race, ethnicity, and human relations in global society. The goal is to analyze, communicate,

and project future trends in racial and ethnic relations in the United States and abroad. Discussion covers factors that affect race and ethnic relations, such as inequality, prejudice, discrimination, power, and privilege. Topics include theories of race relations; the historical emergence, demographic projections, 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 428 Migrants and Refugees (3)

Prerequisite: SOCY 100. An advanced sociological study of international, global, and economic issues regarding migrants and refugees, addressing population movements to and from countries. The objective is to analyze data and historical evidence and assess the role of globalization on migration. Topics include migrants and refugees, immigration, the role of conflict in migration, politics and laws regarding migrants and refugees, and the role of globalization in generating population flows.

SOCY 443 Sociology of the Family (3)

Prerequisite: SOCY 100. An advanced examination of the family in society. The aim is to 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; and contrast micro- and macro-level interactions among individuals, families, and society. 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 473 Cities and Communities (3)

Prerequisite: SOCY 100. An advanced sociological study of cities and the urban landscape. The aim is to apply major sociological theories to investigate interdependencies between social action, urbanization, and the environment. Focus is on current issues relevant to the challenge of building livable and sustainable cities. Topics include urban social networks, suburbanization, social problems of urbanization, and urban planning and policies.

SOCY 486A Workplace Learning in Sociology (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

SOCY 486B Workplace Learning in Sociology (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at umgc.edu/wkpl). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Speech Communication

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 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.

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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 470 Effective Listening (3)

Prerequisite: Any SPCH course or COMM 300. An exploration of the complexities of message reception and interpretation as related to personal growth, social relationships, and professional development. The goal is to assess and modify listening practices. Topics include the role of listening in communication, types of listening, and listening skills for specific contexts.

SPCH 472 Nonverbal Communication (3)

Prerequisite: Any SPCH course or COMM 300. A comprehensive investigation of nonverbal communication in human interaction. The aim is to analyze the impact of nonverbal messages on interpersonal, organizational, and public communication. Emphasis is on hands-on application of principles and practices to real-world situations. Topics include foundations of interpersonal attraction, use and abuse of personal space, and cross-cultural and gendered behaviors.

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

STAT 200 Introduction to Statistics (3)

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.

Theatre

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 credits for only one of the following courses: HUMN 110 or THET 110.

Women's Studies

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.

Writing

WRTG 111 Academic Writing I (3)

(The first course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.)

An introduction to reading, writing, and critical thinking in an academic setting. The goal is to practice strategies for understanding academic texts and for developing one's ideas in relation to those texts. Focus is on writing thesis-driven essays that incorporate ideas and information from sources and demonstrate critical thinking, proper attribution, and effective language use. Students may receive credit for only one of the following courses: WRTG 100A, WRTG 111, or WRTG 111X.

WRTG 112 Academic Writing II (3)

(The second course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) Continued practice in reading, writing, and critical thinking with an emphasis on research and argumentation. The goal is to implement strategies for analyzing ideas and rhetorical techniques in academic texts and for conducting academic research. Focus is on writing an argumentative research paper that synthesizes information and ideas from multiple sources and demonstrates critical

thinking, varied rhetorical strategies, proper source documentation, and effective language use. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, WRTG 101X, WRTG 112, or WRTG 112X.

WRTG 291 Research Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. 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)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. 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 112 or equivalent. Instruction and practice in academic research skills. The objective is to critically analyze scholarly and other credible sources and effectively integrate source material into a complex argument. Emphasis is on synthesizing multiple sources in producing a literature review on a focused topic. 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 112 or equivalent. 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 393/393X, ENGL 393/393X, or WRTG 393/393X.

WRTG 394 Advanced Business Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112 or equivalent. 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 of 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 394/394X, ENGL 394/394X, or WRTG 394/394X.

COURSE INFORMATION

GRADUATE COURSE DESCRIPTIONS

Business Administration— Master's Level

MBA 610 Leading Organizations and People (6)

Prerequisite: PRO 600. Assess and develop leadership skills by creating personal leadership and professional development plans that are refined during the program. Develop a strategic understanding of your organization by analyzing its mission, vision, goals, and values. Evaluate your organization's culture, climate, and approach to decision making and assess leadership effectiveness, governance structure, and processes. Explore how high-performing work teams can be a source of competitive advantage.

MBA 620 Financial Decision Making (6)

Prerequisite: MBA 610. Apply concepts behind financial statements, pricing, cost analysis, and capital budgeting in decisions. Propose solutions in real-world scenarios by using published financial reports and data from well-known national and international brands. Apply concepts from managerial economics to make pricing decisions for a business. Review business performance by analyzing the cash flow statement, income statement, and balance sheet. Make cost allocation, financing, and investment decisions by applying knowledge of corporate valuation. Determine the cost of capital, and make capital budgeting decisions.

MBA 630 Leading in the Multicultural Global Environment (6)

Prerequisite: MBA 620. Enhance cultural competence and evaluate opportunities and risks for operations in a global market. Expand the ability to apply ethical decision-making models. Assess issues of culture, business ethics, employment law, contracts, and criminal law in the context of a global business. Analyze political, legal, economic, and cultural forces that impact multinational businesses. Recommend the legal form and organizational structure of a business.

MBA 640 Innovation Through Marketing and Technology (6)

Prerequisite: MBA 630. Apply principles of market research and branding to innovative offering. Use web analytics to make decisions in digital marketing. Organize tasks in a marketing plan, assess market risk and opportunity, and collect data required to implement the marketing plan. Develop financial projections and suitable metrics for tracking the marketing plan.

