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### Academic Calendar 2000/2001

... Inside Back Cover
Welcome to the University of Maryland University College-Europe (UMUC-Europe), which in 1999 celebrated its 50th anniversary! Hailed by British scholar Arnold Toynbee as “an American achievement from which the rest of the world has much to learn,” UMUC-Europe has offered the resources of this leading state university to Americans overseas since 1949. UMUC’s mission is to provide academic programs to members of U.S. military communities throughout the European Command. Its goal is to make those programs accessible to students who already have substantial commitments to careers and families.

Maryland in Europe proudly includes five state or public institutions: UMUC, College of Southern Maryland, and Montgomery College offer undergraduate programs; Bowie State University and University of Maryland, College Park offer graduate programs. Even though the educational setting is not a traditional one, Maryland in Europe course offerings compare in all respects to those at public institutions of higher learning in the United States. The credentials of the faculty have met standards set by the appropriate Maryland schools and academic departments, and courses offered by Maryland in Europe carry resident credit with the respective member institutions. By proving that traditional standards of academic excellence can be maintained in a non-traditional setting, Maryland has won the respect of the military community and established itself as an integral part of overseas military life.
Higher Education in Maryland

Few states have as rich and proud a heritage as does the State of Maryland, especially in education. The University of Maryland was founded in 1807 at the site of the present Baltimore Campus with the establishment of the nation's first College of Medicine. The school soon added colleges of dentistry, pharmacy, and law. A half-century later, the College Park Campus, one of the largest in the nation, began as the College of Agriculture. With the unification of these campuses in 1920, the University of Maryland began its development into one of the great public systems of higher learning in the United States. In 1946, with the founding of Montgomery College, Maryland started what would become its acclaimed system of public supported two-year institutions which now includes 18 community colleges across the state. Maryland's present university system was established in 1988 as the University System of Maryland and is comprised of 11 degree-granting institutions and two research and service components.

Maryland in Europe

Maryland in Europe’s mission is to provide academic programs to members of U.S. military communities throughout the European Command. Its goal is to make those programs accessible to students who already have substantial commitments to careers and families. Through Maryland in Europe, members of the military services and civilians overseas can take individual classes for personal enrichment or pursue a program of coursework leading to a certificate, associate degree, bachelor’s degree, or master’s degree. More than 750 associate degrees, 700 baccalaureate degrees, and 180 master’s degrees were conferred upon Maryland students during the past academic year. And these figures do not include the many students who begin their education with Maryland and complete their degrees elsewhere. Because military students move frequently, many transfer their Maryland credits to other colleges and universities when they return to the United States.

Maryland in Europe includes five state or public institutions: College of Southern Maryland, Montgomery College, and University of Maryland University College, offering graduate programs; Bowie State University and University of Maryland, College Park, offering graduate programs.

Undergraduate Programs

College of Southern Maryland

Established in 1958, College of Southern Maryland is a two-year institution offering students the opportunity to pursue post-secondary education to the associate degree level. Its curricula provide sound general studies education, broad vocational and career opportunities, and continuing education. Today, on its three campuses and site locations, College of Southern Maryland offers more than 10 transfer and 25 career programs in addition to a variety of credit-free programs.

Montgomery College

Founded in 1946, Montgomery College, Maryland’s oldest and largest community college, is one of the largest community colleges in the nation. It has three campus locations and more than 22,000 credit students and 10,000 continuing education students each semester. Montgomery College offers diversified postsecondary career and transfer educational programs, career training, and support services. Its credit and noncredit education programs lead to the realization of such diverse goals as attainment of a two-year degree or certificate, transfer to baccalaureate institutions, acquisition or enhancement of occupational skills, and pursuit of general knowledge.

University of Maryland University College

University of Maryland University College (UMUC) is the global university known for offering high-quality academic programs, products, and services independent of the constraints of time and place. UMUC primarily serves adult, part-time students through both traditional and innovative instruction. UMUC offers degree programs from the associate of arts through the doctor of philosophy, undergraduate and graduate certificates, and personal and professional development programs that respond to the needs of the lifelong learner. Undergraduate degree programs are offered in disciplines in the arts and humanities, behavioral and social sciences, business and management, computing, and technology; graduate programs focus on education, management, and technology. UMUC’s noncredit programs include professional development in management, technology, and executive leadership, as well as professional certification programs and conference services.

UMUC’s statewide mission is to extend access to opportunities for postsecondary education to individuals who combine work with study and in particular to satisfy the educational needs of Maryland’s professional workforce. The university’s global mission is to sustain international eminence by extending access to its degree and noncredit programs worldwide. In fulfilling this mission, UMUC strives to serve U.S. citizens and their families overseas and to expand into international markets that, in turn, will enhance Maryland’s economic development as a center for global commerce.

UMUC offers live or face-to-face courses to students throughout the State of Maryland, the District of Columbia metropolitan area, and military communities in the United States and around the world. UMUC’s distance education program provides undergraduate and graduate education opportunities to students around the globe. With about 70,000 individual students, UMUC has the largest enrollment and the...
higher education in Maryland

the second largest full-time student equivalents of the eleven degree-granting institutions of the University System of Maryland. Last year, UMUC offered courses in 30 countries and territories on all seven continents. The observation made four decades ago by Gen. Lyman L. Lemnitzer that “the sun never sets on the University of Maryland” is as true today as it was then.

The University of Maryland began serving adult students in the 1920s by offering classes in the evenings. In 1947, the College of Special and Continuation Studies was established as a division of the University to administer off-campus evening classes. In 1959, the name was changed to University College to emphasize the fact that this campus draws upon the resources of the entire University System of Maryland and makes those resources available to adult, part-time students. In 1970, the importance of University College was recognized both in the state and overseas when it was designated a separate campus within the University System of Maryland.

UMUC programs have expanded to meet the needs of adults seeking to continue their education. In cooperation with the Department of Defense, UMUC administers two overseas programs, UMUC-Europe and UMUC-Asia. Stateside, UMUC credit courses and programs are administered by the Office of Statewide Undergraduate Programs and by the Graduate School. University-level, non-credit training and education are offered by the Professional and Career Development Programs. An Office of Instructional Development develops educational programs and materials using modern technology and the most advanced methods of instructional design.

The central administrative offices of UMUC are in the Inn and Conference Center in College Park, Maryland. The Center also serves as one of the largest residential conference facilities in the United States, drawing people from around the world to participate in conferences and institutes.

UMUC-Europe

In 1949, the Armed Forces invited UMUC to offer off-duty classes for its military and civilian personnel in Europe. Classes began in October of that year at six Education Centers in Germany, and the program steadily expanded. In 1999, UMUC-Europe celebrated its 50th year serving the U.S. military in Europe and the Middle East. Last year, UMUC-Europe offered classes at more than 100 sites in 23 countries. The administrative offices for UMUC-Europe are located in Heidelberg, Germany. The Web site for UMUC-Europe is at this address: <http://www.ed.umuc.edu>.

Graduate Programs

Since August 1993, graduate degree programs of two University System of Maryland institutions — University of Maryland, College Park and Bowie State University — have been administered through the European Division. These programs presently include the Master of Education and Master of Arts in Counseling and Personnel Services, Master of Arts in Administrative Management, Public Administration Concentration, and Master of Science in Management Information Systems. Interested students can request information and an application for admission from the Maryland Office of Graduate Programs or through the Web site: <http://www.ed.umuc.edu/grad>.

Bowie State University

Bowie State University, which traces its origins to 1865, is a regional comprehensive university offering undergraduate programs in the liberal arts and sciences, business, education, nursing, and social work, with an emphasis on the application of computer technology across the disciplines. Through Maryland in Europe, Bowie offers the Master of Arts in Administrative Management — Public Administration Concentration and the Master of Science in Management Information Systems.

University of Maryland, College Park

The University of Maryland, College Park (UMCP), founded in 1856, is the flagship campus and the original land grant institution of the University System of Maryland. UMCP offers a comprehensive array of degree programs at the bachelor's, master's, and doctoral levels, drawing a diverse student body from all regions of the state, from around the nation, and from around the world. Through Maryland in Europe, UMCP's programs include the Master of Education and Master of Arts in Counseling and Personnel Services.

Special Features and Programs

Course-Challenge Examination

UMUC credit can be earned for any undergraduate course for which UMUC can prepare and administer a suitable examination. UMUC-Europe has long offered this option to students with prior knowledge of foreign languages, but now this option is being greatly extended. For details, see p. 13.

Cooperative Education

Cooperative Education (Co-op) extends education beyond the traditional classroom experience and into the workplace. By integrating career-related work opportunities and academic theory, students earn upper-level credit toward a bachelor's degree. Credit is based on the successful completion of specific academic requirements and the new learning outlined in a learning contract. For details, see p. 14.
Distance Education (DE)  
Maryland in Europe offers students the opportunity to benefit from courses offered at a distance. Distance education (DE) courses are designed for students who require scheduling flexibility or who are unable to commute to classroom sites. All DE courses offered by Maryland in Europe carry resident credit. Two DE formats are offered: Web-based computer conferencing and Video-Assisted Independent Study (VAIS). See p. 89 for more details and visit the DE Web site at <http://www.ed.umuc.edu/de>.

Other DE Opportunities with UMUC  
Students with Maryland in Europe are able to take advantage of DE offerings sponsored by UMUC-Asia and UMUC-Stateside. Through access to the UMUC-Asia DE offerings and UMUC's noted Bachelor's Degree at a Distance (BDaD) program based at Adelphi, Maryland students in Europe have even greater opportunities for distance education. And, because of this expanded access, Maryland students who leave Europe will still be able to earn resident UMUC credit no matter where they go. Students anywhere in the United States and throughout the world take UMUC courses via the internet. By January 2001, UMUC had served more than 40,000 students via the Internet, making UMUC the largest online university in the United States. For more information about these expanded DE programs, visit the Web site at <http://www.ed.umuc.edu/de>.

UMUC in Adelphi, Maryland, presently offers entirely on-line 15 master’s degrees, including a Master of Business Administration, a Master of Education, and a Master of Arts in Teaching. The Graduate School also offers several executive degree programs (including Executive Programs leading to a Master of Business Administration or a Master of Science in Technology Management), an Executive Master's program in Information Technology, and a Doctor of Management. For additional information, connect to the Graduate School in Adelphi via e-mail at <UMUCinfo@umuc.edu> or on the Web at <http://www.umuc.edu/prog/gmt>.

EXCEL Through Experiential Learning  
The EXCEL Through Experiential Learning program allows students to earn credit for college-level knowledge acquired in work and life experiences. Once admitted to the EXCEL program, students enroll in a course that requires them to prepare a portfolio of relevant experience. Faculty specialists evaluate the portfolio for possible college credit. If awarded, this credit may be applied to a first or second undergraduate degree. The course, EXCL 301, is offered for European Division students only in a web-based computer-conferencing format. See p. 13 for details about the EXCEL program.

Mannheim Campus  
A residential campus in Germany is an integral part of the European Division. Previously located in Munich and then in Augsburg, the campus is now permanently in Mannheim. This two-year, coeducational college is for family members of U.S. military and Department of Defense employees living in Europe. Students may earn associate of arts degrees in a variety of fields, or may complete basic course requirements before transferring into a four-year program. Anyone interested in receiving a Mannheim Campus Catalog or free video may write to the University of Maryland, Mannheim Campus, Unit 24560, APO AE 09183; or call DSN 380-4877/4878/4879/4880 or Mannheim civilian +49-(0)621-33740. The e-mail address for the Mannheim Campus is <mcadmissions@admin.mc.umuc.edu> and its Web site is at <http://www.ed.umuc.edu/campus/mannheim>.

UMUC at Schwäbisch Gmünd  
Inaugurated in 1992, the UMUC campus at Schwäbisch Gmünd in southern Germany is a four-year residential college that seeks to bring students to a fusion of American education and European culture. Its international student body comes from the United States, Europe, Africa, the Middle East, Asia, and elsewhere. Students pursue the American degrees of Bachelor of Arts and Bachelor of Science. English is the language of instruction except in upper-level German language and literature courses. More information about the Schwäbisch Gmünd campus may be obtained by writing University of Maryland University College, Enrollment Management Office, Universitätspark, 73525 Schwäbisch Gmünd, Germany; by calling +49-(0)7171-180726/35; or by visiting its Web site at <http://www.sg.umuc.edu>.
Admission

Eligibility
Members of the U.S. Armed Forces, American employees of the U.S. Government, and their family members may enroll in the Maryland in Europe program through the University of Maryland University College-Europe for undergraduate classes with UMUC, College of Southern Maryland, and Montgomery College if they meet admission requirements.

Admission Requirements
Students enrolling for the first time in Maryland in Europe courses must complete the Application for Admission. The application is accepted concurrently with course registration at the local Education Center.

Consistent with the commitment of Maryland to serve adult students, admission policies have been designed so that most persons who have a high school diploma or equivalent can be admitted and register for an undergraduate class simultaneously. Students are not required to submit transcripts for admission. However, students who are certificate- or degree-seeking with UMUC, Southern Maryland, or Montgomery must have all official transcripts and documents relating to their educational background (including military documents) on file in Heidelberg by the end of their second term of attendance.

Student Status
Maryland in Europe admits students into one of the three status categories: Regular, Provisional, or Consortium.

Regular
Students who want to audit or receive credit for courses, whether they want to earn a degree or not, are admitted as regular students. For financial aid purposes, regular students must be degree-seeking or certificate-seeking with one of the Maryland in Europe schools. Admission as a regular student is granted to applicants who fulfill the following academic requirements that apply to their educational level:
1. Graduation from a regionally accredited or state-approved high school.
   or
   A total score of at least 225 on the General Education Development (GED) examination and no score below 40 on any of the five tests.
2. A cumulative grade-point average of at least 2.0 (on a 4.0 scale) in all college-level work attempted at other regionally accredited colleges and universities.

Provisional
Students may be admitted provisionally to study with Maryland by the Director, Student Affairs, if they do not meet the requirements of the regular student status. Transfer students who had a cumulative GPA at their last institution of less than 2.0 (on a 4.0 scale) or who have been academically dismissed within the past two years may be admitted provisionally. These students may apply for admission if at least two academic terms have passed since they last attended any institution. The status of provisional students is reviewed after they have completed 15 semester hours of graded coursework with Maryland, and the status will be changed to regular if the cumulative GPA is 2.0 or higher.

Consortium
Colleges and universities serving the military in Europe work together as consortium. Students seeking a certificate or degree with a consortium institution can enroll in a limited number of courses with other consortium institutions without paying an additional application fee. These courses must be (a) needed by the student to complete certificate or degree requirements and (b) unavailable from the institution at which the student is seeking to earn the certificate or degree. Note: Maryland extends consortium status to Community College of the Air Force students and to students with a Servicemembers Opportunity Colleges Student Agreement from a SOC college or university in the United States. SOC students must submit a copy of their SOC Student Agreement to the M aryland Field Representative when registering.

A consortium student who requests an Official Evaluation from Maryland thereby indicates interest in earning a certificate or degree with Maryland in Europe and will be required to pay the Maryland Application Fee. The student's category will be changed from consortium to regular.

Special Admissions
Career/Technical Coursework
Only Students
In addition to students who meet Maryland's admissions requirements stated above, students are eligible to enroll in a College of Southern Maryland or Montgomery College course (see the Career/Technical Course Descriptions section of this catalog) if they have:
1. Reached age 16 and have graduated from or left elementary or secondary school, or
2. Completed the seventh grade and have attained a scholastic aptitude test combined score of 1,200 or an equivalent score on a nationally accepted college entrance examination.

To enroll in a UMUC course, students must satisfy the requirements previously indicated to be admitted as a regular student.

High School Students—Concurrent Secondary Enrollment
With the written recommendation of a high school guidance counselor who agrees that the credits earned in college courses will not be used to satisfy high school graduation requirements, an academically gifted high school senior may enroll in a maximum of one three-semester-hour freshman-level course per term while finishing work toward a high school diploma. Such a student is required to demonstrate a cumulative grade-point average of at least 3.5 (B+) in high school academic subjects. The student may continue to register as a "concurrent secondary" student until graduation from high school. For purposes of categorization, the student is treated as having provisional status.

Proof of English Proficiency
Students enrolling for the first time with Maryland in Europe whose native language is not English must provide Proof of English Proficiency by providing one of the following documents to the Field Representative at the time of registration for courses.
1. An official copy of the results of the Test of English as a Foreign Language (TOEFL) indicating a score of at least 550 on the written exam (or 213 on the computerized version). Maryland does not administer this test. It is the student's responsibility to arrange for testing and to see that an official copy of the test results reaches Maryland. The TOEFL school code for UMUC-Europe is 0715.

or

2. Evidence of attendance and graduation from a secondary school in which the language of instruction was English. Generally, a student will need to be able to demonstrate attendance in such a secondary school for a minimum of three years in addition to having graduated from the school, or

3. An official transcript from a regionally accredited U.S. college or university indicating a grade of C or higher in an English composition course.

In addition to providing Proof of English Proficiency, the applicant must meet the “Admission Requirements” noted previously. If there is a question of eligibility or other questions, contact the Director, Student Affairs.

Bootstrap/Degree Completion Program

Bootstrap is a special program which allows servicemembers on temporary duty to enroll with a university to complete degree requirements through full-time study. This study may be accomplished through UMUC-Europe at local Education Centers or, in some cases, at a State of Maryland institution in the United States.

A student interested in the Bootstrap program should first check with his or her own branch of service as to eligibility. Then the student should request, in the format required by his or her branch, that a letter be prepared by a Maryland Academic Advisor as part of the student's Bootstrap application packet. A student may contact an Academic Advisor through the Office of Evaluations, University of Maryland University College, Unit 29216, APO AE 09102.

The initial request should be submitted at least six months prior to the student's rotation date. Because of an earlier reporting date for the Air Force version of this program, his or her request should be initiated at least nine months prior to rotation.

In all cases, a Bootstrap candidate must have an Official Evaluation prior to submitting the request. A period of four to six weeks (to include the receipt of all official transcripts from the United States) should be allowed for the Official Evaluation.
Maryland in Europe conducts five eight-week terms during each academic year beginning in late August and ending in July. The dates for each term are shown on the back cover of this Catalog. There are variations in this schedule to accommodate military exercises and other commitments which adult, part-time students have. The individual Education Centers publicize registration, term dates, and course offerings. Registration is held at the Education Center, normally during the two weeks before the opening of each term. Classes are usually held at or near military installations.

Official Registration

To be registered officially, a student must:
1. Complete an Application for Admission (UM AA-001) and a Registration Form (UM RS-001) when registering for the first time.
2. Complete a Registration Form (UM RS-001) each term.
3. Complete and process the appropriate forms if receiving government tuition assistance or VA educational benefits.
4. Pay all fees in full prior to the first class meeting.

Upon completion of registration, a student is issued a Student Identification Card (UM FR-005) which he or she must present to the lecturer at the first meeting of each class.

Course Load

One course, or three semester hours, is considered a normal course load for a student who is fully employed. This course load will require at least six hours of class time per week and approximately 12 hours per week of additional out-of-class study time. Under unusual circumstances, students who have demonstrated their ability with Maryland may wish to enroll in more than one course during a term. These students, however, must expect heavy academic work loads.

Certificate of Enrollment

Letters certifying official enrollment are available upon request from the Office of the Registrar in Heidelberg. Enrollment can be certified only for the current term and for previous terms.

Withdrawal

Students who must withdraw from a course are responsible for completing the Application for Withdrawal (UM GR-003). Stopping payment on checks for registration fees or not paying at registration does not constitute an official withdrawal or relieve the student of his or her financial obligation to Maryland. Never attending or ceasing to attend class(es) does not constitute a withdrawal. Maryland cannot accept withdrawals verbally over the telephone. On the Application for Withdrawal, students must include reasons for the action, obtain all necessary signatures, and submit the form at the Education Center where they enrolled. Students who do not formally withdraw will automatically receive a failing grade and forfeit any refund. An Application for Withdrawal cannot be initiated after the beginning of the final exam or last class meeting whichever comes first, except for one-semester-hour weekend seminars. Students may initiate an official withdrawal from these seminars within five working days of the final seminar meeting. Students in computer conferencing distance education classes which span over two terms cannot withdraw after the Friday before the final examination week for these classes. Additional information for students receiving VA educational benefits and financial aid can be found in the VA and Financial Aid sections of this Catalog.
Fees

Fees charged to Maryland in Europe students fall into several categories, as outlined in this section. Payment may be made by check, money order, or MasterCard or Visa credit cards. Checks should be made payable to University of Maryland University College. Students who qualify for tuition assistance, financial aid, or veterans benefits should consult the appropriate sections.

Application
$30
Fee for establishing the student’s permanent record, the official university document from which transcripts are issued. Non-refundable. Payable at the time of first registration with the University of Maryland University College, College of Southern Maryland, or Montgomery College. The one-time application fee paid for attendance in the programs of any one of these three schools satisfies the application fee at all three schools. A student whose first registration is as an auditor must also pay this fee. Not required of consortium students until they declare their intent to pursue a certificate or degree through Maryland. Required of all other students including those who may have paid a similar fee at another Maryland two-year college or University System of Maryland institution.

Note: Students enrolled with a Maryland in Europe graduate program need not pay this fee to take undergraduate courses which are prerequisites for their graduate program. If, however, graduate students take other undergraduate courses, this fee must be paid in addition to the graduate application fee.

Tuition
Payable at the time of registration. A member of the Armed Forces may be entitled to full or partial tuition assistance from the United States Government. Students may also qualify for Veterans Affairs education benefits and other forms of financial assistance. Further information follows in this section of the Catalog.

Late Registration
$30
Charged to students who do not register and make full payment of fees prior to the start of the term.

Change of Registration Fee
$15
Charged to students who change registration from one course to another after the start of the term.

Returned Check
$36
Charged when a check is returned unpaid by a bank; $30 of this amount is the Maryland processing fee and $6 is the bank’s charge to Maryland for submitting a dishonored check. A student who stops payment on a check for tuition is thereby neither disenrolled nor relieved of responsibility for paying tuition and fees.

Declined Credit Card Fee
$30
This amount is Maryland’s processing fee for any credit card charge that is declined by the student’s bank.

Examination to Establish Credit
Current tuition rate per semester hour
Charged for each semester hour of credit that the student seeks to establish through UMUC’s course-challenge examinations and UMUC Europe’s foreign language examinations. This fee should accompany the application for examination.

EXCEL Through Experiential Learning
Fees charged to participate in the EXCEL Program vary. Prospective students should contact the Prior Learning office in Maryland at <http://www.umuc.edu/priorlearning>.

Co-op (Cooperative Education)
A special administrative fee charged each time a student enrolls. Prospective students should contact the Cooperative Learning office in Maryland at <http://www.umuc.edu/coop>.

Transcript
$5
Charged for each academic transcript issued by Maryland in Europe except those sent to another Maryland public two- or four-year institution.

Rush Transcript
$20
Special handling. Transcript processed within 24 hours.

Diploma
$50
Payable for each diploma application filed. Non-refundable.

Cap and Gown
$30
For graduates who participate in Commencement ceremonies. Payable one month before Commencement.

Refunds
The refund policy applies to tuition only. The application fee is not refundable. A student who withdraws from a course before the first class will receive a full refund. A student who withdraws after classes begin may be refunded a portion of the tuition as determined by the date of withdrawal. All refunds will be computed from the date the Application for Withdrawal is formally initiated at an Education Center (not from the date of the last class attended) according to the following schedule:

1. If no more than one-eighth of the class meetings have been held at the time the withdrawal is initiated, the University will refund 75 percent of the tuition.
2. If more than one-eighth but not more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, the University will refund 25 percent of the tuition.
3. If more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, no tuition will be refunded.

For 1st. weekend seminars, no tuition will be refunded if the withdrawal is initiated after the seminar has begun.

For Distance Education courses, a full refund of tuition will be given if a cancellation is initiated prior to the starting date of the course. Seventy-five percent of tuition will be refunded if no more than one-eighth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated. If more than one-eighth but not more than one-fourth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated, the University will refund 25 percent of the tuition. If more than one-fourth of the weeks for which the DE course is scheduled have passed when the withdrawal is initiated, no tuition will be refunded.
Refunds are calculated after the end of each term when all final grade reports have been received and recorded.

**Student Indebtedness**

All students who incur debts to Maryland during a particular term must clear them to be permitted to register for the next term. Requests for transcripts, evaluations, and diplomas will be held until all financial obligations have been cleared. Outstanding debts will be collected against any refunds due the student. After 120 days, uncollected debts will be forwarded to the State Central Collection Unit (SCCU) of the State of Maryland. SCCU debt is a serious matter; SCCU reports delinquent student accounts to major credit reporting entities. This report can impair credit ratings for up to seven years.
Financial Aid

Scholarships
Maryland in Europe awards scholarships to deserving University of Maryland University College-Europe, College of Southern Maryland, and Montgomery College undergraduate students. There are scholarships available in a wide range of categories for which virtually any type of student can qualify, including military members, family members, civilians, VA students, TA students, career/technical students, associate-level students, baccalaureate students, even students who have never taken a course with Maryland.

The scholarships are awarded on the basis of students’ academic records and potential in accordance with the specific requirements for a given category. Each scholarship is in the form of a tuition credit which can be applied toward Maryland courses and/or seminars during the academic year of the award. Scholarships are awarded twice a year, once in the summer for use beginning in Term 1 and once in the fall for use beginning in Term 3. Please contact the Office of the Director, Student Affairs, for scholarship application information.

Forms of Financial Aid
Maryland participates in the administration of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford/Ford Student Loan, Federal Direct Unsubsidized Stafford/Ford Loan, Federal Direct Plus Loan, and the Federal Perkins Student Loan programs. All financial aid is administered and awarded in accordance with the federal rules and regulations that govern the Title IV Student Financial Assistance Programs.

Applying for Financial Aid
The 2001/02 Free Application for Federal Student Aid (FAFSA) booklet, 2001/02 Maryland Guided Financial Aid, and 2001/02 Maryland Financial Aid Data Form (UMFS-004) are available at all military Education Centers. The 2001/02 Maryland Guided Financial Aid is designed to help students complete the federal application. It is critical that students use the Guided Data Form before attempting to complete the 2001/02 Free Application for Federal Student Aid. Students complete the federal application and forward it to the federal processing center in Mt. Vernon, IL, or complete the FAFSA on the Web at: <http://www.fafsa.ed.gov>.

The Financial Aid Data Form is sent to the Maryland Financial Aid Office in Hidelberg to initiate the student’s 2001/02 financial aid file. It can take six to eight weeks to process an application for any type of financial aid. Plan ahead! Students interested in a student loan should complete the selected loan period section of the Financial Aid Data Form.

Financial aid is awarded by academic year, and students must reapply each year. (Students may apply until 1 June 2001 for the 2000/01 academic year.) Financial aid can be used concurrently with VA educational benefits, scholarships, military tuition assistance, and military spousal tuition assistance. It is the students’ responsibility to inform the Financial Aid Office when outside resources such as these will be used. Federal Pell Grants may be awarded retroactively. Student loans are processed and approved for current or upcoming enrollments during the academic year.

The results of the Free Application for Federal Student Aid are contained in the Student Aid Report (SAR) or Institutional Student Information Report (ISIR), which will be secured electronically from the federal processors in Illinois by the Maryland Financial Aid Office for all students who submitted their FAFSA to the processing center or completed the FAFSA on the Web. The SAR/ISIR will indicate whether the student may be eligible for a Federal Pell Grant.

The Maryland Financial Aid Office must review and approve the completed file before the student enrolls as a financial aid recipient. Students receiving financial aid must be degree seeking. Students who already have baccalaureate degrees are not eligible for Federal Pell Grants, but are eligible for Federal Direct Student Loans. An initial financial aid award will be made based on anticipated enrollment in either the regular 8-week term classes or the 16-week Distance Education classes, depending on information provided on the Maryland Financial Aid Data Form. Students who wish to have their file reviewed due to special or unusual circumstances should still submit the FAFSA with the information requested, wait for the results of the FAFSA and then contact the Maryland Financial Aid Office.

Student loan recipients must be enrolled at least half time each term of their loan period. Loan periods are calculated based on enrollment in either regular 8-week terms or 16-week Distance Education terms. Enrollment in both types of terms cannot be combined for the purpose of the half-time enrollment necessary for a student loan.

Students receiving financial aid must make satisfactory academic progress. They must maintain a cumulative grade point average (GPA) which meets the academic standards as set forth in this Catalog, and must successfully complete at least 67 percent of the semester hours attempted each term. A student whose academic work falls below acceptable levels of performance or who is placed on probation or dismissed risks losing financial aid.

Federal Pell Grants
Federal Pell Grants range from $100 to $3,750 and need not be repaid. Students eligible for a Federal Pell Grant who have submitted their completed FAFSA (or D RN or SAR) and all required documentation to the Financial Aid Office will receive an Award and Acceptance Letter (UMFS-005). The student needs to sign the form, retain a copy, and give one to the Maryland Field Representative.

An eligible Federal Pell Grant student will be considered for the entire 2001/02 academic year. The student can be considered for no more than four full-time (6 or more semester hours) terms in the academic year for the current year’s FAFSA. The student is responsible for tracking use of his or her grant. The amount of the grant, which is based upon the Expected Family Contribution (EFC) and the cost of education, may vary each term depending on whether the student enrolls full time (6 s.h. or more) or part time (1 to 5 s.h.). Because the grant schedule is different for 1 s.h. weekend seminars, 6 s.h. Open University courses, Distance Education courses and other non-traditional classes, Federal Pell students must consult with the Financial Aid Office before enrolling in these courses.
For Term 5, students must call the Financial Aid Office to determine the amount of available Pell funds.

**Federal Supplemental Educational Opportunity Grant (Federal SEOG)**

Federal SEOG Grants, which do not have to be repaid, provide up to $200 per term to eligible students with the greatest financial need. Students must be eligible for and already awarded a Federal Pell Grant. Eligibility for the Federal SEOG is determined by Maryland’s Financial Aid Office in compliance with strict federal requirements. Funding for the Federal SEOG program is very limited. Students do not formally apply for the Federal SEOG, but are notified of the Federal SEOG award term by term during the 2001/02 academic year by the Financial Aid Office.

**Federal Direct Stafford/Ford Student Loans**

This subsidized loan program enables eligible students to borrow directly from the Department of Education. Interest does not begin to accrue on this loan until the student enters into repayment. Freshmen may borrow up to $2,625; sophomores, $3,500; and juniors and seniors up to $5,500 per academic year and per grade level. Aggregate loan limits may also apply. Transfer students must have an official academic evaluation by a counselor or an equivalent. Students seeking a Federal Direct Stafford/Ford Student Loan must complete the Free Application for Federal Student Aid, submit to the Maryland Financial Aid Office in Heidelberg a completed Financial Aid Data Form, and take all steps necessary to apply for financial aid through Maryland. First-time borrowers must also complete entrance and exit counseling.

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

Students seeking a Federal Direct Stafford/Ford Student Loan must complete the Free Application for Federal Student Aid, submit to the Maryland Financial Aid Office in Heidelberg a completed Financial Aid Data Form, and take all steps necessary to apply for financial aid through the European Division. First-time borrowers must also complete entrance and exit counseling.

Federal regulations require dependent students to consider for all types of federal financial aid before a Federal Direct PLUS Loan may be processed. Students and their parents must complete the Federal Student Aid (FSA) and take all necessary steps to apply for financial aid through the European Division. Parent borrowers must request the additional federally required Federal Direct PLUS Loan Data Sheet available from the Maryland Financial Aid Office in Heidelberg. A credit check will be made by the federal loan processing agency.

**Federal Direct Unsubsidized Stafford/Ford Loans**

This student loan program has the same terms, conditions, deadlines and interest rates as the subsidized Federal Direct Stafford Loan/Ford program, except the student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The unsubsidized program is available to students who do not qualify or qualify only in part, for the subsidized loan. It is also aimed at students whose financial need exceeds the subsidized loan limits. For dependent students supported by their parents, the combined total of a subsidized and unsubsidized loan may not exceed the Federal Direct Stafford/Ford Loan limits noted above. Independent adult students are eligible for amounts equal to the Federal Direct Stafford/Ford Loan limits plus $4,000 per academic year as freshmen and sophomores and $5,000 per academic year as juniors and seniors.

**Federal Direct PLUS Loans**

This loan program enables parents of undergraduate “dependent” students to borrow directly from the Department of Education at a variable interest rate not to exceed 9 percent. Loan amounts may cover the cost of attendance, less any other financial aid, per academic year and grade level. Parents will undergo a credit check.

Students wishing to apply for the Federal Perkins Loan must first complete the 2001/02 M aryland Financial Aid Data Form and then complete the Free Application for Federal Student Aid. Students submit a formal letter requesting consideration for the Federal Perkins Loan no later than 1 November 2001 to the M aryland Financial Aid Office. Because of federal budgetary constraints, funding for the Federal Perkins Loan program is very limited. Repayment of the loan begins after the student ceases to be enrolled on at least a half-time basis. Perkins recipients must also complete entrance and exit counseling.

**Federal Perkins Loans**

The Federal Perkins Loan program provides long-term federal loans for undergraduate students with the greatest financial need. Students may borrow up to $1,000 per academic year at a five percent annual interest rate with the University. Students must be continuously enrolled at least half-time during the designated loan period or the loan will be cancelled, either in part or in full.

The annual interest accrued is assumed by the federal government while the student is enrolled at least half-time and until the repayment period begins. The interest is variable annually, but capped at 8.25 percent interest. There is a 3 percent origination fee.

Deadlines for a student loan require that it be initiated with the federal processor, via the Maryland Financial Aid Office, no later than the last day of the eligible enrollment period. However, July 1 is the priority processing deadline for the following academic year, Term 1. Please see the 2001/2002 Maryland Guide to Financial Aid for additional application deadlines.
Satisfactory Academic Progress

Financial aid is intended to meet the financial needs of students who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory progress as determined by Maryland in accordance with federal regulations.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each term in which they are enrolled. Satisfactory academic progress is evaluated at the end of each term. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

Please be cautioned that because of the short duration of the regular 8-week term, satisfactory academic progress cannot be determined until enrollment and grades have been submitted. Because of the possibility of overlapping enrollment periods with distance education terms, late grade reporting, and seminar classes, a student may be notified of their probationary or denied status after the next term has begun. Failure to receive written notification does not mitigate the probation or denied status. Students receive a copy of the Satisfactory Academic Progress Standards with their award letter. Students are responsible for knowing these requirements and requesting clarification when necessary.

Basic Standard for Undergraduate Students

Maryland’s institutional requirements for minimum satisfactory performance for financial aid recipients are defined as follows:

1. **Minimum cumulative grade point average (GPA).** The student must maintain a minimum cumulative GPA of 2.0.
2. **Minimum completion rate.** A minimum completion rate of 67% of credits attempted for the term. For example, for a student who attempted 6 credits for the term, a 67% completion rate would mean that the student must have earned at least 4 of those 6 credits.
3. **Federally mandated maximum timeframe to complete the program/degree.** The student must complete his or her educational program within a timeframe no longer than 150% of the published length of the educational program (for example, complete his or her program after attempting a maximum of 180 credits for a 120-credit program).

Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at Maryland whether or not financial aid was received. Credits transferred from another institution will be considered as attempted and completed credits in the evaluation of the 150% program completion standard. The two cumulative standards outlined above are eligibility requirements for student aid.

Students who exceed the 150% timeframe for any reason will be placed on Financial Aid Denial, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent terms unless the student has made an appeal of the Financial Aid Denial status and the appeal is granted.

Treatment of W, I, Au, F Grades and Repeated Course Work

**Course Withdrawals (W)**
Course withdrawals are not included in the GPA calculation, but are considered a non-completion of attempted course work.

**Incomplete (I)**
Incomplete grades are not included in the GPA calculation, but are considered a non-completion of attempted course work until the Incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated.

**Audit (Au)**
An audit (Au) grade is not considered attempted course work. It is not included in the GPA calculation or completion rate determinations.

F
F grades will be treated as attempted credits which were not earned, and so will be included both in the calculation of GPA and minimum completion rate.

**Repeated Courses**
The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note that no financial aid can be disbursed for a repeated attempt if the student already has achieved a passing grade for that course, and Maryland’s policy only allows students to receive aid for one repeat of a course.

**Financial Aid Academic Probation**
Students who fail to meet the minimum 2.0 cumulative grade point average or fail to meet the minimum 67% completion rate will be placed on Financial Aid Probation for the next term of enrollment. Financial aid can be received during the term of probation. Financial aid disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the term of Financial Aid Probation.

Students receiving financial aid for the first time will be placed on Financial Aid Probation if they do not meet the minimum grade point average or course completion standards as noted in this policy in a previous term of enrollment at Maryland.

**Financial Aid Denied Status**
Students who while on Financial Aid Probation or on Financial Aid Denied status fail to maintain the minimum completion rate and/or fail to maintain a minimum cumulative GPA of 2.0 or better, will be placed on Financial Aid Denied status for the following period of enrollment. No financial aid will be disbursed during subsequent terms until the student is removed from Financial Aid Denied status.

Students who fail to satisfy the 150% requirement will also be placed in Financial Aid Denied status. No aid will be disbursed during subsequent terms unless the student has made an appeal and the appeal is granted for that term. There are no exceptions to this requirement. Students, for example, in a 120
credit bachelor degree program who have attempted in excess of 180 credits including transfer credits are no longer eligible for financial aid. There is no probationary period.

Reinstatement of Aid after Financial Aid Denied Status
Reinstatement of financial aid after a student is placed in Financial Aid Denied status is achieved in one of the following ways:

1. The student submits a written letter of appeal in accordance with the appeal process and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the term rather than in Financial Aid Denied status.

2. The student attends Maryland, pays for tuition and fees without the help of student financial aid, and does well enough in the course work to satisfy all the satisfactory academic progress standards. The student regains aid eligibility and is placed on probation status. Students who are in Financial Aid Denied status for failure to meet the 150% requirement cannot regain eligibility this way. Students who have exceeded 150% of their program cannot regain financial aid eligibility except on a term-by-term basis through the appeals process.

Appeal Process
The student must submit an appeal of Financial Aid Denied status in writing to the Associate Director of Financial Aid by the date specified in the Financial Aid Denied notification letter. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision within 14 working days after the Appeals Committee meets and makes its determination. All decisions made by the Financial Aid Appeals Committee are final.

Federal Return of Funds Policy
The student is responsible for following the University's withdrawal procedures as outlined in this catalog. The 1998 Reauthorization of the Higher Education Act requires the University to calculate a return of Title IV funds (loans and grants) on all federal financial aid students who withdraw (officially or unofficially) from all classes for the term on or before the 60 percent attendance point in the term. If you withdraw from classes, you might not receive further financial aid disbursements, you may lose some or all of the aid that has already been disbursed to your account and you may be personally responsible for payment of any charges for tuition and fees that are due. For a complete description of the Federal Return of Funds Policy please refer to the 2001/2002 Maryland Guide to Financial Aid.

Contact the Financial Aid Office
For details concerning financial aid information noted here, refer to the 2001/02 Maryland Financial Aid Packet, consult a Maryland Field Representative, or contact:

University of Maryland University College
Financial Aid Office
Unit 29216
APO AE 09102
(DSN) 370-6762/(CIV) +49-(0)6221-378324
E-mail: edfs@ed.umuc.edu
Visit our Web site at: http://www.ed.umuc.edu/fs
Veterans Educational Benefits

UMUC-Europe acts on behalf of University of Maryland University College, College of Southern Maryland, and Montgomery College as a certifying agent for the Department of Veterans Affairs (DVA) and certifies students' enrollments to the Department of Veterans Affairs Regional Office in Buffalo, New York. Certification procedures are outlined on the following page. Students applying for VA educational benefits should seek assistance and VA counseling available at military Education Centers.

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

VA students from State-side institutions. Students who are not pursuing Maryland degrees but wish to receive benefits for Maryland courses must request written permission for each course from their degree-granting school prior to enrolling, or secure an official Evaluation from Maryland within two terms of their first enrollment as a VA student. Written permission must be submitted to the Maryland Field Representative at registration, with the appropriate VA application and any necessary documentation.

VA students from institutions in the European Command: Students enrolled in other EU-Component schools who wish to receive VA benefits for Maryland courses are not required to submit written permission for each course from their degree-granting school prior to enrolling, or secure an official Evaluation from Maryland within two terms of their first enrollment as a VA student. Written permission must be submitted to the Maryland Field Representative at registration, with the appropriate VA application and any necessary documentation.

VA Students Must Have an Evaluation

VA regulations require that all VA students declare a major field of study and have an Official Evaluation of all prior academic course work and military training. VA students must have the Official Evaluation within two terms of their first enrollment with Maryland in Europe to continue receiving VA benefits. The Department of Veterans Affairs prohibits UMUC-Europe from certifying enrollments in courses which cannot be applied to the student's degree program. VA students are responsible for tracking the progress of their official evaluation and contacting the Maryland Office in Heidelberg with any requests for retroactive certifications.

GI Bill and VEAP Certification

Eligible students first registering with Maryland in Europe who have not yet applied to use their VA

- In-service personnel submit:
  - Before registration, VA Form 22-1990 signed by the ESO and CO, and a certified, true copy of DD Form 214 for each period of prior service directly to the VA Office in Heidelberg.
  - At registration, UMAA-026 Application for an Official Evaluation (noted “VA”) and all documents necessary for an Official Evaluation to the Field Representative.