MBA 670 Strategic Decision Making (6)

Prerequisite: MBA 640. Assume the role of a strategy officer who reports to the CEO. Develop an understanding of strategic leadership. Identify activities in the value chain of an organization and propose a plan to relocate one or more activities to another geographical region. Prepare a project management plan for the opening of a facility in a new country. Develop a business plan that includes an entry strategy, marketing plan, competitive strategy, and financial statements.

Decisive Communication and Leadership

DCL 600 Decisive Thinking, Communicating, and Leading (6)

Prepare for academic and professional success by developing skills that employers want in their employees. Explore your area of study to learn how it connects with your career aspirations, create a professional social network presence, and use critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership. Hone your professional writing and oral communication skills to produce effective presentations, and become proficient with spreadsheets, collaboration tools, and other professional software.

Professional Communication and Leadership

PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)

Make yourself more valuable to an employer by gaining and improving skills in communication and problem solving. Explore your field by developing connections to your career path, creating a professional social network presence, and using critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership as you hone your professional writing and oral communication skills and proficiency with analytical software programs, collaboration tools, and other professional software.

Transformational Leadership

TLP 610 Repositioning Your Leadership Skills (6)

Prerequisite: DCL 600. Master the ways in which leadership takes place within organizations and the most effective leadership styles for directing individuals, projects, and groups to success. Demonstrate the differences between managing and leading, focusing on motivating and inspiring individuals in preparation for future challenges and opportunities. Explore the various roles that leaders take on in domestic and global markets and the ways leaders influence events that can drive success through individual and collaborative efforts. Create your own personal brand as you begin a journey to becoming a transformational leader.

TLP 620 Leading in the Organization (6)

Prerequisite: TLP 610. Analyze the dynamics involved in leading a workforce of multigenerational and diverse talent. Develop strategies for facilitating an inclusive work culture and maximizing the varied skill sets and experiences of employees. Weigh the impact of workforce change on organizations, and consider the potential challenges that run counter to respectful, civil, and ethical work environments. Create retention and succession planning strategies and techniques for coaching and mentoring emerging leaders.

TLP 630 Leading with Strategy and Performance Measures (6)

Prerequisite: TLP 620. Gain the tools to assess the organization's bottom line and action steps for growth and sustainability. Apply strategic management theories and practice to measure and motivate organizational performance, identify trends, and direct the different stages of the organization's life cycle. Become proficient using tools to review and interpret analytics, market research, and financial data that can drive short- and long-range strategic decisions, and identify potential deficiencies that run counter to the organization's mission and goals.

TLP 640 Leading Through Change and Uncertainty (6)

Prerequisite: TLP 630. Apply change management techniques for leading and maintaining stability during unplanned, turbulent events within the organization. Analyze and implement strategic planning and decision-making approaches to diagnose the symptoms and predictors of organizational challenges and obstacles to change. Use change management models to assess organizational performance and process reengineering and to forecast outcomes and resistance to change at the individual, group, and organization levels.

TLP 670 Leadership Capstone (6)

Prerequisite: TLP 640. Lead a real-world consulting project. Apply the techniques of project management as you collaborate with a partnering organization to develop a strategic and financial plan to address an organizational issue. Use client-relationship management, organizational diagnosis models, and coaching and presentation skills to complete your consulting project and showcase your solutions and plans to your partner organization.

FINANCIAL INFORMATION

Payment of Tuition and Fees

UMGC requires that you pay your tuition and fees on time. Due dates are provided at the time of registration and depend on how early you register for courses.

Current Tuition and Fees

Tuition rates and fees are available online at asia.umgc.edu/tuition. Information on student classification and residency is provided at usmd.edu/regents/bylaws/SectionVIII.

Review the fee schedule carefully to see which ones apply to you. Fees are commonly charged for admission and graduation applications, laboratory use (science and computer courses), technology, transcripts, and various options for earning credit (such as Workplace Learning, Prior Learning Portfolio Assessment, and credit by examination). Site-specific fees may apply for courses taken at certain locations. A service charge is assessed for dishonored checks.

Determination of Residency for Tuition Purposes for UMGC Stateside Students

An initial determination of in-state or out-of-state status for tuition purposes is made when you apply for admission. The determination made at that time remains in effect unless it is successfully challenged. You are responsible for providing the information necessary to establish eligibility for in-state status. Official criteria for determining residency are detailed in USM Policy VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes at usmd.edu/regents/bylaws/SectionVIII/ and UMGC Policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at umgc.edu/policies.

Determination of Eligibility for Military Tuition Rate

UMGC's undergraduate military tuition rate applies to

- Active-duty military servicemembers
- Members of the Selected Reserves
- Members of National Guard units
- Members of the Commissioned Corps of the U.S. Public Health Service (USPHS)

- Members of the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA)
- The spouses and dependent children of the servicemembers listed above

UMGC's graduate military tuition rate applies to

- Full-time active-duty members of the U.S. Armed Forces
- Members of the Selected Reserves
- Members of National Guard units
- Members of the Commissioned Corps of the USPHS
- Members of the Commissioned Corps of NOAA
- Spouses of full-time active-duty members of the U.S. Armed Forces, members of the Commissioned Corps of the USPHS, and members of the Commissioned Corps of NOAA
- Dependent children of full-time active-duty members of the U.S. Armed Forces, the Commissioned Corps of the USPHS, and the Commissioned Corps of NOAA whose sponsor resides in Maryland, is stationed in Maryland, or claims Maryland as his or her state of residency
- Dependent children of full-time active-duty members of the U.S. Armed Forces, the Commissioned Corps of the USPHS, and the Commissioned Corps of NOAA if the dependent child resides in Maryland and is using the sponsor's transferred Post-9/11 GI Bill® benefits

To secure the military tuition rate, you must provide documentation of your service (or that of your qualifying spouse or parent) no later than 30 days after the date you submit the application for admission. For more information, contact Admissions or check the To Do list in MyUMGC.

If you do not submit sufficient documentation by the deadline, your tuition rate will be charged at the out-of-state rate—unless you have submitted the Residency Questionnaire in MyUMGC and qualify for in-state tuition, in which case your tuition rate will be changed to the in-state rate.

More information about securing the military tuition rate is available at umgc.edu/milrate-procedures. If you have questions about your eligibility or documentation, email residency@umgc.edu.

Payment Deadlines

UMGC requires that you pay your tuition and fees on time. Your payment due dates depend on how early you register for courses. Due

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at benefits.va.gov/gibill.

dates are provided at the time of registration and are visible in the Account Balance panel in your Student Account Center in MyUMGC.

If you register any time from the beginning of registration through seven days before the class start date, your payment will be due seven days before the class start date. If you register within seven days of the class start date, your payment will be due the day before class starts. If you register on or after the class start date, your payment is due at the time of registration.

Note: All other charges, including application and diploma fees, are due the same day the charges are incurred.

All tuition and applicable fees must be paid by the deadline, unless you

- Applied for financial aid to cover tuition and fees for the session
- Confirmed your status as active-duty military or submitted your military tuition assistance documents
- Requested certification for your veteran's education benefits
- Enrolled in UMGC's interest-free monthly payment plan
- Provided confirmation that you will receive employer-provided tuition assistance

UMGC offers a variety of payment options. Payments can be made via

- Credit card (American Express, Discover, MasterCard, or Visa)
- Money order
- Check (made payable to University of Maryland Global Campus)
- Electronic debit from a checking or savings account
- Cash (in person at Largo only)

Consult the appropriate sections of this chapter for further information about tuition assistance, financial aid, or veterans benefits. More information about different payment options, including the monthly payment plan, is available at umgc.edu/payoptions.

Refunds for Dropping or Withdrawing from a Course

Registering for a course obligates you to pay for it; however, if for any reason you are unable to take a course, you must officially drop or withdraw from the course. See 13 for procedures on how to drop or withdrawal from a course.

If you drop a course during the drop period, you will qualify for a full refund of tuition and fees, except for the admission application fee.

If you withdraw during the withdrawal period, you may be refunded a portion of the tuition as determined by the date of withdrawal and the refund schedule posted online at asia.umgc.edu/services/course-withdrawals-refunds. All refunds are computed from the date the withdrawal is formally initiated, not from the date of the last class you attended or the last participation date. Refunds are applicable for tuition only. Fees are not refundable.

If your tuition was paid directly through employer tuition assistance, the refund is returned to the employer. If the tuition assistance was only a partial payment, it is returned to the employer, and excess payment is refunded to you.

More information about refunds can be found on the UMGC website.

See the following sections for information on return of military tuition assistance, veterans benefits, and federal return of funds policy for financial aid students.

Dishonored Checks

For each paper or electronic check returned to UMGC by the payer's bank (whether because of insufficient funds, stopped payment, postdating, or drawing against uncollected items), UMGC assesses a service charge of \$30 (over and above any service charges levied by the financial institution).

If you stop payment on a check for tuition, you will be neither disenrolled nor relieved of responsibility for paying tuition and fees. Anyone whose checks for tuition or fees remain dishonored may be barred from classes.

Indebtedness to the University

If you incur debts to UMGC, you must clear them to be permitted to register. Requests for transcripts and diplomas may be denied until all debts have been paid. Outstanding debts are collected against refunds due to you. After a reasonable period, uncollected debts are forwarded to the Central Collection Unit of the State Attorney General's Office.

The Board of Regents has authorized UMGC to charge students' delinquent accounts for all collection costs incurred by UMGC. The normal collection fee is 17 percent plus attorney and/or court costs. Delinquent accounts are reported to a credit bureau.

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Ways to Finance Your Education

Monthly Tuition Payment Plan

UMGC offers a cost-effective alternative for students who are budgeting for college tuition: an interest-free, monthly tuition payment plan. This plan allows you to spread all or part of your tuition bills into monthly installments on an academic session basis. All UMGc students are eligible to participate in the payment plan, regardless of financial need. If you are interested in the monthly payment plan, visit asia.umgc.edu/tuition-assistance.

Employer-Provided Tuition Assistance

If an employer is going to pay for part or all of your tuition, at the time of registration you must submit two copies of a document (purchase order, tuition assistance form, or contract on company letterhead) containing the following information:

- A specific description of types of fees and charges (such as tuition, application fee, or books) and the amount to be assumed by the employer
- Your full name and student identification number
- The session covered by the document
- The billing address
- The signature and phone number of the authorizing official

If you do not have an authorizing document at the time of registration, you must pay the bill in full and arrange for direct reimbursement from your employer. UMGc cannot issue refunds for authorizing documents submitted after registration.

Documents that restrict payment or are in any way conditional will not be accepted. If the employer does not pay UMGc, you are responsible for payment.

Financial Aid

UMGC's Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, and loans—to help you meet the costs of your educational goals. Aid is available for students who demonstrate financial need, academic merit, or both.