- Veterans submit:
  - Before registration, VA Form 22-1990; a certified, true copy of DD Form 214 for each period of prior service. G.I. Bill veterans must also send VA Form 21-686c and a certified true copy of marriage certificates and/or dependents' birth certificates directly to the VA Office in Heidelberg.
  - At registration, UMAA-026 Application for an Official Evaluation (noted “VA”) and all documents necessary for evaluation to the Field Representative.

Eligible students who have already used VA at another university or division of UMUC and have not subsequently changed status

- In-service personnel submit:
  - Before registration, VA Form 22-1995, signed by the ESO, directly to the VA Office in Heidelberg.
  - At first registration for which student seeks enrollment certification by Maryland, UMAA-026 Application for an Official Evaluation (noted “VA”) and necessary documents to the Field Representative.

- Veterans submit:
  - Before registration, VA Form 22-1995 directly to the VA Office in Heidelberg.
  - At first registration for which student seek certification of enrollment by Maryland, UMAA-026 Application for an Official Evaluation (noted “VA”) and necessary documents to the Field Representative.

Previously Certified Students

Students previously certified by UMUC-Europe need only inform the Field Representative that they wish to receive VA for their enrollment and note “VA” on their registration form. They will be issued a new VA Form 22-8979 to the student who must send this verification of current enrollment back to the DVA before the DVA can issue the monthly checks. The verification form usually asks students to verify their continued enrollment for apportion of the term and does not necessarily list the term dates.

Once the Form 22-8979 has been returned to the DVA, payment will be issued to the student. The DVA will provide...
paperwork for students wanting to request benefits directly into their accounts.

Points of Contact
All students should submit required paperwork at least 10 days before the beginning of the term for which DVA certification is sought. Mail to:
University of Maryland University College
ATTN: VA Office
Unit 29216
APO AE 09102
E-mail: edva@ed.umuc.edu

Telephone inquiries are handled by the DVA at (716) 551-4088 or by fax at (716) 551-3332. E-mail inquiries are handled by the DVA at <Buffrpo@vba.va.gov>.

Student Responsibilities
Students receiving benefits are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending Maryland in Europe.

At Maryland in Europe, all regulations of the U.S. Department of Veterans Affairs are enforced. Students should be aware of the following requirements and consequences:

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

Unit of Credit
The unit of credit is the semester hour, which represents 16 hours of classroom work in addition to required outside preparation.

Resident Credit
Undergraduate study with Maryland in Europe establishes resident credit with the respective affiliated institution: UMUC, College of Southern Maryland, or Montgomery College. Because lecturers and courses in the Maryland in Europe program meet the same academic standards as those in the State of Maryland, courses offered overseas carry resident credit identical to that earned for the respective home campus courses. Thus, for example, a Montgomery course taken in Europe counts as resident Montgomery College credit. In addition, by special agreement among the Maryland in Europe schools, certain General Education Requirement (GER) courses may also be taken as resident credit by College of Southern Maryland, Montgomery College, or UMUC students as resident credit with the respective Maryland in Europe undergraduate school with whom the student is degree seeking. A student may earn an associate or bachelor's degree entirely through study with Maryland in Europe or in combination of study in UMUC-Asia and/or UMUC-Stateside or with study on the home campuses of College of Southern Maryland or Montgomery College.

Ways of Earning Credit
UMUC and its partner schools in the Maryland in Europe program open doors to learning by taking education to students wherever they may be, and by applying academically sound but flexible policies regarding academic credit for what students have learned in their life experiences and transfer of credit from other institutions.

Classroom and Online Study
Every feasible instructional delivery mechanism or platform is used to extend our degree opportunities to our students. Students take Maryland in Europe courses in classrooms at locations in Europe, North Africa and the Middle East. Students also can “attend class” world by connecting electronically via the Internet.

Maryland in Europe courses observe the same standards of quality whatever the delivery format. The same course — whether delivered in a classroom, in a varying class meeting formats, or on the Internet — will have the same course objectives and requirements, award the identical amount of academic credit, and be usable toward the same undergraduate degrees.

Learning Gained through Experience
Learning acquired outside the college classroom may be assessed for credit toward a degree with Maryland in Europe. There are several ways students can make use of life experience for possible college credit: Prior Learning, Course Challenge Examinations, UMUC-Europe Foreign Language Examinations, EXCEL, and Cooperative Education. Details on each method.

SUMMARY OF OUTSIDE CREDIT LIMITATIONS
The total credit from all outside sources may not exceed 15 s.h. for the 30 s.h. certificate, 45 s.h. for the associate or 90 s.h. for the bachelor's degree.

<table>
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<tr>
<th>Credit Sources</th>
<th>Maximum Outside Credit Allowed by UMUC</th>
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<td>15</td>
</tr>
<tr>
<td>Total Non-instructional Credit</td>
<td></td>
</tr>
<tr>
<td>Exam credit (CLEP, DANTES, etc., + UMUC course challenge and foreign language exams), EXCEL, and ACE-recommended military/civilian credit</td>
<td>15</td>
</tr>
</tbody>
</table>

*Regionally accredited colleges and universities only. **B.S. degree only.
follow. Maryland Academic Advisors can help in determining the best routes to use in fulfilling any academic plan.

Prior Learning
Students may earn credit for college-level learning acquired outside the classroom through various avenues: course-challenge examinations, UMUC-Europe foreign language challenge examinations and EXCEL Through Experiential Learning. As many as 30 semester hours may be earned through a combination of Course-Challenge Examinations, UMUC-Europe Foreign Language Examinations, and EXCEL. Credit earned may be used toward either a first or second degree. However, no more than half the credits required for an undergraduate major or minor may be earned through Prior Learning (course-challenge examinations, Foreign Language Examinations, and EXCEL).

Course-Challenge Examinations
UMUC credit can be earned for any traditional undergraduate course for which UMUC can prepare and administer a suitable examination (called a Course-Challenge Examination). Degree-seeking students at UMUC who have satisfactorily completed at least 6 semester hours of UMUC work, have a cumulative grade-point average of at least 2.0 in UMUC coursework, and have received an Official Evaluation/SOC Agreement may contact an Academic Advisor to begin the process. They then contact the Prior Learning office in Maryland for an application.

Credit may be used toward a first or second degree. Three writing credits may be gained through Course-Challenge Examination, but ENGL 101 or upper-level intensive writing can only be earned in the classroom or through EXCEL. Six-credit courses and programming courses, because of their extensive writing and programming requirements, also may not be challenged by examination.

Furthermore, credit by Course-Challenge Examination may not be given for courses for which a student has registered previously or for the prerequisite for a course for which the student has already earned credit.

More information on Course-Challenge Examinations may be obtained by contacting the Prior Learning Office in Maryland at <http://www.umuc.edu/priorlearning>.

UMUC-Europe Foreign Language Examinations
UMUC-Europe Foreign Language Examinations are for students completing degree requirements, not for those seeking to determine their level of foreign language mastery. Thus, to be eligible for a Maryland Foreign Language Examination, the student must have an Official Evaluation. A student who has attended elementary or secondary school where English was not the language of instruction can establish credit in that language only for certain courses. A native speaker of a foreign language may not earn lower-level credit or conversational course credit in that language. To determine the courses in which he or she may be examined, the student may be required to submit a Summary of Educational Experiences (UM A-42) and translated transcripts from those schools. The summary form may be obtained by writing University of Maryland University College, Office of Evaluations, Unit 29216, APO AE 09102. Maryland reserves the right to determine the native language of a student and the level of exam to be taken. For more information regarding eligibility, see Foreign Languages and Literature in the Course Information section of this Catalog.

The examination fee is the current cost of tuition for each semester hour of credit the student is seeking to establish. A check or money order for the correct, full amount should be mailed with the Application to Establish Credit by Examination in a Foreign Language (UMFL-008) to University of Maryland University College, Office of Evaluations Unit 29216, APO AE 09102.

EXCEL Through Experiential Learning
EXCEL Through Experiential Learning is a unique way for students to gain academic credit for college-level learning acquired through employment, volunteer activities, political activities, or other noncollegiate experiences. Students...
document their previous learning in a portfolio, and faculty members evaluate the portfolio for possible credit.

Required as part of EXCEL is enrollment in EXCL 301 Learning Analysis and Planning. In this 3-credit course available only through a distance education format, the student prepares a portfolio describing and documenting college-level learning gained from various experiences. Faculty members evaluate the portfolio to determine whether to award credits and how many should be awarded.

Although it is possible to earn up to 30 credits through EXCEL, the average award is between 15 and 18 credits. Experiential-learning credits are awarded for both upper- and lower-level courses. These credits are considered UMUC resident credit and may be used in a major or minor, as long as they relate to the student’s educational and career goals. However, no more than half the credits toward an undergraduate major, minor, or certificate may be satisfied by EXCEL, course challenge exam, and credit by examination. Any additional credits awarded are applied where appropriate in the student’s program of study.

It is possible to earn EXCEL credit to satisfy the ENGL 101 and upper-level intensive writing requirements by completing a writing delineation in the portfolio. (A delineation is the section of the portfolio that details the student’s knowledge of a particular subject.)

The EXCL 301 course is graded on an S/D/F basis (explained on p. 00). If the quality of the work in the portfolio is worthy of a grade of C or higher, a grade of S is awarded and the portfolio is forwarded for credit evaluation.

Because credit earned as a result of portfolio evaluation earns the grade of S, and the grade of S is not computed in the grade-point average, the grade from such credit is not applicable toward honors.

Students should be aware that they are required to complete a minimum of 15 semester hours of graded coursework to satisfy the resident credit requirement for a bachelor’s degree. EXCL 301 and any awarded EXCEL credit cannot be used to satisfy this requirement. In addition, there is some coursework for which credit cannot be earned through the EXCEL program. Students should see a Maryland Academic Advisor.

To be eligible, students must complete an EXCEL application and participate in an orientation. There are special fees associated with the EXCEL program. Military tuition assistance can be applied toward the tuition for EXCL 301, but cannot be used toward the cost of credits awarded through the portfolio assessment process. Those receiving financial aid must pay all EXCEL fees themselves. For an application and information about the EXCEL program, contact the Prior Learning Office in Maryland at <http://www.umuc.edu/priorlearning>.

**Cooperative Education**

Cooperative Education (Co-op) extends education beyond the traditional classroom experience and into the workplace. By integrating career-related work opportunities and academic theory, students earn upper-level credits toward a bachelor’s degree. Credit is based on the successful completion of specific academic requirements and the new learning outlined in a learning contract. Students can enroll in Co-op at any time during the year. A variety of course formats permits UMUC students, regardless of location, to participate in Cooperative Education.

To be eligible to apply to the program, a student must be seeking a degree from UMUC and be employed in a position directly related to the student’s field of study. The position must offer an opportunity for significant new learning. Co-op positions may be paid or unpaid, part time or full time. For students pursuing a new position or a career change, the Co-op staff provides assistance in conducting a job search and locating professional opportunities through the job development program. Students may also earn Co-op credit if they recently started a new job, received a promotion, were assigned new responsibilities, or initiated new projects in a current position.

To apply, students must meet the following criteria:

- Have completed 30 semester hours toward a degree, 6 of which must have been completed at UMUC.
- Have completed at least 9 semester hours of credit in the major in which the student plans to gain Co-op experience.
- Have a GPA of 2.5 or better at UMUC.
- Have all transcripts showing prior credit on file at UMUC.
- Have a curriculum evaluation prepared by an advisor and dated within the last three months.

During the 15-week Co-op course, students are required to communicate with their faculty sponsor and complete five academic assignments, as well as fulfill the objectives developed in a learning contract. Either 3 or 6 semester hours of upper-level credit may be earned during the 15-week Co-op session. For 3 credits, at least 12 hours per week must be devoted to tasks providing new learning, totaling a minimum of 180 hours during the Co-op session; a minimum of 4 new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. For 6 credits, at least 20 hours per week must be devoted to new tasks totaling a minimum of 300 hours during the Co-op session; a minimum of 5-8 new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. A letter grade is awarded for successful completion of the course. A maximum of 15 Co-op credits may be applied toward the completion of a first bachelor's degree and 9 semester hours toward a second bachelor's degree.

Credit for Co-op is charged at the current UMUC-Europe tuition rate; an administrative fee is charged each time a student enrolls. Students who participate in the job development program are charged a fee.

Approval and registration information is obtained from the Cooperative Education Center in Maryland. The Center may be reached via e-mail at <coop@info.umuc.edu>. Students may also view the Web page at <http://www.umuc.edu/coop>.

**External Sources of College Credit**

(Further details and regulations are given in Appendix A and Appendix B.)
UMUC will not award credit for courses that repeat work done elsewhere. Students who have earned credit at other colleges or universities are responsible for determining whether courses they plan to take at UMUC would duplicate any previously earned credit. In certain disciplines, some of the content of community college courses may overlap that of beginning upper-level UMUC courses. Students who are in doubt should consult a Maryland Academic Advisor before registering. Note that the maximum credit allowed from all nontraditional sources (credit by exam, prior learning, military) may not total more than one-half of the total degree requirements.

Credit by Transfer
Credit toward a UMUC degree may be assigned for work completed through the kinds of institutions described in the following sections. As many as 15 semester hours of transfer credit may be counted toward a 30-semester hour certificate, as many as 45 semester hours of transfer credits may be counted toward the associate degree, and as many as 90 semester hours of transfer credit may be counted toward a bachelor's degree. A student who wants to transfer credit from other institutions to UMUC should request an Official Evaluation/Transfer Agreement. No transfer credit will be accepted without official transcripts.

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

Credit from Other Colleges and Universities
When the grade earned was at least C, transfer credits from regionally accredited two- and four-year colleges and universities may be accepted for courses that apply to the student's curriculum and do not duplicate other courses for which credit has been awarded. Transfer credit for another institution's prior learning program may be accepted if it is listed on the transcript with a satisfactory passing grade (C of higher).

Credit from Junior Colleges and Community Colleges
A maximum of 60 semester hours of credit from two-year institutions (junior colleges or community colleges) may be applied toward a bachelor's degree at UMUC. A student who has already completed 60 semester hours may not apply further credit from a junior college or a community college to a degree from UMUC.

A student who initially enrolled in the public community colleges of Maryland will be admitted to UMUC in conformance with the policy developed and approved by the Maryland Higher Education Commission. (Details are given in the section on transfer policies in the appendices.)

Vocational and Technical Credit
Vocational and technical credit from regionally accredited institutions or American Council on Education-approved organizations, when applicable, may be accepted as elective credit only in UMUC programs. Vocational and technical credit may not be used to satisfy degree requirements such as general education or major requirements. This credit may be applied toward a degree at UMUC, up to the following limits:

- Associate degree: A maximum of 12 semester hours.
- Bachelor's degree: A maximum of 21 semester hours of coherently related work, creditable toward the B.S. only (not the B.A.).

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

Army, Navy, and Marine Training
When available, an Army/ACE Registry Transcript (AARTS) should be submitted for evaluation of Service Schools and Military Occupational Specialties for Army training or a Sailor-Marine ACE Registry Transcript (SMART) for Navy or Marine training and enlisted ratings. AARTS/SMART transcripts are the most effective means of documenting the learning experiences that have been acquired during their military experiences. Soldiers who entered active duty on or after October 1, 1981, and remained on active duty on or after January 1, 1984, are eligible for an AARTS/SMART transcript. Students who submit the AARTS/SMART transcript do not need to submit DD Form 2-1 or DD Form 295. Maryland recommends, however, that soldiers request a transcript copy for themselves to ensure that all their military courses have been included. Students seeking credit for work not documented on the AARTS/SMART transcript should submit a DA Form 2-1, DD Form 295 or other documentation to verify their experiences. Students who submit an AARTS/SMART transcript do not need any other documentation to verify the following items listed on an AARTS/SMART transcript: SQT or SDT results, scores on CLEP and DANTES exams, and other documentation that verifies the experiences. For work not covered by AARTS/SMART transcripts, other documentation must be submitted. For DLI, the National Cryptologic Institute, and ALMC, official transcripts must be requested. Furthermore, “true” copies (certified by the personnel officer, legal officer or commander) must be submitted to Maryland. The documents listed below, in conjunction with an ACE credit recommendation, can lead to the assignment of credit applicable to a student's Maryland degree program:

- Army and Navy Service Schools
  - DD Form 2-1 or DD Form 295 (Retired and former military use DD Form 214) or NAVPERS 1070-604.

- Army MOS Credit
  - Enlisted (E-6 to E-9): NCOER or Form 2166-5A (one or more) which covers no less than 12 consecutive months in
Establishing Credit

a single MOS. To be considered for MOS credit before 1994, other ranks may submit documentation of SQT or SDT examinations.

Warrant Officers

OER covering a period of at least 12 consecutive months for MOS credit and an ORB for service school training.

Retired and Former Army

Retired and former Army military seeking VA benefits should submit DD Form 214 and MOS documentation as above. As this may require requesting microfiche records from St. Louis (NPRC, 9700 Page Boulevard, St. Louis, MO 63132), it is advised that the student begins the process as early as possible.

Navy Rating

• Enlisted: N A V P E R S 1070-604 (Retired and former military use DD Form 214).
• Warrant and Limited Duty Officers: NAVPERS Forms 601-4 and 1611/1.
• Marine Corps: D D Form 295.

Community College of the Air Force

Maryland awards credit for study at service schools of the U.S. Air Force in accordance with recommendations from the Community College of the Air Force (CCAF). Credit must be applicable to the student's chosen Maryland curriculum, must meet other Maryland requirements for transfer credit, and are subject to the limitations described below.

• When a student presents a CCAF transcript, credits are awarded on the basis of evaluation by the CCAF for courses completed after December 1973 (ACE no longer evaluated Air Force schools after that date).
• Since the CCAF records satisfactorily completed courses as S (satisfactory) and specifies that S equals a grade of C or better, credit may be applied wherever appropriate in the UMUC curriculum. Courses that are vocational or technical may be used only as electives and only toward the B.S. degree, up to a maximum of 21 semester hours.
• All credit from the CCAF is lower level and is applicable only to freshman and sophomore requirements.

Noncollegiate Courses

UMUC will accept for credit professional (not technical) noncollegiate courses applicable to the student's curriculum that have been evaluated by either (1) ACE (if the courses are listed in the National Guide to Educational Credit for Training Programs) or (2) the State University of New York National Program on Non-Collegiate-Sponsored Instruction (if listed in its College Credit Recommendations).

Credit through Correspondence Study

Maryland does not offer correspondence courses. However, Maryland will accept correspondence credit earned through regionally accredited colleges and universities, provided a grade of C or better has been earned and the course applies to the student's curriculum. A student planning to enroll in correspondence study should consult a Maryland academic advisor to determine if the course is appropriate. (Speech may not be taken by correspondence.)

Credit by Examination

Maryland in Europe may award as many as 30 semester hours toward the associate degree and 60 semester hours of credit by examination toward the bachelor's degree, provided that (1) there is no duplication of other academic credit, and (2) the credit presented meets Maryland's standards.

Examinations may include the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and Excelsior College Examinations. Maryland accepts credit for study at service schools of the U.S. Air Force in accordance with recommendations from the Community College of the Air Force (CCAF). Advisors have information on which tests are acceptable.

Advanced Placement

Advanced placement and college credit may be granted to students who enter directly from a secondary school, on the basis of scores on a College Board Advanced Placement (AP) examination. These examinations are normally administered to eligible high school seniors during the May preceding matriculation in college.

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

Credit earned by advanced placement may be used to complete majors or as electives.

College-Level Examination Program

Up to 24 semester hours may be awarded for general examinations in the College-Level Examination Program (CLEP). The scores must meet Maryland's standards. Maryland may award as many as 30 semester hours toward the associate degree and 60 semester hours of credit by examination toward the bachelor's degree, provided that (1) there is no duplication of other academic credit, and (2) the credit presented meets Maryland's standards.

Successful completion of certain subject-area examinations is another way of earning college credit. All CLEP subject examinations yield only lower-level credit. Advisors can furnish details.

DANTES Examinations

Credit may be awarded for successfully completing certain Subject Standardized Tests of DANTES (formerly known as USAF1). Advisors have information on which tests are acceptable.

Excelsior College Examinations

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

**Transfer to Other Institutions**

Because courses offered by Maryland in Europe carry resident credit, the credits earned can be transferred to other accredited colleges and universities. The following guidelines apply when students transfer to:

**UMUC-Asia or UMUC-Stateside**

As one of the 11 degree-granting institutions of the University System of Maryland, UMUC offers regular resident-credit courses and grants degrees through part-time as well as full-time study in its classrooms throughout the world. A student who has done satisfactory work in UMUC-Europe may enroll in any of the regularly scheduled terms of other units of UMUC without having to be readmitted. When the student enrolls with another UMUC unit, UMUC-Europe will forward the student's complete academic record to that division.

**Other Two- and Four-Year Institutions in the State of Maryland**

If the student wishes to transfer to a constituent institution in the State of Maryland other than UMUC, College of Southern Maryland, or Montgomery College, he or she may obtain information about doing so by contacting the Office of Student Services.

**Other Colleges and Universities**

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

### Institutional Exam Codes for UMUC-Europe

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

- AP: 7213
- CLEP: 0113 or 7417
- DANTES: 9939
- ECEP: 01052
Academic Advisement

Official Evaluation

The purpose of the Official Evaluation is to show students their certificate or degree standing and to allow them to select appropriate courses for their specific programs. An Official Evaluation should be requested only if the student intends to complete a University of Maryland University College, College of Southern Maryland, or Montgomery College certificate or degree.

An Official Evaluation is based on the curriculum in effect when the student first registered with UMUC or a Maryland two- or four-year school providing there has been no break in enrollment exceeding two years. Students are eligible for an Official Evaluation if they have taken 16 semester hours of coursework with a grade point average of 2.0 (C) or higher, have paid the application fee, and have no financial obligation to the College or University.

A student can obtain an Official Evaluation as soon as Maryland's Heidelberg headquarters has received all records of previous educational experiences. These must be sent directly from each issuing institution (or other source, in the case of military documents). Thus, students should arrange to have their previous educational organizations submit these documents to the University of Maryland University College, Office of Evaluations, Unit 29216, APO AE 09102 as soon as possible. The Official Evaluation is provided on a Curriculum Planning Sheet. Please see the next section for additional information.

Documents required for the Official Evaluation include as applicable: Request for an Official Evaluation (UMAA-026); CLEP, U.S. Armed Forces Career Examination (formerly RCEP, ACT/PEP), etc., test results; transcripts from all colleges or universities attended; and appropriate military documents. An Official Evaluation cannot be started until a transcript has been received from each institution listed on the application form, even when credit from one institution is posted on the transcript of another institution. All documents must be official. Form UMAA-002 for requesting transcripts from colleges or universities is available at Education Centers. All transcripts and military documents become the property of Maryland and can neither be returned to nor copied for the student.

Students should have their local Maryland Field Representative check with the Heidelberg office on the status of their application if they have not received their evaluation or notification of missing documents within eight weeks of submission of documents.

Updated evaluations will be provided upon request for students who have completed at least 12 semester hours of Maryland coursework, maintained a grade point average of 2.0 (C) or better, and have no financial obligation to the College or University.

The Office of Evaluations can be reached via e-mail at edevals@ed.umuc.edu.

Curriculum Planning Sheets

The Maryland degree-seeking student receives his or her official evaluation in the form of the Curriculum Planning Sheet, which serves two purposes:

1. to indicate to the student the requirements which have been completed both through Maryland courses and through transfer of other credit, if applicable; and
2. to show remaining requirements in each part of the certificate/degree curriculum.

The Curriculum Planning Sheet should be kept up to date by the student and used to select suitable courses toward a Maryland certificate or degree. When registering for classes, students should also refer to this catalog to assure their selections fulfill the appropriate certificate and degree requirements. Students receiving VA educational benefits or federal financial aid are cautioned to follow the Curriculum Planning Sheet closely. No award can be made for any course that does not fit into the student's degree program. Course selection advice is also available upon request from Maryland Academic Advisors.

Contract for Degree

The purpose of the Contract for Degree (CFD) is to assist students who plan to earn a degree with Maryland. To be eligible to request a CFD, a student must receive an Official Evaluation from Maryland and complete the minimum Maryland course work requirements specified for the degree. The CFD is valid up to the conferral of the first associate or baccalaureate degree by any school. For more information, see the UMUC Degree section of this catalog.

The student requests a CFD through the Office of Evaluations in Heidelberg. Upon receipt of the request and verification of eligibility, Maryland will complete the CFD and mail it directly to the student. A copy is also sent to the Education Center.

Servicemembers Opportunity Colleges

Maryland participates in the Servicemembers Opportunity Colleges' Degree Programs for Military Personnel as follows: SOCAD-2 for Army personnel, SOCNAV-2 for Navy personnel, and SOCMAR-2 for Marine personnel.

Students should have their local Maryland Field Representative check with the Heidelberg office on the status of their application if they have not received their evaluation or notification of missing documents within eight weeks of submission of documents.

Updated evaluations will be provided upon request for students who have completed at least 12 semester hours of Maryland coursework, maintained a grade point average of 2.0 (C) or better, and have no financial obligation to the College or University.

Students should note that the minimum number of semester hours needed with Maryland to earn a Maryland degree is 15 s.h. for the associate and 30 s.h. for the baccalaureate. To earn either degree, students must maintain a grade point average of 2.0 (C) or better, and have no financial obligation to the College or University.
2.0 (C) or better in Maryland courses and satisfy minimum Maryland degree requirements. Family members may also apply for SOCAD-2, SO CNAV-2, SO CMAR-2, SOCAD-4, SO CNAV-4 and SO CMAR-4 agreements.

Maryland participates in the SOCED program designed to help members of the military community prepare for eventual careers in secondary-level teaching. Maryland also participates in the new SOC Degree Builder program which helps servicemembers in various MOS/NER career paths plot their degree progress.

For More Information, Contact
University of Maryland University College
Office of Evaluations
Unit 29216
APO AE 09102
E-mail: edevals@ed.umuc.edu
Phone: (DSN) 370-6762/(CIV) +49-(0)6221-378347
Fax: +49-(0)6221-302017
Grades and Records

Grading System

The following symbols are used by Maryland in Europe:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding scholarship</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good scholarship</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory scholarship</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Marginal performance</td>
<td>1</td>
</tr>
<tr>
<td>F(a)</td>
<td>Academic failure</td>
<td>0</td>
</tr>
<tr>
<td>F(n)</td>
<td>Failure due to non-attendance</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>Au</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Repeated course</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade of S

The grade of S is used when a satisfactory (S)/marginal (D)/failure (F) grading system applies. S denotes satisfactory progress and is defined as C or higher. The grade of S will appear on the permanent record but will not be used in determining the grade point average.

Grade of D

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

Grade of F

The grade of F may be given for academic failure or for non-attendance. A student who fails to do passing work in a course receives an F (academic). A student who drops out of a course without officially withdrawing receives an F (non-attendance). The military services require that students receiving tuition assistance reimburse the government if they receive the grade of F (academic) or F (non-attendance). When a student receives an F grade, the student is responsible for filing instructions for purposes of academic financial aid.

Mark of I

The mark of I (incomplete) is exceptional. It is given only upon the request of a student whose work in a course has been satisfactory, and who is unable to complete the course because of illness or other circumstances beyond his or her control. In no case will the I be recorded for a student who has not completed at least 60% of the work in the course. The student must consult with the instructor and present documentation substantiating the reasons for requesting the incomplete. The instructor makes the final decision concerning the granting of the incomplete. When recording the incomplete on the Final Grade Report, the lecturer will state the quality of the student’s work to date, the requirements remaining, and the deadline — not to exceed six months — for completion of the work. If the student does not complete the requirements of the course within six months of the last day of the academic term, the mark of I will become a failing grade (F a) and subsequently may not be changed.

Mark of W

When a student officially withdraws, a W is assigned. The W can be posted only when it is documented by an Application for W Withdrawal (UMGR-003). (See the Enrollment section of this Catalog for filing instructions.) For purposes of academic retention, the mark of W is counted as attempted hours. It is not used in determining grade point averages.

Mark of Au

When a student audits a course, an Au is assigned. Any course may be audited.

Students seeking neither credit nor grades may register to audit a course provided they meet current admissions standards. To take subsequent courses for credit, an auditor must apply for admission and meet the requirements in effect at that time. Auditors pay the same fees as those taking the course(s) for credit. Once a class has begun, a student cannot change registration status from audit to credit or from credit to audit.

Change of Grade

With the exception of the I (incomplete), all grades and marks are final and cannot be changed. Students who wish to establish credit in a course for which they have previously received F, W, I, or X must register, pay the full fees, and repeat the entire course successfully.

Repeating a Course

If a student repeats a course in which an academic grade of A, B, C, D, or F has already been earned, the subsequent attempt shall not increase the total hours earned toward a degree. When a course is repeated by a student, only the higher mark will be used in computing the cumulative grade point average. The designation R will be posted to the transcript to replace the lower grade. No student may register more than twice for the same course without the prior approval of the Director, Student Affairs.

It is the responsibility of the student, not of the Education Center nor of Maryland, to arrange with the lecturer for the assignment of and subsequent removal of an incomplete. Students should realize that it is virtually impossible to remove an I after transfer out of Europe. A student no longer in contact with the instructor who assigned the I should write to the lecturer, c/o University of Maryland University College, Unit 29216, APO AE 09102, and the mail will be forwarded. An I cannot be removed by X or W. A student who elects to repeat the course must register, pay the full fees, and repeat the entire course. In such cases, the mark of I for the first attempt is not changed if the course is repeated. For purposes of academic retention, the mark of I is counted as attempted hours. It is not used in determining grade point averages.
Calculation of Grade Point Averages

The calculation of a grade point average (GPA) is done by using the quality points assigned to each grade or mark (see chart below). To obtain points received for a course, the quality point value of the grade or mark is multiplied by the number of credits the course carried. To generate the GPA, total points are divided by total credits attempted for which a grade of A, B, C, D, or F was received.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Academic Progress

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

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

Levels of Progress

Satisfactory
The cumulative GPA is 2.0 or higher.

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

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

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

A student on probation whose GPA is 2.0 or better for the next consecutive block of 15 semester hours or more but whose cumulative GPA is still less than 2.0 will return to academic warning status.

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

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

Reinstatement After Dismissal
A student whose cumulative grade point average falls within academic dismissal range loses eligibility to re-register with Maryland in Europe. The student may request reinstatement by writing to: University of Maryland University College, Office of the Registrar, Unit 29216, APO AE 09102. The letter must contain an explanation of how the student will be able to improve academic performance. The student may re-enroll only after the request for reinstatement is approved and two academic terms have elapsed since the dismissal.

Scholastic Honors

Dean's List
Each term the Office of the Registrar compiles the Dean's List to honor students who have completed 12 or more consecutive semester hours in courses graded A, B, C, D, or F with a grade point average of 3.5 or higher. Students on the Dean's List receive a Certificate of Scholarship and a notation is made on the student's transcript.

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

Academic Honors
Academic honors for excellence in scholarship, determined from the student's cumulative GPA, are awarded to no more than 10 percent of the graduating class. The distinction of summa cum laude is conferred on the highest two percent, magna cum laude on the next three percent, and cum laude on the next five percent. To be eligible for any of these categories of recognition, a student must have earned at least 45 semester hours of Maryland in Europe credit in courses for which a letter grade and quality points were assigned.

Honor Societies
UMUC students with superior academic records have the opportunity to join several national honor societies. Students who believe they are eligible for any of the following societies should write to: University of Maryland, Office of the Registrar, ATTN: Honor Societies, Unit 29216, APO AE 09102.

Alpha Sigma Lambda
Alpha Sigma Lambda is a national honor society for continuing higher education students. To be eligible for membership, a student must be pursuing a first bachelor's degree and must have completed 30 semester hours of Maryland in Europe credit in courses graded A, B, C, D, or F, and must have a cumulative grade point average of 3.7 or higher in Maryland in Europe coursework. At least 15 semester hours, from Maryland or transferred, must

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be outside the primary area of specialization. Membership requests must be received in Heidelberg by 1 August for December initiation or by 1 February for May initiation.

**Phi Alpha Theta**

Phi Alpha Theta is an international history society. Membership is open to undergraduates who have completed 12 or more semester hours of junior/senior-level history courses with UMUC. (Only HIST courses can be included in the 12 s.h.; interdisciplinary courses from related disciplines cannot be included.) Candidates must have a 3.5 or better average in those courses. They also must show an overall average of at least 3.4 for all UMUC work. Membership requests must be received in Heidelberg by 1 August for December initiation or by 1 February for May initiation.

**Phi Kappa Phi**

Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership in Phi Kappa Phi, seniors must have completed at least 90 s.h. of credit toward the bachelor's degree, at least 45 s.h. of which must have been for Maryland courses carrying letter grades of A, B, C, D, or F, and the candidate's grade point average in Maryland courses must be in the top 10 percent of the previous Maryland graduating class. Juniors must have completed 56 s.h. of Maryland coursework in courses carrying letter grades of A, B, C, D, or F, and the candidate's grade point average in Maryland courses must be 3.8 or higher. Determination of eligibility for election to Phi Kappa Phi is made by the Registrar's Office by 1 August for the December initiation and by 1 February for the May initiation. A list of eligible candidates is forwarded to the UMUC chapter of Phi Kappa Phi in Maryland.

**Phi Theta Kappa**

Phi Theta Kappa is a national honor society for associate degree students. The European Division's chapter has been chartered beginning with the 1998/1999 academic year. To be eligible for membership, students must have completed at least 45 semester hours toward their first associate degree, including at least 30 s.h. with University of Maryland University College, College of Southern Maryland, or Montgomery College with a cumulative grade point average of 3.5. Students will be nominated for Phi Theta Kappa twice each academic year. Membership requests must be received in Heidelberg by 1 August for December initiation or 1 February for May initiation.

**Sigma Tau Delta**

Sigma Tau Delta is an international honor society in English language and literature. Candidates must have completed at least 45 s.h. (including at least 30 s.h. with Maryland), and all required English courses beyond ENGL 101. They must have a grade point average of 3.6 or higher in at least 12 s.h. of English courses with UMUC, of which at least six s.h. must be upper-level. (Only ENGL courses can be included in the 12 s.h.; interdisciplinary courses from related disciplines cannot be included.) A cumulative GPA of 3.5 or higher for all Maryland coursework is also required. Membership requests must be received by the Heidelberg office by 1 August for December initiation or by 1 February for May initiation.

**Transcripts**

**Confidentiality**

A transcript is an official record of a student's work. All academic records are confidential.

**Fees**

When students graduate, they are issued one official transcript free of charge. All other transcript requests should be accompanied by a check or money order for $5 for each transcript requested. There is no charge for sending a transcript to another Maryland public two- or four-year institution. Requests for transcripts should be sent to the Office of the Registrar by mail or by fax and should include the student's full name, Social Security number, date of birth, names of all divisions of the University of Maryland University College attended, and first and last dates of attendance. Forms for requesting transcripts (UMTR-009) are available at Education Centers.

Transcripts should be requested at least two weeks before they will actually be needed. Rush transcripts, processed within 24 hours of receipt, may be requested. The cost of each rush transcript is $20.00.

**E-mail Requests**

Transcripts to be sent to other academic institutions may be requested through e-mail. Contact edtranscripts@ed.umuc.edu.

**Written Requests**

Transcript requests should be addressed to the Office of the Registrar of the unit of the University of Maryland University College in which the student was most recently enrolled. Permanent academic records of students who have left UMUC-Europe and have not enrolled in another unit of UMUC are maintained by UMUC-Europe. Unless the student has subsequently enrolled in another unit of UMUC, all transcript requests should be sent to the Office of the Registrar in Heidelberg.

**Indebtedness**

No transcript will be released until all financial obligations to the UMUC-Europe have been satisfied.

**Family Educational Rights and Privacy Act**

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

Registrar
University of Maryland University College
Unit 29216
APO AE 09102
In addition, most institutional information concerning students may not be released to third parties without the prior consent of the students themselves. The only student information which may be released without prior consent is directory information: the student's name, primary field of study, dates of attendance, degrees/awards earned, and the previously educational institution most recently attended. This information is disclosed even in the absence of consent unless the student files written notice by the end of the second week of the term in which the student begins each school year. To prevent automatic disclosure of directory information, this notice must be filed annually to the Director, Student Services within the time allotted above.

A record of all disclosures of a student's educational record is maintained, except for those made to the students themselves or made at the written request of the student or directory information disclosures.

See Appendix E for additional information about FERPA.

### Name Change

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

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

The request, which can be made by letter or by a completed Change of Name Notification (UMRS-046), available from a Field Representative, should be mailed with the appropriate document to the Office of the Registrar. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been forwarded.
Maryland in Europe awards degrees in August, December, and May of each academic year. Commencement ceremonies in May recognize A.A., A.A.S., B.A. and B.S. candidates who have earned their degrees in any of the three degree periods. To be eligible to march at Commencement, May degree candidates must be able to demonstrate that they will complete all degree requirements by the time of the ceremonies.

**Diploma Application Deadlines**

Students expecting to complete requirements for a degree must submit a Diploma Application (UMRG-023) and $50 diploma application fee to: University of Maryland University College, Office of the Registrar, Unit 29216, APO AE 09102. Diploma applications can be obtained from the Field Representative or by writing to the Office of the Registrar.

**Associate Degree:** A student within 9 s.h. of completing requirements for the Associate of Applied Science, Associate of Arts, or Associate of Science degree may file a Diploma Application.

**Bachelor's Degree:** A student within 15 s.h. of completing requirements for a Bachelor of Science or Bachelor of Arts degree may file a Diploma Application.

The completed Diploma Application should be returned in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Expected Graduation</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>1 October</td>
</tr>
<tr>
<td>May</td>
<td>15 February</td>
</tr>
<tr>
<td>August</td>
<td>15 May</td>
</tr>
</tbody>
</table>

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

**Graduation Review**

Associate and bachelor's degree diploma applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include incompletes to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure this work is completed and official documentation reaches the University of Maryland, Office of Graduation Services, Unit 29216, APO AE 09102, no later than the proposed graduation date.

**Noncompletion of Degree Requirements**

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

**Official Transcript and Certificate of Completion**

Associate and baccalaureate degree graduates receive an official transcript bearing the degree posting and a Certificate of Completion from the Office of the Registrar in Heidelberg. These are mailed approximately four weeks after the student's graduation date in December, May, or August.

**Issuance of Diplomas**

All A.A., B.A., and B.S. graduates completing degrees in August, December, or May can expect to receive their diplomas by mail from the Office of the Registrar approximately four weeks after the graduation date. A.A.S. graduates can expect to receive their diplomas approximately three months after the graduation date.

**Conference Courses**

Conference courses are exceptional and can only be conducted for a Maryland degree candidate who is within 9 s.h. of completing bachelor's degree requirements. All three of the following criteria must exist:

1. The student has filed a Diploma Application for the next graduation date (i.e., December, May, or August).
2. The student has a valid reason for needing to complete the degree by that time (e.g., relocation, job offer).
3. The specific course essential for graduation is not available to the student at any location within commuting distance or through any other viable source (e.g., correspondence course from another regionally accredited school) prior to the proposed graduation date.

Permission must be requested in writing from the Director of Student Affairs. Note that Mathematics, statistics, foreign language, and most computer, writing, and accounting courses require a classroom setting and are not offered as conference courses.
Policy Statements

Academic Dishonesty and Plagiarism

Academic dishonesty is failure to maintain academic integrity. It includes, but is not limited to, obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism. Academic dishonesty can result in severe academic penalty, including failure in the course and/or dismissal from the institution.

Plagiarism is the presentation of another person’s idea or product as one’s own. Examples of plagiarism are: copying verbatim and without attribution all or part of another’s written work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; and using all or part of a literary plot, poem, film, musical score, computer program, or other artistic product without attributing the work to its creator.

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased or summarized, and research or critical papers should acknowledge these sources in footnotes or by use of direct quotations.

For the Code of Student Conduct, see Appendix G.

Attendance

Students are expected to attend classes regularly in order to master course material. Being in class means interacting through alert listening, careful note-taking, and active reflection. It means participating in the effort to identify the central issues and problems involved in the material under consideration. Being in class means being an active participant.

Absences (whether excused or unexcused) do not alter what is expected of students. All class work must be made up by completing appropriate assignments specified by the lecturer. Students should confer with their instructors if they know they will miss a class or classes. If they decide to withdraw from a course, they must file an Application for Withdrawal at the Education Center.

Instructors who base a portion of the final grade upon class participation and/or projects will inform their students at the beginning of the term. In certain courses, especially speech, foreign languages, writing, and laboratory courses, classroom activities are so essential that even minimal achievement is improbable or impossible without regular attendance.

It is the student’s responsibility to be aware of deadlines for tests, papers and presentations. An instructor is not obligated to give a student a make-up examination unless the student can show the absence was caused by illness or emergency circumstances. A make-up examination, when permitted, is given at the convenience of the instructor, but it should not interfere with the student’s regularly scheduled classes.

Change of Address

Students who move during the term should not only leave a forwarding address with the postal authorities but should also notify the Registrar’s Office in Heidelberg as soon as possible.

Classroom Behavior

Maryland in Europe expects its students to be mature and seriously committed to their own personal and professional development. Accordingly, any student whose disruptive behavior impedes the learning process may be asked to leave the classroom. Refusal to leave under these circumstances could lead to such disciplinary action as suspension or expulsion.

Code of Civility

To promote a positive, collegial atmosphere among students, faculty, and staff, UMUC has developed the following Code of Civility:

Respect

Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

Kindness

Refrain from using profanities, insults, or other disparaging remarks.

Truth

Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

Responsibility

Take responsibility for our own actions instead of blaming others.