General Eligibility Requirements

To be eligible for federal student aid and most UMGc need-based assistance, you must

- Be admitted to UMGc as a degree-seeking or eligible certificate-seeking student
 - Be a U.S. citizen or an eligible noncitizen
 - Be enrolled half-time for most federal programs
- Note:** Audited courses, some repeated courses, credit by examination, and credits earned through Portfolio Assessment cannot be counted toward enrollment status.
- Demonstrate satisfactory academic progress toward a degree or certificate according to UMGc policy
 - Have a high school diploma or GED
 - Possess a valid Social Security number
 - Register with Selective Service, if required to do so
 - Not be in default on any federal student loans, nor have borrowed in excess of loan limits, nor owe a refund on any grant under Title IV federal student aid programs
 - Not be convicted for the possession or sale of illegal drugs during the time you were receiving any type of federal financial aid

The Financial Aid Application Process

You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for federal, most state, and institutional financial aid at UMGc. The FAFSA (which is available online at fafsa.ed.gov) must also be completed if you wish to be considered for need-based Maryland state grants and scholarships. UMGc's school code is 011644. The FAFSA form must be submitted by the federal deadline each year; many states also set priority dead-lines by which you must submit the form to be considered for aid programs they administer. UMGc encourages you to complete the FAFSA as soon as you have decided on your academic career. For more information, visit asia.umgc.edu/costs-and-financial-aid.

Financial Aid Programs

Financial Aid programs are available to both full- and part-time students. UMGc may offer the following types of financial aid: grants, scholarships, and loans. In most cases, at least half-time enrollment is required. (Full- and part-time status is explained on 38.)

Eligibility for federal financial aid is determined each year based on data submitted on the FAFSA. Following is a description of programs currently available at UMGc.

GRANTS AND SCHOLARSHIPS

UMGC offers and administers many different types of grant and scholarship programs from various sources. The following are the main categories of scholarships and grants that are available to eligible UMGC students.

Note: This list is not exhaustive and is subject to change.

Federal Grants

The federal government provides grants for students attending college. Most types of grants are sources of money that generally do not have to be repaid.

- The Federal Pell Grant is a grant program for high-need, first-time undergraduate students. Award amounts vary by need level and enrollment status.
- The Federal Supplemental Educational Opportunity Grant (SEOG) offers need-based awards for high-need students who are seeking their first undergraduate degree. The amount and number of awards vary depending on the availability of funds allocated by the U.S. Department of Education. Typical awards are up to \$400 per semester.

More information is available at asia.umgc.edu/grants.

UMGC Institutional Scholarships and Grants

UMGC allocates a portion of its operating funds to help students with demonstrated financial need afford their coursework. Most institutional funds are provided as part of the regular award packaging process and do not require a separate application. Below are two of the most commonly provided institutional scholarships:

- The UMGC President's Grant offers up to \$1,400 per year to select students with demonstrated need who are enrolled in at least 3 credits of coursework per semester.
- The UMGC President's Scholarship offers up to \$2,000 per year (fall and spring semesters only) to select students with demonstrated need and a GPA of 3.0 or higher who are enrolled in at least 6 credits of coursework per semester.

Foundation Scholarships

Generous donors to UMGC have provided many different scholarship funds, each with its own specific criteria. If you meet the general eligibility requirements for donor-funded scholarships, you will receive an invitation by email (and in the student portal) each spring semester. This application is the only one needed for consideration for nearly all donor-funded scholarships. An invitation to apply for these scholarships does not guarantee funding, as funds are limited.

In general, to be eligible for these scholarships you must

- Be enrolled as a degree-seeking student
- Have a current FAFSA on file, demonstrating financial need
- Have successfully completed 15 credits (if you are an undergraduate student) or 9 credits (if you are a graduate student) in courses taken at UMGC
- Meet satisfactory academic progress standards (described in a following section)
- Maintain a cumulative GPA of 3.0
- Maintain at least half-time registration each fall and spring semester

Maryland Higher Education Commission (MHEC) Programs

The state of Maryland offers many different grant and scholarship programs to eligible students. The MHEC website (mhec.state.md.us) is the best source for current information about the different programs available to UMGC students and application deadlines. Note that some deadlines are early. For more information, contact the Maryland Higher Education Commission Office of Student Financial Assistance at 410-767-3300 or 800-974-0203 or visit the website.

UMGC Completion Scholarship

UMGC offers this scholarship to undergraduate students who meet the following criteria:

- Be a current Maryland resident receiving the in-state tuition rate, or an active-duty servicemember
- Have earned an associate degree from a Maryland alliance community college
- Be pursuing a first bachelor's degree with UMGC
- Maintain a term and cumulative GPA of 2.0 and meet the university's requirements for satisfactory academic progress
- Successfully complete at least 3 credits every fall and spring semester (Summer courses are also eligible for Completion Scholarship funding; all regular requirements must be met in any optional summer registration.)
- Have completed no more than 12 credits at UMGC before receiving the scholarship

Qualifying students can receive the UMGC Completion Scholarship for up to 60 credits taken at UMGC.

Private and Third-Party Scholarships

Outside agencies, such as social clubs or volunteer organizations, may offer scholarship funds to UMGC students to assist with education costs. These agencies provide funding either directly to

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you (the student) or directly to UMGC for processing and administration. The Financial Aid Office ensures that students receiving these funds maintain eligibility per the requirements of the individual agencies.

For more information on scholarships, visit asia.umgc.edu/scholarships.

LOANS

Loan programs are available to students enrolled in at least half-time status each semester. If you take loans to pay for college expenses, you must repay the principal and interest in accordance with the terms of the promissory note.

The Federal Direct Loan program offers low-interest federal loans. Loan amounts vary based on your career level (i.e., undergraduate or graduate), grade level, and dependency status. Repayment begins six months after you leave school or your attendance drops below half-time. For annual eligibility amounts and general repayment terms, visit asia.umgc.edu/costs-and-financial-aid.

The Federal Direct PLUS Loan Programs are loans for graduate students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify. Repayment begins as soon as the loan is fully disbursed; however, there is an option to defer payments while you meet certain enrollment criteria.

Private student loans are made by private organizations—such as banks, credit unions, and state-based or state-affiliated organizations—and have terms and conditions that are set by the lender. If your financial aid does not meet your financial need, you may be able to borrow up to your cost of attendance through a private student loan program. These education loans are not federal loans; you borrow directly from and make payments to the lender. Private student loans usually have higher interest rates than federal loans. UMGC encourages you to apply for federal student aid before seeking alternative private loan options. If you are interested in a private student loan, contact the lender of your choice.

For more information on federal student financial aid programs, visit asia.umgc.edu/costs-and-financial-aid. More information on loan repayment is available at umgc.edu/loan-repayment.

UMGC Financial Aid Standards for Satisfactory Academic Progress

If you receive financial aid, federal regulations require you to maintain satisfactory academic progress toward your degree or certificate. If you fail to meet the minimum requirements, you are not eligible to receive financial aid. Review the complete Satisfac-

tory Academic Progress policy for financial aid students, including details of the appeal process, at umgc.edu/sap.

Federal Return of Funds Policy

Federal financial aid is offered under the assumption that you will attend and participate in classes for the entire period for which the aid has been offered. If you receive Title IV funds and do not attend or participate for the entire period for which you have been given aid, the university is required by federal regulation 34 CFR 668.22 to perform a Return of Title IV Funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:

- Course cancellation
- Disenrollment
- Never participating in a class
- Ceasing to participate in a class
- Dropping a course
- Withdrawing from a course

If you certify your intent to return later within the same term in which you dropped or withdrew from class, the Financial Aid Office will not perform a return of funds calculation—unless you do not return as scheduled.

When the Financial Aid Office performs a return of funds calculation, unearned funds are returned to the Department of Education. This can result in a balance owed to UMGC. You are then responsible for repaying the outstanding debt, or it will be transferred to the state Central Collection Unit.

If you are using federal financial aid, you are strongly encouraged to contact the Financial Aid Office before dropping or withdrawing to fully understand the impact on your current and future financial aid.

Visit umgc.edu/enrollmentchanges for further information.

For More Information

If you need additional information, visit the Financial Aid Online Support Center at umgc.edu/help to email, chat, request a call, or view the extensive list of frequently asked questions in the Knowledge Base.

Note: If you are a resident of Washington state and are interested in information and resources about student loan repayment or wish to submit a complaint to the Washington Student Achievement Council regarding your student loans or student loan servicer, visit wsac.wa.gov/loan-advocacy or contact the student loan advocate at loanadvocate@wsac.wa.gov.

Military Tuition Assistance

If you are serving in the Navy, Marine Corps, or Coast Guard, you must contact your education center to request a tuition assistance form. A tuition assistance form signed by the education coordinator must be submitted at the time of registration using one of the methods listed at umgc.edu/milta.

If you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military tuition assistance benefits, the funds will be transferred directly to the university upon your registering for classes through the GoArmyEd portal (GoArmyEd.com).

If you are serving in the Air Force, you may submit your tuition assistance forms via the Air Force Virtual Education Center (AFVEC) portal. If you are the spouse of a servicemember eligible to utilize MyCAA (My Career Advancement Account) benefits, you may also submit your tuition assistance via the AFVEC portal.

Return of Unearned Military Tuition Assistance Funds

Military tuition assistance funds are awarded under the presumption that you will attend and participate in classes over the entire period for which the funds have been awarded. If you receive military tuition assistance funds and do not attend or participate for the entire period for which funds were provided, the university is required by the Department of Defense to perform a Return of Unearned Military Tuition Assistance funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:

- Course cancellation
- Disenrollment
- Never participating in a class
- Ceasing to participate in a class
- Dropping a course
- Withdrawing from a course

A return of funds calculation is based on the last documented date of attendance or participation in the class or the date the drop, withdrawal, cancellation, or disenrollment is initiated. When a return of funds calculation occurs, unearned funds are returned to the Department of Defense. This can result in you owing a balance, which is your responsibility to repay to UMGC. To learn more about course withdrawal and return of military tuition assistance, see UMGC Policy 170.72 Course Withdrawal at umgc.edu/policies.

Any requests for exceptions to UMGC Policy 170.72, including requests related to dropping or withdrawing from a class because

of military service obligations, must be submitted within 90 days of the last day of the term during which you dropped or withdrew from the class. For more information, contact Student Resolution and Judicial Affairs at exception.request@umgc.edu.

If you are using military tuition assistance, you must contact your military education counselor or education services officer for guidance on drops or withdrawals related to emergencies or official duty requirements before dropping or withdrawing from a class to fully understand the impact of such an action on your current and future military tuition assistance benefits.

For more information about the return of military tuition assistance funds, visit umgc.edu/return-milta.

Veterans Benefits

You may apply for the following educational assistance programs administered by the U.S. Department of Veterans Affairs (VA):

- 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)
 - Yellow Ribbon Program
 - 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 1606)
- Montgomery GI Bill–Reserve Educational Assistance Program (Chapter 1607)

Detailed information on all assistance programs is available on the UMGC website at asia.umgc.edu/vabenefits or on the VA website at gibill.va.gov.

Application Procedures

If you are eligible for educational benefits from the VA, you should review the online information and application procedures at asia.umgc.edu/vabenefits. Every educational assistance program requires different paperwork and documentation to process a claim. Initial applications for benefits should be submitted online directly to the VA. You must also complete a UMGC request for certification form each session you wish to receive benefits. The VA processes claims and issues payment six to eight weeks

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after receiving completed paperwork, which may be submitted no earlier than two weeks before class starts.

Amounts and Methods of Payment

The amount of money you may receive from the VA depends on the educational assistance program for which you are eligible, the number of credits for which you are registered, the length of the session, and (for certain programs) the number of dependents you have. The current monthly payment for each educational assistance program is available online at gibill.va.gov.