Cooperation

Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing quality education.

Privacy

Strive to uphold the right to privacy and not talk about others.

Nondiscrimination

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

For the Code of Student Conduct, see Appendix G.

Examinations

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

**Grade Appeal Process**

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

Regardless of teaching style, it may happen that a student believes an instructor's determination of a final course grade has been arbitrary and capricious. The phrase “arbitrary and capricious grading” means the assignment of a course grade:
- on some basis other than performance in the course,
- by resorting to unreasonable standards different from those applied to other students in the course, or
- by standards that are substantial, unreasonable, and unannounced departures from the instructor's previously articulated standards.

A student who believes his or her final grade to be the result of arbitrary and capricious grading should first confer promptly with the instructor of the course. There is a time limit on appealing a grade. Therefore, students who want to appeal a grade should initiate the process within 30 days of the posting of the grade.

If the student has not been able to contact the instructor after a reasonable effort, or if the student and instructor cannot, after consultation, reach a satisfactory resolution, the student shall consult with the appropriate administrator (Area Director or Program Head). If the student, the instructor or the administrator are unable to reach an mutually agreeable solution, the student may file a formal grade appeal with UMUC - Europe's Director.

For details regarding appeals procedures, timelines for filing and adjudicating a grade appeal, and the handling of an appeal, see Appendix F.

**Graduation Credit and Institutional Credit**

Most courses at UMUC may be applied toward a degree. A course that may not be applied toward graduation may be assigned a credit value for purposes of semester load and tuition. This institutional credit is included in the grade-point average and in determining eligibility for financial aid and veterans educational benefits. However, institutional credit does not count as resident credit and students required to take institutional credit courses do so in addition to the 60/120 semester hours required for the associate/baccalaureate degree.

**Nondiscrimination**

Maryland, in all of its divisions, units, and offices, subscribes to a policy of equal educational and employment opportunity and does not discriminate on the basis of race, age, gender, disability, religion, national origin, sexual orientation, or political affiliation. Any questions or complaints relating to Maryland's nondiscrimination policy within the UMUC - Europe should be addressed to: Director, Human Resources, University of Maryland, 29216, APO AE 09102. For the complete UMUC statement on nondiscrimination, see Appendix C.

**Sexual Harassment**

Maryland is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. All members of the Maryland in Europe community legitimately expect that academic or employment progress will be determined by the publicly stated requirements of job and classroom performance, and that the Maryland environment will not unreasonably impede work or study. Sexual harassment threatens this expectation.

Sexual harassment by faculty, staff, or students is prohibited: This statement constitutes Maryland policy. Sexual harassment may also constitute violations of the criminal and civil laws of the State of Maryland and the United States. For the purpose of this policy, sexual harassment is defined as: i) unwelcome sexual advances or ii) unwelcome requests for sexual favors, or iii) other behavior of a sexual nature where:
- Submission to such conduct is made a term or condition of an individual's employment or participation in a University-sponsored educational program or activity, either explicitly or implicitly.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

In assessing whether a particular act constitutes sexual harassment forbidden under this policy, the standard shall be the perspective of a reasonable person within the Maryland in Europe community. The rules of common sense and reason shall prevail. Allegations of sexual harassment shall be judged with attention to the facts particular to the case and the context in which the alleged incident(s) occurred.

Conduct prohibited under this policy may manifest itself in many different ways. Sexual harassment, for example, may be as undisguised as a direct solicitation of sexual favors, or solicitation accompanied by overt threats. Harassment may also arise from behavior that has the effect of creating an intimidating, hostile, or offensive educational or working environment.

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this regard, the following types of acts, if pervasive and continuous, are more likely than not to result in allegations of sexual harassment: unwelcome physical contact, sexual remarks about a person's clothing, body, or sexual relations; conversation of a sexual nature or similar jokes and stories; and the display of sexually explicit materials in the workplace or in the classroom without defensible educational purpose.

Sexual harassment may occur within a variety of relationships. It may occur among peers. It may occur where no relation exists between the parties other than being co-employees, or co-students. Especially injurious, on the other hand, is harassment in relationships characterized by an inequality of power, where one party has institutional authority over the other. Inherent in these relationships is the power and fear of reprisal. Typically, such relationships are found between employer and employee and faculty and student, when the student is enrolled in a faculty member's class or when the student is in a continuing position to require evaluation of work or letters of recommendation from the faculty. Such relationships can be immediate, here and now, or based upon future expectations, e.g., the need for future evaluations and references. Sexual harassment may occur between persons of the same or different genders.

Please also see Appendix C

Students with Disabilities

Maryland in Europe is committed to assisting students with disabilities to the extent possible so that they are able to pursue their educational goals while overseas. Maryland faculty are prepared to make reasonable accommodations for students with specific disabilities so that the students will have the opportunity to develop and demonstrate proficiency in the required subject matter. Students also share the responsibility for ensuring that appropriate accommodations can be made, and are primarily responsible for identifying, documenting, and communicating their disabilities to the University and to the course instructor. Any special arrangements should be agreed to in writing before the first class each term. Students who want more information or who wish to file a petition relating to their disability should contact the Director, Undergraduate Programs.

Writing Standards

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

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

The UMUC Alumni Association was established in 1990 to support, enhance, and promote UMUC and its community of alumni and students worldwide. The Alumni Association reaches out to all members of the UMUC community with opportunities to become involved in association activities as well as professional and personal development seminars and workshops.

With a membership of more than 80,000 alumni, the association offers programs and services that are beneficial to both alumni and students. In addition to funding scholarships for UMUC students, the association seeks to encourage alumni and students to participate actively in the UMUC community by attending events, volunteering, and staying connected to their alma mater in ways that contribute to its success.

Membership in the UMUC Alumni Association is automatic upon graduation—there are no applications or fees. Following are just a few of the benefits of being a UMUC alumnus:

- Regular issues of the Achiever alumni magazine.
- Eligibility to apply for an Alumni Association affinity credit card.
- Networking opportunities and access to career resources.
- More information about the UMUC Alumni Association is available online at <http://www.umuc.edu/alum>, by sending an e-mail to alumni@umuc.edu, or by contacting the Europe and Middle East Chapter of the Alumni Association at edalum@ed.umuc.edu. Student inquiries are always welcome.

Career and Cooperative Education Center

The Career and Cooperative Education Center at UMUC serves all UMUC undergraduate and graduate students and alumni worldwide. It also serves the employer community by preparing self-aware employees who know their strengths, skills, values, and uniqueness, and where they might potentially fit in today’s global marketplace.

Many resources are offered by the center to help students and alumni explore and achieve their academic goals and gain the skills they need to be self-sufficient in pursuing those goals. Students and alumni may take advantage of career resources accessing the Web page at <http://www.umuc.edu/careercenter>. The e-mail address is <careercenter-info.umuc.edu>.

Programs and resources of the Career and Cooperative Education Center include:

- Online résumé posting.
- Access to online job postings.
- Online resources and links for career decision making and development.
- Online career assessment.
- Résumé review online.

Information and Library Services

UMUC promotes the use of library technology, teaches courses in information technology and library use, and provides access to a variety of online library resources on its Web page at <http://www.umuc.edu/library>. Services to students include access to library resources via the Internet.

Library Resources

Students may access an extensive array of online journal databases and national and international newspapers through MdU SA, the University System of Maryland’s single database interface, via the Information and Library Services Web page at <http://www.umuc.edu/library>. MdU SA offers access to more than 90 databases, many of which contain full texts in a number of subject areas, including business, computer studies, and social sciences. Database descriptions and a tutorial for searching MdU SA are also available on the Web site.

Library Instruction and Research Assistance

Students are often overwhelmed by or are unaware of the vastness of the resources — print, nonprint, and automated — available to them. UMUC offers two 1-credit courses to prepare students to perform course-related library research and write in acceptable academic style: LIBS 100 Introduction to Library Research and ENGL 106 Introduction to Research Writing. Subjects covered in the courses include selecting research topics, developing research skills, using sources, organizing material, and citing sources.

Writing Resources

A number of online services are available to students who are interested in academic help beyond the classroom. UMUC services provided online carry no charge. The Guide to Writing and Research is accessible at <http://tychousa.umuc.edu/writinggde/>. The UMUC Online Writing Center is accessible at <www.umuc.edu/writingcenter>. 
Maryland in Europe offers programs of study leading to letters of recognition to be awarded by College of Southern Maryland (CSM) in specific areas of Early Childhood Development, Emergency Medical Services, Office Technology, and Paralegal Studies. Course offerings vary from Education Center to Education Center; students should therefore consult their local Center about career/technical letters of recognition offered in their community. An overall GPA of at least 2.0 (C) for all Maryland in Europe courses is required.

**Letter of Recognition: Child Care Provider**

To qualify for the letter of recognition, the student must complete 9 s.h., of which a minimum of 6 s.h. must be College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM):**

- EDU 1012 Introduction to Early Childhood Education 3
- EDU 1013 Child Growth and Development 3
- HTH 1050 Child Health, Safety, and Nutrition 3

**Letter of Recognition: Clerical Assistant**

To qualify for the letter of recognition, the student must complete 11 s.h., of which a minimum of 8 s.h. must be College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM):**

- OFT 1001 Keyboarding 1
- OFT 1002 Document Processing 2
- OFT 1015 Keyboard Speedbuilding 1
- OFT 1051 Information/Records Management 1
- OFT 1091 Launching Your Career 1
- OFT 1092 Business Communications for the Office 1
- OFT 1093 Leadership and Workplace Ethics 1

**General Education/Business/Computer required courses (UMUC):**

- CMST 100B Microcomputers: Word Processing 1
- CMST 100F Microcomputers: Databases 1
- CMST 100G Microcomputers: Spreadsheets 1

**Letter of Recognition: Emergency Medical Services**

To qualify for the letter of recognition, the student must complete the total semester hour requirement, of which a minimum of 6 s.h. must be College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM):**

- EMS 1100/1101 EMT Basic/Lab 6
- HE 100 Principles of Healthier Living 1
- HTH 1750 Biomedical Ethics 2

**EMT-B Refresher Career/Technical Required Courses (CSM):**

- EMS 1104 Emergency Medical Technician Basic Refresher 2
- EMS 2250 Human Systems and Patient Assessment 4
- HE 100 Principles of Healthier Living 1
- HTH 1750 Biomedical Ethics 2

**Environmental Emergencies Career/Technical Required Courses (CSM):**

- EMS 1108 Triage in Multiple Trauma 1
- EMS 2250 Human Systems and Patient Assessment 4
- EMS 2430 Sports and Military P.T. Injuries 2
- EMS 2480 Pre-Hospital Care of Environmental Emergencies 2

**Geriatric Emergencies Career/Technical Required Courses (CSM):**

- EMS 1107 Cardiac Pathophysiology and EKG Interpretation 1
- EMS 2150 Pharmacology for EMS 2
- EMS 2300 Behavioral Emergencies 1
- EMS 2440 Geriatric Emergencies 2
- EMS 2470 Hypoperfusion: Concepts and Treatment 1
- HTH 1750 Biomedical Ethics 2

**Medical Emergencies Career/Technical Required Courses (CSM):**

- EMS 2150 Pharmacology for EMS 2
- EMS 2400 Medical Emergencies and Trauma 5
- HTH 1750 Biomedical Ethics 2

**Letter of Recognition: Legal Office Assistant**

To qualify for the letter of recognition, the student must complete 11 s.h., of which a minimum of 8 s.h. must be College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM):**

- PGL 1010 Introduction to Paralegal Studies 3
- PGL 2041 Legal Ethics/Law Office Management 3

**General Education/Business/Computer required courses (UMUC):**

- CMST 100B Microcomputers: Word Processing 1
- CMST 100F Microcomputers: Databases 1
- CMST 100G Microcomputers: Spreadsheets 1

Take two credits from the following:

- Bus Law I, OFT, PGL
Career/Technical Certificates

Maryland in Europe offers programs of study leading to certificates to be awarded by College of Southern Maryland (CSM) and Montgomery College, as appropriate, in specific areas of Automotive Technology, Early Childhood Development, Electronics Technology, Fire Science, Hospitality Management, and Office Technology. Course offerings vary from Education Center to Education Center; students should therefore consult their local Center about career/technical certificates offered in their community. An overall GPA of at least 2.0 (C) for all Maryland in Europe courses is required.

Certificate in Automotive Driveability Specialist

To qualify for the certificate, the student must complete 33 s.h., of which a minimum of 9 s.h. must be Montgomery College courses available through Maryland in Europe.

**Career/Technical required courses (Montgomery College)**

- AT 101 Introduction to Automotive Technology 3
- AT 107 Internal Combustion Engines 4
- AT 115 Automotive Electricity I 4
- AT 116 Automotive Electricity II 4
- AT 221 Automotive Fuel Systems I 4
- AT 222 Automotive Fuel Systems II 4
- AT 231 Engine Diagnosis and Tune-up 4

**General Education/Business/Computer required courses (UMUC)**

- ENGL 101 Introduction to Writing 3
- MATH 105 Mathematics: Contemporary Topics and Applications 3

Certificate in Electronics Technology

To qualify for the certificate, the student must complete 22 s.h., of which a minimum of 5 s.h. (5 s.h. in the C/T area) must be College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM)**

- DFT 1350 Drafting for Electronics 2
- EGT 1010 Introduction to Engineering Technology 1
- EGT 1200 Applied Technical Math 3
- ELT 1015 Basic Electronics 4
- ELT 1030 Semiconductors 3
- ELT 2010 Electronic Circuits 4
- ELT 2060 PC Boards and Soldering 2

**General Education/Business/Computer required courses (UMUC)**

- MATH 107 College Algebra 3

Certificate in Early Childhood Development

To qualify for the certificate, the student must complete 27 s.h., of which a minimum of 12 s.h. must be College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM)**

- EDU 1012 Introduction to Early Childhood Education 3
- EDU 1013 Child Growth and Development 3
- EDU 1030 Activities for Early Childhood I 3
- EDU 1040 Activities for Early Childhood II 3
- EDU 1070 Communication and the Preschool Child 3
- EDU 1075 Children’s Literature and the Language Arts 3
- EDU 1910 Cooperative Education I 3
- HTH 1050 Child Health, Safety, and Nutrition 3

**General Education/Business/Computer required courses (UMUC)**

- ENGL 101 Introduction to Writing 3

Certificate in Fire Service

To qualify for the certificate, the student must complete 34 s.h., of which a minimum of 9 s.h. must be Montgomery College courses available through Maryland in Europe.

**Career/Technical required courses (Montgomery College):**

- FS 101 Fire Protection Organization 3
- FS 104 Fire Service Administration 3
- FS 105 Fundamentals of Fire Suppression 3
- FS 112 Building Codes and Construction 3
- FS 216 Fire Detection and Suppression Systems 3
- One of the following three courses: 3
  - FS 201 Fire Prevention and Inspections
  - FS 205 Hazardous Materials and Emergency Personnel
  - FS 214 Advanced Fire Tactics and Strategy

**General Education/Business/Computer required courses (UMUC):**

- ENGL 101 Introduction to Writing 3
- MATH 107 College Algebra 3
- CHEM 121 Chemistry in the Modern World 3
- CHEM 122 Laboratory Chemistry 1
- Two of the following three courses: 6
  - GVPT 170 American Government
  - PSYC 100 Introduction to Psychology
  - SOCY 100 Introduction to Sociology
Certificate in Food and Beverage Management

To qualify for the certificate, the student must complete 32 s.h., of which a minimum of 9 s.h. must be Montgomery College courses available through Maryland in Europe.

Career/Technical required courses (Montgomery College)

- FM 103 Introduction to Nutrition 3
- FM 105 Food Service Sanitation 1
- FM 107 Food and Beverage Management 3
- FM 110 Principles of Food Production – Lecture 2
- FM 111 Principles of Food Production – Laboratory 2
- FM 204 Catering and Banquets 3
- FM 208 Food and Beverage Cost Controls 3
- HM 210 Hospitality Practicum 3

General Education/Business/Computer required courses (UMUC)

- ENGL 101 Introduction to Writing 3
- MATH 105 Contemporary Topics and Applications 3
- MGST 160 Principles of Supervision 3
- MGST Any Management Studies course 3

Certificate in Office Technology

To qualify for the certificate, the student must complete 26 s.h., of which a minimum of 7 s.h. must be College of Southern Maryland courses available through Maryland in Europe.

Career/Technical required courses (CSM)

- OFT 1001 Keyboarding 1
- OFT 1002 Document Processing 2
- OFT 1015 Keyboard Speedbuilding 1
- OFT 1051 Information/Records Management 1
- OFT 1091 Launching Your Office Career 1
- OFT 1092 Business Communications for the Office 1
- OFT 1093 Leadership and Workplace Ethics 1

Two courses selected from:

- PGL 1010 Introduction to Paralegal Studies
- PGL 2041 Legal Ethics/Law Office Management
- BIOL 150 Human Biology
- ACCT 220 Principles of Accounting I
- MGST 120 Fundamentals of the Accounting Process
- MGST 160 Principles of Supervision
- SPCH 101 Introduction to Public Speaking

General Education/Business/Computer required courses (UMUC)

- ENGL 101 Introduction to Writing 3
- CMST 100A Microcomputers: Hardware and Software 1
- CMST 100B Microcomputers: Word Processing 1
- CMST 100D Microcomputers: Presentation Graphics 1
- CMST 100E Microcomputers: Networks and Communications 1
- CMST 100F Microcomputers: Databases 1
- CMST 100G Microcomputers: Spreadsheets 1
- CMST 100J Microcomputers: Security 1
- CMST 100K Microcomputers: Accessing the Internet 1
- CMST 100N Microcomputers: Desktop Operating Systems 1
Career/Technical Associate Degrees

Maryland offers programs of study leading to associate degrees to be awarded by College of Southern Maryland (CSM), Montgomery College, and University of Maryland University College, as appropriate, in the fields of Automotive Technology, Criminal Justice, Early Childhood Development, Electronics Technology, Emergency Medical Services, Fire Science, Hospitality Management, Miliary Science, and Paralegal Studies. Course offerings vary from Education Center to Education Center; students should therefore consult their local Center about career/technical associate degrees offered in their community. An overall GPA of at least 2.0 (C) for all Maryland in Europe courses is required.

Associate of Applied Science, Automotive Technology

To qualify for the degree, the student must complete 66 s.h., of which a minimum of 15 s.h. (9 s.h. in the C/T area) are Montgomery College courses available through Maryland in Europe.

Career/Technical required courses (Montgomery College)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 101</td>
<td>Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AT 105</td>
<td>Automotive Science</td>
<td>3</td>
</tr>
<tr>
<td>AT 107</td>
<td>Internal Combustion Engines</td>
<td>4</td>
</tr>
<tr>
<td>AT 115</td>
<td>Automotive Electricity I</td>
<td>4</td>
</tr>
<tr>
<td>AT 116</td>
<td>Automotive Electricity II</td>
<td>4</td>
</tr>
<tr>
<td>AT 221</td>
<td>Automotive Fuel Systems I</td>
<td>4</td>
</tr>
<tr>
<td>AT 222</td>
<td>Automotive Fuel Systems II</td>
<td>4</td>
</tr>
<tr>
<td>AT 251</td>
<td>Automotive Technology Practicum</td>
<td>1</td>
</tr>
<tr>
<td>HE 100</td>
<td>Principles of Healthier Living</td>
<td>1</td>
</tr>
</tbody>
</table>

Four of the following six courses: 16

- AT 109 Automotive Suspension and Brakes
- AT 110 Automotive Steering and Alignment
- AT 225 Automotive Power Train
- AT 227 Automotive Transmissions and Transaxles
- AT 229 Automotive Air Conditioning
- AT 231 Engine Diagnosis and Tune-Up

General Education/Business/Computer required courses (UMUC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 291</td>
<td>Expository Writing or</td>
<td></td>
</tr>
<tr>
<td>COM M 293</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Mathematics:Contemporary Topics and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>Chemistry in the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 122</td>
<td>Laboratory Chemistry</td>
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<tr>
<td>SSCI I</td>
<td>Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY</td>
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<tr>
<td>HUMAN</td>
<td>Selected from ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, or literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate of Applied Science, Criminal Justice

To qualify for the degree, the student must complete 63 s.h., of which a minimum of 15 s.h. (9 s.h. in the C/T area) are Montgomery College courses available through Maryland in Europe.

Career/Technical required courses (Montgomery College)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 110</td>
<td>Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJ 111</td>
<td>Introduction to Law Enforcement or</td>
<td>3</td>
</tr>
<tr>
<td>CJ 230</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJ 215</td>
<td>Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJ 216</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>CJ 221</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 244</td>
<td>Contemporary Issues</td>
<td>3</td>
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</tbody>
</table>

HUMAN Principles of Healthier Living 1
Criminal Justice Electives 9
Selected from any of the following courses CJ, PGL, CCJS.

General Education/Business/Computer required courses (UMUC)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 101</td>
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<tr>
<td>MATH 105</td>
<td>Mathematics: Topics and Applications or</td>
<td></td>
</tr>
<tr>
<td>MATH 107</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SSCI 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SSCI 100</td>
<td>Introduction to Sociology</td>
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<td>Selected from ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, or literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate of Applied Science, Early Childhood Development

To qualify for the degree, the student must complete 63 s.h., of which a minimum of 15 s.h. (9 s.h. in the C/T area) are College of Southern Maryland courses available through Maryland in Europe.

Career/Technical required courses (CSM)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1012</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1013</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1030</td>
<td>Activities for Early Childhood I</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1040</td>
<td>Activities for Early Childhood II</td>
<td>3</td>
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<tr>
<td>EDU 1070</td>
<td>Communication and the Preschool Child</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1075</td>
<td>Children's Literature and the Language Arts</td>
<td>3</td>
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<tr>
<td>EDU 1910</td>
<td>Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2110</td>
<td>Current Issues in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2510</td>
<td>The Young Child with Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2910</td>
<td>Cooperative Education II</td>
<td>3</td>
</tr>
<tr>
<td>HTH 1050</td>
<td>Child Health, Safety, and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1080</td>
<td>Understanding and Guiding the Young Childs</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1110</td>
<td>Group Care of Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1160</td>
<td>School-Age Child Care</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2150</td>
<td>Day Care Administration/Management</td>
<td>3</td>
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</table>

General Education/Business/Computer required courses (UMUC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Mathematics: Topics and Applications or</td>
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<tr>
<td>MATH 107</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SCIENCE</td>
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<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
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<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUMAN</td>
<td>Selected from ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, or literature</td>
<td>3</td>
</tr>
</tbody>
</table>

2001/2002 Undergraduate Catalog
Electives (3 s.h.)
Additional courses, either early childhood-related or in other disciplines, selected in accordance with the student’s interests and goals.

**Associate of Applied Science, Electronics Technology**

To qualify for the degree, the student must complete 65 s.h., of which a minimum of 14 s.h. (9 s.h. in the C/T area) are College of Southern Maryland courses available through Maryland in Europe.

**Career/Technical required courses (CSM)**

- DFT 1350 Drafting for Electronics 2
- EGT 1010 Introduction to Engineering Technology 1
- EGT 1200 Applied Technical Math 3
- ELT 1015 Basic Electronics 2
- ELT 1030 Semiconductors 3
- ELT 2010 Electronic Circuits 4
- ELT 2020 Computer Circuits 4
- ELT 2030 Communication Circuits 4
- ELT 2040 Microprocessors 4
- ELT 2060 PCB Boards and Soldering 2
- HTH 1710 Occupational Health and Safety 3

**Electronics Electives**
Selected from any of the following courses: DFT, EGR, EGT, ELT, CMIS, CHEM, PHYS.

**General Education/Business/Computer required courses (UMUC)**

- ENGL 101 Introduction to Writing 3
- COMM 293 Technical Report Writing 3
- SPCH 101 Introduction to Public Speaking 3
- MATH 105 Mathematics: Contemporary Topics and Applications 3
- MATH 107 College Algebra 3
- BIOL 201 Human Anatomy and Physiology I 4
- BIOL 202 Human Anatomy and Physiology II 4
- PSYC 100 Introduction to Psychology 3
- PSY 2050 Human Development through the Life Span 3

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**Associate of Applied Science, Fire Science**

To qualify for the degree, the student must complete 66 s.h., of which a minimum of 15 s.h. (9 s.h. in the C/T area) are Montgomery College courses available through Maryland in Europe.

**Career/Technical required courses (Montgomery College)**

- FS 101 Fire Protection Organization 3
- FS 105 Fundamentals of Fire Suppression 3
- H E 100 Principles of Healthier Living 1
- Fire Science Electives 9

**General Education/Business/Computer required courses (UMUC)**

- ENGL 101 Introduction to Writing 3
- ENGL 291 Expository Writing or COMM 293 Technical Report Writing 3
- SPCH 101 Introduction to Public Speaking 3
- MATH 105 Mathematics: Contemporary Topics and Applications 3
- MATH 107 College Algebra 3
- MATH 108 Trigonometry and Analytic Geometry 3
- CHEM 121 Chemistry in the Modern World 3
- CHEM 122 Laboratory Chemistry 1
- PHYS 121 Fundamentals of Physics I 4
- CMIS 102 Introduction to Problem Solving and Algorithm Design 3
- PSYC 100 Introduction to Psychology 3
- GVPT 170 American Government 3
- SSCI Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY 3
- HUMN Selected from ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, or literature 3
- MGST 160 Principles of Supervision 3

**Electives (9 s.h.)**
Additional courses, either fire science-related or in other disciplines, selected in accordance with the student’s interests and goals.
Associate of Applied Science, Hospitality Management

To qualify for the degree, the student must complete 70 s.h., of which a minimum of 15 s.h. (9 s.h. in the C/T area) are Montgomery College courses available through Maryland in Europe.

Career/Technical required courses (Montgomery College):
- FM 103 Introduction to Nutrition 3
- FM 105 Food Service Sanitation 1
- FM 107 Food and Beverage Management 3
- FM 110 Principles of Food Production - Lecture 2
- FM 111 Principles of Food Production - Laboratory 2
- FM 204 Catering and Buffets 3
- FM 208 Food and Beverage Cost Controls 3
- HM 101 Introduction to the Hospitality Industry 3
- HM 143 Hotel Front Office Management 3
- HM 201 Lodging and Food Service Law 3
- HM 210 Hospitality Practicum 3
- HM 240 Lodging & Food Service Sales & Advertising 3
- HE 100 Principles of Healthier Living 1

General Education/Business/Computer required courses (UMUC):
- ENGL 101 Introduction to Writing 3
- ENGL 291 Expository Writing 3
- COMM 293 Technical Report Writing 3
- SPCH 101 Introduction to Public Speaking 3
- MATH 105 Mathematics: Topics and Applications or MATH 107 College Algebra 3
- CHEM 121 Chemistry in the Modern World 3
- CHEM 122 Laboratory Chemistry 1
- SSCI Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY 3
- HUMN Selected from ARTH, AR TT, HIST, HUMN, MUSC, PHIL, THET, or literature 3
- MGST 160 Principles of Supervision 3
- MGST 220 Principles of Accounting I 3
- MG 101 Principles of Management 3
- MG 121 Introduction to Marketing 3
- MG 207 Legal Issues in Labor Management 3

Associate of Arts, Military Science

To qualify for the degree, the student must complete 60 s.h., of which a minimum of 15 s.h. must be U M U C. At least 9 s.h. must be UMUC MILS courses. (Note: all MILS courses are considered career/technical courses.)

General Education Requirements (32 s.h.)
- MILS 105 Briefing Techniques (1 s.h.)
- MILS 192 Military Organization: DOD
- MILS 210 Leadership Fundamentals
- MILS 280 Military Law
- MGST 160 Principles of Supervision
- HIST 224 Modern Military History, 1494-1815 or HIST 225 Modern Military History, 1815-present

Military Science-related courses (6 s.h.) selected from such courses as:
- MILS 260 Contemporary Social Issues in the Military
- MILS 270 U.S. Military in a Contemporary World
- MILS 272 Comparative Military Systems
- CMST General Education/Business/Computer courses
- Any computer applications course

GVPT 170 American Government
MGST 161 Managerial Communications Skills
MGST 162 Personal Counseling
SOCY 464 Military Sociology

Electives (6 s.h.)
Additional courses, either military science core, military science related, or in other discipline(s) selected in accordance with the student's interests and goals.

Associate of Applied Science, Paralegal Studies

To qualify for the degree, the student must complete 60 s.h., of which a minimum of 15 s.h. (9 s.h. in the C/T area) are College of Southern Maryland courses available through Maryland in Europe.

Career/Technical required courses (College of Southern Maryland):
- PGL 1010 Introduction to Paralegal Studies 3
- PGL 1210 Legal Research 3
- PGL 2210 Legal Writing 3
- PGL 2410 Legal Ethics/Law Office Management 3
- PGL 2450 Litigation and Discovery 3
- PGL 2510 Case Management 3

Paralegal Electives 6
Selected from any of the following courses: PGL, PLGL.

General Education/Business/Computer required courses (UMUC):
- ENGL 101 Introduction to Writing 3
- ENGL 291 Expository Writing 3
- SPCH 101 Introduction to Public Speaking 3
- MATH 105 Mathematics: Topics and Applications or MATH 107 College Algebra 3
- SCIENCE Selected from ASTR, BIOL, CHEM, GEOL, NSCI, or PHYS 3
- SSCI Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY 3
- PHIL 140 Contemporary Moral Issues 3
- BAD 2070 Business Law I 3
- BAD 2080 Business Law II 3
- CMST 100F Microcomputers: Word Processing 1
- CMST 100G Microcomputers: Spreadsheets 1

Electives (6 s.h.)
Additional courses, either paralegal-related or in other disciplines, selected in accordance with the student's interests and goals.

Multi-Residency General Education Requirement Courses

Multi-residency GER courses are designed to assist students in meeting the residency requirement of the Maryland in Europe institution offering their program of study. GER courses that can be applied toward residency with Montgomery College are identified by the symbol MC in the UMUC Course Descriptions chapter of this catalog. GER courses that can be applied toward residency with the College of Southern Maryland are identified by the symbol CSM in the UMUC Course Descriptions chapter of this catalog.
Career/Technical Course Descriptions

**Automotive Technology**

Students earning a Certificate or Associate of Applied Science degree in Automotive Technology acquire the necessary diagnostic and manipulative skills to successfully diagnose, adjust, and/or repair today's automobiles. The automotive Driveability Specialist, which prepares students for A.S.E. Certification Tests A1 (Engine Repair), A6 (Electrical Systems), and A8 (Engine Performance), can lead to employment in the automotive service field as vehicle driveability and tune-up specialists.

**AT 101 Introduction to Automotive Technology (3)**

An introduction to the operating systems of the modern automobile. Explores current changes in the industry along with career opportunities. Covers identification and the safe use of hand, pneumatic, and electrical tools used in automotive service. Explains the basic operating procedures of shop equipment. Presents Occupational Safety and Health Act standards pertaining to the automotive field for greater individual and environmental safety. (4 hours of lecture, 4 hours of laboratory per week.)

**AT 105 Automotive Science (3)**

Designed specifically for students in the automotive technology curriculum. An introduction to those basic concepts of physics and chemistry which are essential for an understanding of the functioning of today's cars. Laboratory exercises emphasize application to specific automotive systems. Topics covered include electricity and magnetism (batteries, alternators, ignition systems); mechanics (suspension systems, power train, vibration, friction, hydraulics); and heat expansion (cooling systems, engine efficiency, air conditioning). (4 hours of lecture, 4 hours of laboratory per week.)

**AT 107 Internal Combustion Engines (4)**

Prerequisites: AT 101 and AT 105. A basic course covering the principles of operation, component parts, construction materials, and applications of the internal combustion gasoline engine. Emphasis is placed upon the analysis of engine operating conditions by the use of the latest test procedures and specialized equipment. Laboratory experience is provided in the use of engine service tools for engine removal, disassembly and inspection, testing, reconditioning, and assembly. Methods in reconditioning the various styles of cylinder heads and short-blocks are studied. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 109 Automotive Suspension and Brakes (4)**

Prerequisite: AT 101. Theory, principles of operation, inspection and repair of the suspension and brake systems found in today's automobile. Computer-controlled vehicle ride height, suspension control, and anti-lock brake systems will be covered. Laboratory emphasis is on diagnosing and servicing suspension and brake system components. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 110 Automotive Steering and Alignment (4)**

Prerequisites: AT 101 and AT 109. Theory and principles of vehicle steering systems, to include all-wheel steering, and wheel alignment. Laboratory experience covers diagnosis, inspection, and service of manual and power-assist conventional and rack type steering system components. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 115 Automotive Electricity I (4)**

Prerequisite: AT 101. Presents basic principles and fundamentals of automotive electricity. Focuses on circuit wiring, lighting systems, electrical accessories and components. Includes the theory and operation of the modern ignition system. Laboratory training covers inspection, diagnosis, and repair of the above accessories, circuits, and systems (4 hours of lecture, 8 hours of laboratory per week.)

**AT 116 Automotive Electricity II (4)**

Prerequisite: AT 115. A study of the operating principles, construction, troubleshooting, and maintenance of batteries, alternators, regulators, cranking motors, relays, solenoids and their accompanying circuits. Continues circuit diagnosis using modern electrical test equipment introduced in AT 115. Laboratory training concentrates on inspection, diagnosis and repair of the listed electrical components and wiring. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 221 Automotive Fuel Systems I (4)**

Prerequisites: AT 101 and AT 115. Theory and operation of modern fuel system. Explores emission control as applied to the fuel system. Emphasis is on diagnosis, service, and repair of fuel tanks, lines, gauges, filters, fuel pumps, carburetors, and computer-controlled feedback systems. Diagnostic scanners, factory tools, and exhaust analyzers are used in laboratory experiences. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 222 Automotive Fuel Systems II (4)**

Prerequisite: AT 221. An advanced course covering the theory and operation of mechanical and electronic fuel injection systems, computerized engine control systems, turbocharging, supercharging, and advanced emission control systems. Laboratory experience covers inspection, diagnosis, and repair of the above systems, using scanners, exhaust analyzers, and specialty service equipment. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 225 Automotive Power Train (4)**

Prerequisite: AT 101. Examines theory and operation of the modern manual transmission, manual transaxle, clutch assembly, differential, drive shaft, transfer cases, C-V joints, and wheel axle systems. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 227 Automotive Transmissions and Transaxles (4)**

Prerequisites AT 101, AT 105, and AT 225. A comprehensive study of principles and operation of modern automatic transmissions for both conventional and front-wheel drive vehicles. Laboratory experience covers in-car and bench diagnosis, maintenance, adjustment, and rebuilding, using special tools and equipment. (4 hours of lecture, 8 hours of laboratory per week.)

**AT 229 Automotive Air Conditioning (4)**

Prerequisites AT 101 and AT 115. Theory and operation of air conditioning, heating, and electronic climate control systems used on domestic and imported automobiles. Laboratory experience covers inspection, diagnosis, service, and repair of these systems. (4 hours of lecture, 8 hours of laboratory per week.)
AT 231 Engine Diagnosis and Tune-up (4)
Prerequisites: AT 116 and AT 222. An advanced course covering engine driveability problems and their correction. Laboratory experience covers inspection, diagnosis, and repair of the electrical, ignition, fuel, emission, and electronic engine control systems using modern diagnostic equipment. (4 hours of lecture, 8 hours of laboratory per week.)

AT 251 Automotive Technology Practicum (1)
Prerequisites: AT 115 and consent of Program Coordinator. A minimum of 75 hours of work experience for a 1 s.h. credit award. A jointly developed program is prepared to assure that the student's participation is consistent with curriculum objectives and the employer's facilities and interests. The practicum will permit the student to apply what has been learned in the actual automotive industrial environment and to supplement both theoretical and practical knowledge of automotive technology. Periodic seminars will monitor progress.

Criminal Justice
Students earning an Associate of Applied Science in Criminal Justice are prepared for careers in the criminal justice system. The program is offered for those employed in criminal justice or students interested in pursuing careers with local, state, federal, or private agencies in the field.

CJ 110 Administration of Justice (3)
An in-depth analysis of the total system for the administration of criminal justice. Traces the functions of the police and other law enforcement agencies, prosecutor, courts, correctional processes and institutions, probation and parole, and other officials and agencies.

CJ 111 Introduction to Law Enforcement (3)
Prerequisite: CJ 110 or equivalent. A survey of the philosophical and historical background, constitutional limitations, objectives, and processes in the enforcement of the law; and introduction to the nature and functions of public and private agencies responsible for enforcement.

CJ 211 Criminal Investigation (3)
Prerequisite: CJ 110. Fundamentals of investigation: crime scene search and recording, collection and preservation of physical evidence, modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation.

CJ 215 Organization and Administration (3)
Prerequisite: CJ 110 or equivalent. A study of the management and administration of the criminal justice system to include the role of management in organizing, controlling, coordinating, directing, staffing, and managing change and innovations in criminal justice agencies.

CJ 216 Police Operations (3)
Prerequisite: CJ 110 or equivalent. Operational services; patrol, including analysis and distribution of the force; criminal investigation; intelligence and vice units; juvenile units; traffic administration.

CJ 221 Criminal Law (3)
Prerequisite: CJ 110 or equivalent. A study of the development, application, and enforcement of local, state, and federal laws; a review of criminal offenses as defined by such laws. Includes a review of court decisions pertinent to the administration of justice, such as arrests, searches, and seizures.

CJ 230 Introduction to Corrections (3)
Prerequisite: CJ 110 or equivalent. An organized study of prisons and correctional processes; operational techniques for controlling and changing criminal behavior; model correctional programs and alternatives to confinement. History of punishment, confinement, and treatment for adult and juvenile offenders.

CJ 244 Contemporary Issues (3)
Prerequisite: CJ 110 or equivalent. This course focuses on contemporary issues, trends, and practices in the criminal justice field.

Early Childhood Development
Students earning a Letter of Recognition, Certificate, or an Associate of Applied Science degree in the Early Childhood Development program are prepared for entry-level positions that require the care and instruction of young children. Potential places of employment for graduates include day care centers, child development centers, nurseries, and elementary schools. In addition, this program offers an opportunity for those presently employed as child-care staff to update and enhance their competencies.

EDU 1012 Introduction to Early Childhood Education (3)
Students are introduced to the field of early childhood education, learning theories, classroom management, program and environmental planning, and curriculum development. The course will concentrate on the needs of the infant through the six-year-old.

EDU 1013 Child Growth and Development (3)
Students develop an understanding of the basic theories and principles affecting the physical, social, emotional, and intellectual development of children. Observations in child care settings will be required in addition to regular class lectures.

EDU 1030 Activities for Early Childhood I (3)
Students explore the development of the whole child through art, music, and indoor/outdoor play experiences. They plan and implement developmentally appropriate activities in areas that stimulate intellectual, physical, social, and emotional development with young children.

EDU 1040 Activities for Early Childhood II (3)
Students explore the development of the whole child through math, science, and social studies. They plan and implement developmentally appropriate activities that stimulate intellectual, physical, social, and emotional development with young children.

EDU 1070 Communication and the Preschool Child (3)
Students survey the development of language and speech in children from birth to school age. They also learn to talk and listen to children.
EDU 1075 Children’s Literature and the Language Arts (3)
Students explore a wide range of literature for young children and how it can be integrated into the curriculum to facilitate learning of the language arts. Activities developmentally appropriate for young children are planned and implemented. Students visit early childhood settings for implementation of activities. Basic language skills are presumed, used, and evaluated.

EDU 1080 Understanding and Guiding the Young Child’s Behavior (3)
Adults who are responsible for the care and development of young children from birth to eight years of age focus on the underlying causes of behavior, the philosophies and methodologies of discipline, as well as guidelines for the supervising caregiver.

EDU 1110 Group Care of Infants and Toddlers (3)
Students learn the theory and practice of caring for infants and toddlers in a group setting. Information is aimed at prospective-caregivers in day-care-center programs. Topics include the significance of the early years; care and protection of infants and toddlers in groups; socio-physical environment of group care setting; importance of care giver to infant development, and administrative aspects of infant-toddler programs.

EDU 1160 School-Age Child Care (3)
Students are introduced to the field of school-age child care. Emphasis is placed on growth and development of children from five to twelve years of age. Development and implementation of age-appropriate activities is considered as well as classroom management, environmental planning challenges, utilization of community resources, and communication techniques.

EDU 1910 Cooperative Education I — Early Childhood Development (3)
Prerequisites: EDU 1012, 1013, 1030, 1040, 1070, HTH 1050, and consent of Program Coordinator. Cooperative education allows students to combine academic study with on-the-job experience by working on paid training assignments.

EDU 2110 Current Issues in Child Care (3)
Prerequisites: ENGL 101 and SPCH 100. Students explore the problems, responsibilities, and accountability inherent in child care. Exploration and evaluation of trends enables students to incorporate appropriate concepts into their own theoretical and practical framework.

EDU 2150 Day Care Administration/Management (3)
Students are instructed in meeting requirements for physical facilities, licensing, insurance, and staffing day care programs. Other topics included are record keeping, budget and bookkeeping personnel selection, training and managing staff, food services, equipment, material, and community involvement.

EDU 2510 The Young Child With Disabilities (3)
Students explore theories and techniques for working with young children who have disabilities (including physical, developmental, and sensory) in a preschool or child-care setting. Topics include client identification, the referral process, early intervention, integration, interdisciplinary community services, effects on the family, and adaptations to curriculum, materials, and environment.

EDU 2910 Cooperative Education II — Early Childhood Development (3)
Prerequisites: EDU 1910, 2110, 2610 (or 2510), and consent of Program Coordinator. Students continue the cooperative education assignment begun in ELT 1910 or begin a new assignment.

Electronics Technology
Students earning a Certificate or Associate of Applied Science degree in Electronics Technology are prepared to work as entry-level technicians under the direct supervision of experienced electronics technicians, scientists, and engineers. At the associate level, the program is designed to provide students with a combination of theory and applications in both communications and microprocessor technology.

Due to the quantitative nature of the Electronics Technology field, students are required to demonstrate mathematical proficiency either by successfully completing MAT 107 or by placing at the MAT 107 level in the mathematics placement test before enrolling in the program.

DFT 1350 Drafting for Electronics (2)
Students learn the fundamentals of drafting including lettering, constructions, projections, use of proper symbols and standards, and the drawing of electronic schematics and wiring programs. Computer-aided drafting techniques are introduced.

EGT 1010 Introduction to Engineering Technology (1)
Students study the various aspects of the engineering profession. Backgrounds, qualifications, and career paths are discussed. Selected technical problems and methodology used to solve them will be presented.

EGT 1200 Applied Technical Math (3)
Prerequisite: MATH 107. Students focus on the application of technical mathematics to the solution of practical problems in the engineering and electronics technology fields. Topics include trigonometry, an introduction to probability and statistics, differential calculus, complex numbers, exponential and logarithmic functions, and an introduction to integral calculus.

ELT 1015 Basic Electronics (4)
Prerequisite: MATH 107. This beginning course in electronics covers the topics of DC and AC fundamentals from Ohm’s law through tuned circuits and passive filters. The student uses the laboratory extensively to learn the operation of electronic test equipment including the oscilloscope, function generator, and multimeter.

ELT 1030 Semiconductors (3)
Prerequisite: ELT 1015. Students learn basic semiconductor theory and the characteristics of diodes, bipolar and FET transistors, thyristors, and elementary circuits relating to these devices. Laboratory work includes related practical experiments with semiconductors.

ELT 2010 Electronic Circuits (4)
Prerequisite: ELT 1030. Students learn the basics of analog electronic circuit analysis including the theory and circuitry of differential amplifiers, operational amplifiers, power supplies, oscillators, and voltage regulators. Practical laboratory work includes building and analyzing electronic circuits.
ELT 2020 Computer Circuits (4)
Prerequisite: ELT 1015. Students learn the theory and construction of digital computer circuits. Topics include number systems, Boolean algebra, digital logic devices, counters, adders, registers, encoders, displays, digital and analog voltage conversion, and integrated circuits. Practical related laboratory experiments are included.

ELT 2030 Communication Circuits (4)
Prerequisite: ELT 2010. Students learn basic radio communication systems from lectures and related laboratory experiments that involve the theory and construction of various oscillators, modulators, transmitters, and receivers for amplitude modulation (AM) sideband modulation (SB), and frequency modulation (FM). An introduction to digital communication, fiber optics and microwaves theory is included.

ELT 2040 Microprocessors (4)
Prerequisite: ELT 2020. Students learn the fundamentals of microprocessors and perform laboratory experiments that involve the architecture, programming, and interfacing with input and output devices, using several types of microprocessor microcontrollers.

ELT 2060 PC Boards and Soldering (2)
Prerequisite: DFT 1350. Students study the design and construction of printed circuit boards and the theory and practice of soldering techniques. Laboratory work includes performing the processes necessary to convert schematic into printed circuit boards and the soldering and desoldering techniques.

Emergency Medical Services

Students earning an Associate of Applied Science degree in Emergency Medical Services are prepared to work in hospitals, fire and rescue organizations, private ambulance companies, and other health care agencies. The program is designed to provide students with the skills necessary to render immediate care to the ill and injured at the scene of an emergency. The curriculum follows the EMT-Basic national standard curriculum approved by the U.S. Department of Transportation. The National Registry Exam for EMT-Basic is offered.

EMS 1100 Emergency Medical Technician — Basic (4)
Prerequisite: Current CPR certification for health care providers for professional rescuers. EM S 1101 must be taken concurrently. Students learn to recognize the signs and symptoms of illness and injury and develop an understanding of appropriate emergency care. Topics include auto extrication, patient assessment and interventions for medical and trauma patients, childbirth, the use of the Automatic External Defibrillator (AED), and certification in basic emergency medical care for victims of injury or illness until they can be transported. Topics include CPR, treatment of wounds, bleeding and shock, medical environmental emergencies, triage and medical/legal implications.

EMS 1101 Emergency Medical Technician — Basic Laboratory (2)
Prerequisite: Current CPR certification for health care providers for professional rescuers. EM S 1101 must be taken concurrently. Students practice hemorrhage control, bandaging, splinting, MAST application, spinal immobilization, auto extrication, AED and field procedures.

EMS 1104 Emergency Medical Technician Basic Refresher (2)
Prerequisites: E M S 1100/1101 or State or National Certification. This course is designed for the student who is currently certified in EMT-B. This course meets the Department of Transportation and National Registry standard for refresher training in the field of Emergency Medicine.

EMS 1107 Cardiac Pathophysiology and EKG Interpretation (1)
Prerequisites: E M S 1100/1101 or State or National Certification. This course focuses on the anatomy and physiology of the cardiovascular and respiratory system. Pathophysiology of the heart, EKG analysis and interpretation of dysrhythmias will be emphasized. The appropriate use of the AED will be reviewed.

EMS 1108 Triage in Multiple Trauma (1)
Prerequisites: E M S 1100/1101 or State or National Certification. This course is designed to prepare EMT's to prioritize and manage multiple trauma victims. Assessment, intervention, civilian and military emergency triage protocols, and the role of the EMT-B as part of the disaster team is emphasized.

EMS 1109 PHTLS Pre-Hospital Trauma Life Support (1)
The PHTLS course is designed to provide practicing pre-hospital providers with a specific body of knowledge related to the pre-hospital assessment and care of the trauma patient. Trauma in the pre-hospital setting is covered from kinematics to treatment. A systems review is included.

EMS 1120 First Responder (2)
This course is designed for non-prehospital care providers such as police, security, and firefighting personnel who need training and certification in basic emergency medical care for victims of injury or illness until they can be transported. Topics include CPR, treatment of wounds, bleeding and shock, medical environmental emergencies, triage and medical/legal implications.

EMS 1125 EMS Roles and Responsibilities (2)
Students develop an understanding of the emergency medical services (EMS) system on local, state, and national levels. Topics include ethical and legal parameters, reactions to death and dying, communication skills and telemetry, mass causalities, triage techniques, and legislation affecting job performance.

EMS 1150 Pharmacology for EMS (2)
Prerequisites: E M S 1100/1101 or State or National Certification. Students are introduced to drugs administered by EM S Providers and their related protocols. Classification of drugs in relation to therapeutic effects, indications, contraindications, side effects, and proper dosages will be studied. An introduction to drugs administered by advanced emergency medical personnel will be included.

EMS 2250 Human Systems and Patient Assessment (4)
Prerequisites: B I O L 160 and E M S 1100/1101 or B I O L 160 and State or National Certification. This course presents an in-depth study of patient assessment for the pre-hospital emergency care...
provider. A systems approach to anatomy and physiology with emphasis on normal and abnormal structure and function is used. Students develop competency in medical and trauma patient assessment, information gathering, and in communicating assessment to other caregivers.

EMS 2300 Behavioral Emergencies (1)
Prerequisites: EM S 1100/1101 or State or N ational certification. Students learn how to assess the emotional status of pre-hospital patients with behavioral emergencies and develop skills in handling crisis situations, including the appropriate use of forcible restraint techniques. The laws governing the EM S provider's role in the restraint commitment and transport of patients with behavioral emergencies are explored. Personal stress management is included.

EMS 2400 Medical Emergencies and Trauma (5)
Prerequisites: EM S 1100/1101 or State or National certification and EM S 2150 and 2250. Students learn to identify the signs, symptoms, and causes of deviation from normal of patients with medical emergencies and trauma. Assessment, intervention protocols, the compiling of accurate histories, and appropriate communication and record keeping are emphasized.

EMS 2410 OB/GYN Emergencies (1)
Prerequisites: EM S 1100/1101 or State or National certification and EM S 2400. Pre-hospital assessment and management of the pregnant patient and the patient with a gynecologic emergency is presented. Reproductive anatomy, pregnancy, labor and delivery, and complications of pregnancy and delivery are reviewed, and students learn to assist with childbirth, care for the newborn, and use appropriate medications.

EMS 2420 Pediatric Emergencies (1)
Prerequisites: EM S 1100/1101 or State or National certification and EM S 2250. Students study the unique aspects of the assessment and management of pre-hospital pediatric patients with medical and traumatic emergencies. Effective communication techniques with the child and family members are emphasized as is the field management of specific pediatric emergencies.

EMS 2430 Sports and Military Physical Training Injuries (2)
Prerequisites: EM S 1100/1101 or State or National certification. The student will learn to assess, identify, and provide care for those patients with injuries derived from physical activity. Emphasis is placed on the anatomy and physiology of the musculoskeletal system. Body mechanics will be included.

EMS 2440 Geriatric Emergencies (2)
Prerequisites: EM S 1100/1101 or State or National certification. The student will learn to assess, identify, and provide care for elderly patients with a combination of medical and traumatic illnesses and injuries. A comprehensive study of the aging process will be included.

EMS 2450 Bloodborne Pathogens (1)
Prerequisites: EM S 1100/1101 or State or National Certification. The student will learn potential health risks for occupational exposure to blood or other potentially infectious materials during his performance as an EM T-B. A study of pathogens and their management is included.

EMS 2460 Advanced Airway Management (2)
Prerequisites: EM S 1100/1101 or State or National certification. The student will learn advanced techniques for managing patients with a compromised airway. The student will practice airway skills and techniques on manikins.

EMS 2470 Hypoperfusion: Concepts and Treatment (1)
Prerequisites: EM S 1100/1101 or State or National Certification. The cardiovascular and respiratory systems are reviewed. In-depth study of the pathophysiological derangements which can lead to hypoperfusion, including hemorrhage, fluid losses, cardiac abnormalities, neurovascular abnormalities, and allergic and infectious disease factors. Pre-hospital assessment and management of the patient with hypoperfusion, including M A S T application is considered.

EMS 2480 Pre-hospital Care of Environmental Emergencies (2)
Prerequisites: EM S 1100/1101 or State or National Certification. Thermoregulatory aspects of human physiology are presented and related to the structure and function of the skin. The process of derangement of body functions through extremes of temperature are considered, including conditions that predispose to such derangements. Assessment and management of patients with hyperthermia, hypothermia, and frostbite are studied. The pathophysiology of drowning and near-drowning are considered as well as the circumstances which predispose to them. Pre-hospital management of drowning and near-drowning, including signs and symptoms of air embolism and decompression sickness and their pre-hospital treatment are reviewed.

PSY 2050 Human Development Through the Life Span (3)
Prerequisite: PSYC 100. Human physical, intellectual, and personality (social-emotional) development through the whole life span are surveyed using models from the psychoanalytic, behavioral, and humanistic approaches. Basic language skills are presumed, used, and evaluated. Credit for this course may be earned through CLEP (acceptable score 45) or DANTES (acceptable score 46).

Fire Science
Students earning a Certificate or an Associate of Applied Science degree in Fire Science are prepared for careers in fire protection with fire/rescue services, non-fire department governmental agencies or in the private sector. The curriculum is appropriate for those students already involved in fire protection as well as those preparing to enter the field.

FS 101 Fire Protection Organization (3)
Philosophy and history of fire protection; organization of the fire service at the local, state, and national level with emphasis on organization of the individual fire department; relationships with the insurance industry and other agencies.

FS 104 Fire Service Administration (3)
Administrative functions including application and implementation in the fire service; personnel selection, training, and evaluation; relationship of administration at various levels of the organization, including reporting and budgeting.
FS 105 Fundamentals of Fire Suppression (3)
Basic concepts involved in fire suppression, including fire behavior, size-up, attack principles, and equipment utilization.

FS 112 Building Codes and Construction (3)

FS 201 Fire Prevention and Inspections (3)
Prerequisite: FS 105. Organization and administration of the fire prevention function in public and private sector operations; analysis of the fire inspector’s duties; techniques of effective fire inspections; elements of effective fire safety education programs.

FS 205 Hazardous Materials and Emergency Personnel (3)
Prerequisites: FS 105 and CHEM 121/122. Principles for making decisions concerning emergency hazardous materials incidents involving storage, handling, transportation, disposal, and related fire science problems.

FS 214 Advanced Fire Tactics and Strategy (3)
Prerequisite: FS 105. Organization for major fires, including preplanning, command post operations, utilization of personnel, and equipment for large-scale operations, supply and communication.

FS 216 Fire Detection and Suppression Systems (3)
Prerequisite: FS 105. Examination of the devices and systems utilized to support the role of the fire department in the detection and suppression of fire.

Hospitality Management

Students earning a Certificate or Associate of Applied Science in Hospitality Management are prepared for positions in the food industry. The program places emphasis on entry-level and mid-level hotel, food, and institutional administration, and combines practical experience and training. At the associate degree level, the program is a balance of food and hotel classes and management courses.

FM 103 Introduction to Nutrition (3)
Study of nutrition as it relates to health and disease. Includes functions of nutrients; factors affecting nutrient intake, absorption, and utilization; and nutrient needs during the life cycle and illness. Emphasis on planning and preparing daily diets for optimal health. Course concludes by applying the principles of diet modifications to the treatment of disease.

FM 105 Food Service Sanitation (1)
Topics include foodborne diseases, importance of employee personal hygiene and habits, and approved procedures for handling utensils and equipment.

FM 107 Food and Beverage Management (3)
Study of volume of food and beverage setup and service management. Analysis of quantity food operations, menu construction, raw material estimates, food storage facilities, and related use of institutional food and beverage service equipment. Emphasis on various types of table setup and service as required for different functions. (4 hours of lecture, 4 hours of laboratory per week.)

FM 110/111 Principles of Food Production (4)
FM 110 and 111 must be taken together. The study of basic principles of cookery, standardization of recipes, and production, presentation, and evaluation of foods related to commercial kitchens. (4 hours of lecture, 8 hours of laboratory per week.)

FM 204 Catering and Banquets (3)
Prerequisite: FM 110/111. Study of the planning and operation of catering facilities in hotels and as an independent business. Includes preparation, presentation, and service of food for catered events. (4 hours of lecture, 6 hours of laboratory per week.)

FM 208 Food and Beverage Cost Controls (3)
Prerequisite: FM 107. Emphasis on additional food and beverage service dealing with problem areas stressing personnel aspects. On-the-job personnel placement, control, supervision, and training. Analysis of cost control elements and budgeting implications. (4 hours of lecture, 4 hours of laboratory per week.)

HM 101 Introduction to the Hospitality Industry (3)
Introduction to the hospitality field including the historical development, opportunities and challenges, current trends and regulations governing the industry. Analysis of functions performed at the three levels of organization within the hotel-institutional organization and the role of domestic and international chains.

HM 143 Hotel Front Office Management (3)
Various methods and procedures used in the hotel/motel front office operation. Analysis of maintaining proper guest records and the accounting involved, including registering, cashiering, reservations, credit problems, duties of day and night clerks;
and night auditing. Stresses coordinating functions of front office personnel.

**HM 201 Lodging and Food Service Law (3)**

History of laws governing innkeeping from early times to present; host responsibilities to guests and guest to innkeeper; protection of guests’ health, life, and safety; theories of innkeeper’s liability for negligence, evictions, crimes, dangers, and accidents; lien rights; equitable charges, house rules and regulations.

**HM 210 Hospitality Practicum (3)**

Prerequisite: Consent of Program Coordinator. In-service training and practical experience, totaling a minimum of 120 hours in an approved hotel/motel field. Includes 10 hours of seminar.

**HM 240 Lodging and Food Service Sales and Advertising (3)**

Concepts of publicity, communications, public recognition, and goodwill. Stresses methods of developing advertising, merchandising, and profitable use of the media. Attention to the use of convention and groupsales, catering, and banquet sales and the importance of promotion in general to build an attractive public image.

**MG 101 Principles of Management (3)**

Overview of the development of management theory, survey of the basic managerial functions within organizations; planning, organizing, directing, controlling; the integration of the functions and applications to general managerial situations. Includes the relationship of the internal and external environment to the organization.

**MG 121 Introduction to Marketing (3)**

A survey of the marketing functions in terms of both industry and consumer goods and services. Structure, institutions, channels, and internal operations of wholesalers and retailers are stressed. Attention given to methods in controlling advertising pricing, selling, and other aspects of the discipline in the market area.

**MG 207 Legal Issues in Labor Management (3)**

Prerequisite: ENGL 101 and MG 101 or equivalent, or consent of program head. Introduction to the legal implications of employer/employee relations. Topics include a brief history of the labor movement in the United States, the major acts establishing the framework for labor management relations, union negotiations, procedures, and contracts, and the economic impact of unionization. Discrimination in employment, Title VII and its implications in hiring, firing, and night auditing. Stresses coordinating functions of front office personnel.

**Military Science**

The Associate of Arts, Military Science degree program provides career enhancement opportunities through education for military professionals. The program is designed to prepare individuals for leadership positions in the non-commissioned officer (NCO) ranks of the active duty and reserve components of all military services. The military science curriculum consists of required military science core courses and military science-related courses selected from courses in military science, military history, supervision and leadership, military sociology and computer applications.
MILS 280 Military Law (3)
This course is a study of the Uniform Code of Military Justice and the practical application of military justice for the military professional. Discussions focus on administrative procedures, non-judicial punishment, and the courts-martial system. Students develop the ability to use the UCMJ and regulatory, non-punitive administrative measures as tools to help ensure good order and discipline. Case studies comprise an important part of the instruction.

Office Technology

Students earning a Letter of Recognition or a Certificate in Office Technology are prepared to work in entry-level administrative positions from clerk typist to administrative assistant. Students develop the basic skills necessary to function proficiently in today's automated office setting.

OFT 1001 Keyboarding (1)
Students learn basic alphabetic and numeric skills on a standard keyboard using the touch system of operation. Proper keyboarding techniques and accuracy are emphasized.

OFT 1002 Document Processing (2)
Prerequisite: OFT 1001 or equivalent. Students learn to format office correspondence such as letters, tables, manuscripts, memos, and outlines. Basic word processing and transcription techniques are used in the formatting of documents. Proper keyboarding techniques and development of speed and accuracy are emphasized.

OFT 1015 Keyboard Speedbuilding (1)
Prerequisite: OFT 1001 or equivalent. Students complete intensive skillbuilding exercises to increase their keyboard speed and accuracy. An individualized program is designed for each student to enhance strengths and overcome weaknesses.

OFT 1051 Information and Records Management (1)
Students learn about the life cycle of records, beginning with their creation and ending with their disposition. Students learn to handle the types of correspondence, forms, and microforms most frequently found in today's offices and have experience with five filing methods: alphabetic, consecutive numeric, terminal-digit numeric, subject, and geographic.

OFT 1091 Launching Your Office Career (1)
Prerequisite: N one. Students develop tools for the job search and interview process. Students conduct job search interviews, prepare a resume, cover letter, application form, thank you letter and participate in a job interview.

OFT 1092 Business Communications for the Office (1)
Prerequisite: N one. Students improve their effectiveness in an office environment by practicing positive interpersonal, oral, and written communication skills. Students examine the importance of communication on a personal, professional, social, and organizational basis.

OFT 1093 Leadership and Workplace Ethics (1)
Prerequisite: N one. Students examine leadership skills needed in a professional environment to influence task objectives and to motivate others. Ethics, employment discrimination, and principles of supervision and control of the office environment are covered.

Paralegal Studies

The need for paralegals is expected to double over the next decade, making the paralegal profession one of the fastest growing occupations. Students earning a Letter of Recognition: Legal Office Assistant or an Associate of Applied Science degree in Paralegal Studies are prepared for employment in law offices, governmental agencies, real estate and insurance companies, or other legal environments. At the associate level, the program is designed to provide students with a knowledge of the judicial system and legal resources.

Students enrolled in paralegal courses should have access to a law library. Maryland provides access and expects students to use LEXIS/NEXIS, a computer-assisted research system that requires Internet access. Therefore, Paralegal students are expected to have strong, reliable, and consistent Internet access. Paralegal students are strongly urged to obtain Internet access via a private ISP (Internet Service Provider), one that permits proxy access to our database system.

PGL 1010 Introduction to Paralegal Studies (3)
Students examine the American legal system with an emphasis on the present and potential role of the paralegal. They are introduced to principles of constitutional, statutory, criminal, and civil laws and study paralegal responsibilities, legal terminology, and the rules of evidence.

PGL 1210 Legal Research (3)
Prerequisites: ENGL 101 and PGL 1010. Students learn the major techniques of legal research. Various types of legal writing and research tools are introduced. Proper citation forms are stressed along with case briefings and use of the law library. Independent research time in local law library or use of online legal resources is required in addition to scheduled class time.

PGL 1220 Legal Writing (3)
Prerequisites: PGL 1210 and IFSM 201. In this continuation of PGL 1210, students prepare case briefs, legal correspondence, draft appellate briefs and trial memoranda. Independent research time in local law library or use of online legal resources is required in addition to scheduled class time.

PGL 2041 Legal Ethics/Law Office Management (3)
Prerequisite: PGL 1010. Students examine the basic principles relating to the practice of law and the responsibilities of the paralegal. Rules and laws governing the ethical conduct of lawyers and non-lawyers are introduced. Basic management principles applicable to the law office are outlined and described.

PGL 2410 Litigation and Discovery (3)
Prerequisite: PGL 1210. Students examine basic concepts of litigation with reference to both civil and criminal trials. Topics include trial preparation, causes of action, and court jurisdiction. Students draft pleadings, perform discovery, and prepare subpoenas.

PGL 2510 Case Management (3)
Prerequisite: PGL 1210. Students examine basic management principles and paralegal's functioning within a law office. Emphasis on contemporary technological innovations and proper resource allocation. Students compile and coordinate client information, draft demand letters, file pleadings, and preserve evidence.
UMUC Certificates

UMUC-Europe offers programs of study leading to University of Maryland University College certificates in specific academic areas including Accounting, Computer Studies, Management Studies, Women’s Studies and Foreign Language Area Studies (British, German, Greek, Italian, Russian, Spanish and Turkish). These are not terminal programs for students who wish to continue working toward associate or bachelor’s degrees. Certificates have three common requirements as highlighted in the following box.

CERTIFICATE COMMON REQUIREMENTS
1. The completion of certain general education courses.
2. A total of 30 semester hours, including at least 15 semester hours with UMUC.
3. A cumulative grade point average of at least 2.0 (C) for the courses completed with UMUC and a grade of at least “C” in each core and discipline-related course.

Business and Management Certificates

Management Certificate
To qualify for the certificate, a student must complete the following courses:

General education courses (12 s.h.):
- ENGL 101 Introduction to Writing
- ECON 201 Principles of Economics I
- ECON 203 Principles of Economics II
- Social science courses from different disciplines (6 s.h.).
  Recommended:
  - GVPT 170 American Government
  - PSYC 100 Introduction to Psychology

Management-related courses (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from:
- ACCT All Accounting courses
- BMGT All Business and Management courses
- CMST All Computer Applications courses
- CMIS All Computer and Information Science courses
- ECON All Economics courses
- GNST 201 Introductory Statistics
- GVPT 210 Introduction to Public Administration and Policy
- IFSM All Information Systems Management courses
- MGST All Management Studies courses
- PSYC 221 Social Psychology
- PSYC 361 Survey of Industrial and Organizational Psychology
- SOCY 461 Industrial Sociology
- SPCH 108 Technical Speech Communication

Electives (6 s.h.)
These should be selected from general education or management-related courses.

Accounting Certificate
To qualify for the certificate, a student must complete the following courses:

General education courses (9 s.h.):
- ENGL 101 Introduction to Writing
- MATH 105 Mathematics: Contemporary Topics and Applications or
- MATH 107 College Algebra
- MATH 108 College Algebra
- MGST 161 Managerial Communications Skills or another 3-semester-hour writing or applied speech course

Accounting courses (18 s.h.):
Accounting core courses (9 s.h., of which at least 6 s.h. must be completed with UMUC) selected from:
- ACCT 220 Principles of Accounting I
- ACCT 221 Principles of Accounting II
- MGST 320 Governmental Accounting
- ACCT/BMGT Any upper-level course in accounting or finance

Accounting-related courses (9 s.h.) selected from:
- BMGT 110 Intro to Business and Management
- BMGT 380 Business Law I
- BMGT 381 Business Law II
- CMST 340 Computer Applications in Management
- CMIS 102 Introduction to Problem Solving and Algorithm Design
- ECON 201 Principles of Economics I
- ECON 203 Principles of Economics II
- GNST 201 Introductory Statistics
- MGST 120 Fundamentals of the Accounting Process
- MGST 140 Personal Financial Management

Electives (3 s.h.)
These should be selected from accounting core or accounting-related courses.

Computer Studies Certificate
(NOTE: Please see the Course Information/Computer Studies section of this Catalog for important information on course sequences and prerequisites.)

General education courses (9 s.h.), to include:
- ENGL 101 Introduction to Writing
- MATH 105 Mathematics: Contemporary Topics and Applications or
- MATH 107 College Algebra
- Additional 3 s.h. of writing or applied speech

Computer Studies-related courses (15 s.h., at least 6 s.h. of which must be completed with UMUC), to include:
- CMIS 102 Introduction to Problem Solving and Algorithm Design
- IFSM 201 Introduction to Computer-Based Systems

At least two of the following courses:
- CMIS 140 Introductory Programming
- CMIS 240 Data Structures and Abstraction
- IFSM 300 Information Systems in Organizations
- IFSM 310 Software and Hardware Concepts
- As necessary, course work to complete the required 15 s.h., from courses such as:
  - CMST 100A Introduction to Microcomputers: Hardware and Software
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CMST 100B Introduction to Microcomputers: Word Processing
CMST 100D Introduction to Microcomputers: Presentation Graphics
CMST 100E Introduction to Microcomputers: Networks and Communication
CMST 100F Introduction to Microcomputers: Databases
CMST 100G Introduction to Microcomputers: Spreadsheets
CMST 100J Introduction to Microcomputers: Security
CMST 100K Introduction to Microcomputers: Accessing Information via the Internet
CMST 100L Introduction to Microcomputers: Web Page Design
CMST 100M Introduction to Microcomputers: HTML
CMST 303 Advanced Features of Microcomputer Application Software
CMST 310 Desktop Publishing
CMST 340 Computer Applications in Management
CMST 385 Internet: A Practical Guide
CMST 386 Internet: An Advanced Guide
CMIS Any Computer and Information Science course
CMIT Any Computer Information Technology course
IFSM Any Information Systems Management course

Electives (6 s.h.)
These should be selected from Computer Studies-related courses.

Foreign Language Area Studies Certificates

Foreign Language Area Studies certificates give students the opportunity to focus on the life and culture of a particular European country, normally the one in which they live. The certificate is a part of a broader Maryland Foreign Language Area Studies program, which also has options at the associate level.

All students who wish to qualify for a foreign language area studies certificate must complete the following general education courses (12 s.h.):

- ENGL 101 Introduction to Writing
- Additional 3 s.h. of writing or applied speech

Social science courses from different disciplines (6 s.h.), to be selected from:

- ANTH 101 Introduction to Anthropology: Archaeology and Physical Anthropology
- ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics
- GVPT 100 Principles of Government and Politics
- PSYC 100 Introduction to Psychology
- SOCY 100 Introduction to Sociology

The core, discipline-related, and elective courses for the specific Foreign Language Certificates are as follows:

**British Studies Certificate**
British Studies-related courses (15 s.h., of which at least 6 s.h. must be completed with UMUC), selected from courses such as:

- ENGL 211 English Literature: Beginning to 1800
- ENGL 212 English Literature: 1800 to the Present
- ENGL 402 Chaucer
- ENGL 403 Shakespeare: The Early Works
- ENGL 404 Shakespeare: The Later Works
- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 430 Tudor England
- HIST 431 Stuart England
- HIST 432 Britain in the 18th Century
- HIST 433 Victorian Britain
- HIST 434 Britain since World War I
- HUMN 231 Introduction to British Culture

Appropriate courses in British culture, history, literature, and government and politics.

**Electives (3 s.h.)**
From additional course(s) in British Studies-related courses or other discipline(s) selected in accordance with the student's interests and goals.

**German Studies Certificate**
Language core courses (6 s.h.), to include:

- GERM 111 Elementary German I
- GERM 112 Elementary German II

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

- GERM 333 German Life and Culture I
- GERM 334 German Life and Culture II
- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 336 Europe in the 19th Century: 1815-1919 or
- HIST 337 Europe in the World Setting of the 20th Century
- HIST 440 Germany in the 19th Century: 1815-1914
- HIST 441 Germany in the 20th Century: 1914 to the Present

Appropriate courses in German culture, history, literature, and government and politics. Additional German language courses may not be applied to this portion of the certificate requirements.

**Greek Studies Certificate**
Language core courses (6 s.h.), to include:

- MGRK 111 Elementary Greek I
- MGRK 112 Elementary Greek II

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

- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 324 Classical Greece
- HIST 325 Alexander the Great and the Hellenistic Age
- HIST 336 Europe in the 19th Century: 1815-1919 or
- HIST 337 Europe in the World Setting of the 20th Century
- HIST 443 Modern Balkan History
- MGRK 333 Greek Life and Culture I
- MGRK 334 Greek Life and Culture II

Appropriate courses in Greek culture, history, literature, and government and politics. Additional Greek language courses may not be applied to this portion of the certificate requirements.
**Italian Studies Certificate**

Language core courses (6 s.h.), to include:

ITAL 111 Elementary Italian I
ITAL 112 Elementary Italian II

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

ARTH 200 Art of the Western World to 1300 or
ARTH 201 Art of the Western World from 1300
HIST 141 Western Civilization I or
HIST 142 Western Civilization II
HIST 326 The Roman Republic
HIST 327 The Roman Empire
HIST 336 Europe in the 19th Century: 1815-1919 or
HIST 337 Europe in the World Setting of the 20th Century
ITAL 333 Italian Life and Culture I
ITAL 334 Italian Life and Culture II

Appropriate courses in Italian culture, history, literature, and government and politics. Additional Italian language courses may not be applied to this portion of the certificate requirements.

**Turkish Studies Certificate**

Language core courses (6 s.h.), to include:

TURK 111 Elementary Turkish I
TURK 112 Elementary Turkish II

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

HIST 141 Western Civilization I or
HIST 142 Western Civilization II
HIST 336 Europe in the 19th Century: 1815-1919 or
HIST 337 Europe in the World Setting of the 20th Century
HIST 391 History of the Ottoman Empire
TURK 333 Turkish Life and Culture I
TURK 334 Turkish Life and Culture II

Appropriate courses in Turkish culture, history, literature, and government and politics. Additional Turkish language courses may not be applied to this portion of the certificate requirements.

**Women’s Studies Certificate**

The program leading to the Women’s Studies Certificate focuses on the experiences, needs, expectations and contributions of women. The certificate is also designed to enhance student preparation for social and personnel work in both military and civilian life. To qualify for the certificate, the student must complete the following courses:

General education courses (12 s.h.), to include:

ENGL 101 Introduction to Writing
Additional 3 s.h. of writing or applied speech
Social science courses (6 s.h.). Recommended:
PSYC 100 Introduction to Psychology
SOCY 100 Introduction to Sociology

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

ENGL 250 Introduction to Literature by Women
ENGL 354 20th Century American Women Writers
HIST 374 Women in Modern Medieval Culture and Society
HIST 375 Modern European Women’s History
HIST 376 Women and the Family in America to 1870
HIST 377 Women in America Since 1870
PSYC 336 Psychology of Women
SOCY 325 Sociology of Gender
WMST 200 Introduction to Women's Studies Women and Society

Other appropriate courses relating to women in history, literature, professional life, and government and politics.

Electives (6 s.h.)

Selected in accordance with the student’s interests and goals.
UMUC Associate Degrees

UMUC-Europe offers programs of study leading to University of Maryland University College associate degrees and bachelor's degrees. Course offerings vary from Education Center to Education Center, and students should consult with their local center about programs offered in their community.

Associate of Arts degrees were introduced by Maryland in 1951. Students with UMUC-Europe may pursue associate degrees in Accounting, Business and Management, Computer Studies, Management Studies, General Curriculum, Foreign Language Area Studies (British, German, Greek, Italian, Russian, Spanish, or Turkish), and Mathematics.

General Education Requirements (GER)

General Education Requirements are part of all University of Maryland University College associate degree programs. The GER for associate degree programs includes at least 32 semester hours of credit in courses selected to provide a solid cultural and intellectual foundation for the student's education.

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ............................................................................................................................................................................................................. 9 s.h.
  • ENGL 101 Introduction to Writing (3 s.h.). Must be taken within the first 15 s.h. with Maryland. Placement test required.
  • ENGL 101 or equivalent may not be earned through credit by examination.
  • One additional course in writing (3 s.h.).
  • A third course in writing or speech (3 s.h.).

ARTS AND HUMANITIES ..................................................................................................................................................................................................... 3 s.h.
  One course in each of two of the following disciplines: ARTH, ARTT, Foreign Language, HIST, HUMN, MUSC, PHIL, THET, or literature.

SOCIAL AND BEHAVIORAL SCIENCES ............................................................................................................................................................................. 6 s.h.
  One course in each of two of the following disciplines: ANTH, BEHS, some CCJS courses, ECON, GEOG, GVPT, PSYC, or SOCY.

BIOLOGICAL AND PHYSICAL SCIENCES ........................................................................................................................................................................ 7 s.h.
  Two courses, of which at least one must be a laboratory course. Credits must be from the following disciplines: ASTR, BIOL, BOTN, CHEM, GEOL, GNSC, PHYS, or ZOOL.

MATHEMATICS ........................................................................................................................................................................................................................ 3 s.h.
  MATH 105, MATH 107, or a higher-level mathematics course. Must be completed within the first 15 s.h. with Maryland.
  Placement test required.

LIBRARY RESEARCH ............................................................................................................................................................................................................... 1 s.h.
  LIBS 100 Introduction to University Library Research. Must be completed within the first 15 s.h. with Maryland.

TOTAL ...................................................................................................................................................................................................................................... 32 s.h.

Degree Requirements

Associate degrees are not terminal programs for students who wish to continue toward bachelor's degrees. Associate of Arts degrees offered by the University of Maryland University College have three common requirements, as summarized in the following box.

SUMMARY OF ASSOCIATE DEGREE REQUIREMENTS

1. The completion of the 32 semester-hour, associate degree General Education Requirements
2. A total of 60 semester hours, including at least 15 semester hours with UMUC.
3. A cumulative grade point average of at least 2.0 (C) for the courses completed with UMUC and a grade of at least "C" in each core and discipline-related course.
Associate of Arts General Curriculum

The Associate of Arts General Curriculum is for adult students who wish to pursue their own educational goals. They may do this by combining related courses from several disciplines, exploring several interests at once, or choosing a variety of courses from throughout the UMUC-Europe program. Students in this program accept responsibility for developing a curriculum that meets their specific objectives. Maryland academic advisors are pleased to assist students in arranging their programs.

1. General Education Requirements (32 s.h.).
2. Electives (28 s.h.). Additional courses in accordance with the student's interests and goals.

Business and Management Associate Degrees

Associate of Arts, Management Studies

General Education Requirements (32 s.h.)

Management-related courses (18 s.h., of which at least 9 s.h. must be completed with UMUC), selected from:

- ACCT All Accounting courses
- BMGT All Business and Management courses
- CMST All Computer Applications courses
- CMIS All Computer and Information Science courses
- COMM 390 Writing for Managers
- ECON All Economics courses
- GNST 201 Introductory Statistics
- GVPT 210 Introduction to Public Administration and Policy
- IFSM All Information Systems Management courses
- MGST All Management Studies courses
- PSYC 221 Social Psychology
- PSYC 361 Survey of Industrial and Organizational Psychology
- SOCY 461 Industrial Sociology
- SPCH 108 Technical Speech Communication

Electives (10 s.h.)
Additional courses, either management-related or in other disciplines, selected in accordance with the student's interests and goals.

Associate of Arts, Business and Management

General Education Requirements (32 s.h.)

Business and Management courses (24 s.h., of which at least 9 s.h. must be completed with UMUC). The student selects five of the following seven courses:

- BMGT 110 Introduction to Business and Management
- ACCT 220 Principles of Accounting I
- ACCT 221 Principles of Accounting II
- CMST/CISIS/IFSM One 3-s.h. Computer Studies course
- ECON 201 Principles of Economics I
- ECON 203 Principles of Economics II
- GNST 201 Introductory Statistics

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

- ACCT All Accounting courses
- BMGT All Business and Management courses

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

- ACCT 220 Principles of Accounting I
- ACCT 221 Principles of Accounting II
- ACCT 310 Intermediate Accounting I
- ACCT 311 Intermediate Accounting II
- ACCT 321 Cost Accounting
- ACCT 323 Taxation of Individuals
- BMGT 340 Business Finance
- ACCT/BMGT Any upper-level course in accounting or finance
- MGST 320 Governmental Accounting
- BMGT 380 Business Law I
- BMGT 381 Business Law II
- CMST 340 Computer Applications in Management
- CMIS 102 Introduction to Problem Solving and Algorithm Design
- ECON 201 Principles of Economics I
- ECON 203 Principles of Economics II
- GNST 201 Introductory Statistics
- MGST 120 Fundamentals of the Accounting Process

Electives (3 s.h.)
Additional courses, either accounting core, accounting-related, or in other disciplines, selected in accordance with the student's interests and goals.

Associate of Arts Computer Studies

(Note: Please see the Course Information/Computer Studies section of this Catalog for important information on course sequences and prerequisites.)

General Education Requirements (32 s.h.)

Computer Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), to include:

- CMIS 102 Introduction to Problem Solving and Algorithm Design
- IFSM 201 Introduction to Computer-Based Systems
- CMIS 140 Introductory Programming or
  Appropriate programming language course
At least one of the following:
CMIS 240 Data Structures and Abstraction
CMIS 310 Computer Systems and Architecture
IFSM 300 Information Systems in Organizations
IFSM 310 Software and Hardware Concepts

As necessary, course work to complete the required 15 s.h. from such courses as:
CMST 100A Introduction to Microcomputers: Hardware and Software
CMST 100B Introduction to Microcomputers: Word Processing
CMST 100D Introduction to Microcomputers: Presentation Graphics
CMST 100E Introduction to Microcomputers: Networks and Communication
CMST 100F Introduction to Microcomputers: Databases
CMST 100G Introduction to Microcomputers: Spreadsheets
CMST 100J Introduction to Microcomputers: Security
CMST 100L Introduction to Microcomputers: Web Page Design
CMST 100M Introduction to Microcomputers: HTML
CMST 100N Introduction to Microcomputers: Desktop Operating Systems
CMST 303 Advanced Features of a Microcomputer Application Software
CMST 310 Desktop Publishing
CMST 340 Computer Applications in Management
CMST 385 Internet: A Practical Guide
CMST 386 Internet: An Advanced Guide
CMIS Any Computer and Information Science Course
CMIT Any Computer Information Technology Course
IFSM 201 Introduction to Computer-Based Systems
IFSM Any other Information Systems Management Course

Electives (13 s.h.)
Additional courses in Computer Studies, or in other disciplines, selected in accordance with the student's interests and goals.

Foreign Language Area Studies Associate Degrees

Foreign Language Area Studies associate degrees give students the opportunity to focus on the life and culture of a particular European country normally the country in which they live. The associate degree is part of a broader Maryland Foreign Language Area Studies program, which also has options at the certificate level. The specific course requirements for each Foreign Language Area Studies associate degree follow:

Associate of Arts, British Studies
General Education Requirements (32 s.h.)
British Studies-related courses (21 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:
ENGL 211 English Literature: Beginning to 1800
ENGL 212 English Literature: 1800 to the Present
ENGL 402 Chaucer
ENGL 403 Shakespeare: The Early Works
ENGL 404 Shakespeare: The Later Works
HIST 141 Western Civilization I or
HIST 142 Western Civilization II
HIST 430 Tudor England

HIST 431 Stuart England
HIST 432 Britain in the 18th Century
HIST 433 Victorian Britain
HIST 434 Britain since World War I
HUMN 231 Introduction to British Culture

Appropriate courses in British culture, history, literature, and government and politics.

Electives (7 s.h.)
Additional courses in British Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.

Associate of Arts, German Studies
General Education Requirements (32 s.h.)
Language core courses (12 s.h.), to include:
GERM 111 Elementary German I
GERM 112 Elementary German II
GERM 211 Intermediate German I
GERM 212 Intermediate German II

German Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:
GERM 333 German Life and Culture I
GERM 334 German Life and Culture II
HIST 141 Western Civilization I or
HIST 142 Western Civilization II
HIST 336 Europe in the 19th Century: 1815-1919 or
HIST 337 Europe in the World Setting of the 20th Century
HIST 440 Germany in the 19th Century: 1815-1914
HIST 441 Germany in the 20th Century: 1914 to the Present

Appropriate courses in German culture, history, literature, and government and politics. Additional German language courses may not be applied to this portion of the associate degree requirements.

Electives (1 s.h.)
Additional courses in German Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.