Benefit Provisions Related to Pending Payments

In accordance with Title 38 US Code 3679 subsection (e), UMGC adopts the following additional provisions for any students using VA Post-9/11 GI Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits while payment to the university is pending from the VA. UMGC will not

- Prevent your enrollment
- Assess a late penalty fee
- Require you to secure alternative or additional funding
- Deny you access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

However, to qualify for this provision, you may be required to

- Produce the VA Certificate of Eligibility by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Evaluation of Prior Training

When you file a claim for educational benefits, the VA requires your previous training and coursework to be evaluated so that you receive correct transfer credit. If you are an undergraduate student, you must have an academic advisement report completed during your first session of enrollment. If you do not comply, you may find future benefits delayed. After your first registration, you are provided with information on the necessary procedure. (Information about sources of credit, including types of training that qualify

for undergraduate credit, begins on p. 16; these include military training and service schools, postsecondary education, certain correspondence courses, and credit by examination.) If you have earned graduate credit from a regionally accredited institution, you must have an evaluation completed during the first session of enrollment. (Equivalent credit from other accredited institutions may be considered on a case-by-case basis. If you were educated abroad, see umgc.edu/internationalstudent for additional requirements.) Not complying with this evaluation may delay future benefits. For information on evaluation procedures for study abroad, visit umgc.edu/internationalcredit.

Students' Responsibilities

If you are receiving benefits, you are expected to follow all regulations and procedures of the VA while attending UMGC.

At UMGC, all regulations of the VA are enforced. You should be aware of the following requirements and consequences:

- You are expected to make satisfactory progress toward a degree or certificate; you must comply with the academic standards of UMGC.
- You must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.
- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- Payment of benefits will be disallowed for 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 passing grade of A, B, C, D, P, or S was assigned.
- Payment of benefits will be disallowed for any course in which a grade of FN is assigned.
- Payment of benefits will be disallowed for any course that is not a requirement in your degree or certificate program.
- Payment of benefits will be disallowed for noncredit graduate courses.
- Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31 Vocational Rehabilitation or Chapter 33 Post-9/11 GI Bill benefits.
- You are responsible for debts caused by overpayment of benefits resulting from reductions of your course load.

- If you are in a program that involves any internship, practicum, or work study, you are required to provide documentation to the Veterans Certification Office verifying the physical location and zip code where the work takes place.

Grievance Information for Virginia Students Using Veterans Educational Benefits

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. The SAA investigates complaints of GI Bill beneficiaries residing in Virginia. While beneficiaries should initially follow the school grievance policy to address complaints, they should contact the SAA office via email at saa@dvs.virginia.gov if the situation cannot be resolved at the school.

Tutorial Assistance

You may qualify for tutorial assistance if you are a veteran, active-duty military servicemember, or reservist receiving funding assistance from the VA and you are enrolled at least half-time. Payments are allowed when you demonstrate deficiency in courses that are required for your degree program.

Work-Study Allowance

If you are registered at least three-quarters time (9 credits) and need money to attend school, you may participate in work-study. Recipients of benefits under the provisions of Chapters 30, 31, 32, 33, 35, and 1606 may be eligible. You may work up to 400 hours during a session and receive either the federal minimum wage or the state minimum wage, whichever is greater.

For Further Information

Information and applications are available from your advisor or at asia.umgc.edu/vabenefits on the UMGC website. For information on qualifying for the in-state tuition rate as a veteran or eligible dependent, see Determination of Residency for Tuition Purposes on p. 172.

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Faculty

The university has a large and distinguished faculty. UMGC faculty consistently win awards, publish scholarly works, and contribute to the intellectual understanding of their fields. They are well respected by both practitioner and academic peers. In keeping with UMGC's mission, UMGC faculty are as nontraditional as their students, bringing practical as well as academic experience in their fields of expertise. Because of this, they are uniquely qualified to teach and guide students toward a richer and more robust understanding of how their academic learning translates into practice. To view a full list of our diverse faculty community visit the Asia Faculty Listing at: asia.umgc.edu/about-our-faculty.

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At these locations there may be one or more education centers sponsoring UMGC Asia classes.

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Fleet Activities*

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Korea Region

Camp Carroll

Camp Casey*

Camp Henry*

Camp Humphreys*

Kunsan AB*

Osan AB *

Guam Region

Andersen AFB*

Navy Base, Guam*

Australia

Alice Springs**

Other

Diego Garcia*

Singapore**

*Location with a National Test Center

** Location is supported by regional office--no field representative on site.

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SHAPE

Djibouti

Camp Lemonnier

Egypt

Sinai North Camp
Sinai South Camp

Germany

Ansbach
Baumholder
Buechel
Garmisch
Geilenkirchen
Grafenwoehr
Hohenfels
Illesheim
Kaiserslautern
Landstuhl
Ramstein
Sembach

Spangdahlem

Stuttgart
Vilseck
Wiesbaden

Greece

Souda Bay

Italy

Aviano
Gaeta
Ghedì
Livorno
Naples

Sigonella

Vicenza

Kuwait

Ali Al Salem Air
Base
Camp Arifjan
Camp Buehring

Netherlands

Schinnen (AF-NORTH)
Volkel

Other CENTCOM

332 AEW
407 AEWQatar

Portugal

Lajes
Lisbon

Qatar

Al Udeid
Doha - Camp As
Sayliyah

Spain

Moron

Rota

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Service Locations

UMGC provides numerous services and resources to help you complete your educational program from anywhere in the world—through systems and resources available online; by e-mail and telephone communication; and in person at sites throughout the Maryland area, as well as at many military sites stateside and worldwide. A number of offices are responsible for the delivery of these services, including Accessibility Services, Admissions, Advising, Career Services, Student Financial Services, Information Technology, the UMGC Library, and the Office of the Registrar.