Associate of Arts, Greek Studies
General Education Requirements (32 s.h.)
Language core courses (12 s.h.), to include:
MGRK 111 Elementary Greek I
MGRK 112 Elementary Greek II
MGRK 211 Intermediate Greek I
MGRK 212 Intermediate Greek II

Greek Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:
HIST 141 Western Civilization I or
HIST 142 Western Civilization II
HIST 324 Classical Greece
HIST 325 Alexander the Great and the Hellenistic Age
HIST 336 Europe in the 19th Century: 1815-1919 or
HIST 337 Europe in the World Setting of the 20th Century
HIST 443 Modern Balkan History
MGRK 333 Greek Life and Culture I
MGRK 334 Greek Life and Culture II

Appropriate courses in Greek culture, history, literature, and government and politics.
Appropriate courses in Greek culture, history, literature, and government and politics. Additional Greek language courses may not be applied to this portion of the associate degree requirements.

**Electives (1 s.h.)**
Additional courses in Greek Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.

**Associate of Arts, Italian Studies**

**General Education Requirements (32 s.h.)**

**Language core courses (12 s.h.), to include:**
- ITAL 111 Elementary Italian I
- ITAL 112 Elementary Italian II
- ITAL 211 Intermediate Italian I
- ITAL 212 Intermediate Italian II

**Italian Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:**
- ARTH 200 Art of the Western World from 1300
- ARTH 201 Art of the Western World up to 1300
- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 326 The Roman Republic
- HIST 327 The Roman Empire
- HIST 336 Europe in the 19th Century: 1815-1919 or
- HIST 337 Europe in the World Setting of the 20th Century
- ITAL 333 Italian Life and Culture I
- ITAL 334 Italian Life and Culture II

Appropriate courses in Italian culture, history, literature, and government and politics. Additional Italian language courses may not be applied to this portion of the associate degree requirements.

**Electives (1 s.h.)**
Additional courses in Italian Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.

**Associate of Arts, Russian Studies**

**General Education Requirements (32 s.h.)**

**Language core courses (12 s.h.), to include:**
- RUSS 111 Elementary Russian I
- RUSS 112 Elementary Russian II
- RUSS 211 Intermediate Russian I
- RUSS 212 Intermediate Russian II

**Russian Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:**
- GVPT 451 Foreign Policy of Russia and the States of the Former Soviet Union
- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 336 Europe in the 19th Century: 1815-1919 or
- HIST 337 Europe in the World Setting of the 20th Century
- HIST 448 20th-Century Russia
- RUSS 333 Russian Life and Culture I
- RUSS 334 Russian Life and Culture II

Appropriate courses in Russian culture, history, literature, and government and politics. Additional Russian language courses may not be applied to this portion of the associate degree requirements.

**Electives (1 s.h.)**
Additional courses in Russian Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.

**Associate of Arts, Spanish Studies**

**General Education Requirements (32 s.h.)**

**Language core courses (12 s.h.), to include:**
- SPAN 111 Elementary Spanish I
- SPAN 112 Elementary Spanish II
- SPAN 211 Intermediate Spanish I
- SPAN 212 Intermediate Spanish II

**Spanish Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:**
- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 336 Europe in the 19th Century: 1815-1919 or
- HIST 337 Europe in the World Setting of the 20th Century
- SPAN 333 Spanish Life and Culture I
- SPAN 334 Spanish Life and Culture II

Appropriate courses in Spanish culture, history, literature, and government and politics. Additional Spanish language courses may not be applied to this portion of the associate degree requirements.

**Electives (1 s.h.)**
Additional courses in Spanish Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.

**Associate of Arts, Turkish Studies**

**General Education Requirements (32 s.h.)**

**Language core courses (12 s.h.), to include:**
- TURK 111 Elementary Turkish I
- TURK 112 Elementary Turkish II
- TURK 211 Intermediate Turkish I
- TURK 212 Intermediate Turkish II

**Turkish Studies-related courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:**
- HIST 141 Western Civilization I or
- HIST 142 Western Civilization II
- HIST 336 Europe in the 19th Century: 1815-1919, or
- HIST 337 Europe in the World Setting of the 20th Century
- HIST 391 History of the Ottoman Empire
- TURK 333 Turkish Life and Culture I
- TURK 334 Turkish Life and Culture II

Appropriate courses in Turkish culture, history, literature, and government and politics. Additional Turkish language courses may not be applied to this portion of the associate degree requirements.

**Electives (1 s.h.)**
Additional courses in Turkish Studies-related courses, or in other disciplines, selected in accordance with the student's interests and goals.
**Associate of Arts Mathematics**

**General Education Requirements (32 s.h.)**

To satisfy the mathematics GER, students must include GNST 201 or an equivalent course in statistics.

**Mathematics-related courses (at least 22 s.h., of which 15 s.h. must be completed with UMUC), including:**

- **Introductory and intermediate calculus:**
  - MATH 130 Calculus A
  - MATH 131 Calculus B
  - MATH 132 Calculus C
  - MATH 241 Multivariable Calculus

- **One course selected from:**
  - MATH 240 Linear Algebra
  - MATH 246 Differential Equations for Scientists and Engineers

- **Two courses in which a mathematical approach is applied to another field of study, selected from:**
  - BMGT Any accounting or finance course
  - BMGT 332 Operations Research
  - BMGT 385 Production Management
  - ECON 201 Principles of Economics I or ECON 203 Principles of Economics II

- **Phys** Any physics course numbered 111 or higher

- **CHEM 103 General Chemistry I**

- **CHEM 113 General Chemistry II**

- **CMIS 102 Introduction to Problem Solving and Algorithm Design**

- **CMIS 140 Introductory Programming**

- **CMIS 240 Data Structures and Abstraction**

- **CMIS 320 Relational Databases**

- **CMIS 330 Software Engineering Principles and Techniques**

- **STAT 400 Applied Probability and Statistics I**

- **STAT 401 Applied Probability and Statistics II**

- **ECON 430 Money and Banking**

- **ECON 440 International Economics**

**Electives (up to 6 s.h. to complete the required 60 s.h.)**

Additional courses in mathematics, or in other disciplines, selected in accordance with the student's interests and goals.

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**Second Associate Degree**

It is not possible to earn two degrees simultaneously at the same level (e.g., two associate degrees) using the same credit. However, a student may wish to pursue either a second AA degree (before or after a first BA/BS degree).

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

1. Request an Official Evaluation for the second degree before enrolling in applicable coursework, but after completing all requirements for the first AA degree. If the first degree was not with UMUC, the student must complete at least 6 s.h. with Maryland before the Official Evaluation is conducted (see Official Evaluation, page 00).

2. Complete at least 15 new semester hours with UMUC (including at least 9 s.h. in the core or core-related area, depending on the degree). The new 15 s.h. must be uniquely applicable to the second UMUC degree.

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

An associate degree may be concurrently awarded with a baccalaureate degree if all degree requirements have been met for both degrees and the student applies for both. However, once the baccalaureate degree is conferred, the student will be held to second degree rules for associate degrees, which stipulate that 15 s.h. of new credits must be earned.
UMUC Bachelor's Degrees

Bachelor of Science (B.S.) and Bachelor of Arts (B.A.)

University of Maryland University College offers a comprehensive undergraduate program which features courses from many academic subject areas and bachelor's degree programs involving 21 majors and 36 minors. It is most feasible for UMUC students in Europe to complete bachelor degrees in the following majors: accounting, business administration, communication studies, computer and information science, computer and information technology, computer studies, English, environmental management, general studies, history, humanities, human resource management, information systems management, management studies, marketing, psychology, social science.

It is most feasible for UMUC students in Europe to complete the following minors: accounting, business administration, business law and public policy, communication studies, computer studies, customer service management, economics, e-commerce and technology management, English, environmental management, finance, government and politics, history, humanities, human resource management, international business management, management studies, marketing, mathematical sciences, psychology, sociology, strategic and entrepreneurial management, and women's studies.

While these are the most feasible baccalaureate majors and minors in Europe, students at virtually every location, in UMUC-Asia and UMUC-Stateside, may want to take a combination of online (distance education) and traditional classes to complete their major/minor requirements and even their bachelor's degree. As it is, 14 of the majors and 16 of the minors are available entirely online as of August 2001 and more will be brought online. Thus, through a combination of appropriate online classes and traditional courses (to include those taken previously with UMUC-Asia and/or UMUC-Stateside), students can complete any UMUC bachelor's degree through study with UMUC-Europe.

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

Expectations

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

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

- communicate effectively, orally and in writing;
- reason mathematically;
- examine and critically assess aesthetic, historical, and cultural works reflecting the variety of human thought and cultural achievement;
- comprehend the nature, techniques, and limits of science and the social and behavioral sciences;
- use libraries and other information resources to locate, evaluate, and use needed information effectively; and
- understand information technology and apply it productively.

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

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

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

Requirements

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

The following requirements for the B.A. and B.S. are applicable to students who enroll on or after 1 August 2001.
UMUC Bachelor's Degrees

General Education Requirements—GER (41 s.h.)

A. Communications (12 s.h.)

- ENGL 101 or ENGL 101X (3 s.h.)
  Must be completed within first 15 s.h. Placement test required. May not be earned through credit by examination.

- Another writing course (3 s.h.)
  All COMM courses (except COMM 380 and COMM 493) and ENGL 278F, 281, 291, 294, 303, 391X, 396*, 493, 498, 499, and 499N apply.

- A third course in writing or speech (3 s.h.)
  All COMM and SPCH courses and ENGL 278F, 281, 291, 294, 303, 384, 391, 391X, 396*, 493, 498, 499, and 499N apply.

- An upper-level intensive writing course (3 s.h.)
  ENGL 303, 391, 391X, and 396*; COMM 390, 393, 393X, 394, and 394X; and LGST 401 apply. May not be earned through credit by examination.

No more than 3 semester hours of writing credit may be earned through credit by examination.

B. Arts and Humanities (6 s.h.)

One course in each of two of the following disciplines: ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

C. Behavioral and Social Sciences (6 s.h.)

One course in each of two of the following disciplines: ANTH, BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, or SOCY. Not all CCJS or GERO courses apply; eligible courses are CCJS 105, 350, 360, 432, 451, 452, 453, 454, and 461, and GERO 210, 220, 302, 304, and 415.

D. Biological and Physical Sciences (7 s.h.)

- A science lecture course (3 s.h.) with related laboratory course (1 s.h.), or

- A science course combining lecture and laboratory (4 s.h.), or

- Any other science course (3 s.h.)

Courses from the following disciplines satisfy both requirements: ASTR, BCHM, BIOL, CHEM, GERO, GVPT, PSYC, or SOCY. Not all CCJS or GERO courses apply; eligible courses are CCJS 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461, and GERO 210, 220, 302, 304, and 415.

E. Mathematics (3 s.h.)

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

Note: MATH 107 or any higher-level course is required for majors in accounting, business administration, computer and information science, computer science, information management systems, computer studies, or computer information technology.

F. Interdisciplinary or Emerging Issues (7 s.h.)

For all students:

- One course in information literacy and research methods (1 s.h.). LIBS 100 or LIBS 150 applies.

For computing majors:

- One course satisfying the cross-curricular international perspective requirement and one course satisfying the civic responsibility requirement (6 s.h.). Applicable courses are listed on p. 54.

For noncomputing majors:

- Six semester hours in computing courses (6 s.h.)

  Courses in CMIS, CMIT, CMSC, CMST, and IFSM; LGST 360 and 363A; and BMGT 301 apply.

Cross-Curricular Requirements (9 s.h.)

Unless otherwise specified, these requirements may be satisfied anywhere in the degree (within General Education Requirements, major, minor, or elective courses). (See pp. 54-56 for lists of courses that apply to these requirements.)

- Civic Responsibility
  One course that offers a perspective on civic responsibility (3 s.h.) A list of approved civic responsibility courses is found on p. 54. Computing majors must satisfy this requirement within the GERs.

- Historical Perspective
  One course that offers a historical perspective (3 s.h.) A list of approved historical perspective courses is found on p. 54.

- International Perspective
  One course that offers an international perspective (3 s.h.) The international perspective requirement may be met by 3 semester hours of a foreign language. A list of other approved international perspective courses is found on p. 55. Computing majors must satisfy this requirement within the GERs.

Total General Education and Cross-Curricular Requirement 41-50 s.h.

Major, Minor, and Elective Requirements

A. Academic Major (30–38 s.h.)

The number of semester hours required to complete an academic major varies according to academic program. At least half the semester hours earned within the major must be upper-level credit. At least 15 semester hours must be earned through UMUC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following section. Students may receive a dual major on completion of all requirements for both majors, including the required minimum number of semester hours for each major.
B. Academic Minor (15–19 s.h.)

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

Note: No more than half the credits for a major or minor program may be earned through Course-Challenge Examinations credit by examination, or EXCEL.

C. Electives (15-34 s.h.)

Electives may be taken in any academic discipline and must include at least 9 semester hours of upper-level coursework. In a B.S. degree, no more than 21 semester hours may consist of vocational or technical credit; no vocational/technical credit can be applied in a B.A. program. Pass/fail credit may be used for electives only.

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

General Bachelor’s Degree Requirements

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

1. Completion of a minimum of 120 semester hours of credit.
2. A minimum grade-point average of 2.00 (C) overall, and a minimum grade of C (2.00) for any course to be applied to the academic major or minor.
3. Within the required 120 semester hours, coursework taken with UMUC as follows:
   - 30 semester hours (normally the final 30)
   - 15 semester hours within the major
   - 15 semester hours at the upper level, preferably within the major or minor
4. At least 45 semester hours of upper-level credit (i.e., credit earned in courses numbered 300 to 499), including:
   - At least one-half of the semester hours required for the major
   - 3 semester hours of intensive writing
   - 9 semester hours of electives
The remaining upper-level hours may be earned in any part of the curriculum.

Total Degree Requirements 120 s.h.

Summary of Bachelor’s Degree Requirements

1. Bachelor's Degree General Education Requirements .......................... 41 s.h.
2. Cross-Curricular Requirements ...................................................... 9 s.h.
3. Academic Major ............................................................................ 30-38 s.h.
4. Academic Minor (optional) .............................................................. 15-19 s.h.
5. Electives ............................................................................................ 15-34 s.h.

TOTAL ........................................................................................................ 120 s.h.

A cumulative grade point average of at least 2.0 (C). Minimum 45 s.h. of upper-level credit, of which 15 s.h. must be taken with UMUC. A minimum of 30 s.h. at UMUC, of which 15 s.h. in the major and 15 upper-level.

Second Bachelor’s Degree

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

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

Students must complete all requirements for the major, as well as an upper-level writing course, a computing course, an international perspective course, and a civic responsibility course. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 semester hours of new courses should be satisfied with courses related to the major.

For purposes of determining what major requirements apply to a given student, the applicable date is the date the student started coursework at UMUC after being admitted into the second bachelor’s degree program (when the student requests an official evaluation for the second degree). As with other degrees, continuous enrollment is required. A minimum grade point average of 2.0 in all courses taken through UMUC is required for graduation.

If the second bachelor’s degree is in the same academic field as the first, the second degree must be in a more specialized subdiscipline of the field.

All students need to be aware of what is entailed in a second bachelor’s degree. Before beginning work or considering nontraditional options toward a second degree, each student should consult a Maryland academic advisor. Advisors will be glad to explain the requirements for a second bachelor’s degree and clarify its limitations.

Bachelor’s Degree Curricula

Majors and Minors

The academic major requires 30 to 38 semester hours of credit, while the minor (optional) requires 15 to 19 semester hours. Half of the credit applied toward any major and any minor must be upper-level, and at least 15 semester hours of the credit for any major must be taken at UMUC. A maximum of six 1-semester-hour courses may be applied toward a major and a
UMUC Bachelor's Degrees

Maximum of six 1-semester hour courses may be applied toward a minor. See major and minor listings for specific requirements. Each major is available only for the Bachelor of Arts or the Bachelor of Science degree.

Available for the B.A.
- Communication studies
- English
- History
- Humanities

Available for the B.S.
- Accounting
- Business administration
- Computer and information science
- Computer information technology
- Computer science
- Computer studies
- Criminal justice
- Environmental management
- Fire science
- General studies
- Human resource management
- Information systems management
- Legal studies
- Management studies
- Marketing
- Psychology
- Social science

* Students should consult an advisor before selecting this major.

Cross-Curricular Courses

Civic Responsibility
- ACCT 411 Ethics and Professionalism in Accounting
- ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics
- ANTH 340 Outlooks in Anthropology
- ANTH 417 Peoples and Cultures of the Far East
- ASTD 150/160 Introduction to Asian Studies I & II
- BEHS 361/NSCI361/HUMN 360 Global Environmental Change
- BIOL 181 Life in the Oceans
- BIOL 211 Environmental Science
- BMGT 365 Leadership and Change
- BMGT 378 Legal Environment of Business
- BMGT 392 International Business Management
- BMGT 496 Business Ethics and Society
- BMGT 498 Law and Technology in the Information Age
- BMGT 4980 The Global Manager and Public Policy
- BMGT 498P International Business Law
- ECON 307 Development of Economic Ideas: Social Issues and Political Applications
- ECON 315 Economic Development of Underdeveloped Areas
- ECON 380 Comparative Economic Systems
- EDPA 210 Historical and Philosophical Perspectives in Education
- ENMT 301 Environment and Ecosystems Management
- ENMT 325 The Biosphere, Energy and Sustainable Development
- ENMT 495 Environmental Management Issues and Solutions
- GEOG 120 Environmental Geology
- GVPT 200 International Political Relations
- GVPT 282 The Government and Politics of the Third World
- GVPT 306 Global Ecopolitics
- GVPT 335 Foreign Policy and the New World Order
- GVPT 401 Problems of World Politics
- GVPT 403 Law, Morality, and War
- HUMN 415 Ethical Considerations in Health Services
- HUMN 498C Comparative International Health Systems Analysis: A Managerial Perspective
- HIST 372 Legacy of the Civil Rights Movement
- HIST 407 Technology and Social Change in History
- HRMN 365 Conflict Management in Organizations
- HRMN 408 Employment Law for Business
- HRMN 490 International Human Resource Management
- HUMN 102 Classical Foundations
- HUMN 300 Modern Moral Choices
- HUMN 310 Business and Professional Ethics
- HUMN 336 Ideas Shaping the 21st Century
- HUMN 370 Humanity of Language
- IFSM 304 Ethics in the Information Age
- LGST 204 Legal Ethics
- LGST 327 Alternative Dispute Resolution
- MUSC 210 The Impact of Music on Life
- PHIL 140 Contemporary Moral Issues
- PHIL 142 Introduction to Ethical Theory
- PHIL 208 Death and Dying
- PHIL 209 Law and Society
- PHIL 236 The Philosophy of Religion
- PHIL 309 The Philosophies of Mahayana Buddhism
- PHIL 340 Making Decisions
- PHIL 342 Moral Problems in Medicine
- PHIL 343 Sexual Morality
- PSYC 334 Psychology of Interpersonal Relationships
- PSYC 354 Cross-Cultural Psychology
- SOCY 105 Introduction to Contemporary Social Problems
- SOCY 325 The Sociology of Gender
- SOCY 410 Social Demography
- SOCY 423 Ethnic Minorities
- SOCY 425 Gender Roles and Social Institutions
- SPCH 324 Communication and Gender
- SPCH 426 Negotiation and Conflict Management
- SPCH 482 Intercultural Communication
- WMST 200 Introduction to Women's Studies: Women and Society

Historical Perspective
- ARTH Any 3-credit ARTH (except ARTH 100)
- COMM 380 Language in Social Contexts
- ECON 307 Development of Economic Ideas: Social Issues and Political Applications
- ECON 311 American Economic Development
- ENGL 201 Western World Literature
- ENGL 202 Western World Literature
- ENGL 222 American Literature: 1865 to the Present
- ENGL 310 Medieval and Renaissance British Literature
- ENGL 312 Romantic to Modern British Literature
- ENGL 313 American Literature
- ENGL 350 English and American Literature
- ENGL 362 African American Slave Narratives and the Oral Tradition
- ENGL 363 African American Literature: 1900
- ENGL 364 20th-Century African American Literature: The Fictional Vision
- ENGL 377 Medieval Myths and Modern Narrative
ENGL 419 Major British Writers After 1800
ENGL 425 Modern British Literature
ENGL 433 American Literature: 1914 to the Present, the Modern Period
ENGL 439 Major American Writers
GVPT 401A International Political Terrorism
GVPT 444 American Political Theory
GVPT 451 Foreign Policy of Russia and the States of the Former Soviet Union
GVPT 453 Recent East Asian Politics
GVPT 455 Contemporary Middle Eastern Politics
GVPT 457 American Foreign Relations
HIST Any 3-credit HIST course
HUMN 119 American Adventure
HUMN 120 America in Perspective
HUMN 280 This Constitution: A History
HUMN 301 Crossing Cultures: World Views in the Humanities
HUMN 336 Ideas Shaping the 21st Century
HUMN 350 The Religious Quest
HUMN 351 Myth and Culture
HUMN 370 Humanity of Language
HUMN 375 Social History of Washington, D.C.
IFSM 204 History and Future Trends of Computing
JOUR 410 History of Mass Communication
PHIL 320 Modern Philosophy
PSYC 415 History of Psychology
SOCI 311 The Individual and Society

**International Perspective**

Any foreign language course of 3 or more credits, including courses in ARAB, CHIN, CROA, DUTC, FREN, GERM, HGRN, ICLD, ITAL, JAPN, KORN, MACE, MGRK, NORW, PORT, SERB, SPAN, RUSS, or TURK

ACCT 425 International Accounting
ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics
ANTH 340 Outlooks in Anthropology
ANTH 398B Medicine, Health, and Culture
ANTH 417 Peoples and Cultures of the Far East
ARTH 200 Art of the Western World to 1300
ARTH 201 Art of the Western World from 1300
ARTH 370 History of World Art I
ARTH 371 History of World Art II
ARTH 380 Masterpieces of Painting
ASTD Any 3-credit course
BEHS 336 The Middle East: An Interdisciplinary Perspective
BEHS 361 Global Environmental Change
BMGT 392 International Business Management
BMGT 446 International Finance
BMGT 482 Business and Government
BMGT 491 Exploring the Future
BMGT 496 Business Ethics and Society
BMGT 498O The Global Manager and Public Policy
BMGT 498P International Business Law
COMM 380 Language in Social Contexts
ECON 380 Comparative Economic Systems
ECON 440 International Economics
ENGL 201 Western World Literature: The Middle Ages
ENGL 202 Western World Literature: Renaissance to the Present
ENGL 303 The Major Works of Shakespeare
ENGL 310 Medieval and Renaissance British Literature
ENGL 312 Romantic and Modern British Literature
ENGL 350 English and American Literature: Blake to Conrad

ENGL 377 Medieval Myths and Modern Narrative
ENGL 406 Shakespeare: Power and Justice
ENGL 419 Major British Writers After 1800
ENGL 425 Modern British Literature
ENGL 446 Postmodern British and American Poetry
ENGL 454 Modern Drama
ENGL 457 The Modern Novel
ENGL 466 The Arthurian Legend
GVPT 200 International Political Relations
GVPT 240 Political Ideologies
GVPT 282 The Government and Politics of the Third World
GVPT 306 Global Ecopolitics
GVPT 335 Foreign Policy and the New World Order
GVPT 401 Problems of World Politics
GVPT 451 Foreign Policy of Russia and the States of the Former Soviet Union
GVPT 453 Recent East Asian Politics
GVPT 455 Contemporary Middle Eastern Politics
GVPT 482 Government and Politics of Latin America
GVPT 483 Government and Politics of Asia
GVPT 484 Government and Politics of Africa
GVPT 485 Government and Politics of the Middle East
HIST 131 Western Civilization I
HIST 142 Western Civilization II
HIST 284 East Asian Civilization I
HIST 285 East Asian Civilization II
HIST 305 The Pacific Century
HIST 324 Classical Greece
HIST 325 Alexander the Great and the Hellenistic Age
HIST 326 The Roman Republic
HIST 327 The Roman Empire
HIST 330 Europe in the Early Middle Ages: 300 to 1000
HIST 331 Europe in the High Middle Ages: 1000 to 1450
HIST 332 Europe During the Renaissance and Reformation I
HIST 333 Europe During the Renaissance and Reformation II
HIST 334 The Age of Absolutism
HIST 335 Revolutionary Europe
HIST 336 Europe in the 19th Century: 1815 to 1919
HIST 337 Europe in the World Setting of the 20th Century
HIST 341 African Civilization to 1800
HIST 342 Sub-Saharan Africa since 1800
HIST 380 American Relations with China and Japan: 1740 to the Present
HIST 381 America in Vietnam
HIST 392 History of the Contemporary Middle East
HIST 436 The French Revolution and Napoleon
HIST 437 Modern France since 1815
HIST 441 Germany in the 20th Century: 1914 to the Present
HIST 443 Modern Balkan History
HIST 448 20th-Century Russia
HIST 481 A History of Modern China
HIST 482 History of Japan to 1800
HIST 483 History of Japan since 1800
HIST 485 History of Chinese Communism
HMGT 498C Comparative International Health Systems: An Interdisciplinary Approach
HUMN 126 The Cosmos
HUMN 301 Crossing Cultures: World Views in the Humanities
HUMN 350 The Religious Quest
HUMN 351 Myth and Culture
HUMN 360 Global Environmental Change
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*www - http://www.ed.umuc.edu/grad/major/
Accounting

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

Major in Accounting

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

Objectives

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

- Think critically, analyze information, solve problems, and provide insight in dealing with complex business situations and related accounting issues.
- Effectively communicate financial and nonfinancial information, both orally and in writing, to enable the intended audience to make informed decisions and take appropriate action.
- Leverage technology by using computers, accounting software, information databases, and the World Wide Web to enhance accounting and financial reporting processes.
- Understand the managerial and business issues involved in analyzing accounting data and other information in order to identify and assess opportunities and risks, develop organizational plans, allocate resources, and accomplish objectives.
- Assess, understand, and apply functional and technical knowledge of accounting principles and standards to specific business activities and workplace situations.
- Address accounting and business issues from both national and international perspectives.
- Identify ethical issues and apply principles of ethics and social responsibility to accounting and business situations.
- Use analytical and research tools to monitor evolving accounting standards and practices and to maintain professional skills in the changing business environment.
- Apply the interpersonal and leadership skills expected of today’s accounting professional.

Requirements for the Major

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

Accounting Coursework (36 s.h.)

Required Courses (24 s.h.)

Students must take the following courses:

ACCT 220 Principles of Accounting I (3)
ACCT 221 Principles of Accounting II (3)
ACCT 310 Intermediate Accounting I (3)
ACCT 311 Intermediate Accounting II (3)
ACCT 322 Cost Accounting (3)
ACCT 323 Taxation of Individuals (3)

Supplemental Major Courses (12 s.h.)

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

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

Required Business Coursework (18 s.h.)

These courses will be credited as a minor in Business Administration.

Students must take the following business courses:

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

Students must choose one of the following ethics courses:

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

Additional Required Coursework (9 s.h.)

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

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

Recommendations

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

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

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

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

ACCT 326 Accounting Information Systems (3)
CMST 340 Computer Applications in Management (3)
IFSM 300 Information Systems in Organizations (3)

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

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

Minor in Accounting

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

Objectives

Students should refer to the objectives listed under Major in Accounting.
Requirements for the Minor
A minor in accounting requires the completion of 15 semester hours of coursework in accounting; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Accounting Coursework (15 s.h.)
Required Courses (9 s.h.)
Students must take the following courses:
- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)
- ACCT 321 Cost Accounting (3)

Supplemental Minor Courses (6 s.h.)
Students must choose two accounting courses from the lists of required and supplemental accounting courses for the accounting major for a total of 6 semester hours.

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

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

Objectives
The student who graduates with a major in business administration will be able to
- Think critically and constructively and perform research in business and management.
- Understand and apply analytical and problem-solving methods in resolving business management problems and issues.
- Understand and apply key concepts and theories in business and management.
- Understand the domestic and global dimensions of and influences on business and management.
- Develop effective written and oral communications consistent with the business and professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Understand and appreciate philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team management skills necessary for success in a diverse and changing workplace.

Requirements for the Major
A major in business administration requires the completion of 36 semester hours in courses in business administration, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Business Administration Coursework (36 s.h.)
Foundation Courses (9-12 s.h.)
Students without previous business experience must take the following course:
- BMGT 110 Introduction to Business and Management (3)

Supplemental Minor Courses (6 s.h.)
Students must choose two accounting courses from the lists of required and supplemental accounting courses for the accounting major for a total of 6 semester hours.

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

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

Objectives
The student who graduates with a major in business administration will be able to
- Think critically and constructively and perform research in business and management.
- Understand and apply analytical and problem-solving methods in resolving business management problems and issues.
- Understand and apply key concepts and theories in business and management.
- Understand the domestic and global dimensions of and influences on business and management.
- Develop effective written and oral communications consistent with the business and professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Understand and appreciate philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team management skills necessary for success in a diverse and changing workplace.

Requirements for the Major
A major in business administration requires the completion of 36 semester hours in courses in business administration, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Business Administration Coursework (36 s.h.)
Foundation Courses (9-12 s.h.)
Students without previous business experience must take the following course:
- BMGT 110 Introduction to Business and Management (3)

Supplemental Minor Courses (6 s.h.)
Students must choose two accounting courses from the lists of required and supplemental accounting courses for the accounting major for a total of 6 semester hours.

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

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

Objectives
The student who graduates with a major in business administration will be able to
- Think critically and constructively and perform research in business and management.
- Understand and apply analytical and problem-solving methods in resolving business management problems and issues.
- Understand and apply key concepts and theories in business and management.
- Understand the domestic and global dimensions of and influences on business and management.
- Develop effective written and oral communications consistent with the business and professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Understand and appreciate philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team management skills necessary for success in a diverse and changing workplace.

Requirements for the Major
A major in business administration requires the completion of 36 semester hours in courses in business administration, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Business Administration Coursework (36 s.h.)
Foundation Courses (9-12 s.h.)
Students without previous business experience must take the following course:
- BMGT 110 Introduction to Business and Management (3)

Supplemental Minor Courses (6 s.h.)
Students must choose two accounting courses from the lists of required and supplemental accounting courses for the accounting major for a total of 6 semester hours.

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

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

Objectives
The student who graduates with a major in business administration will be able to
- Think critically and constructively and perform research in business and management.
- Understand and apply analytical and problem-solving methods in resolving business management problems and issues.
- Understand and apply key concepts and theories in business and management.
- Understand the domestic and global dimensions of and influences on business and management.
- Develop effective written and oral communications consistent with the business and professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Understand and appreciate philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team management skills necessary for success in a diverse and changing workplace.

Requirements for the Major
A major in business administration requires the completion of 36 semester hours in courses in business administration, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Business Administration Coursework (36 s.h.)
Foundation Courses (9-12 s.h.)
Students without previous business experience must take the following course:
- BMGT 110 Introduction to Business and Management (3)

Supplemental Minor Courses (6 s.h.)
Students must choose two accounting courses from the lists of required and supplemental accounting courses for the accounting major for a total of 6 semester hours.

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

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

Objectives
The student who graduates with a major in business administration will be able to
- Think critically and constructively and perform research in business and management.
- Understand and apply analytical and problem-solving methods in resolving business management problems and issues.
- Understand and apply key concepts and theories in business and management.
- Understand the domestic and global dimensions of and influences on business and management.
- Develop effective written and oral communications consistent with the business and professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Understand and appreciate philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team management skills necessary for success in a diverse and changing workplace.
### E-Commerce and Technology Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 198A</td>
<td>Introduction to Survey Methodology (3)</td>
</tr>
<tr>
<td>BMGT 304</td>
<td>Managing E-Commerce in Organizations (3)</td>
</tr>
<tr>
<td>BMGT 317</td>
<td>Problem Solving (3)</td>
</tr>
<tr>
<td>BMGT 366</td>
<td>Managing in the Public Sector (3)</td>
</tr>
<tr>
<td>BMGT 388B</td>
<td>Virtual Management (1)</td>
</tr>
<tr>
<td>BMGT 411</td>
<td>Systems Performance (3)</td>
</tr>
<tr>
<td>BMGT 412</td>
<td>Program Analysis and Evaluation (3)</td>
</tr>
<tr>
<td>BMGT 486</td>
<td>Project Management I (3)</td>
</tr>
<tr>
<td>BMGT 487</td>
<td>Project Management II (3)</td>
</tr>
<tr>
<td>BMGT 491</td>
<td>Exploring the Future (3)</td>
</tr>
</tbody>
</table>

### Finance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 341</td>
<td>Finance for the Nonfinancial Manager (3)</td>
</tr>
<tr>
<td>BMGT 342</td>
<td>Personal Financial Management: Building Wealth (3)</td>
</tr>
<tr>
<td>BMGT 343</td>
<td>Investments (3)</td>
</tr>
<tr>
<td>BMGT 345</td>
<td>Property and Liability Insurance (3)</td>
</tr>
<tr>
<td>BMGT 346</td>
<td>Risk Management (3)</td>
</tr>
<tr>
<td>BMGT 347</td>
<td>Life Insurance (3)</td>
</tr>
<tr>
<td>BMGT 388F</td>
<td>Personal Financial Management (1)</td>
</tr>
<tr>
<td>BMGT 440</td>
<td>Financial Management (3)</td>
</tr>
<tr>
<td>BMGT 443</td>
<td>Security Analysis and Valuation (3)</td>
</tr>
<tr>
<td>BMGT 444</td>
<td>Futures Contracts and Options (3)</td>
</tr>
<tr>
<td>BMGT 445</td>
<td>Commercial Bank Management (3)</td>
</tr>
<tr>
<td>BMGT 446</td>
<td>International Finance (3)</td>
</tr>
<tr>
<td>BMGT 498Q</td>
<td>Financial Analysis (3)</td>
</tr>
</tbody>
</table>

### Health Care Administration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMGMT 310</td>
<td>Health Services Policies (3)</td>
</tr>
<tr>
<td>HMGMT 320</td>
<td>Health Services Management (3)</td>
</tr>
<tr>
<td>HMGMT 322</td>
<td>Healthcare Financial Management (3)</td>
</tr>
<tr>
<td>HMGMT 325</td>
<td>Health-Service Economics (3)</td>
</tr>
<tr>
<td>HMGMT 330</td>
<td>Issues in Health-Services Management (3)</td>
</tr>
<tr>
<td>HMGMT 398C</td>
<td>Research Issues and Methods in Health-Services Management (3)</td>
</tr>
<tr>
<td>HMGMT 398D</td>
<td>Managed Care in Health Services Management (3)</td>
</tr>
<tr>
<td>HMGMT 398E</td>
<td>Health Communication (3)</td>
</tr>
<tr>
<td>HMGMT 398F</td>
<td>Regulation of Health Services Professionals and Delivery Systems (3)</td>
</tr>
<tr>
<td>HMGMT 398G</td>
<td>Management of Tele-Health Programs (3)</td>
</tr>
<tr>
<td>HMGMT 398H</td>
<td>Pharmacy Practice Management (3)</td>
</tr>
<tr>
<td>HMGMT 398I</td>
<td>Integrated Health Systems Management (3)</td>
</tr>
<tr>
<td>HMGMT 410</td>
<td>Introduction to Health-Services Planning (3)</td>
</tr>
<tr>
<td>HMGMT 415</td>
<td>Ethical Considerations in Health Services (3)</td>
</tr>
<tr>
<td>HMGMT 416</td>
<td>Legal Aspects of Health Care Administration (3)</td>
</tr>
<tr>
<td>HMGMT 430</td>
<td>Health-Services Marketing and Strategic Management (3)</td>
</tr>
<tr>
<td>HMGMT 498B</td>
<td>Managing Quality in Health-Services Systems (3)</td>
</tr>
<tr>
<td>HMGMT 498C</td>
<td>Comparative International Health Systems Analysis: A Managerial Perspective (3)</td>
</tr>
<tr>
<td>HMGMT 498D</td>
<td>Health Care Management (3)</td>
</tr>
<tr>
<td>HMGMT 498E</td>
<td>Practice Management (3)</td>
</tr>
<tr>
<td>HMGMT 498F</td>
<td>Health Information Systems (3)</td>
</tr>
</tbody>
</table>

### Human Resource Management

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

### Marketing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKRT 312</td>
<td>Services Marketing (3)</td>
</tr>
<tr>
<td>MKRT 314</td>
<td>Nonprofit Marketing (3)</td>
</tr>
<tr>
<td>MKRT 318</td>
<td>Exploring Internet Marketing (1)</td>
</tr>
<tr>
<td>MKRT 323</td>
<td>Fundamentals of Direct Marketing (1)</td>
</tr>
<tr>
<td>MKRT 353</td>
<td>Retail Management (3)</td>
</tr>
<tr>
<td>MKRT 354</td>
<td>Integrated Marketing Communications (3)</td>
</tr>
<tr>
<td>MKRT 357</td>
<td>Marketing Public Relations (3)</td>
</tr>
<tr>
<td>MKRT 371</td>
<td>Professional Selling (3)</td>
</tr>
<tr>
<td>MKRT 373</td>
<td>Marketing Channels (3)</td>
</tr>
<tr>
<td>MKRT 410</td>
<td>Consumer Behavior (3)</td>
</tr>
<tr>
<td>MKRT 412</td>
<td>Marketing Research Applications (3)</td>
</tr>
<tr>
<td>MKRT 454</td>
<td>Global Marketing (3)</td>
</tr>
<tr>
<td>MKRT 456</td>
<td>Advertising (3)</td>
</tr>
<tr>
<td>MKRT 457</td>
<td>Web Marketing (3)</td>
</tr>
<tr>
<td>MKRT 471</td>
<td>Business Marketing (3)</td>
</tr>
<tr>
<td>MKRT 475</td>
<td>Sales Management (3)</td>
</tr>
<tr>
<td>MKRT 495</td>
<td>Marketing Policies and Strategies (3)</td>
</tr>
</tbody>
</table>

### Strategic and Entrepreneurial Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
<td>Managerial Accounting (3)</td>
</tr>
<tr>
<td>BMGT 324</td>
<td>Home-Based Business (1)</td>
</tr>
<tr>
<td>BMGT 325</td>
<td>The Small-Business Plan (1)</td>
</tr>
<tr>
<td>BMGT 327</td>
<td>Financial Analysis and Planning for Entrepreneurs (1)</td>
</tr>
<tr>
<td>BMGT 330</td>
<td>Entrepreneurship and New Venture Planning (3)</td>
</tr>
<tr>
<td>BMGT 334</td>
<td>Managing New Ventures (3)</td>
</tr>
<tr>
<td>BMGT 336</td>
<td>Managing Strategic Venture Growth and Maturity (3)</td>
</tr>
<tr>
<td>BMGT 337</td>
<td>Building the Entrepreneurial Team (3)</td>
</tr>
<tr>
<td>BMGT 339</td>
<td>Business and Government Contracting (3)</td>
</tr>
<tr>
<td>BMGT 365</td>
<td>Leadership and Change (3)</td>
</tr>
<tr>
<td>BMGT 367</td>
<td>Organizational Culture (3)</td>
</tr>
<tr>
<td>BMGT 368</td>
<td>Managing Change (3)</td>
</tr>
<tr>
<td>BMGT 388D</td>
<td>Managing a Culturally Diverse Organization (1)</td>
</tr>
<tr>
<td>BMGT 388E</td>
<td>Managing Multicultural Teams (1)</td>
</tr>
<tr>
<td>BMGT 388G</td>
<td>Effective Business Presentations (1)</td>
</tr>
<tr>
<td>BMGT 436</td>
<td>Managing Entrepreneurial Ventures (3)</td>
</tr>
<tr>
<td>BMGT 464</td>
<td>Organizational Behavior (3)</td>
</tr>
<tr>
<td>BMGT 465</td>
<td>Organizational Development and Change (3)</td>
</tr>
<tr>
<td>BMGT 497</td>
<td>Implementing Business Strategy (3)</td>
</tr>
<tr>
<td>HRMN 302</td>
<td>Organizational Communication (3)</td>
</tr>
<tr>
<td>HRMN 363</td>
<td>Negotiating Strategies (1)</td>
</tr>
<tr>
<td>HRMN 365</td>
<td>Conflict Management in Organizations (1)</td>
</tr>
<tr>
<td>HRMN 394</td>
<td>Motivation, Performance, and Productivity (3)</td>
</tr>
<tr>
<td>MGMT 316</td>
<td>Business Analysis Methods (3)</td>
</tr>
<tr>
<td>TMGT 302</td>
<td>Managing Perspectives, Process, Productivity (3)</td>
</tr>
<tr>
<td>TMGT 340</td>
<td>The Business-Government Relationship (3)</td>
</tr>
</tbody>
</table>

### Additional Required Coursework (9 s.h.)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 107</td>
<td>College Algebra (3)</td>
</tr>
<tr>
<td>or</td>
<td>A higher numbered mathematics course from mathematics sequence I (listed on p. 81)</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics I: Macroeconomics (3)</td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Economics II: Microeconomics (3)</td>
</tr>
</tbody>
</table>
Minor in Business Administration
The business administration minor complements the skills the student gains in his or her major discipline through the study of principles and techniques for organizing, planning, managing, and leading within various organizations.

Objectives
Students should refer to the objectives listed under Major in Business Administration.

Requirements for the Minor
A minor in business administration requires the completion of 15 semester hours of coursework in business administration, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Business Administration Coursework (15 s.h.)
Foundation Courses (3-6 s.h.)
Students without previous business experience must take the following courses:
- BMGT 110 Introduction to Business and Management (3)
Students must take the following course:
- BMGT 364 Management and Organization Theory (3)
Supplemental Minor Courses (9-12 s.h.)
Students must choose three or more courses from those listed as fulfilling the major in business administration to complete the 15 semester hours required for the minor.

Business Law and Public Policy (15 s.h.)
Supplemental Minor Courses (9 s.h.)
Students must choose three of the following courses for a total of 9 semester hours. Courses strongly recommended for the minor are indicated by an asterisk.
- BMGT 378 The Legal Environment of Business (3)
- BMGT 381 Business Law I (3)
- BMGT 480 Business and Government (3)*
- BMGT 498F Environmental Management and Business (3)
- BMGT 498G Law and Technology (3)
- BMGT 498O The Global Manager and Public Policy (3)
- BMGT 498P International Business Law (3)
- HRMN 408 Employment Law for Business (3)*
- HRMN 462 Labor Relations Law (3)
* Strongly recommended.

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

Major in Communication Studies
A major in communication studies provides for the growth of adult learners as expert communicators who can meet the challenges posed by the global workplace and the global presentation of public information. The major's cross-disciplinary approach produces graduates who have the appropriate balance of theoretical background and sophisticated, practical communication skills needed in today's workplace and public information environments.
### Objectives
The student who graduates with a major in communication studies will be able to:
- Understand the history of communication theory and how principles apply to particular types of communication, including mass communication.
- Apply effective communication strategies within various types of communication.
- Gather information from a variety of sources and critically identify, examine, and present issues associated with information communicated to diverse audiences.
- Learn about and apply techniques of independent research, including research that uses technology and fosters information literacy.
- Recognize the legal and ethical implications of communication and produce communications that are legally and ethically responsible.
- Understand how computer technology is used to develop and manage information and use computer resources to increase the efficiency and effectiveness of communication.
- Write and edit effectively and demonstrate a clear understanding of the respective processes, tools, and techniques that apply to various types of communication.
- Assess a particular communication environment and evaluate the communication skills needed for that environment.
- Develop communication products and processes appropriate to a given audience.
- Demonstrate an understanding of the elements of typography, layout, and design and be able effectively to apply them to various kinds of communications.
- Apply appropriate media and techniques to the solution of any given communication problem.
- Work as a capable communication professional within a specific communication field.
- Develop an international perspective of communication practice through awareness of intercultural communication and international business conventions.

### Requirements for the Major
A major in communication studies requires the completion of 30 semester hours of coursework in communication studies, drawn from various disciplines as appropriate; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

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

**Required Foundation Courses (3 s.h.)**
Students must take the following course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 300</td>
<td>Communication Theory</td>
</tr>
</tbody>
</table>

**Writing Course (3-6 s.h.)**
Students must choose one of the following writing courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 390</td>
<td>Writing for Managers (3)</td>
</tr>
<tr>
<td>COMM 393</td>
<td>Technical Writing (3)</td>
</tr>
<tr>
<td>COMM 394</td>
<td>Business Writing (3)</td>
</tr>
<tr>
<td>ENGL 303</td>
<td>Critical Approaches to Literature (3)</td>
</tr>
<tr>
<td>ENGL 391</td>
<td>Advanced Composition (3)</td>
</tr>
<tr>
<td>ENGL 396</td>
<td>Critical Analysis in Reading and Writing (6)</td>
</tr>
<tr>
<td>LGST 401</td>
<td>Advanced Legal Writing (3)</td>
</tr>
</tbody>
</table>

### Speech or English Language Course (3 s.h.)
Students must choose one of the following speech or English language courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 380</td>
<td>Language in Social Contexts (3)</td>
</tr>
<tr>
<td>ENGL 278F</td>
<td>Introduction to Principles of Text Editing (3)</td>
</tr>
<tr>
<td>ENGL 281</td>
<td>Standard English Grammar, Usage, and Diction (3)</td>
</tr>
<tr>
<td>ENGL 384</td>
<td>Advanced Grammar and Style (3)</td>
</tr>
<tr>
<td>SPCH</td>
<td>Any 300- or 400-level course</td>
</tr>
</tbody>
</table>

### Capstone Course (3 s.h.)
Students must choose one of the following capstone courses, as appropriate to their track of study, in the last 30 semester hours of study:

#### Speech Communication Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 397</td>
<td>Delivering Organizational Presentations: Technique and Technology (3)</td>
</tr>
</tbody>
</table>

#### All Other Tracks

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 495</td>
<td>Seminar in Workplace Communication (3)</td>
</tr>
<tr>
<td>COMM 490</td>
<td>Seminar in Technical Communication (3)</td>
</tr>
</tbody>
</table>

### Supplemental Major Courses (15-18 s.h.)

Students must choose four or more of the following courses to complete the 30 semester hours required for the major:

#### Business Communication Track

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEHS 462</td>
<td>The Psychology of Advertising (3)</td>
</tr>
<tr>
<td>COMM 293</td>
<td>Technical Report Writing (3)</td>
</tr>
<tr>
<td>COMM 380</td>
<td>Language in Social Contexts (3)</td>
</tr>
<tr>
<td>COMM 390</td>
<td>Writing for Managers (3)</td>
</tr>
<tr>
<td>COMM 393</td>
<td>Technical Writing (3)</td>
</tr>
<tr>
<td>COMM 394</td>
<td>Business Writing (3)</td>
</tr>
<tr>
<td>COMM 395</td>
<td>Writing in the Health Professions (3)</td>
</tr>
<tr>
<td>COMM 490</td>
<td>Seminar in Technical Communication (3)</td>
</tr>
<tr>
<td>COMM 491</td>
<td>Technical Editing (3)</td>
</tr>
<tr>
<td>COMM 492</td>
<td>Grant and Proposal Writing (3)</td>
</tr>
<tr>
<td>COMM 493</td>
<td>Graphics/Text Integration (3)</td>
</tr>
<tr>
<td>COMM 494</td>
<td>Publishing a Newsletter (3)</td>
</tr>
<tr>
<td>COMM 495</td>
<td>Seminar in Workplace Communication (3)</td>
</tr>
<tr>
<td>COMM 496</td>
<td>Writing for the Computer Industry (3)</td>
</tr>
<tr>
<td>ENGL 278F</td>
<td>Introduction to Principles of Text Editing (3)</td>
</tr>
<tr>
<td>ENGL 396</td>
<td>Critical Analysis in Reading and Writing (6)</td>
</tr>
<tr>
<td>ENGL 493</td>
<td>Advanced Expository Writing (3)</td>
</tr>
<tr>
<td>HRMN 302</td>
<td>Organizational Communication (3)</td>
</tr>
<tr>
<td>HUMN 370</td>
<td>Humanity of Language (3)</td>
</tr>
<tr>
<td>JOUR 201</td>
<td>Writing for the Mass Media (3)</td>
</tr>
<tr>
<td>JOUR 202</td>
<td>Editing for the Mass Media (3)</td>
</tr>
<tr>
<td>JOUR</td>
<td>All 300- and 400-level courses</td>
</tr>
<tr>
<td>PSYC 462</td>
<td>The Psychology of Advertising (3)</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication (3)</td>
</tr>
<tr>
<td>SPCH 107</td>
<td>Speech Communication Principles and Practice (3)</td>
</tr>
<tr>
<td>SPCH 125</td>
<td>Introduction to Interpersonal Communication (3)</td>
</tr>
<tr>
<td>SPCH 222</td>
<td>Interviewing (3)</td>
</tr>
<tr>
<td>SPCH</td>
<td>All 300- and 400-level courses</td>
</tr>
</tbody>
</table>

### Track Options

Within the communication studies major, students may choose general study or a more structured track in business communication, journalism, speech communication, or technical communication. Students in all tracks must complete the requirements already listed, as well as those listed below for their selected track, within the 30 semester hours for the major.

#### Business Communication Track

Business communication unites groups within an organization to achieve the organization’s goals. This track gives students the knowledge and skills to become effective communicators.
within the network of information exchanges among people working in corporations, government agencies, and other complex organizations.

**Business Communication Track Requirements (18 s.h.)**

In fulfilling the requirements for the communication studies major, students with a track in business communication must take the following track courses:

- **Required Courses (6 s.h.)**
  - COMM 390 Writing for Managers (3)
  - COMM 394 Business Writing (3)
  - COMM 492 Grant and Proposal Writing (3)
  - COMM 495 Seminar in Workplace Communication (3)
  - SPCH 470 Theories of Listening (3)

Students must choose one of the following organizational communication courses:

- HRMN 302 Organizational Communication (3)
- SPCH 424 Communication in Complex Organizations (3)

**Journalism Track**

Journalism (mass communication) concerns the processes and principles of how to gather information, process it, and disseminate it to an audience or audiences through a variety of media, with the purpose of informing. The journalism track includes news writing and editing for print media, broadcast writing, magazine writing, communication history and theory, communication law, public relations theory and practice, and advertising theory and practice.

**Journalism Track Requirements (18 s.h.)**

In fulfilling the requirements for the communication studies major, students with a track in journalism must complete the following requirements:

**Required Courses (6 s.h.)**

Students must take the following courses:

- JOUR 201 Writing for the Mass Media (3)
- JOUR 202 Editing for the Mass Media (3)

**Supplemental Courses (12 s.h.)**

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

- JOUR 320 News Reporting (3)
- JOUR 330 Public Relations Theory (3)
- JOUR 331 Public Relations Techniques (3)
- JOUR 334 Public Relations Programs (3)
- JOUR 340 Advertising Communication (3)
- JOUR 341 Advertising Techniques (3)
- JOUR 350 Photojournalism (3)
- JOUR 371 Magazine Article and Feature Writing (3)
- JOUR 380 Science Writing for Magazines and Newspapers (3)
- JOUR 400 Law of Mass Communication (3)
- JOUR 410 History of Mass Communication (3)
- JOUR 459 Special Topics in Mass Communication (3)

**Speech Communication Track**

The speech communication track is designed to enable students to develop a specialized background and skills in dimensions of speaking and listening that relate to the workplace. This track provides students with principles and practice to enable them to function as oral communication specialists in a variety of communication positions within organizations.

Students should have taken SPCH 100 or have comparable public speaking experience before enrolling in courses for the speech communication track.

**Speech Communication Track Requirements (18 s.h.)**

In fulfilling the requirements for the communication studies major, students with a track in speech communication must choose six of the following track courses:

- SPCH 324 Communication and Gender (3)
- SPCH 397 Delivering Organizational Presentations: Technique and Technology (3)
- SPCH 420 Group Discussion and Decision Making (3)
- SPCH 421 Communication Management (3)
- SPCH 424 Communication in Complex Organizations (3)
- SPCH 426 Negotiation and Conflict Management (3)
- SPCH 470 Listening (3)
- SPCH 482 Intercultural Communication (3)

**Technical Communication Track**

The track in technical communication helps students to develop specialized skills in writing and designing text and graphics, and to become knowledgeable in systems and contexts of technical communication. This emphasis refines skills in making specialized information accessible to a variety of audiences.

**Technical Communication Track Requirements (18 s.h.)**

In fulfilling the requirements for the communication studies major, students with a track in journalism must take the following track courses:

- COMM 393 Technical Writing (3)
- COMM 490 Seminar in Technical Communication (3)
- COMM 491 Technical Editing (3)
- COMM 493 Graphics/Text Integration (3)
- COMM 497 Technical Writing for the Computer Industry (3)
- SPCH 490 Seminar in Technical Communication (3)
- SPCH 493 Special Topics in Technical Communication (3)

Students must choose one of the following courses:

- COMM 492 Grant and Proposal Writing (3)
- COMM 496 Writing for the Computer Industry (3)

**Minor in Communication Studies**

The communication studies minor complements the skills the student gains in his or her major discipline by providing for the student's growth as an expert communicator who can meet the challenges posed by the global workplace and the global presentation of public information.

**Requirements for the Minor**

A minor in communication studies requires the completion of 15 semester hours of coursework in communication studies, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

**Communication Studies Coursework**

**Required Foundation Course**

Students must take the following course:

- COMM 300 Communication Theory (3)

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

Students must choose four courses from those listed as fulfilling the requirements for the major in communication studies to complete the 15 semester hours required for the minor.
**Computer and Information Science**

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

**Major in Computer and Information Science**

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

**Objectives**

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

- Incorporate relevant theory, techniques, languages, and systems for developing computer-based solutions to practical problems.
- Effectively use object-oriented programming languages such as C++ or Java in developing computer-based solutions to practical problems.
- Pursue careers in UNIX system administration or computer networking or as programmer/analysts or software engineers working with programming languages such as C++ or Java, operating systems such as UNIX or Windows, or relational database systems using ORACLE.
- Effectively use software products, such as Perl, CORBA, and ORACLE, that have become integral parts of the modern technical workplace.
- Use oral and written communication skills in problem definition, application development, and presentation of solutions.
- Apply knowledge of concepts and principles to facilitate the response to and management of changes in computer technology.

**Requirements for the Major**

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

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

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

Students must take the following courses:

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

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

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

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

- **Programming Languages and Operating Systems**
  - CMIS 325 UNIX with Shell Programming (3)
  - CMIS 340 Programming in Java (3)
  - CMIS 398P Programming in Perl (3)
  - CMIS 390 UNIX System Administration (3)
  - CMIS 342 Windows User Interface Programming (3)
  - CMIS 415 Advanced UNIX and C (3)
  - CMIS 440 Advanced Programming in Java (3)
  - CMIS 442 Advanced Windows Programming (3)
  - CMIS 490 Advanced UNIX System Administration (3)
  - CMIS 498P Advanced Perl Programming and CGI (3)

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

- **Database Systems**
  - CMIS 320 Relational Databases (3)
  - CMIS 420 Advanced Relational Databases (3)

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

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

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

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

- MATH 107 College Algebra (3)

**Computer Information Technology**

Students may seek an academic major in computer information technology.

**Major in Computer Information Technology**

The computer information technology major is designed to combine the benefits of a traditional college education with the benefits of hands-on training in state-of-the-art computer technology. Students become technically competent, but also learn to write well-organized and clear memos and reports. The computer information technology curriculum integrates technical skill with communication skills, superior general education, and greater breadth of knowledge in the computer information technology field.

**Objectives**

The student who graduates with a major in computer information technology will be able to:

- Complete the major in the number of semester hours required, including the specific course requirements.
- Effectively use software products, such as Perl, CORBA, and ORACLE, that have become integral parts of the modern technical workplace.
- Use oral and written communication skills in problem definition, application development, and presentation of solutions.
- Apply knowledge of concepts and principles to facilitate the response to and management of changes in computer technology.

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Cooperative Education toward this requirement.

A major in computer information technology requires 33 semester hours of coursework in computer information technology; at least 17 semester hours must be earned in courses numbered 300 or above. Required courses vary according to individual track, but each requires a minimum of 15 semester hours in technical certification courses.

The following requirements are for the networking track; a database track is under development.

**Computer Information Technology Coursework (33 s.h.)**

**Networking Track (24 s.h.)**

In fulfilling the requirements for the computer information technology major, students with a track in networking must take the following track courses.

**Required Technical Certification Courses (12 s.h.)**

Students must take the following technical certification courses:

- **CMIT 366M** Windows 2000 Professional: Installation and Administration (3)
- **CMIT 367M** Windows 2000 Server: Installation and Administration (3)
- **CMIT 376M** Windows 2000 Network Infrastructure (3)
- **CMIT 377M** Windows 2000 Directory Services Infrastructure (3)

* If the student has already passed the associated Microsoft certification examination, another upper-level computer information technology course may be substituted for one or more of the above courses, as appropriate.

**Required Computing Courses (9 s.h.)**

Students must take the following computing courses:

- **CMIS 310** Computer Systems and Architecture (3)
- **CMIS 370** Data Communications (3)
- **CMIS 435** Computer Networking (3)

**Supplementary Technical Certification Course(s) (3 s.h.)**

Students must choose one or more of the following courses for a total of 3 semester hours:

- **CMIT 476M** Designing a Windows 2000 Network Infrastructure (2)
- **CMIT 477M** Designing a Windows 2000 Directory Services Infrastructure (2)
- **CMIT 480M** Designing Security for a Windows 2000 Network (3)

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

Regardless of track, students must choose three or more upper-level courses from offerings in computer information technology, computer and information science, computer science, computer studies, or information systems management for a total of 9 semester hours. Students may also apply COOP 301 Cooperative Education toward this requirement.

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

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

- **MATH 107** College Algebra (3)
- A higher-numbered mathematics course

**Computer Science**

Students may seek an academic major in computer science.

**Major in Computer Science**

The computer science major is intended for students with a good background in mathematics and an interest in the theory, practice, art, and science of computer programming. This major provides graduates with an educational foundation for careers in computer software or computer system design, including careers as software engineers, application software designers, system programmers, or system engineers.

**Objectives**

The student who graduates with a specialization in computer science will be able to

- Understand the effect of computerization on the global workplace.
- Convey computer software and system designs effectively, both in speaking and in writing.
- Design and develop computer software using a variety of programming languages.
- Apply the theory of computer organization and computer system architecture.
- Apply the theory of data structures and algorithm design and efficiency.
- Apply the mathematical foundations of computer science.
- Use information resources to assist with projects or research.

**Requirements for the Major**

A major in computer science requires the completion of 38 semester hours of coursework in computer science and mathematics (including calculus); at least 19 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

**Computer Science Coursework (38 s.h.)**

**Required Mathematics Courses (8 s.h.)**

Students must take the following mathematics courses:

- **MATH 140** Calculus I (4)
- **MATH 141** Calculus II (4)

If one of the required MATH courses is used to satisfy the general education requirement in MATH, the student must substitute a higher level MATH course or another CMSC course to meet the minimum semester hours for the major.

**Required Foundation Courses (9 s.h.)**

Students must take the following foundation courses:

- **CMSC 130** Introduction to Discrete Structures (3)
- **CMSC 230** Elementary Data Structures (3)

**Core Courses (6 s.h.)**

Students must choose two of the following core courses:

- **CMSC 311** Computer Organization (3)
- **CMSC 330** Advanced Programming Languages (3)
15 semester hours:

Students must choose five of the following courses for a total of 2001/2002 Undergraduate Catalog 65 semester hours:

- CMSC 411 Computer System Architecture (3)
- CMSC 412 Operating Systems (3)
- CMSC 420 Data Structures (3)
- CMSC 421 Artificial Intelligence (3)
- CMSC 424 Database Design (3)
- CMSC 430 Theory of Language Translation (3)
- CMSC 435 Software Project Methodology (3)
- CMSC 450 Logic for Computer Science (3)
- CMSC 451 Design and Analysis of Computer Algorithms (3)
- CMSC 452 Elementary Theory of Computing (3)
- CMSC 475 Combinatorics and Graph Theory (3)
- CMSC 498D Special Topics in Software Systems Engineering (3)
- CMSC 498G Image Processing and Computer Graphics (3)
- CMSC 498H Internet Programming with Java (3)

Recommendations

In addition to the courses listed above, the following courses are strongly recommended for students with a major in computer science. They may be applied to general education, minor, or additional elective requirements, as appropriate:

- IFSM 303 Human Factors in Information Systems (3)
- IFSM 304 Ethics in the Information Age (3)
- MATH 240 Introduction to Linear Algebra (4)
- MATH 241 Calculus III (4)
- MATH 381 Operations Research (3)
- MATH 390 Mathematics of Communication (3)
- MATH 402 Algebraic Structures (3)
- MATH 466 Numerical Analysis (3)
- STAT 400 Applied Probability and Statistics I (3)
- STAT 401 Applied Probability and Statistics II (3)

Computer Studies

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

Major in Computer Studies

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

Objectives

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

- Incorporate relevant theory, techniques, languages, and systems in developing computer-related solutions to practical problems.
- Apply knowledge, concepts, and principles to facilitate the handling of changes in computer technology.
- Conceptualize and manage the design and implementation of high-quality information systems.
- Design and develop computer software using a programming language.
- Use technology to research information needed to produce informed decisions for organizations, including a critical analysis of alternatives.
- Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.
- Design and produce accurate and precise written documentation in all phases of the system development life cycle from preliminary feasibility studies to end-user documentation and manuals.
- Contrast information technology needs from historical and international perspectives with regard to the advances in worldwide e-commerce.

Requirements for the Major

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

Computer Studies Coursework (30 s.h.)

Introductory Course (3 s.h.)

Students must choose one of the following introductory courses:

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

Foundation Courses (6 s.h.)

Students must choose two of the following foundation courses:

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

Programming Language Course (3 s.h.)

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

- CMIS 140 Introductory Programming (3)
- CMST 305 Introduction to Visual Basic Programming (3)
- IFSM 296 COBOL Programming I (3)

Supplemental Major Courses (18 s.h.)

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

Additional Required Course (3 s.h.)

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

- MATH 107 College Algebra (3)
- A higher-numbered mathematics course

Minor in Computer Studies

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

Objectives

Students should refer to the objectives listed under Major in Computer Studies.
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**Requirements for the Minor**
A minor in computer science requires the completion of 15 semester hours of coursework chosen from courses in computer and information science, computer information technology, computer science, computer studies, and information systems management; at least 9 semester hours must be earned in courses numbered 300 or above. Courses may not duplicate those used to satisfy the student’s major requirements.

**Criminal Justice**
Students may seek either an academic major or minor in criminal justice.

**Major in Criminal Justice**
The criminal justice major focuses on the nature of crime and the institutions and processes that prevent and respond to crime in a democratic society. The curriculum covers the study of crime, law enforcement, corrections, and security and forensics. The criminal justice major is designed to provide students with a broad understanding of the criminal justice system, including criminal law, corrections, law enforcement, and security administration.

**Objectives**
The student who graduates with a major in criminal justice will be able to
- Analyze the foundations, functions, policies, and procedures of criminal justice.
- Meet the challenges confronting security professionals in ways that are cost-effective.
- Understand principles of effective law enforcement and security administration.
- Effectively explain criminal behavior, treatment, and law enforcement in written and oral argument.
- Analyze patterns of crime in American society.
- Understand the role of the courts in the administration of justice.
- Understand techniques of prevention and treatment of crime.
- Understand the causes of criminal behavior.
- Acquire a cohesive base of job-related skills, techniques, and principles related to criminal justice.
- Use the computer for literature review and the analysis of criminal behavior.

**Requirements for the Major**
A major in criminal justice requires the completion of 30 semester hours in criminal justice and related areas, including 3 semester hours in cross-cultural and global perspective and 3 semester hours in historical and developmental perspective. At least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

**Criminal Justice Coursework (30 s.h.)**

**Statistics Course (3 s.h.)**
Students must choose one of the following statistics courses:

- **GNST 201** Introductory Statistics (3)
- **STAT 100** Elementary Statistics and Probability (3)

**Introductory Courses (6 s.h.)**
Students must choose two of the following introductory courses:

- **CCJS 100** Introduction to Criminal Justice (3)
- **CCJS 105** Introduction to Criminology (3)
- **CCJS 230** Criminal Law in Action (3)

**Core Courses (9 s.h.)**
Students must choose three or more of the following core courses for a total of 9 semester hours:

- **CCJS 234** Criminal Procedure and Evidence (3)
- **CCJS 320** Introduction to Criminalistics (3)
- **CCJS 340** Law Enforcement Administration (3)
- **CCJS 357** Industrial and Retail Security Administration (3)
- **CCJS 360** Victimology (3)
- **CCJS 498C** Computer Crime and Security (3)
- **CCJS 498G** Introduction to Security Management (3)
- **CCJS 498** Selected Topics in Criminal Justice (1–3)*

* Students may apply only one special topics course toward the core requirement.

**Global and Historical Perspective Courses (6–9 s.h.)**
Students must choose at least one course from each of the following categories:

**Cross-Cultural and Global Perspective Courses (3 s.h.)**

- **BEHS 312** The Individual and Society (6)
- **BEHS 336** The Middle East: An Interdisciplinary Perspective (6)
- **CCJS 351** Issues in Criminal Justice (6)
- **ECON 440** International Economics (3)
- **GVPT 200** International Political Relations (3)
- **GVPT 306** Global Environmental Issues (3)
- **GVPT 401** Problems of World Politics (3)
- **GVPT 401A** International Political Terrorism (3)
- **GVPT 401B** State Terrorism (3)
- **GVPT 451** Foreign Policy of Russia and States of the Former Soviet Union (3)
- **GVPT 481** Government and Administration of Russia and States of the Former Soviet Union (3)
- **GVPT 482** Government and Politics of Latin America (3)
- **GVPT 483** Government and Politics of Asia (3)
- **GVPT 484** Government and Politics of Africa (3)
- **GVPT 485** Government and Politics of the Middle East (3)
- **MGMT 305** The Global Business Environment (3)
- **SOCY 311** The Individual and Society (6)

**Historical and Developmental Perspective Courses (3 s.h.)**

- **GVPT 442** History of Political Theory: Middle Ages to the Present (3)
- **GVPT 443** Contemporary Political Theory (3)
- **GVPT 444** American Political Theory (3)
- **GVPT 452** Inter-American Relations (3)
- **GVPT 453** Recent East Asian Politics (3)
- **GVPT 455** Contemporary Middle Eastern Politics (3)
- **HIST 113** Modern Europe: 1789 to the Present (3)
- **HIST 266** The United States in World Affairs (3)
- **HIST 319A** History of Terrorism (3)
- **HIST 319B** History of Violence in America (3)
- **HIST 372** Legacy of the Civil Rights Movement (3)
- **HIST 459B** History of Drug Use in America (3)

**Supplemental Major Courses (3-6 s.h.)**
Students must choose one or two additional upper-level courses in criminal justice to complete the 30 semester hours required for the major.

**Minor in Criminal Justice**
The criminal justice minor complements the skills the student gains in his or her major discipline by through the study of crime, law enforcement, corrections, security, and forensics.
Requirements for the Minor

A minor in criminal justice requires the completion of 15 semester hours of coursework in criminal justice and some related areas, at least 9 semester hours must be earned in courses numbered 300 or above. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Criminal Justice Coursework (15 s.h.)

Foundation Courses (6 s.h.)
- CCJS 100 Introduction to Criminal Justice (3)
- CCJS 105 Introduction to Criminology (3)
- CCJS 230 Criminal Law in Action (3)

Core Courses (6 s.h.)
- CCJS 340 Law Enforcement Administration (3)
- CCJS 350 Juvenile Delinquency (3)
- CCJS 400 Criminal Courts (3)
- CCJS 432 Law of Corrections (3)
- CCJS 453 White-Collar and Organized Crime (3)

Supplemental Minor Course (3 s.h.)
- CCJS 351 Issues in Criminal Justice (3)
- CCJS 357 Industrial and Retail Security Administration (3)
- CCJS 498C Computer Crime and Security (3)
- CCJS 498F Legal and Ethical Issues in Security Management (3)
- GVPT 399H Counter-Terrorism (3)
- GVPT 401A International Political Terrorism (3)
- GVPT 433 The Judicial Process (3)

Customer Service Management

Students may seek a minor in customer service management.

Minor in Customer Service Management

The customer service management minor complements the skills the student gains in his or her major discipline through the study of how customer service managers make informed decisions regarding organization, planning, operating procedures, management, and allocation of limited resources.

Objectives

The student who graduates with a minor in customer service management will be able to:
- Understand and apply key concepts in customer service planning and management.
- Understand the relation of customer service activities and procedures to the organization as a whole.

Requirements for the Minor

A minor in customer service management requires the completion of 15 semester hours in customer service management coursework, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Customer Service Management Coursework (15 s.h.)

Required Foundation Course (3 s.h.)
- HRMN 406 Employee Training and Development (3)

Supplemental Minor Courses (12 s.h.)
- Students must choose four of the following courses to complete the 15 semester hours required for the minor:
  - ACCT 301 Managerial Accounting (3)
  - BMGT 230 Business Statistics (3)
  - BMGT 309 Operations Research and Management (3)
  - BMGT 317 Problem Solving (3)
  - BMGT 364 Management and Organization Theory (3)
  - BMGT 370 Introduction to Transportation Management (3)
  - BMGT 372 Introduction to Logistics Management (3)
  - BMGT 375 Procurement Management (3)
  - BMGT 378 Legal Environment of Business (3)
  - BMGT 383 Planning and Control of Services (3)
  - BMGT 384 Managing for Quality (3)
  - BMGT 396 Customer Consultation and Needs Analysis (3)
  - BMGT 487 Project Management I (3)
  - HRMN 302 Organizational Communication (3)
  - HRMN 406 Employee Training and Development (3)
  - HRMT 303 Operations and Maintenance (3)
  - HRMT 401 Law and the Hospitality Industry (3)
  - HRMT 402 Hotel Management and Operations (3)
  - HRMT 440 Financial Analysis for the Hospitality Industry (3)
  - MGMT 345 Productivity and Quality Improvement (3)
  - MGMT 440 Cost Proposal Methods (3)
  - MGMT 445 Technology Transfer (3)

E-Commerce and Technology Management

Students may seek a minor in e-commerce and technology management.

Minor in E-Commerce and Technology Management

The e-commerce and technology management minor complements the skills the student gains in his or her major discipline through study of the basic concepts of technology and management, the use of management and leadership principles in technology-based organizations, and current development in e-commerce and technology management.

Objectives

The student who graduates with a minor in e-commerce and technology management will be able to:
- Understand and discuss current topics such as e-commerce, knowledge management, virtual management, Internet infrastructure, Web technology, computer-based systems, project management, system performance, and futurology.
- Understand technology business, and management issues and their relation to professional workplace requirements.
Requirements for the Minor

A minor in e-commerce and technology management requires the completion of 15 semester hours of coursework in e-commerce and technology management; at least 9 semester hours must be in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

E-Commerce and Technology Management Coursework (15 s.h.)

Required Courses (6 s.h.)

Students must take the following courses:

- BMGT 304 Managing E-Commerce in Organizations (3)
- BMGT 317 Problem Solving (3)

Supplemental Minor Courses (9 s.h.)

Students must choose three or more of the following courses to complete the 15 semester hours required for the minor. Courses strongly recommended for the minor are indicated by an asterisk.

- BMGT 301 Computer Systems for Business (3)
- BMGT 305 Knowledge Management (3)
- BMGT 330 Entrepreneurship and New Venture Planning (3)
- BMGT 364 Management and Organization Theory (3)*
- BMGT 366 Managing in the Public Sector (3)
- BMGT 383 Planning and Control of Services (3)
- BMGT 388B Virtual Management (1)
- BMGT 395 Customer Service Management (3)
- BMGT 412 Program Analysis and Evaluation (3)
- BMGT 487 Project Management I (3)*
- BMGT 491 Exploring the Future (3)
- MRKT 318 Exploring Internet Marketing (1)
- MRKT 457 Web Marketing (3)

* Strongly recommended.

Economics

Students may seek an academic minor in economics.

Minor in Economics

The economics minor complements the skills the student gains in his or her major discipline through 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.

Objectives

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

- Explain fundamental economic concepts and understand the principles and problems of modern economic life.
- Understand the relation of economic concepts to a variety of current social problems such as poverty, divorce, social stratification, and unemployment.
- Analyze economic and social problems and personal, public, and business decisions.

Requirements for the Minor

A minor in economics requires the completion of 18 semester hours in economics; at least 9 semester hours must be in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Economics Coursework (18 s.h.)

Required Foundation Courses (9 s.h.)

Students must take the following foundation courses:

- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)

Students must choose one of the following statistics courses (or equivalent):

- GNST 201 Introductory Statistics (3)
- STAT 100 Elementary Statistics and Probability (3)

Supplemental Minor Courses (9 s.h.)

Students must choose three upper-level economics courses to complete the 18 semester hours required for the minor.

English

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

Major in English

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

Objectives

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

- Read, analyze, and appreciate English and American literature and representative works from the literatures of other countries and cultures.
- Critically examine intellectual, moral, and ethical issues.
- Apply techniques of independent research, including research that uses technology and fosters information literacy.
- Analyze literary works, literary genres, literary criticism, the historical development of literature and language, and the contributions of major authors.
- Formulate ideas and convey them in clear English prose.
- Write effectively and demonstrate superior understanding of the writing process and writing techniques.
- Communicate abstract ideas clearly in oral presentation.

Requirements for the Major

A major in English requires the completion of 33 semester hours of coursework in English, including 9 semester hours each in particular genres (drama, novels, and poetry), historical periods (before and after 1800), and major authors (American and British); at least 17 semester hours must be in courses numbered 300 or above. Specific course requirements are listed below.

English Coursework (33 s.h.)

Required Foundation Course (3 s.h.)

Students must take the following foundation course:

- English 303 Critical Approaches to Literature (3)

Genre Courses (9 s.h.)

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

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
ENGL 241 Introduction to the Novel (3)
ENGL 244 Introduction to Drama (3)
ENGL 246 The Short Story (3)
ENGL 250 Introduction to Literature by Women (3)
ENGL 340 Studies in Fiction, Poetry, and Drama (3)
ENGL 377 Medieval Myths and Modern Narrative (3)
ENGL 434 American Drama (3)
ENGL 435 American Poetry (3)
ENGL 441 The Novel in America Since 1914 (3)
ENGL 446 Postmodern British and American Poetry (3)
ENGL 454 Modern Drama (3)
ENGL 455 The 18th-Century English Novel (3)
ENGL 456 The 19th-Century English Novel (3)
ENGL 457 The Modern Novel (3)
ENGL 476 Modern Fantasy and Science Fiction (3)
ENGL 479 Selected Topics in English and American Literature (3) * As appropriate.

Major Author Courses (9 s.h.)

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

ENGL 201 Western World Literature: Homer to the Renaissance (3)**
ENGL 202 Western World Literature: Renaissance to the Present (3)
ENGL 211 English Literature: Beginning to the Romantic Period (3)**
ENGL 212 English Literature: The Romantic Period to the Present (3)
ENGL 221 American Literature: Beginning to 1865 (3)**
ENGL 222 American Literature: 1865 to the Present (3)
ENGL 310 Medieval and Renaissance British Literature (3)**
ENGL 312 Romantic to Modern British Literature (3)
ENGL 313 American Literature (3)
ENGL 345 20th-Century Poetry (3)
ENGL 350 English and American Literature: Blake to Conrad (3)
ENGL 362 African American Slave Narratives and the Oral Tradition (3)
ENGL 363 African American Literature to 1900 (3)
ENGL 364 20th-Century African American Literature (3)
ENGL 425 Modern British Literature (3)
ENGL 433 American Literature: 1914 to the Present (3)
ENGL 437 Contemporary American Literature (3)
ENGL 466 The Arthurian Legend (3) ** Covers literature written before 1800.

Supplemental Major Course (3 s.h.)

Students may choose one of the following courses to complete the 33 semester hours required for the major:

ENGL 444 Feminist Critical Theory (3)
ENGL 384 Advanced Grammar and Style (3)
ENGL 391 Advanced Composition (3)
ENGL 396 Critical Analysis in Reading and Writing (6)
ENGL 480 Creative Writing
ENGL 493 Advanced Expository Writing (3)
ENGL 498 Creative Writing (3)

Except for the required foundation course (ENGL 303), students may apply three 1-semester hour courses within a single category toward the required 9 semester hours for any category. No more than six 1-semester hour courses may be applied toward the major. ENGL 499 Independent Study in English is available to students who wish to pursue a focused study on an approved topic.

Minor in English

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

Objectives

Students should refer to the objectives listed under Major in English.

Requirements for the Minor

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

English Coursework (15 s.h.)

Required Foundation Course (3 s.h.)

Students must take the following foundation course:
ENGL 303 Critical Approaches to Literature (3)

Supplemental Minor Courses (12 s.h.)

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

Environmental Management

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

Major in Environmental Management

The major in environmental management educates environmental managers who not only understand all aspects of
the environmental industry but have “new work skills,” including critical thinking, problem solving, project management, interpersonal relations, and team building. The major in environmental management prepares students to plan, implement, and control all facets of environmental management.

**Objectives**

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

- Apply and interpret the scientific principles, guiding regulations, and recommended practices for environmental management.
- Demonstrate knowledge of effective techniques for communicating scientific, technical, and legal information to diverse populations, including industry managers and employees, community groups, and the media.
- Develop comprehensive environmental management strategies and possess “new work skills,” i.e., critical thinking, problem solving, project management, interpersonal relations, and team building.
- Appreciate and incorporate information technology, international perspectives, and an understanding of the new environmental paradigm of management and prevention in addition to control and remediation.
- Demonstrate breadth and understanding of multimedia environmental contexts, the development of cutting-edge technologies, and the application of existing and emerging environmental technologies in cost-effective and work-efficient ways.
- Understand and integrate multimedia environmental management, regulatory compliance, recent technological changes, emergency management, health and safety management, global resource conservation, and sustainable development.

**Requirements for the Major**

A major in environmental management requires the completion of 30 semester hours of coursework in environmental management; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

**Environmental Management Coursework (30 s.h.)**

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

Students must take the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMT 301</td>
<td>Environment and Ecosystems Management (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 320</td>
<td>Environmental Health and Safety Management (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 340</td>
<td>Environmental Technology (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 405</td>
<td>Pollution Prevention and Other Strategies (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 493</td>
<td>Environmental Regulations and Policy (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 495</td>
<td>Environmental Management Issues and Solutions (3)</td>
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</tbody>
</table>

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

Students must choose four of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMT 305</td>
<td>Hazardous Materials Toxicology (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 310</td>
<td>Emergency Planning and Operations Management (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 315</td>
<td>Environmental Audits and Permits (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 325</td>
<td>The Biosphere, Energy, and Sustainable Development (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 330</td>
<td>Environmental Monitoring and Investigations (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 350</td>
<td>Integrated Waste Management (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 360</td>
<td>Water Environment Management and Use (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 370</td>
<td>Environmental Communications and Information Systems (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 380</td>
<td>Outdoor and Indoor Air Quality Management (3)</td>
<td></td>
</tr>
<tr>
<td>ENMT 390</td>
<td>Environmental Risk Assessment (3)</td>
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</tr>
</tbody>
</table>

**Additional Required Coursework (20-21 s.h.)**

The following courses may be applied to general education, minor, or elective requirements, as appropriate. As basic courses, they should be taken early in the program.

Students must take the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 103</td>
<td>General Chemistry I (4)</td>
<td></td>
</tr>
<tr>
<td>CHEM 104</td>
<td>Fundamental Organic and Biochemistry (4)</td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts in Biology (3)</td>
<td></td>
</tr>
<tr>
<td>MATH 115</td>
<td>Pre-Calculus (3)</td>
<td></td>
</tr>
</tbody>
</table>

Students must choose one of the following physics courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Sciences (3)</td>
<td></td>
</tr>
<tr>
<td>PHYS 121</td>
<td>Fundamental Physics I (4)</td>
<td></td>
</tr>
</tbody>
</table>

Students must choose one of the following statistics courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEHS 202</td>
<td>Introduction to Statistics in the Behavioral and Social Sciences (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 230</td>
<td>Business Statistics (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendations**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 317</td>
<td>Problem Solving (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 364</td>
<td>Management and Organization Theory (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 486</td>
<td>Project Management I (3)</td>
<td></td>
</tr>
<tr>
<td>CMST 303</td>
<td>Advanced Features of Microcomputer Applications Software (3)</td>
<td></td>
</tr>
<tr>
<td>COMM 293</td>
<td>Technical Report Writing (3)</td>
<td></td>
</tr>
<tr>
<td>COMM 390</td>
<td>Writing for Managers (3)</td>
<td></td>
</tr>
<tr>
<td>COMM 393</td>
<td>Technical Writing (3)</td>
<td></td>
</tr>
<tr>
<td>COMM 394</td>
<td>Business Writing (3)</td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems (3)</td>
<td></td>
</tr>
<tr>
<td>IFSM 300</td>
<td>Information Systems in Organization (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Minor in Environmental Management**

The environmental management minor complements the skills the student gains in his or her major discipline through the study of interdisciplinary and multimedia (air, water, land) environmental management and related issues on a fundamental, practical, and global level.

**Objectives**

Students should refer to the objectives listed under Major in Environmental Management.

**Requirements for the Minor**

A minor in environmental management requires the completion of 15 semester hours of coursework in environmental management; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

**Environmental Management Coursework (15 s.h.)**

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

Students must take the following foundation course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMT 301</td>
<td>Environmental and Ecosystems Management (3)</td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Minor Courses (12 s.h.)
Students must choose four environmental management courses from those listed as fulfilling the requirements for the major in environmental management to complete the 15 semester hours required for the minor.

Finance
Students may seek an academic minor in finance.

Minor in Finance
The finance minor complements the skills the student gains in his or her major discipline through the study of the institutions, theory, and practice involved in the allocation of financial resources within the private sector.

Objectives
The student who graduates with a minor in finance will be able to
- Understand the latest methods for analyzing, interpreting, and reporting financial data.
- Develop information to assess the present and future financial status of an organization.
- Use current analytical tools to measure and control the risk of an investment portfolio or a business.
- Estimate short- and long-term financing needs.
- Analyze capital budgeting projects.
- Value potential acquisitions and analyze competitors.
- Determine the role of derivatives in the financial process.
- Understand the different dimensions of international finance.
- Use effective written and oral communication skills consistent with the business and professional environment.
- Think critically, analyze information, and solve problems in dealing with complex financial issues.
- Use computers, financial software, and databases.

Requirements for the Minor
A minor in finance requires the completion of 15 semester hours of coursework in finance; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Finance Coursework (15 s.h.)
Required Foundation Courses (6 s.h.)
Students must take the following foundation courses:
- BMGT 340 Business Finance (3)
- BMGT 343 Investments (3)

Supplemental Minor Courses (9 s.h.)
Students must choose three of the following courses to complete the 15 semester hours required for the minor:
- BMGT 342 Personal Financial Management: Building Wealth (3)
- BMGT 345 Property and Liability Insurance (3)
- BMGT 346 Risk Management (3)
- BMGT 347 Life Insurance (3)
- BMGT 440 Financial Management (3)
- BMGT 443 Security Analysis and Valuation (3)
- BMGT 444 Futures Contracts and Options (3)

BMGT 445 Commercial Bank Management (3)
BMGT 446 International Finance (3)
BMGT 4980 Financial Analysis (3)

General Studies
Students may seek an academic major in general studies.