Among these, the Offices of Advising and the Registrar respond to most of your academic needs throughout your college career, providing general information; admission assistance; academic advising; registration, graduation, and transcript services; and veterans benefits assistance.

In the Maryland/national capital area, services are available at the following locations. A complete list of stateside class and service locations is available online at umgc.edu/locations.

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POLICIES

The information contained in this catalog reflects the policies of both UMGC and the University System of Maryland (USM). The complete list and text of UMGC's policies can be found at umgc.edu/policies. USM policies can be found at usmd.edu/regents/bylaws.

Annual Security Report and Consumer Disclosures

In accordance with U.S. Department of Education regulations, University of Maryland Global Campus distributes an Annual Safety and Security Report to all current students, staff, and faculty. It is also available to prospective students, staff, and faculty, upon request.

The annual report provides important information about rights and responsibilities on the following topics:

- Campus safety and security policies and services
- Sexual misconduct policy
- Emergency procedures
- Notification of rights under FERPA for postsecondary institutions
- Peer-to-peer file sharing
- Drug prevention program
- Clery Act crime statistics by location for the previous three calendar years

You can read the Annual Safety and Security Report at umgc.edu/inform. If you have questions or wish to receive a copy of the current annual report, contact the UMGC director of security at 301-985-7471.

To help you stay informed, additional consumer disclosures can be found at umgc.edu/disclosures.

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UMGC maintains records of students' admission, enrollment, grades, transfer of credits, transcripts, graduation, and degree(s) while the student is enrolled and permanently after graduation.

Disclosure of Student Records

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UMGC's Policy 210.14 Disclosure of Student Records contains an explanation of information that may be disclosed with and without prior consent, as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. Requests for inspection of your student records may be sent to UMGC Academic Operations at studentrecords@umgc.edu. For another person to act on your behalf, a power of attorney is required. More information on FERPA, including disclosures to third parties, can be found at umgc.edu/ferpa.

Nondiscrimination

UMGC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities. In accordance with federal, state, and local laws and regulations, UMGC does not discriminate against any person on the basis of race, religion, color, creed, sex, gender, gender identity or expression, marital status, sexual orientation, age, national origin, ancestry, political affiliation, mental or physical disability, genetic information, veteran status (including Vietnam-Era veterans), or any other legally protected characteristic. Specifically, under Title IX of the Education Amendments of 1972, UMGC prohibits discrimination on the basis of sex in its programs and activities. UMGC will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

All inquiries regarding UMGC's Nondiscrimination Statement or compliance with applicable statutes and regulations regarding

equal opportunity should be directed to the fair practices and equal opportunity officer, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (email eo-overseas@umgc.edu).

For UMGC Policy 040.30 Affirmative Action and Equal Opportunity, see umgc.edu/policies/adminpolicies/admin04030.cfm.

Inquiries regarding Title IX/sexual misconduct may be directed to the Title IX coordinator, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 301-985-7021 or email titleinvestigator-overseas@umgc.edu) or a member of UMGC's Title IX Compliance Team.

See umgc.edu/diversity/title-ix-sexual-misconduct/index.cfm. For UMGC Policy 041.00 Sexual Misconduct, see umgc.edu/policies/adminpolicies/admin04100.cfm.

For external inquiries regarding the notice of nondiscrimination, including Title IX information, contact the Office for Civil Rights, U.S. Department of Education, Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, or call 800-421-3481.

Peer-to-Peer File Sharing

Unauthorized use of copyrighted materials may bring civil and criminal penalties to the user. UMGC is committed to combating the unauthorized use of copyrighted materials on UMGC's network (including the online classroom) and therefore has established a written plan to achieve this goal. The intent of this plan is to inform UMGC students, faculty, and staff members of the appropriate use of copyrighted material on the network and to deter, detect, and discipline prohibited use, while reasonably maintaining the educational use of UMGC's network. More information on UMGC's policy on intellectual property is available online at umgc.edu/intellectual-property.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory

damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

More information is available on the U.S. Copyright Office website at copyright.gov.

UMGC Procedures for Handling Unauthorized Distribution

UMGC implements an active protocol to respond to copyright infringement allegations. In accordance with the Digital Millennium Copyright Act (DMCA), UMGC has designated the following individual to receive and respond to reports of alleged copyright infringement on UMGC's website:

Sherri Sampson

General Counsel
Office of Legal Affairs
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783
301-985-7080
legal-affairs@umgc.edu

To be effective under the DMCA, a notification of claimed infringement must be in writing and include the following information:

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;

POLICIES

4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted;
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Once an effective DMCA takedown request is submitted, UMGC will act expeditiously to remove or block access to the infringing material.

Religious Observance

So that academic programs and services of UMGC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. More information on UMGC Policy 051.00 Religious Observances may be found at [umgc.edu/policies/academicpolicies/aa05100.cfm](https://www.umgc.edu/policies/academicpolicies/aa05100.cfm).

Sexual Misconduct

UMGC is committed to creating and maintaining an environment in which all persons who participate in university programs and activities, perform work, and provide services can learn and work together in an atmosphere free from sexual misconduct, a form of sex-based discrimination. UMGC provides training, education, prevention programs, and policies and procedures that promote prompt reporting; prohibit retaliation; and promote timely, fair, and impartial investigation and resolution of sexual misconduct cases.