Major in General Studies
The general studies major is an interdisciplinary option allowing students to build courses around a particular focus area and related discipline or an interdisciplinary combination. It allows the student to construct a combination of disciplines that provides a body of knowledge appropriate to a cultural, historical, or geographical area. The interdisciplinary approach emphasizes analysis and synthesis of diverse theory and practice.

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

Requirements for the Major
A major in general studies requires the completion of 30 semester hours of coursework appropriate to the option chosen (in-depth focus, interdisciplinary breadth, or individual studies); at least 15 semester hours must be earned in courses numbered 300 or above. Students should consult with an advisor before selecting the general studies major. Note: The individual studies options requires the prior approval of a UMUC advisor. Distribution requirements for each option are listed below.

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

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

Interdisciplinary Breadth
With the interdisciplinary breadth option, students combine courses from three disciplines, with a minimum of 12 semester hours in each of two areas, plus 6 semester hours in the third. At least half of the semester hours in each area must be earned in courses numbered 300 or above.
Individual Studies
The individual studies option provides an opportunity for
students to create and complete an individualized course of
study combining offerings from more than one discipline. With
the prior approval of a UMUC adviser, the student may design
a program of study around an interdisciplinary focus and
clearly-defined academic goal that cannot reasonably be
satisfied in an existing curriculum at the university.

Government and Politics
Students may seek an academic minor in government and
politics.

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

Objectives
The student who graduates with a minor in government and
politics will be able to
• Understand political science terminology and explanations.
• Understand a variety of approaches to the study and practice of politics.
• Understand the scope of political science, government, political process, law, and international politics.
• Articulate informed judgments about political issues and events.
• Analyze social and political problems.

Requirements for the Minor
A minor in government and politics requires the completion of
15 semester hours of coursework in government and politics;
at 9 semester hours must be earned in courses numbered 300
or above. Specific course requirements are listed below. If a
specific course required for the minor is taken instead to satisfy
the requirements in the student’s major, another course in the
same discipline should be substituted to fulfill the required
minimum number of credits. If replacing an upper-level course,
the replacement course should also be upper-level.

Government and Politics Coursework (15 s.h.)
Foundation Courses (6 s.h.)
Students must choose two of the following foundation courses:
GVPT 100 Principles of Government and Politics (3)
GVPT 170 American Government (3)
GVPT 200 International Political Relations (3)

Supplemental Minor Courses (9 s.h.)
Students must choose at least one government and politics
course in each of three of the following categories: comparative
government, public administration, state and local government
and administration, and international relations.

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

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

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

Requirements for the Major
A major in history requires the completion of 33 semester hours
of coursework in history; at least 17 semester hours must be
earned in courses numbered 300 or above. Specific course
requirements are listed below.

History Coursework (33 s.h.)
Required U.S. History Sequence (6 s.h.)
Students must take the following course sequence:
HIST 156 United States to 1865 (3)
HIST 157 United States Since 1865 (3)

World History Sequence (6 s.h.)
Students must choose one of the following two-course
sequences:
HIST 141 Western Civilization I (3)
HIST 142 Western Civilization II (3)
HIST 115 World History I (3)
HIST 116 World History II (3)
HIST 284 East Asian Civilization I (3)
HIST 285 East Asian Civilization II (3)

Required Methodology Course (3 s.h.)
Students must take the following methodology course:
HIST 309 Introduction to Historical Writing (3)
Geographic Distribution Courses (18 s.h.)
Students must choose two courses in each of the following three areas: United States, Europe, World Regions (Asia, Africa, Latin America).

United States (6 s.h.)
- HIST 211: Women in the United States Since 1880 (3)
- HIST 255: Afro-American History (3)
- HIST 266: The United States in World Affairs (3)

Europe (6 s.h.)
- HIST 306: History of Religion in America (3)
- HIST 360: America in the Colonial Era: 1600 to 1763 (3)
- HIST 361: America in the Revolutionary Era: 1763 to 1815 (3)
- HIST 362: Ante-Bellum America: 1815 to 1861 (3)
- HIST 363: Civil War and New Industrial Society in the United States: 1860 to 1900 (3)
- HIST 364: Emergence of Modern America: 1900 to 1945 (3)
- HIST 365: Recent America: 1945 to the Present (3)
- HIST 377: Women in America Since 1870 (3)
- HIST 372: Legacies of the Civil Rights Movement (3)
- HIST 376: Legacies: A History of Women and the Family in America to 1870 (3)
- HIST 380: American Relations with China and Japan: 1740 to Present (3)
- HIST 381: America in Vietnam (3)
- HIST 451: Economic History of the United States (3)
- HIST 452: Diplomatic History of the United States since 1914 (3)
- HIST 453: Diplomatic History of the United States since 1914 (3)
- HIST 460: African American Life: 1500 to 1865 (3)
- HIST 461: African American Life Since 1865 (3)
- HIST 462: The U.S. Civil War (3)
- HIST 467: History of Maryland (3)

Europe (6 s.h.)
- HIST 110: The Ancient World (3)
- HIST 111: The Medieval World (3)
- HIST 112: The Rise of the West: 1500 to 1789 (3)
- HIST 113: Modern Europe: 1789 to the Present (3)
- HIST 141: Western Civilization I (3)
- HIST 142: Western Civilization II (3)
- HIST 224: Modern Military History: 1494 to 1815 (3)
- HIST 225: Modern Military History: 1815 to the Present (3)
- HIST 234: Classical Greece (3)
- HIST 235: Alexander the Great and the Hellenistic Age (3)
- HIST 236: The Roman Republic (3)
- HIST 237: The Roman Empire (3)
- HIST 330: Europe in the Early Middle Ages: 300 to 1000 (3)
- HIST 331: Europe in the High Middle Ages: 1000 to 1450 (3)
- HIST 332: Europe During the Renaissance and Reformation I (3)
- HIST 333: Europe During the Renaissance and Reformation II (3)
- HIST 334: The Age of Absolutism (3)
- HIST 335: Society, Ideas, and Culture in the Old Regime (3)
- HIST 336: Europe in the 19th Century: 1815 to 1919 (3)
- HIST 337: Europe in the World Setting of the 20th Century (3)
- HIST 414: History of European Ideas I (3)
- HIST 415: History of European Ideas II (3)
- HIST 430: Tudor England (3)
- HIST 431: Stuart England 1431 (3)
- HIST 432: Britain in the 18th Century (3)
- HIST 433: Victorian Britain (3)
- HIST 434: Britain since World War I (3)
- HIST 436: French Revolution and Napoleon (3)
- HIST 437: Modern France Since 1815 (3)
- HIST 440: Germany in the 19th Century: 1815 to 1914 (3)
- HIST 441: Germany in the 20th Century: 1914 to the Present (3)
- HIST 442: 20th-Century Russia (3)
- HIST 443: Modern Balcan History (3)
- HIST 448: 20th Century Russia

World Regions (6 s.h.)
- HIST 115: World Civilizations I (3)
- HIST 116: World Civilizations II (3)
- HIST 284: East Asian Civilization I (3)
- HIST 285: East Asian Civilization II (3)
- HIST 305: The Pacific Century (3)
- HIST 341: African Civilization to 1800 (3)
- HIST 342: Sub-Saharan Africa Since 1800 (3)
- HIST 351: Latin American History I (3)
- HIST 352: Latin American History II (3)
- HIST 383: Korean History (3)
- HIST 391: History of the Ottoman Empire (3)
- HIST 392: History of the Contemporary Middle East (3)
- HIST 480: History of China (3)
- HIST 481: History of Modern China (3)
- HIST 482: History of Japan to 1800 (3)
- HIST 483: History of Japan Since 1800 (3)
- HIST 485: History of Chinese Communism (3)
- HIST 496: Africa Since Independence (3)
- HIST 497: Islam in Africa (3)

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

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

Objectives
Students should refer to the objectives listed under Major in History.

Requirements for the Minor
A minor in history requires the completion of 15 semester hours of coursework in history; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

History Coursework (15 s.h.)
- Required Methodology Course (3 s.h.)
  - HIST 309 Introduction to Historical Writing (3)

Supplemental Minor Courses (12 s.h.)
Students must choose an additional four history courses to complete the 15 semester hours required for the minor. These must include at least one upper-level course each in the three
geographic areas (United States, Europe, and other world regions). Applicable courses are listed under the appropriate headings under Major in History.

Humanities

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

Major in Humanities

The humanities major is a multidisciplinary study of global humanities that integrates topics in the arts, history, philosophy, religion, literature, and language. The humanities major provides a broad perspective on human behavior, thought, and values, and focuses on American, Asian, and European cultures. The integrated major encourages thinking across traditional disciplines.

Objectives

Students who graduate with a major in the humanities will

- Have knowledge of and appreciation for the cultural traditions, major ideas, and historical developments of the human experience.
- Understand the interrelationships of philosophy, language, literature, history, and the arts and be able to explain and critically assess these forms of human expression.
- Understand the major historical and cultural forces that influence and control European, Asian, and American societies.
- Develop interdisciplinary and multicultural perspectives for analyzing and comparing philosophies, languages, literatures, histories, and the arts.
- Be able to apply critical reasoning, judgment, and choice.
- Be able to write and speak effectively and clearly.
- Use computers for communication and research.

Requirements for the Major

A major in humanities requires the completion of 30 semester hours of coursework in the humanities, drawn from various disciplines as appropriate, including 12 semester hours in each of two content areas and 6 semester hours in a third content area. Content areas include philosophy and religion; language and culture; literature; history; and music, art, and theatre. At least 15 semester hours (including 3 semester hours in each of the three content areas) must be earned in courses numbered 200 or above. Students following specific tracks must choose from more limited course lists (detailed below).

Humanities Coursework (30 s.h.)

Students must choose 12 semester hours of coursework in one of the following content areas and another 6 semester hours in a third content area. Courses listed in more than one content area may only be counted once towards degree requirements.

Philosophy and Religion Courses

Students may choose from the following courses:

- ASTD 485 Great Issues in Asian Studies (3)
- HUMN 126 The Cosmos (3)
- HUMN 310 Business and Professional Ethics (6)
- HUMN 336 Ideas Shaping the 21st Century (6)
- HUMN 350 The Religious Quest (3)
- HUMN 351 Myth and Culture (3)
Language and Culture Courses

COMM 380 Language in Social Contexts (3)
HUMN 119 American Adventure (3)
HUMN 120 America in Perspective (3)
HUMN 370 Humanity of Language (3)
SPCH 324 Communication and Gender (3)
WMST 200 Introduction to Women's Studies (3)

Literature Courses

ENGL All courses on American literature

History Courses

HIST All courses on American history
HUMN 280 This Constitution (3)
HUMN 375 Social History of Washington, D.C. (3)

Music, Art, and Theatre Courses

ARTH All courses on American art history
MUSC All courses on American music
THET All courses on American theatre

Asian Studies Track (30 s.h.)

In fulfilling the requirements for the humanities major, students with a track in Asian studies must choose from among the following courses:

Philosophy and Religion Courses

ASTD 485 Great Issues in Asian Studies (3)
HUMN 350 The Religious Quest (3)
HUMN 351 Myth and Culture (3)
HUMN 360 Global Environmental Change (6) (also listed as BEHS 361 and NSCI 361)
PHIL Any Asian philosophy course

Language and Culture Courses

ARTH All courses on Asian art
MUSC All courses on Asian music
THET All courses on Asian theatre

HUMN 375 Social History of Washington, D.C. (3)

Literature Courses

All courses in translation or the original text

History Courses

HIST All courses on Asian history

Music, Art, and Theatre Courses

ARTH All courses on Asian art
ARTH All courses on Asian art history
MUSC All courses on Asian music
THET All courses on Asian theatre

European Studies Track (30 s.h.)

In fulfilling the requirements for the humanities major, students with a track in European studies may choose from among the following courses:

Philosophy and Religion Courses

HUMN 336 Ideas Shaping the 21st Century (6)
HUMN 350 The Religious Quest (3)
HUMN 351 Myth and Culture (3)
HUMN 360 Global Environmental Change (6) (also listed as BEHS 361 and NSCI 361)
PHIL All courses on philosophy of the Western World

Language and Culture Courses

All courses on European life and culture
All European language courses
HUMN 370 Humanity of Language (3)

Literature Courses

All European literature courses in translation or in the original
ENGL All literature courses except American literature

History Courses

HIST All courses on the history of Europe

Music, Art, and Theatre Courses

ARTH All courses on European art history
MUSC All courses on music of the Western World
THET All courses on European theatre

Minor in Humanities

The humanities minor complements the skills the student gains in his or her major discipline by providing an integrated curriculum for enrichment and exploration of culture and ideas as well as a broad perspective on human behavior, thought, and values across traditional disciplines.

Objectives

Students should refer to the objectives listed under Major in Humanities.

Requirements for the Minor

A minor in humanities requires the completion of 15 semester hours of coursework in the humanities, including 9 semester hours in one of the five major content areas (philosophy and religion, language and culture, literature, history, and music, art, and theatre) and 6 semester hours in another. At least 9 semester hours must be earned in courses numbered 300 or above, and at least one course in each content area must be numbered 300 or above. Courses listed in more than one content area may be counted only once toward degree requirements. Courses for the minor may not duplicate those used to satisfy the major.

Human Resource Management

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

Major in Human Resource Management

The human resource major provides 21st-century skills, knowledge and understanding of human resource functions in private- or public-sector organizational settings. These functions include human resources planning, recruiting, selecting, and placing employees; orienting new employees; training employees in the context of their career development plans; developing and supporting performance appraisal systems; managing labor relations; managing compensation and benefit programs; and implementing personnel policies and procedures. The human resource management major prepares students for work or graduate study in business administration and human resources. Through the proper selection of courses, the student can prepare for examinations for the Human Resource Professional, Senior Human Resource Professional, and International Human Resource Professional certification, offered by the Society of Human Resource Management. In addition to the focus on human resource functions, the major includes courses in management and organization theory, organizational behavior and development approaches, labor relations theory and practice, interpersonal skill development and women's perspectives in management.

Objectives

The student who graduates with a major in human resource management will be able to
• Demonstrate effective human resource planning for technological innovation in a global environment.
• Describe the importance of internal and external organizational environments and their interrelationships for human resource functions.
• Explain the processes of job analysis, staffing, appraising and compensating, career training, and development.
• Critically evaluate the use of performance appraisal systems and identify different performance appraisal systems.
• Work as a team member to demonstrate cohesive team managerial skills in decision making, communications, motivation, and interpersonal behavior by focusing on group dynamics that occur within an increasingly diverse workforce.
• Discuss the history of union-management relations and associated major federal, state, and local legislation; executive orders; and court decisions.
• Understand the interaction among management, labor, and the federal agencies.
• Learn the processes and tools for bargaining, negotiating, and resolving disputes.
• Demonstrate information literacy through the use of commonly accepted quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.
• Develop effective written and oral communications consistent with the business and professional environment.
• Understand and apply contemporary computer applications and technology in the workplace.
• Interpret and apply human resource principles in a global setting.

Requirements for the Major
A major in human resource management requires the completion of 36 semester hours of coursework in human resource management and related business subjects, drawn from various disciplines as appropriate; at least 18 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Human Resource Management Coursework (36 s.h.)

Foundation Courses (9-12 s.h.)
Students without previous business experience must take the following course:
- BMGT 110 Introduction to Business (3)

Students must take the following foundation courses:
- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)

Statistics Course (3 s.h.)
Students must take one of the following statistics courses:
- BMGT 230 Business Statistics (3)
- GNST 201 Introductory Statistics (3)
- STAT 250 Intermediate Statistics and Probability (3)

Required Core Courses (18 s.h.)
Students must take the following core courses:
- BMGT 364 Management and Organization Theory (3)
- BMGT 495 Developing Business Strategy (3)
- HRMN 300 Human Resource Management (3)
- HRMN 362 Labor Relations (3)
- HRMN 400 Human Resource Management: Analysis and Problems (3)
- HRMN 408 Employment Law for Business (3)

Supplemental Major Courses (6-9 s.h.)
Students must choose two or more of the following courses to complete the required 36 semester hours for the major:
- BMGT 312 Women in Business (3)
- BMGT 314 Women as Leaders (3)
- BMGT 367 Organizational Culture (3)
- BMGT 380 Business Law I (3)
- BMGT 390 Contemporary Compensation Management (3)
- BMGT 464 Organizational Behavior (3)
- BMGT 465 Organizational Change and Development (3)
- BMGT 484 Managing Teams in Organizations (3)
- HRMN 302 Organizational Communication (3)
- HRMN 363 Negotiating Strategies (3)
- HRMN 365 Conflict Management in Organizations (3)
- HRMN 392 Stress Management in Organizations (1)
- HRMN 394 Motivation, Performance, and Productivity (3)
- HRMN 404 Managing Diversity in Organizations (3)
- HRMN 406 Employee Training and Development (3)
- HRMN 463 Public-Sector Labor Relations (3)
- HRMN 494 Strategic Human Resource Management (3)

Additional Required Coursework (9 s.h.)
Students must take the following courses; credit may be applied to general education, minor, or elective requirements, as appropriate.
- MATH 107 College Algebra (3)
- or a higher numbered mathematics course from mathematics sequence I (listed on p. 00)
- ECON 201 Principles of Economics I: Macroeconomics (3)
- ECON 203 Principles of Economics II: Microeconomics (3)

Track Option in Labor Relations
Within the human resource management major, an optional track in labor relations is available.

Labor Relations Track Requirements (9 s.h.)
In fulfilling the requirements for the major, students with a track in labor relations must complete three or more of the following courses for a total of 9 semester hours:
- HRMN 362 Labor Relations (3)
- HRMN 363 Negotiating Strategies (3)
- HRMN 365 Conflict Management in Organizations (3)
- HRMN 388 Special Topics in Labor Relations (1-3)
- HRMN 463 Public-Sector Labor Relations (3)

Recommendations
The following courses are recommended to fulfill general education requirements or as additional electives:
- CMST 340 Computer Applications in Management (3)
- COMM 390 Writing for Managers (3)
- COMM 393 Technical Writing (3)
- COMM 394 Business Writing (3)
- IFSM 300 Information Systems in Organizations (3)

Minor in Human Resource Management
The human resource management minor complements the skills the student gains in his or her major discipline by illustrating 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; managing labor relations; and developing a human resource department implementation plan.
Information Systems Management

Students may seek an academic major in information systems management.

Major in Information Systems Management

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

Objectives

Students should refer to the objectives listed under Major in Human Resource Management.

Requirements for the Minor

A minor in human resource management requires the completion of 15 semester hours of coursework in human resource management; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Human Resource Management Coursework (15 s.h.)

Required Foundation Courses (6 s.h.)

Supplemental Minor Courses (9 s.h.)

Students must choose two or more of the following courses to complete the 15 semester hours required for the minor:

- BMGT 298Y Stress Management in Organizations (1)
- BMGT 312 Women in Business (3)
- BMGT 314 Women as Leaders (3)
- BMGT 364 Management and Organization Theory (3)
- BMGT 392 International Business Management (3)
- BMGT 464 Organizational Behavior (3)
- BMGT 465 Organizational Change and Development (3)
- BMGT 484 Managing Teams in Organizations (3)
- HRMN 302 Organizational Communication (3)
- HRMN 362 Labor Relations (3)
- HRMN 363 Negotiating Strategies (1)
- HRMN 365 Conflict Management in Organizations (3)
- HRMN 367 Organizational Culture (3)
- HRMN 390 Contemporary Compensation Management (3)
- HRMN 394 Motivation, Performance, and Productivity (3)
- HRMN 404 Managing Diversity in Organizations (3)
- HRMN 406 Employee Training and Development (3)
- HRMN 408 Employment Law for Business (3)
- HRMN 463 Public Sector Labor Relations (3)
- HRMN 490 International Human Resource Management (3)
- IFSM 460 Systems Analysis (3)

Supplemental Major Courses (6 s.h.)

Students must choose two upper-level courses from offerings in computer and information science, computer information technology, computer science, computer studies, and information systems management to complete the 30 semester hours required for the major. Students should be careful to

Objectives

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

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

Requirements for the Major

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

Information Systems Management Coursework (30 s.h.)

Required Foundation Courses (15 s.h.)

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

- IFSM 300 Information Systems in Organizations (3)
- IFSM 310 Software and Hardware Concepts (3)
- IFSM 410 Database Concepts (3)
- IFSM 460 Systems Analysis (3)

Core Courses (9 s.h.)

Students must take one of the following core courses:

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

Students must take two of the following core courses:

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

UMUC Bachelor's Degrees
ensure that all prerequisites have been met before choosing these courses.

**Additional Required Coursework (6 s.h.)**
Students must take the following courses; credit may be applied to general education, minor, or elective requirements, as appropriate:

- MATH 107 College Algebra
- A higher-numbered mathematics course
- STAT 100 Elementary Statistics and Probability (3)
- A higher-level statistics course (3)

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**International Business Management**

Students may seek an academic minor in international business management.

**Minor in International Business Management**
The international business management minor complements the skills the student gains in his or her major discipline by presenting the basic concepts, theories, policies, and practices encompassing the general institutional, environmental, functional, and strategic framework in the conduct of global business transactions.

**Objectives**
The student who graduates with a minor in international business management will be able to:
- Identify, define, and comprehend key concepts, theories, and issues associated with global business transactions.
- Assess the impact of national social systems on international business and the dynamic interrelationships among the domestic, international, and foreign environments.
- Demonstrate an understanding of the role of government, multinational corporations, global institutions, and regional organizations in international business transactions, including trade, foreign investment, and economic development.
- Identify and evaluate global strategic issues and decisions based on case analysis and solutions.
- Develop critical-thinking, analytic, and effective communication and writing skills through case analyses, research, presentations, and class discussions.
- Apply skills to conduct research on topics of relevant interest using appropriate resources that enhance information literacy and technical competency.

**Requirements for the Minor**
A minor in international business management requires the completion of 15 semester hours in international business management courses; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

**International Business Management Coursework (15 s.h.)**

**Required Foundation Course (3 s.h.)**
Students must take the following foundation course:
- BMGT 392 International Business Management (3)

**Supplemental Minor Courses (12 s.h.)**
Students must choose four of the following courses to complete the 15 semester hours required for the minor:

- BMGT 446 International Finance (3)
- BMGT 498A International Accounting (3)
- BMGT 498R Multinational Management (3)
- BMGT 498S Global Commerce (3)
- BMGT 498L International Business Contract Management (3)
- BMGT 498O The Global Manager and Public Policy (3)
- BMGT 498P International Business Law (3)
- HRMN 490 International Human Resource Management (3)
- MKRT 454 Global Marketing (3)

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**Management Studies**

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

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

**Objectives**
The student who graduates with a major in management studies will be able to:
- Apply a multidisciplinary approach to the task of researching organizational problems, issues, and opportunities.
- Analyze information, solve problems, and make decisions across a broad range of management positions from a holistic, global orientation.
- Understand and apply important management concepts and theories from several disciplines.
- Effectively compare different strategies and operations for businesses, not-for-profit, and governmental organizations in determining the best alternative from a number of possibilities.
- Understand various global dimensions of managing business, not-for-profit, and governmental organizations, including appreciating key theories, concepts, and processes; analyzing global competition and competitive strategies; detecting important trends in international ventures; marketing, financing, and managing human resources; and integrating the emerging online marketplace into overall organizational strategies.
understand and use the benefits of a multicultural, multinational organization, including the increased talent pool of a fully integrated organization; the greater insight gained from considering international political customs and protocols, communicating across cultures, developing relationships with key government departments and officials and working with national and international law and regulations; and the increased organizational synergies of intimate business and organizational relationships, alliances, joint ventures, and partnerships.

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

Management Studies Coursework (36 s.h.)

Required Introductory Courses (9–12 s.h.)
Students without previous business experience must take the following course:

- BMGT 110 Introduction to Business and Management (3)

Students must take the following introductory course:

- ACCT 220 Principles of Accounting (3)

Students must take one of the following introductory economics courses:

- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)

Students must take one of the following statistics courses:

- BMGT 230 Business Statistics (3)
- GNST 201 Introductory Statistics (3)
- STAT 250 Intermediate Statistics and Probability (3)

Required Foundation Courses (6 s.h.)
Students must take the following foundation courses:

- BMGT 364 Management and Organization Theory (3)
- HRMN 302 Organizational Communication (3)

Supplemental Major Courses (18–21 s.h.)
Students must choose courses from any of the following disciplines to fill the remainder of the required 36 semester hours for the major: accounting, business and management, environmental management, fire science, health services management, human resource management, management, management studies, marketing, and technology management. Recommended courses are listed below, with strongly recommended courses indicated by an asterisk.

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

- Additional Recommendation
  - COMM 390 Writing for Managers (3) (recommended to fill the General Education upper-level writing requirement)

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

Objectives
Students should refer to the objectives listed under Major in Management Studies.

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

Management Studies Coursework (15 s.h.)

Required Course (3 s.h.)
Students must take the following course:

- BMGT 364 Management and Organization Theory (3)

Supplemental Minor Courses (12 s.h.)
Students must choose four courses from accounting, business and management, environmental management, fire science, health services management, human resource management, management, management studies, marketing, or technology management to complete the 15 semester hours required for the minor.

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

- BMGT 110 Introduction to Business and Management (3)

Marketing
Students may seek either an academic major or minor in marketing.

Major in Marketing
The marketing major develops well-rounded individuals with the skills required of today's marketing professionals and the business acumen to function in the global business environment. The curriculum provides a balanced course of study that exposes students to a common body of knowledge and leads them to understand marketing processes and situations, think independently, communicate effectively, and appreciate their own and other cultures. Marketing graduates should be well-positioned to achieve increasingly higher levels of marketing management in corporations, marketing agencies, or entrepreneurial endeavors.

Objectives
The student who graduates with a major in marketing will be able to:

- Critically evaluate marketing situations.
• Understand the eight universal marketing processes for consumer and organizational markets: (1) environmental scanning and analysis; (2) marketing research and analysis; (3) segmentation, targeting, and positioning; (4) product development and differentiation; (5) valuation and pricing; (6) channel and value-chain management; (7) integrated marketing communication; and (8) relationship building.

• Understand the significance of the evolution of global markets and how to apply the eight universal marketing processes to develop global marketing plans.

• Understand and apply technology to enhance the eight universal marketing processes.

• Understand the complex nature of corporate ethics and social responsibility of organizations in the conduct of marketing activities.

• Develop effective written and oral communications consistent with the marketing professional environment.

• Develop the leadership skills necessary to function as a senior staff member in a marketing department or marketing agency.

Requirements for the Major
A major in marketing requires the completion of 36 semester hours of coursework in marketing and business; at least 18 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Marketing Coursework (36 s.h.)

Required Business Courses (15 s.h.)
Students must take the following business courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 301</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 230</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 364</td>
<td>Management and Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>Business Ethics and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Marketing Courses (12 s.h.)
Students must take the following marketing courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 310</td>
<td>Marketing Principles and Organization</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 410</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 412</td>
<td>Marketing Research Applications</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 495</td>
<td>Marketing Policies and Strategies (3)*</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Supplemental Major Courses (9 s.h.)
Students must choose three or more of the following courses to complete the required 36 semester hours for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 312</td>
<td>Services Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 314</td>
<td>Nonprofit Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 353</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 354</td>
<td>Integrated Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 357</td>
<td>Marketing Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 371</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 373</td>
<td>Marketing Channels</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 374</td>
<td>Small Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 415</td>
<td>Independent Marketing Study (3) **</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 454</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 456</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 457</td>
<td>Web Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 471</td>
<td>Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 475</td>
<td>Sales Management</td>
<td>3</td>
</tr>
</tbody>
</table>

** May only be taken once.

Students may elect to substitute three 1-semester-hour courses selected from the following list for one 3-semester-hour course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 317</td>
<td>Issues in Pricing</td>
</tr>
<tr>
<td>MRKT 318</td>
<td>Exploring Internet Marketing</td>
</tr>
<tr>
<td>MRKT 319</td>
<td>Contemporary Issues in Marketing</td>
</tr>
<tr>
<td>MRKT 320</td>
<td>New Product Development</td>
</tr>
<tr>
<td>MRKT 321</td>
<td>Analyzing the Competition</td>
</tr>
<tr>
<td>MRKT 322</td>
<td>Evaluating Marketing Programs</td>
</tr>
<tr>
<td>MRKT 323</td>
<td>Fundamentals of Direct Marketing</td>
</tr>
<tr>
<td>MRKT 324</td>
<td>Developing Mark Segments</td>
</tr>
<tr>
<td>MRKT 325</td>
<td>Developing Channels for Relationship Marketing</td>
</tr>
</tbody>
</table>

Additional Required Coursework (9 s.h.)
Students must take the following courses; credit may be applied to general education, minor, or elective requirements, as appropriate:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 107</td>
<td>College Algebra</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics I: Macroeconomics</td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Economics II: Microeconomics</td>
</tr>
</tbody>
</table>

Track Options
Within the marketing major, students may choose general study or a more structured track in promotion, sales, or marketing management. Students in all tracks must complete the business and marketing requirements already listed, as well as those listed below.

Promotion Track (9 s.h.)
In fulfilling the requirements for the marketing major, students with a track in promotion must take the following courses within their supplemental major courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 354</td>
<td>Integrated Marketing Communications</td>
</tr>
<tr>
<td>MRKT 456</td>
<td>Advertising</td>
</tr>
</tbody>
</table>

Students must take one of the following courses within their supplemental major courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 357</td>
<td>Marketing Public Relations</td>
</tr>
<tr>
<td>MRKT 495</td>
<td>Web Marketing</td>
</tr>
</tbody>
</table>

Sales Track (9 s.h.)
In fulfilling the requirements for the marketing major, students with a track in sales must take the following courses within their supplemental major courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 371</td>
<td>Professional Selling</td>
</tr>
<tr>
<td>MRKT 471</td>
<td>Business Marketing</td>
</tr>
<tr>
<td>MRKT 475</td>
<td>Sales Management</td>
</tr>
</tbody>
</table>

Marketing Management Track (9 s.h.)
In fulfilling the requirements for the marketing major, students with a track in marketing management must take the following courses within their supplemental major courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 353</td>
<td>Retail Management</td>
</tr>
<tr>
<td>MRKT 373</td>
<td>Marketing Channels</td>
</tr>
<tr>
<td>MRKT 475</td>
<td>Sales Management</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 340</td>
<td>Computer Applications in Management</td>
</tr>
<tr>
<td>IFSM 300</td>
<td>Information Systems in Organizations</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 390</td>
<td>Writing for Managers</td>
</tr>
<tr>
<td>COMM 393</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>COMM 394</td>
<td>Business Writing</td>
</tr>
</tbody>
</table>
Minor in Marketing
The marketing minor complements the skills the student gains in his or her major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

Objectives
Students should refer to the objectives listed under Major in Marketing.

Requirements for the Minor
A minor in marketing requires the completion of 15 semester hours of coursework in marketing; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Marketing Coursework (15 s.h.)
Required Foundation Course (3 s.h.)
Students must take the following foundation course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 310</td>
<td>Marketing Principles and Organization</td>
<td>3</td>
</tr>
</tbody>
</table>

Supplemental Minor Courses (12 s.h.)
Students must choose four or more courses from those listed as fulfilling the requirements for the marketing major to complete the 15 semester hours required for the minor.

Mathematical Sciences
Students may seek an academic minor in mathematical sciences.

Minor in Mathematical Sciences
The mathematical sciences minor complements the skills the student gains in his or her major discipline by helping the student become a mathematically mature problem solver who can address complex and technical materials and by providing a mathematical background to support study in other areas such as business and management, computer and information technology, or the biological and social sciences.

Objectives
The student who graduates with a minor in mathematical sciences will be able to:

- Understand and analyze problems that need mathematical analysis.
- Use appropriate tools and software in the formulation and generation of solutions to problems.
- Demonstrate knowledge of content in diverse areas of mathematics and related fields.
- Interpret real-world problems into mathematical models and demonstrate the application of mathematics in solving those problems.
- Demonstrate proficiency in written assignments and oral presentations.

Requirements for the Minor
A minor in mathematical sciences requires the completion of 17 semester hours of coursework in mathematics; at least 6 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Mathematics Coursework (17–19 s.h.)
Required Foundation Courses (8–9 s.h.)
Students must complete one of the following mathematics sequences:

- MATH 140 Calculus I (4) and MATH 141 Calculus II (4)
- MATH 130 Calculus A (3) and MATH 131 Calculus B (3) and MATH 132 Calculus C (3)

Lower-Level Course (3–4 s.h.)
Students must take one of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 240</td>
<td>Introduction to Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 241</td>
<td>Calculus III (4)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 246</td>
<td>Differential Equations (3)</td>
<td></td>
</tr>
</tbody>
</table>

Upper-Level Courses (6 s.h.)
Students must choose at least two upper-level courses in mathematics or statistics to complete the 17 semester hours required for the minor. Students are strongly encouraged to select one course in pure mathematics (MATH 301 Concepts of Real Analysis I, 302 Concepts of Real Analysis II, 402 Algebraic Structures, 432 Point Set Topology, 436 Modern Geometry, or 463 Complex Variables) and one in applied mathematics (MATH 370 Actuarial Science, 381 Operations Research, 390 Mathematical Communication, 450 Logic for Computer Science, 466 Numerical Analysis, or 475 Combinatorics and Graph Theory, or STAT 400 Applied Probability and Statistics I, 401 Applied Probability and Statistics II, 410 Introduction to Probability Theory, or 450 Regression and Variance Analysis).

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

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

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

- Recognize how psychology aids job promotability and improves interpersonal relationships.
 UMUC Bachelor's Degrees

- Examine psychology in a wide context of interdisciplinary approaches, covering political overviews, cultural diversity, and timely issues.
- Demonstrate how critical observation, experimentation, and empirical reasoning are cornerstones of psychology.
- Apply theory and research in psychology to practical situations and problems.
- Communicate psychological concepts in oral and written form.
- Conduct scientific research projects, including accessing technical information, writing papers and presenting research, and using computers in psychology.

**Requirements for the Major**

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

**Psychology Coursework (33 s.h.)**

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

Students must take the following introductory courses:

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

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

Students must take one of the following statistics courses:

- PSYC 200 Statistical Methods in Psychology (3)
- BEHS 202 Introduction to Statistics in the Behavioral and Social Sciences (3)
- GNST 201 Introductory Statistics (3)
- STAT 250 Intermediate Statistics and Probability (3)

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

Students must choose three of the following courses:

- PSYC 301 Biological Basis of Behavior (3)
- PSYC 307A Introduction to Neuropsychology (3)
- PSYC 310 Perception (3)
- PSYC 315 Motivation (3)
- PSYC 341 Introduction to Memory and Cognition (3)
- PSYC 402 Physiological Psychology (3)
- PSYC 441 Psychology of Human Learning (3)

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

Students must choose three of the following courses:

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

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

Students must choose two of the following courses:

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

**Minor in Psychology**

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

**Objectives**

Students should refer to the objectives listed under Major in Psychology.

**Requirements for the Minor**

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

**Psychology Coursework (15 s.h.)**

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

Students must take the following foundation courses:

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

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

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

**Social Science**

Students may seek an academic major in social science.

**Major in Social Science**

The social science major is an interdisciplinary option for students wishing a broad preparation encompassing the disciplines of geontology, sociology, behavioral and social science economics, and government and politics. A major in the social sciences may be applied to a variety of occupations in the public and private sectors, including careers in administration, elder care, business management, government, health services, law enforcement, human resources, community service, and education.

**Objectives**

The student who graduates with a major in social science will be able to:

- Understand the origin and development of complex social processes.
- Critically analyze social problems and evaluate alternative solutions, making appropriate use of statistics.
- Place the problems and issues of social interaction within a global and historical context.
• Identify, research, and report salient changes in social organization and structure, using effective writing, current software, and the resources of the Internet.

• Apply perspectives from different academic disciplines to social issues such as aging, crime, poverty, and access to social services.

Requirements for the Major
A major in social science requires the completion of at least 30 semester hours of coursework in the social sciences, drawn from various disciplines as appropriate; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

Social Science Coursework (30–31 s.h.)

Statistics Course (3-4 s.h.)
Students must choose one of the following statistics courses:

- BEHS 202 Introduction to Statistics in the Behavioral and Social Sciences (3)
- BMGT 230 Business Statistics (3)
- ECON 321 Economic Statistics (3)
- GNST 201 Introductory Statistics (3)
- PSYC 200 Statistical Methods in Psychology (3)
- SOCY 201 Introductory Statistics for Sociology (4)
- STAT 100 Elementary Statistics and Probability (3)

Introductory Courses (9 s.h.)
Students must take two or more of the following introductory courses for a total of 9 semester hours:

- BEHS 201 Introduction to Behavioral and Social Sciences (6)
- ECON 201 Principles of Economics I: Macroeconomics (3)
- ECON 203 Principles of Economics II: Microeconomics (3)
- GERO 210 Social Gerontology (3)
- GERO 220 Psychological Aspects of Aging (3)
- GVPT 100 Principles of Government and Politics (3)
- SOCY 100 Introduction to Sociology (3)
- SOCY 105 Introduction to Contemporary Social Problems (3)

Courses on Issues in the Social Sciences (12 s.h.)
Students must choose one or more courses in each of the following categories for a total of 6 semester hours in each:

Cross-Cultural and Global Issues (6 s.h.)

- ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3)
- ANTH 211 Man and Environment (3)
- ANTH 340 Outlines in Anthropology (6)
- BEHS 336 The Middle East: An Interdisciplinary Perspective (6)
- BEHS 361 Global Environmental Change (6)
- ECON 380 Comparative Economic Systems (3)
- ECON 440 International Economics (3)
- GEG 202 The World in Cultural Perspective (3)
- GVPT 300 International Political Relations (3)
- GVPT 306 Global Ecopolitics (3)
- GVPT 335 Foreign Policy and the New World Order (6)
- GVPT 401 Problems of World Politics (3)
- GVPT 401B State Terrorism (3)
- GVPT 481 Government and Administration of Russia and the States of the Former Soviet Union (3)
- GVPT 482 Government and Politics of Latin America (3)
- GVPT 483 Government and Politics of Asia (3)
- GVPT 484 Government and Politics of Africa (3)
- GVPT 485 Government and Politics of the Middle East (3)
- GVPT 487 Government and Politics of South Asia (3)
- GVPT 488 Comparative Studies in European Politics (3)
- HIST 305 The Pacific Century (3)
- SOCY 423 Ethnic Minorities (3)

Developmental and Historical Period Issues (6 s.h.)

- ANTH 241 Introduction to Archaeology (3)
- ANTH 414 Ethnology of Africa (3)
- BEHS 372 Legacy of the Civil Rights Movement (6)
- ECON 307 Development of Economic Ideas: Social and Political (3)
- ECON 484 The Economy of China (3)
- GVPT 442 History of Political Theory: Middle Ages to the Present (3)
- GVPT 443 Contemporary Political Theory (3)
- GVPT 444 American Political Theory (3)
- GVPT 451 Foreign Policy of Russia and the States of the Former Soviet Union (3)
- GVPT 452 Inter-American Relations (3)
- GVPT 453 Recent East Asian Politics (3)
- GVPT 455 Contemporary East Asian Politics (3)
- GVPT 457 American Foreign Relations (3)
- PSYC 415 History of Psychology (3)
- SOCY 300 American Society (3)
- SOCY 311 The Individual and Society (6)

Upper-Level Supplemental Courses (6)
Students must choose one or more upper-level courses for a total of 6 semester hours from anthropology, behavioral and social sciences, economics, gerontology, government and politics or sociology.

Sociology

Students may seek an academic minor in sociology.

Minor in Sociology

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

Objectives

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

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

Requirements for the Minor

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

Sociology Coursework (15 s.h.)

Foundation Course (3 s.h.)

Students must take one of the following foundation courses:

- SOCY 100 Introduction to Sociology (3)
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**Entrepreneurial Management Minor**

Students may seek an academic minor in strategic and entrepreneurial management.

**Objectives**

The student who graduates with a minor in strategic and entrepreneurial management will be able to:

- Understand and apply key concepts and theories related to strategic and entrepreneurial management areas.
- Demonstrate knowledge of domestic and global issues that affect the business environment.
- Discuss the major internal and external influences that should be considered in the development of organizational strategy.
- Develop and evaluate the financial resources, promotional activities, and employee recruiting and training programs necessary in beginning a new venture.
- Create a business plan for the new venture or business unit.
- Demonstrate competence in the use of databases, the World Wide Web, and other library resources to retrieve information related to strategic and general management issues.
- Develop effective written and oral communication skills acceptable in the workplace.