Inquiries concerning the application of Title IX may be referred to the UMGC's Title IX coordinator or the U.S. Department of Education, Office for Civil Rights. If you have any questions regarding sexual misconduct or need to report a complaint, contact Title IX coordinator at titleixinvestigator-overseas@umgc.edu. For details on UMGC's sexual misconduct policy, see UMGC Policy 041.00 Sexual Misconduct at <https://www.umgc.edu/administration/policies-and-reporting/policies/administration-policies/sexual-misconduct.cfm>.

Smoking

In accordance with USM policy, UMGC seeks to promote a healthy, smoke-free environment for the UMGC community. More information on Policy 640.00 UMGC Policy on Smoking may be found at [umgc.edu/policies/adminpolicies/admin64000.cfm](https://www.umgc.edu/policies/adminpolicies/admin64000.cfm).

Student Classification for Admission and Tuition

For information on student classification and residency, see USM Policy VIII-2.70 at [usmd.edu/regents/bylaws/SectionVIII](https://www.usmd.edu/regents/bylaws/SectionVIII). Also see UMGC Policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at [umgc.edu/policies/fiscalpolicies/fisc21020.cfm](https://www.umgc.edu/policies/fiscalpolicies/fisc21020.cfm).

Student Drug and Alcohol Awareness

UMGC complies with all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of UMGC officials will be addressed through UMGC procedures, through prosecution in the courts, or both.

All UMGC students are prohibited by UMGC from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMGC premises or at UMGC-sponsored activities. UMGC expects all students to comply with applicable federal, state, and local laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol and/or controlled substances.

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including expulsion from UMGC academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see the drug prevention program section of the most current UMGC Annual Safety and Security Report ([umgc.edu/inform](https://www.umgc.edu/inform)) for additional information.

Transfer of General Education Requirements

UMGC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2)(b)-(c) Maryland regulation. Up to 36 general education credits earned at another Maryland public institution will transfer to UMGc as general education credits. UMGc's general education requirements may be found on p. 8 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 UMGc'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. UMGc 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 online at artsys.usmd.edu. Consult an advisor for details.

APPENDICES

CPA Requirements

UMGC's programs in accounting may help prepare you to sit for the Uniform Certified Public Accountant Exam and/or obtain initial licensure as a Certified Public Accountant (CPA) in Maryland. To sit for the CPA Exam in Maryland, a candidate is required to have successfully completed 120 credits toward an accounting degree. Many other states, however, require candidates to successfully complete 150 credits prior to sitting for the CPA Exam.

To obtain initial licensure as a CPA in Maryland and most other states, a candidate is required to have successfully completed 150 credits. UMGc graduate accounting programs help prepare you to become licensed as a CPA in Maryland.

If you intend to request transfer credits from a nonregionally accredited institution, a third-party provider or facility, or an institution located outside the United States, or you intend to request transfer of ACE-evaluated credit, be aware that doing so may impact your ability to become licensed as a CPA. For information regarding licensure in other states and transfer credit, visit umgc.edu/professional-licensure.

MyUMGC Terminology

The following is an explanation of terms students may encounter when using MyUMGC.

Academic Advisement Report (Degree Plan): A review of the academic progress that a student has made within his or her UMGc 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 UMGc division where a student is located. UMGc has three major campuses—UMGC Asia, UMGc Europe, and UMGc 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 UMGc.

Drop: To cancel your enrollment in a class before the end of the drop period posted on the UMGc website for your division.

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 various services. GoArmyEd students should note that their UMGc EmplID will be different from their GoArmyEd EmplID.

Enrollment Activity: The process of adding or dropping a class.

Lower-Level (LL) Courses: Courses that are numbered 100–299.

Official Evaluation (or Academic Advisement Report): A review of the academic progress that a student has made within his/her UMGc program.

Portal: A website that integrates online applications, such as email, 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, divided into individual sessions.

Session: Usually an eight-week period within a term (number of weeks may vary), during which classes are offered.

Subject and Catalog Number: The four-letter abbreviation and three-digit number for UMGc classes. For example, in COMM 300, COMM stands for communication studies 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: The 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 MyUMGC. Students will need both their userID and password to log in.

Withdraw: To cancel your enrollment in a class after the end of the drop period posted on the UMGc website for your division.

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2020–21 ANNUAL SCHEDULE

ON–SITE CLASSES

// Fall 2020

Session 1	19 August–13 October
Session 2	21 October–15 December

// Spring 2021

Intersession	16 December–12 January
Session 1	13 January–9 March
Session 1 (7wks)	20 January–9 March
Session 2	17 March–11 May

// Summer 2021

Session 1 (7wks)	12 May– 29 June
Session 2	16 June–10 August
Session 2 (7wks)	30 June–17 August

GRADUATE CLASSES

// Fall 2020 7 October–22 December

// Winter 2021 13 January–30 March

// Spring 2021 14 April–29 June

// Summer 2021 14 July–28 September

ONLINE CLASSES

// Fall 2020

Session 1	19 August–13 October
Session 2	23 September–17 November
Session 3	21 October–15 December

// Spring 2021

Session 1	13 January–9 March
Session 2	17 February–13 April
Session 3	17 March–11 May

// Summer 2021

Session 1	19 May–13 July
Session 2	16 June–10 August

Registration deadlines for all classes are one day before the session start date.

This schedule is tentative and subject to change. Visit asia.umgc.edu/students/calendar-and-classes/index.cfm for most recent calendar.

ABOUT UMGC

University of Maryland Global Campus was founded more than 70 years ago specifically to serve the higher education needs of working adults and servicemembers. Today, UMGC continues that tradition online and offers more than 90 degrees, certificates, and specializations backed by the reputation of a state university and the University System of Maryland. For more information, visit asia.umgc.edu.

Visit UMGC Asia on the web at
asia.umgc.edu.



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