**Requirements for the Minor**

A minor in strategic and entrepreneurial management requires the completion of 15 semester hours of coursework in strategic and entrepreneurial management; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

**Strategic and Entrepreneurial Management Coursework (15 s.h.)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 317</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>BMGT 330</td>
<td>Entrepreneurship and New Venture Planning</td>
</tr>
<tr>
<td>BMGT 334</td>
<td>Managing New Ventures</td>
</tr>
<tr>
<td>BMGT 336</td>
<td>Managing Strategic Venture Growth and Maturity</td>
</tr>
<tr>
<td>BMGT 337</td>
<td>Building the Entrepreneurial Team</td>
</tr>
<tr>
<td>BMGT 339</td>
<td>Government and Business Contracting</td>
</tr>
<tr>
<td>BMGT 335</td>
<td>Leadership and Change</td>
</tr>
<tr>
<td>BMGT 336</td>
<td>Managing in the Public Sector</td>
</tr>
<tr>
<td>BMGT 337</td>
<td>Organizational Culture</td>
</tr>
<tr>
<td>BMGT 339</td>
<td>International Business Management</td>
</tr>
<tr>
<td>BMGT 346</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BMGT 345</td>
<td>Organization Development</td>
</tr>
<tr>
<td>BMGT 348</td>
<td>Managing Teams in Organizations</td>
</tr>
<tr>
<td>BMGT 346</td>
<td>Project Management I</td>
</tr>
<tr>
<td>BMGT 349</td>
<td>Developing Business Strategy</td>
</tr>
<tr>
<td>BMGT 347</td>
<td>Implementing Business Strategy</td>
</tr>
<tr>
<td>HRMN 307</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>HRMN 303</td>
<td>Conflict Management</td>
</tr>
<tr>
<td>HRMN 309</td>
<td>Motivation, Performance, Productivity</td>
</tr>
<tr>
<td>HRMN 304</td>
<td>Managing Diversity in Organizations</td>
</tr>
<tr>
<td>HRMN 306</td>
<td>Employee Training and Development</td>
</tr>
<tr>
<td>HRMN 308</td>
<td>Strategic Human Resource Management</td>
</tr>
</tbody>
</table>

* Strongly recommended

**Supplemental Courses (12 s.h.)**

Students must choose either four of the following 3-semester-hour courses or three 3-semester-hour courses and three 1-semester-hour courses to complete the 15 semester hours required for the minor. Courses strongly recommended for the major are indicated by an asterisk.

**Three-Semester-Hour Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 392</td>
<td>International Business Management</td>
</tr>
<tr>
<td>BMGT 407</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>BMGT 408</td>
<td>Developing Business Strategy</td>
</tr>
<tr>
<td>BMGT 409</td>
<td>Implementing Business Strategy</td>
</tr>
<tr>
<td>HRMN 307</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>HRMN 303</td>
<td>Conflict Management</td>
</tr>
<tr>
<td>HRMN 309</td>
<td>Motivation, Performance, Productivity</td>
</tr>
<tr>
<td>HRMN 310</td>
<td>Managing Diversity in Organizations</td>
</tr>
<tr>
<td>HRMN 306</td>
<td>Employee Training and Development</td>
</tr>
<tr>
<td>HRMN 308</td>
<td>Strategic Human Resource Management</td>
</tr>
</tbody>
</table>

**Women's Studies**

Students may seek an academic minor in women's studies.

**Minor in Women's Studies**

The women's studies minor complements the skills the student gains in his or her major discipline by providing...
interdisciplinary study of the history, status, and experiences of women.

Objectives
The student who graduates with a minor in women's studies will be able to

- Examine historical and contemporary contributions by women and existing data about women.
- Discuss some of the scholarly methodologies relevant to the study of women, gender, and human societies.
- Understand aspects of scholarship and theory on the history, status, contributions, and experiences of women in diverse cultural communities and on the significance of gender as a social construct and as an analytical category.

Requirements for the Minor
A minor in women's studies requires the completion of 15 semester hours of coursework in women's studies, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements in the student's major, another course in the same discipline should be substituted to fulfill the required minimum number of credits. If replacing an upper-level course, the replacement course should also be upper-level.

Women's Studies Coursework (15 s.h.)
Required Foundation Course (3 s.h.)
Students must take the following foundation course:
WMST 200 Introduction to Women's Studies

Supplemental Minor Courses (12 s.h.)
Students must choose four of the following courses to complete the 15 semester hours required for the minor. No more than 6 semester hours may be taken from any single discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEHS 343</td>
<td>Parenting Today (3)</td>
</tr>
<tr>
<td>BEHS 363</td>
<td>Human Sexuality and Sexual Experience (3)</td>
</tr>
<tr>
<td>BEHS 454</td>
<td>Domestic and Family Violence (3)</td>
</tr>
<tr>
<td>BMGT 312</td>
<td>Women in Business (3)</td>
</tr>
<tr>
<td>BMGT 313</td>
<td>Women as Entrepreneurs (3)</td>
</tr>
<tr>
<td>BMGT 314</td>
<td>Women as Leaders (3)</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>Introduction to Literature by Women (3)</td>
</tr>
<tr>
<td>ENGL 354</td>
<td>20th-Century American Women Writers (3)</td>
</tr>
<tr>
<td>ENGL 358</td>
<td>20th-Century British Women Writers (3)</td>
</tr>
<tr>
<td>ENGL 379</td>
<td>Language and Gender (3)</td>
</tr>
<tr>
<td>ENGL 444</td>
<td>Feminist Critical Theory (3)</td>
</tr>
<tr>
<td>GVPT 436</td>
<td>Legal Status of Women (3)</td>
</tr>
<tr>
<td>HLTH 377</td>
<td>Human Sexuality (3)</td>
</tr>
<tr>
<td>HLTH 471</td>
<td>Women's Health (3)</td>
</tr>
<tr>
<td>HIST 301</td>
<td>Women and Industrial Development (3)</td>
</tr>
<tr>
<td>HIST 375</td>
<td>Modern European Women's History (3)</td>
</tr>
<tr>
<td>HIST 377</td>
<td>U.S. Women's History Since 1870 (3)</td>
</tr>
<tr>
<td>HIST 376</td>
<td>Legacies: A History of Women and the Family in America to 1870 (3)</td>
</tr>
<tr>
<td>HUMN 442</td>
<td>Contemporary Sexual Ethics (3)</td>
</tr>
<tr>
<td>PSYC 334</td>
<td>Psychology of Interpersonal Relationships (3)</td>
</tr>
<tr>
<td>PSYC 336</td>
<td>Psychology of Women (3)</td>
</tr>
<tr>
<td>SOCY 243</td>
<td>Sociology of Marriage and Family (3)</td>
</tr>
<tr>
<td>SOCY 312</td>
<td>Family Demography (3)</td>
</tr>
<tr>
<td>SOCY 325</td>
<td>The Sociology of Gender (3)</td>
</tr>
<tr>
<td>SOCY 425</td>
<td>Gender Roles and Social Institutions (3)</td>
</tr>
<tr>
<td>SOCY 430</td>
<td>Social Structure and Identity (3)</td>
</tr>
<tr>
<td>SOCY 443</td>
<td>The Family and Society (3)</td>
</tr>
<tr>
<td>SOCY 462</td>
<td>Women in the Military (3)</td>
</tr>
<tr>
<td>SPCH 324</td>
<td>Communication and Gender (3)</td>
</tr>
</tbody>
</table>

Special topic courses offered in various disciplines may also be used to fulfill this requirement if approved in advance and appropriately identified in the course description.
UMUC Online Certificates

To better help working adults meet their educational goals, UMUC has introduced a full range of certificate programs geared toward helping members of the workforce stay current in today's demanding job market. Certificate programs offer working adults a convenient, flexible way to earn credentials for career advancement. These certificates may be earned entirely online or through a combination of online and traditional classes.

All courses for the certificate programs carry college credit and may be applied to a degree. Application for any certificate earned while in progress toward the bachelor's degree must be submitted prior to award of the bachelor's degree. If a student wishes to earn one of these online certificates after completing a bachelor's degree, the student must earn at least half of the required credits after the award of the bachelor's degree. Current students may benefit by earning a certificate while pursuing a degree.

Certificates are awarded upon successful completion of the required coursework. An academic advisor must perform an official evaluation of coursework before approving certificate completion. All certificates are issued and mailed by the Registrar's Office.

Transcripts are updated to reflect certificate completion.

Each certificate is described below and on the UMUC-Europe Web site at <http://www.ed.umuc.edu>.

Curricula

Certificates are available in the following areas:
- Accounting — Introductory
- Accounting — Advanced
- Database Management
- E-Commerce Management
- Human Resource Management
- Management Foundations
- Software Engineering
- Systems Approach to Fire Safety
- Technology and Management
- Visual Basic Programming
- Workplace Spanish

Requirements

The undergraduate certificate programs generally require 16 to 21 semester hours of course credit with a minimum grade of C in all courses. (Specific requirements are listed for each certificate.) Certificate students must fulfill all course prerequisites; these may be satisfied by coursework, credit by examination, or prior learning portfolio credit, under current policies for such credit. No more than half of the total credits for any certificate may be earned through credit by examination, portfolio credit, or transfer credit from other schools.

Unless otherwise specified or necessitated by prerequisites, students are encouraged to take courses in those areas before starting the accounting certificate program.

Courses applied toward a certificate may also be applied toward the requirements for another certificate or toward a degree.

Students in certificate programs must be admitted as UMUC students in order to take certificate courses. Students may pursue a degree and certificate simultaneously. The student is responsible for notifying UMUC of intention to complete certificate work by submitting to the Office of the Registrar a completed Application of Certificate form (UMRG-054).

Accounting — Introductory

The introductory accounting certificate program is designed to meet the needs of nonaccounting personnel and managers who feel they require knowledge of accounting to advance in their professions. It can also be used by individuals who are interested in pursuing new careers in accounting and need to learn the major elements. A total of 18 semester hours is required for completion of the certificate. Students without a background in economics, basic math, and statistics are encouraged to take courses in those areas before starting the accounting certificate program.

Required Courses

Students must take the following courses:
- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)
- ACCT 321 Cost Accounting (3)
- ACCT 323 Taxation of Individuals (3)
- ACCT 328 Accounting Software (3)

Supporting Electives

Students must choose one of the following courses:
- ACCT 326 Accounting Information Systems (3)
- ACCT 411 Ethics and Professionalism in Accounting (3)
- ACCT 417 Taxation of Corporations and Other Entities (3)
- ACCT 422 Auditing Theory and Practice (3)
- ACCT 425 International Accounting (3)
- BMGT 340 Business Finance (3)
- BMGT 341 Finance for the Nonfinancial Manager (3)

Accounting — Advanced

The advanced accounting certificate program is designed to meet the needs of accounting professionals who want to enhance their accounting skills. A total of 18 semester hours is required for completion of the certificate. In addition to course prerequisites, students are encouraged to take courses in economics, basic math, and statistics before starting the certificate program.

Required Courses

Students must take the following courses:
- ACCT 310 Intermediate Accounting I (3)
- ACCT 311 Intermediate Accounting II (3)
- ACCT 417 Taxation of Corporations and Other Entities (3)
- ACCT 422 Auditing Theory and Practice (3)

Supporting Electives

Students must choose two of the following courses:
- ACCT 321 Cost Accounting (3)
- ACCT 323 Taxation of Individuals (3)
- ACCT 326 Accounting Information Systems (3)
- ACCT 328 Accounting Software (3)
- ACCT 410 Accounting for Government and Not-for-Profit Organizations (3)
- ACCT 411 Ethics and Professionalism in Accounting (3)
- ACCT 425 International Accounting (3)
- ACCT 426 Advanced Cost Accounting (3)
- ACCT 427 Advanced Auditing (3)
- ACCT 436 Internal Auditing (3)
- BMGT 340 Business Finance (3)
- BMGT 341 Finance for the Nonfinancial Manager (3)
Database Management
This certificate offers an introduction to the design and management of database systems in a business environment. Students learn about the methods used in the systematic design, development, testing, and maintenance of software products. They study models used to specify requirements, strategies used in software project development, and team environments while developing large-scale software projects. This certificate is intended for professionals who will be working in enter-level supervisory and midlevel management positions in human resource management and enables employees already working in an enterprise to upgrade their skills with the theory and practical knowledge to advance to a higher level. The certificate offers a total of 18 semester hours.

Required Courses
Students must take the following courses:
- BMGT 364 Managing E-Commerce in Organizations (3)
- BMGT 395 Customer Service Management (3)
- BMGT 491 Exploring the Future (6)
- IFSM 300 Information Systems in Organizations (3)

Supporting Elective
Students must choose one of the following courses:
- BMGT 411 Systems Performance (6)
- BMGT 412 Program Analysis and Evaluation (6)
- BMGT 486 Project Management (3)
- BMGT 487 Project Management II (3)
- MRKT 311 Exploring Internet Marketing (1)

Human Resource Management
The Human Resource Management certificate program prepares students for supervisory and midlevel management positions in human resource management and enables employees already working in an enterprise to upgrade their skills with the theory and practical knowledge to advance to a higher level. The certificate offers a total of 18 semester hours.

Required Courses
Students must take the following courses:
- BMGT 364 Management and Organization Theory (3)
- HRMN 300 Human Resource Management (3)
- HRMN 362 Labor Relations (3)
- HRMN 400 Human Resource Management: Analysis and Problems (3)

Supporting Electives
Students must choose one of the following courses:
- BMGT 340 Business Finance (3)
- BMGT 341 Finance for the Nonfinancial Manager (3)
- BMGT 364 Managing E-Commerce in Organizations (3)
- BMGT 395 Customer Service Management (3)
- BMGT 491 Exploring the Future (6)
- IFSM 300 Information Systems in Organizations (3)

Software Engineering
This certificate is intended for professionals who will be working in enterprise environments while developing large-scale software projects. Students learn about the methods used in the systematic design, development, testing, and maintenance of software products. They study models used to specify requirements, strategies used in soft-
ware development, and methods of testing and formal verification. A total of 18 semester hours of required coursework must be earned to complete this certificate.

**Required Courses**

Students must take the following courses:

- CMIS 330 Software Engineering Principles and Techniques (3)
- CMIS 345 Object-Oriented Design and Programming (3)
- CMIS 398S Software Safety (3)
- CMIS 455 Requirements Development (3)
- CMIS 460 Software Design and Development (3)
- CMIS 465 Software Verification and Validation (3)

**Systems Approach to Fire Safety**

The Systems Approach to Fire Safety certificate program prepares students for supervisory and midlevel management positions in fire safety. It also enables those in private- or public-sector fire safety positions and organizations to upgrade their skills with the theory and practical knowledge to advance to a higher level. Students must complete six required courses for a total of 18 semester hours to earn the certificate.

**Required Courses**

Students must take the following courses:

- FSCN 303 Analytic Approaches to Public Fire Protection (3)
- FSCN 306 Incendiary-Fire Analysis and Investigation (3)
- FSCN 402 Fire-Related Human Behavior (3)
- FSCN 411 Fire-Protection Structure and Systems Design (3)
- FSCN 414 Fire Dynamics (3)
- FSCN 415 Application of Fire Research (3)

**Technology and Management**

The Technology and Management certificate program prepares students for entry-level supervisory and midlevel management positions in technology fields and enables employees already within a private- or public-sector organization to upgrade their skills with the theory and practical knowledge to advance to a higher level. Students complete six required courses (four required and two elective) for a total of 18 semester hours to earn the certificate.

**Required Courses**

Students must take the following courses:

- BMGT 317 Problem Solving (3)
- BMGT 486 Project Management I (3)
- BMGT 487 Project Management II (3)
- CMST 385 Internet: A Practical Guide (3)

**Supporting Electives**

Students must choose two of the following courses:

- BMGT 301 Computer Systems for Business (3)
- CMST 340 Computer Applications in Management (3)
- CMST 386 Internet: An Advanced Guide (3)
- IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3)
- IFSM 460 Systems Analysis (3)
- IFSM 465 Systems Design (3)

**Visual Basic Programming**

The certificate in Visual Basic Programming is designed for students seeking entry-level programming positions. Hands-on experience using Visual Basic software is provided. A certificate is awarded to students completing six courses (four required and two elective) for a total of 18 semester hours.

**Required Courses**

Students must take the following courses:

- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMST 305 Introduction to Visual Basic Programming (3)
- CMST 498B Advanced Visual Basic Programming (3)

Students must take one of the following courses:

- CMIS 330 Computer Systems and Architecture (3)
- IFSM 310 Software and Hardware Concepts (3)

**Supporting Electives**

Students must choose two of the following courses:

- CMIS 240 Data Structures and Abstractions (3)
- CMIS 340 Programming in Java (3)
- CMIS 345 Object-Oriented Design and Programming (3)
- CMIS 498J Internet Programming with Java (3)
- CMST 385 Internet: A Practical Guide (3)
- CMST 386 Internet: An Advanced Guide (3)
- IFSM 410 Database Concepts (3)
- IFSM 420 Advanced Database Concepts (3)
- IFSM 498F Information Technology Infrastructure of Electronic Commerce (3)

**Workplace Spanish**

This certificate combines language and professional study; it is awarded only upon completion of 16 semester hours of coursework and successful passage of an examination certifying proficiency in reading, writing, understanding, and speaking Spanish. The work is composed of courses, 1-credit projects related to existing jobs or major and minors (e.g., business administration, finance, legal studies, human resource management, health care management), and a certifying proficiency test.

**Required Courses**

Students must take the following courses:

- SPAN 101 Elementary Spanish I (4)
- SPAN 102 Elementary Spanish II (4)
- SPAN 201 Intermediate Spanish (4)

**Supporting Electives**

Students must choose one of the following options for a total of 4 semester hours:

- Four 1-credit supervised Spanish projects related to courses in the student's focus area
- SPAN 315 Commercial Spanish I (3) plus SPAN 360 Work Projects in Spanish

**Proficiency Test**

Students are required to take fee-based individualized testing in Spanish reading, writing, listening, and speaking to demonstrate minimal working proficiency in each skill.
The most frequently taught courses in UMUC-Europe are listed in this Catalog. When scheduling courses each term, the Area Directors coordinate with Education Center staff to select the most appropriate courses to offer at each site. This selection is based upon size and assessed academic needs of the student population at the site, and upon availability of qualified lecturers.

Courses listed in other Maryland catalogs may also be offered by UMUC-Europe when demand warrants, qualified lecturers are available, and academic facilities (library, laboratory, etc.) are appropriate. For descriptions of courses not found in this Catalog go to the UMUC Web site at <http://www.umuc.edu>.

Course Numbers

Courses are listed by academic department in alphabetical order. The number of semester hours of credit is shown in parentheses after the title of the course. Course numbers are designated as follows:

- 100-199 – Primarily freshman courses
- 200-299 – Primarily sophomore courses
- 300-399 – Junior and senior courses
- 400-499 – Junior and senior courses acceptable

The prerequisites listed for many courses indicate the level of knowledge expected before a student enrolls in the course. Faculty members are not expected to repeat coursework covered in prerequisites.

Prerequisites are normally stated as courses. However, if a student completed a prerequisite course years ago or acquired the knowledge on the job, he or she may not have retained the necessary information. Therefore, each student is responsible for ensuring he or she has sufficient background to succeed in a course. Advisors, the course instructor, Academic Directors, and other staff members are available to discuss the student’s educational level.

Some courses can be taken for credit only in a specific sequence and it is the student’s responsibility to make sure that this is followed. For example, GERM 111 cannot be taken for credit after the student has successfully completed GERM 112. Disciplines in which this most often occurs are foreign languages, mathematics, accounting and computer studies.

Writing ability equivalent to the completion of ENGL 101 plus another writing course should be considered prerequisite for any upper-level course (numbered 300 or higher). MATH proficiency at the MATH 105 or 107 level should be considered prerequisite to any course of a quantitative nature, such as Economics or Computer Studies, at the 200 level and above.

Textbooks and Additional Library Facilities

The textbooks used in courses offered by Maryland in Europe are selected by various home campus department heads or their UMUC-Europe representatives. At most sites, students purchase their textbooks at the Education Center where the class is held.

At military installations where Maryland offers courses, the Army, Air Force, or Navy maintains a library, usually staffed by professional librarians. The combined holdings of these libraries, including several million books, audio-visual materials, microforms, and CD-ROM databases, are available to all Maryland students if a particular book is not in the student’s local library, it may be possible to obtain it through interlibrary loan.

The Faculty Loan Library is maintained in UMUC-Europe’s Heidelberg Office to augment the faculty’s personal resources by providing background materials for use in preparing and conducting their classes.

Distance Education

The mission of UMUC’s Maryland in Europe Distance Education program is to provide opportunities for students to continue their studies without the usual time and place constraints of the classroom. Students at remote locations and those with work or personal obligations that conflict with traditional class schedules will want to consider the offerings of the European Division’s Distance Education program. The Distance Education Home Page at <http://www.ed.umuc.edu/de-provides-current-schedules, course descriptions and syllabi, and answers to frequently asked questions.

Two different Distance Education course formats are offered for Maryland in Europe students: Web-based computer-conferencing via the Internet and Video-Assisted Independent Study. All courses are upper-level (300-499) and are designed for students who have the background for taking upper-level courses. Students must also meet course prerequisites and possess the study, writing, and research skills commensurate with upper-level work.

Web-based computer-conferencing courses

In a Web-based computer-conferencing course, students interact asynchronously with a cohort group of classmates and the course instructor. Using an Internet browser, students access a secure classroom web site where they can discuss issues, work together in study groups, and collaborate on writing assignments. Students are expected to participate frequently and to read and respond three or more times per week to topics posted in the class conferences.

These courses are not independent study. Students who wish to work largely alone at their own pace should consider another distance education format – Video-Assisted Independent Study.

To participate in one of UMUC-Europe’s computer-conferencing courses, students must have their own computer hardware and communication software, a graphical browser, and access to the Internet.

Computer-conferencing courses from a variety of academic disciplines begin five times a year, coinciding with the regular term schedules and extending over two terms (approximately 16 weeks).

Video-Assisted Independent Study

Video-Assisted Independent Study (VAIS) courses are offered on an open enrollment basis, i.e., a student may enroll at any time. A student then has 16 weeks to proceed through the study materials at his or her own pace. An extended course syllabus is provided to guide student progress through video-taped lessons and parallel textbook readings. For each video-assisted independent study course, a course manager from UMUC-Europe is available for consultation with students via telephone, postal mail, fax, and/or e-mail.
UMUC Course Descriptions

The following entries describe the most frequently taught courses offered through UMUC-Europe. Requirements pertain only to degrees conferred at UMUC. To use these courses toward degrees offered by other institutions, including those in the University System of Maryland, students should refer to the catalogs of those institutions for restrictions that may apply. In transferring to UMUC—particularly from a community college—students should be careful not to enroll in courses that duplicate their previous studies.

For descriptions of courses not found in this Catalog, go to the UMUC Web site at <http://www.umuc.edu>.

Students should note that effective August 2001, many courses previously listed under one discipline are now listed under another. All courses previously listed under computer applications (designated as CAPP) are now listed under computer studies (CMST); all courses previously listed under general science (GNSC) are now listed under natural science (NSCI); all courses previously listed under paralegal studies (PLGL) are now listed under legal studies (LGST). Many courses previously listed under business and management (BMGT) or management (MGMT) are now listed under human resource management (HRMN) or marketing (MRTK). Cooperative education courses are now listed under the appropriate discipline. Students should check the course descriptions carefully to avoid duplicating previous coursework. UMUC will not award credit for courses that repeat material the student has already been credited with learning.

Accounting

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

• a major or minor in accounting;
• a major in business administration, human resource management, marketing, or management studies;
• a minor in accounting, business administration, customer service management, human resource management, management studies, marketing, or strategic and entrepreneurial management;
• a certificate in Introductory Accounting, Advanced Accounting, or a number of other business-related areas; and
• electives.

**ACCT 220 Principles of Accounting I (3)**

An introduction to the basic theory and techniques of contemporary financial accounting. Topics include the accounting cycle and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

**ACCT 221 Principles of Accounting II (3)**

Prerequisite: ACCT 220. Continuation of the study of financial accounting (emphasizing accounting for liabilities, equity, and corporate forms of ownership) followed by an introduction to managerial accounting. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and variances. Emphasis is on management reporting. Students may receive credit for only one of the following courses: ACCT 221, BMGT 221, MGMT 301, or MGMT 302.

**ACCT 310 Intermediate Accounting I (3)**

Prerequisites: BMGT 110 or at least two years of business or management experience. A study of the basic concepts of determining, setting, and analyzing costs for purposes of managerial planning and control. Emphasis is on the role of the accountant in the management of organizations and in the analysis of cost behavior, standard costing, budgeting, responsibility accounting, and costs that are relevant for making decisions. Various techniques are used to study cost and managerial accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 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 221 within the last two years may have difficulty.) Prerequisite: ACCT 310 or equivalent. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reporting. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

**ACCT 321 Cost Accounting (3)**

Prerequisites: BMGT 110 (or at least two years of business or management experience) and ACCT 221 or equivalent. A study of the basic concepts of determining, setting, and analyzing costs for purposes of managerial planning and control. Emphasis is on the role of the accountant in the management of organizations and in the analysis of cost behavior, standard costing, budgeting, responsibility accounting, and costs that are relevant for making decisions. Various techniques are used to study cost and managerial accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

**ACCT 322 Taxation of Individuals (3)**

(Formerly Income Tax Accounting.) Prerequisite: ACCT 220 or equivalent. An introduction to federal taxation of the income of individuals. Tax laws are examined by means of illustrative examples and problems. Computer applications may be used to analyze specific examples. Students may receive credit for only one of the following courses: ACCT 322 or BMGT 322.

**ACCT 323 Auditing Theory and Practice (3)**

Prerequisite: ACCT 311 or equivalent. A study of the independent auditor's attest function, generally accepted auditing standards, tests of controls and substantive tests, and report forms and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

2001/2002 Undergraduate Catalog
**Anthropology**

Courses in anthropology (designated ANTH) may be applied as appropriate (according to individual program requirements) toward:
- the general education requirement in the social and behavioral sciences;
- a major in humanities or social science;
- a minor in Asian studies or humanities; and
- electives.

**ANTH 101 Introduction to Anthropology: Archaeology and Physical Anthropology (3)**
A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

**ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3)**
(Fulfills the civic and international perspective requirements.) A survey of social and cultural principles inherent in ethnographic descriptions, coupled with the study of language in the context of anthropology. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

**Art**

Courses in art (designated ARTT) may be applied as appropriate (according to individual program requirements) toward:
- the general education requirement in the arts and humanities;
- a major in art;
- a minor in art, minor in humanities;
- a certificate in Computer Graphics and Design, Desktop Publishing, or Web Design; and
- electives.

Students who have already received credit for courses designated ARTS may not receive credit for comparable courses designated ARTT unless they are repeatable. In cases of repeatable courses, the combined credits in courses designated ARTS and courses designated ARTT may not exceed the maximum for a particular course number.

**ARTT 100 Two-Dimensional Art Fundamentals (3)**
An exploration of the principles and elements of pictorial space examined through the manipulation and organization of various materials.

**ARTT 110 Elements of Drawing I (3)**
An introduction to various media and related techniques. Problems for study are based on the figure, still life, and nature.

**Art History**

Courses in art history (designated ARTH) may be applied as appropriate (according to individual program requirements) toward:
- the general education requirement in the arts and humanities;
- a minor in art history, American studies, or Asian studies;
- a major or minor in humanities; and
- electives.

**ARTH 100 Introduction to Art (3)**
A grounding in the basic tools of understanding visual art. Major approaches (such as techniques, subject matter, form, and evaluation) are the focus. Painting, sculpture, architecture, and the graphic arts are discussed.

**ARTH 200 Art of the Western World to 1300 (3)**
(Fulfills the historical and international perspective requirements.) A survey of the development of Western art as expressed in painting, sculpture, and architecture from prehistoric times to the Renaissance. Students may receive credit for only one of the following courses: ARTH 200 or ARTH 260.

**ARTH 201 Art of the Western World from 1300 (3)**
(Fulfills the historical and international perspective requirements.) A survey of the development of Western art as expressed in painting, sculpture, and architecture from the Renaissance to the present.

**Astronomy**

Courses in astronomy (designated ASTR) may be applied as appropriate (according to individual program requirements) toward:
- the general education requirement in the biological and physical sciences; and
- electives.

**ASTR 100 Introduction to Astronomy (3)**
(Not open to students who have taken or are taking any astronomy course numbered 250 or higher. For students not majoring or minoring in science) Prerequisite: MATH 012. A discussion of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, GNSC 125, or NSCI 125.

**ASTR 110 Astronomy Laboratory (1)**
(Fulfills the laboratory science requirement. Not for students majoring or minoring in science.) Prerequisite or corequisite: ASTR R 100 or equivalent. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy. Experiments to demonstrate instruments and principles of astronomy. Daytime and nighttime observations of celestial objects and phenomena. Use of photographs of moon, stars, and galaxies and spectra.

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*Multi-residency course that can be applied toward the residency requirement of College of Southern Maryland*
**Biology**

Courses in biology (designated BIOL) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the biological and physical sciences;
- a minor in microbiology or natural science; and
- electives (including related requirements for the environmental management major).

**BIOL 101 Concepts of Biology (3)**
(N ot for students majoring in science.) An introductory study of the fundamental organization, processes, and the interdependence of living organisms, considering the implications of the influence of human beings in the biological world. Students may receive credit for only one of the following courses: BIOL 101 or BIOL 105.

**BIOL 102 Laboratory in Biology (1)**
(N ot for students majoring in science. Fulfills the laboratory science requirement.) Prerequisite or corequisite: BIOL 101 or equivalent. A laboratory study of the concepts underlying the organization and interrelationships of living organisms. Students may receive credit for only one of the following courses: BIOL 102 or BIOL 105.

**BIOL 160 Human Biology (3)**
(Formerly GNSC 160.) A general introduction to human structure, functions, genetics, evolution, and ecology. The human organism is examined from the basic cellular level and genetics through organ systems, to interaction with the outside world. Pertinent health topics are also discussed. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

**BIOL 201 Human Anatomy and Physiology I (4)**
(Fulfills the laboratory science requirement.) Prerequisite BIOL 101, BIOL 105, or equivalent. A thorough introduction to the anatomy and physiology of the skeletal, muscular, and nervous systems of human beings. An overview of cellular physiology is included. Students may receive credit for only one of the following courses: BIOL 201 or ZOOL 201.

**BIOL 211 Environmental Science (3)**
(Fulfills the civic responsibility requirement.) A survey of ecological principles as they apply to the interrelated dilemmas of overpopulation, pollution, the increasing consumption of natural resources, and the ethics of land use. Students may receive credit for only one of the following courses: BIOL 211, BOTN 211, or PBIO 235.

**BIOL 215 Population Biology and General Ecology (3)**
(Formerly ZOOL 270.) A general introduction to population and community biology. Topics include evolution, population genetics, population growth and steady states, age structure of populations, multispecies, dependencies, and ecosystem energetics. Illustrations are drawn both from natural populations and human populations. Students may receive credit for only one of the following courses: BIOL 215 or ZOOL 270.

**BIOL 220 Human Genetics (3)**
(Not for science majors.) An introduction to genetics, focusing on the human organism. Topics include transmission and biochemical genetics, mutation, the behavior of genes in populations, and genetic engineering. The roles of recent discoveries in the treatment of genetic diseases, cancer, and organ transplantation are examined. Students may receive credit for only one of the following courses: BIOL 220, BIOL 346, ZOOL 146, or ZOOL 346.

**Business and Management**

Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward
- a major in business administration, human resource management, management studies, or marketing;
- a minor in business administration, business law and public policy, customer service management, e-commerce and technology management, finance, human resource management, international business management, management studies, marketing, or strategic and entrepreneurial management;
- a certificate in various business-related areas; and
- electives.

Some BMGT courses have been renumbered and designated HRMN (human resource management) or MRKT (marketing) courses. Students may not receive credit for the same course under both listings.

**BMGT 110 Introduction to Business and Management (3)**
(For students with little or no business background. Recommended preparation for many other BMGT courses.) Provides a recommended preparation for many other BMGT courses. A survey of the field of business management. Topics include human relations, technology in business, ethical behavior, the environment, global and economic forces, organization, quality, products and services, functional management, and current issues and developments.

**BMGT 340 Business Finance (3)**
Prerequisites: ACCT 221 and BMGT 230. An overview of the principles and practices of organizing, financing, and rehabilitating a business enterprise. Topics include the various types of securities and their usefulness in raising funds; methods of apportioning income, risk, and control; intercorporate relations; and new developments. Emphasis is on solving problems of financial policy that managers face.

**BMGT 364 Management and Organization Theory (3)**
Prerequisite: BMGT 110 or at least two years of business and management experience. A study of the development of theories about management and organizations. Processes and functions of management discussed include the communication process, the role of the manager as an organizer and director, the determination of goals, and the allocation of responsibilities. Students may receive credit for only one of the following courses: BMGT 364, TEM N 202, TEM N 300, TM GT 301, or TMGT 302.

**BMGT 378 Legal Environment of Business (3)**
(Fulfills the civic responsibility requirement. For students with little or no legal background.) An overview of fundamental legal concepts and principles that affect business in the relevant functional and regulatory environments. Emphasis is on the definition and application of legal principles and concepts through

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*Multi-residency course that can be applied toward the residency requirement of College of Southern Maryland*
BMGT 380 Business Law I (3)
(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 110 or at least two years of business and management experience. An in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions. Topics include the legal, ethical, and social environment of business; agencies, partnerships, and other forms of business organizations; and contracts and sales agreements. Salient legal aspects of international business are also discussed. Assignments include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the World Wide Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BMGT 378 or BMGT 480.

BMGT 381 Business Law II (3)
(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 380. Further in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions. Topics include personal and real property (bailements, wills, trusts, and estates); government regulations affecting employment and marketing; negotiable instruments; debtor/creditor relationships; and bankruptcy and reorganization. Salient legal aspects of international business are also discussed. Assignments include conducting relevant research using computer databases and networks (such as LEXIS—NEXIS and the World Wide Web) as well as other methods for accessing information.

BMGT 385 Production and Operations Management (3)
Recommended: BM GT 230, GN ST 201, or equivalent. An overview of the operations of manufacturing and service enterprises, concentrating on production management, planning, and control. Topics include demand forecasting, materials planning and control, and capacity planning. Case studies are examined to analyze the manufacturing and service environments in terms of operational planning, the use of teams, teamwork, and decision making regarding problems commonly confronting managers and supervisors. Fundamentals of the analytical method are introduced early to help solve problems in the design, operation, and control of systems. Students may receive credit only once under this course number and for only one of the following courses: BM GT 383, BM GT 385, M GT M 340, M GT 318, or TEM N 318.

BMGT 392 International Business Management (3)
(Obsolete; CHEM 103 General Chemistry I (4)
(Fulfills the laboratory science requirement. Prerequisite: MATH 107 or MATH 115 or equivalent. The first course in chemistry intended for students majoring or minoring in science. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are
CHEM 113 General Chemistry II (4)
(Fulfills the laboratory science requirement.) Prerequisite: CHEM 103 or CHEM 105. A study of kinetics, homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 121 Chemistry in the Modern World (3)
(Not for students majoring or minoring in science.) An exploration of the effects and applications of chemistry on human life and activities. The chemistry of the universe, living organisms, the brain, food and drugs, consumer goods, metals, plastics, and fibers are discussed. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, CHEM 112, or GN SC 140.

COMM 293 Technical Report Writing (3)
(Fulfills the general education requirement in communications, but is not a writing course. Fulfills the historical and international perspective requirements.) Prerequisite: ENGL 101 or equivalent. The construction of technical papers and reports. Focus is on building skills in critical thinking, research, and document design. Assignments include composing a total of 6,000 words (approximately 25 pages) in various formats (e.g., the oral presentation, the resume, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 293 or ENGL 293.

COMM 380 Language in Social Contexts (3)
(Fulfills the general education requirement in communications, but is not a writing course. Fulfills the historical and international perspective requirements.) Prerequisite: ENGL 101 or equivalent. An examination of the linguistic components of languages, with special emphasis on the English language, its origins, continued development, and use in speaking and writing. Categories of speech and methods of written communication are examined from the perspective of regional and social variation. Cultural, gender, and racial variations are discussed along with underlying perspectives and assumptions.

COMM 390 Writing for Managers (3)
(Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101 or equivalent. A practicum in the kinds of writing skills that managers need for the workplace. Communication skills emphasized include planning information, developing reader-based prose, improving personal writing performance and guiding the writing of subordinates, and mastering such writing tasks as strategic plans and performance appraisals. Students may receive credit for only one of the following courses: COMM 390, MGST 161, or HUMN 390.

COMM 393 Technical Writing (3)
(Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101 or equivalent. The writing of technical papers and reports. Focus is on building skills in critical thinking, research, and document design. Assignments include composing a total of 6,000 words (approximately 25 pages) in various formats (e.g., the oral presentation, the resume, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393X, or ENGL 393.

COMM 394 Business Writing (3)
(Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101 or equivalent. An introduction to professional workplace writing. Topics include context, purpose, audience, style, organization, format, technology results, and strategies for persuasion when writing typical workplace messages. In addition to shorter assignments, students analyze data and support conclusions or recommendations in a substantial formal report. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394X, or ENGL 394.

COMM 396, COMM 397, COMM 399, COMM 491, COMM 492, COMM 493, COMM 494, and COMM 495
Multi-residency course that can be applied toward the residency requirement of Montgomery College or College of Southern Maryland.

Communication Studies
Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements in communications;
- a major or minor in communication studies;
- a minor in journalism or speech communication;
- a certificate in Workplace Communication or various other areas; and
- electives.

COMM 300, 393, 393X, 394, and 394X (as well as ENGL 303, 391, 391X, and 396, and LGST 401) are designated as writing-intensive and may be applied toward the general requirement in upper-level intensive writing.

COMM 380, 390, 490, 491, 492, 493, 494, and 495 may be applied toward the general education requirement in communications, but not toward the general education requirement in upper-level intensive writing.

Specific COMM courses may be recommended in relation to specific majors and minors. Students should check the descriptions of those curricula.

COMM 293 Technical Report Writing (3)
(Formerly ENGL 293. Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or equivalent. An introduction to the process of technical writing. Discussion covers conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct technical prose; and producing a variety of routine technical reports and correspondence. Students may receive credit for only one of the following courses: COMM 293 or ENGL 293.
Computer and Information Science

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

- the general education requirement in computing;
- a major in computer and information science, computer information technology, or computer studies;
- a minor in computer studies;
- a certificate in Software Engineering, UNIX System Administration, or various other computer-related areas; and
- electives.

Students without recent experience in problem solving with computers must take CMIS 102. The suggested sequence of courses for students who already have the prerequisite knowledge for CMIS 102 is CMIS 140 and 160 followed by CMIS 240 and 310.

CMIS 102 Introduction to Problem Solving & Algorithm Design (3)
(May not be applied to a major in computer and information science.) A study of techniques for finding solutions to problems through structured programming and step-wise refinement. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive whole. Algorithms are used to demonstrate programming as an approach to problem solving, and basic features of the C++ language are illustrated.

CMIS 140 Introductory Programming (3)
(Not open to students who have completed CMIS 315. The first in a sequence of courses in C++. Taking CMIS 140 and 240 in consecutive semesters/terms is recommended.) Prerequisite: CMIS 102 or equivalent knowledge. A study of structured programming using the C++ language. The discipline, methodologies, and techniques of software development are covered. Algorithms and simple data structures are developed and implemented in C++. Object-oriented concepts such as classes and encapsulation are introduced.

CMIS 160 Discrete Mathematics for Computing (3)
(Not open to students who have completed CMSC 150.) Prerequisite: MATH 107 strongly recommended. An introduction to discrete mathematical techniques for solving problems in the field of computing. Basic principles from areas such as sets, relations and functions, logic, proof methods, and recursion are examined. Topics are selected on the basis of their applicability to typical problems in computer languages and systems, databases, networking, and software engineering.

CMIS 240 Data Structures and Abstraction (3)
(The second in a sequence of courses in C++. Taking CMIS 140 and 240 in consecutive semesters/terms is recommended.) Prerequisite: CMIS 140. A study of program design and the implementation of abstract data structures in C++. Topics include programming tools, verification, debugging and testing, and data structures. Emphasis is on stacks, queues, lists, recursion, trees, sorting, and searching. C++ is the programming language used. Students may receive credit for only one of the following courses: CMIS 240 or CMIS 315.

CMIS 305 Introduction to Ada (3)
Prerequisite: CMIS 240 or equivalent. An introduction to designing and coding basic Ada programs by using techniques of data type abstraction, information hiding, and modularization. Topics include access types, discriminated types, aggregates, model numbers, scope and visibility, and predefined packages and types. Object-oriented features of Ada95 are covered.

CMIS 310 Computer Systems and Architecture (3)
(Not open to students who have completed CMSC 311.) Prerequisites: CMIS 140 required; CMIS 160 strongly recommended. A study of the fundamental concepts and interrelationships of computer architecture and operating systems and the functional approach to components of a computer system. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CM SC 311, or IFSM 310.

CMIS 320 Relational Databases (3)
Prerequisite: CMIS 140 or equivalent; CMIS 310 or equivalent recommended. A study of the functions and underlying concepts of relationally organized database systems. Data models are described and their application to database systems is discussed. The entity/relationship (E/R) model and Codd’s relational theory— including relational algebra, normalization and integrity constraints, and the SQL language—are emphasized. Physical design and data administration issues are addressed. Projects include hands-on work with E/R and relational models (using the latest version of Oracle). Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 325 UNIX with Shell Programming (3)
Prerequisite: CMIS 140 or equivalent. A study of the UNIX operating system. Topics include file structures, editors, pattern—matching facilities, shell commands, and shell scripts. Shell programming is presented and practiced to interrelate system components. Projects give practical experience with the system.

CMIS 330 Software Engineering Principles and Techniques (3)
Prerequisite: CMIS 240, CMIS 315, or equivalent; CMIS 310 or equivalent recommended. A study of the process of software engineering from initial concept through design, development testing, and maintenance to retirement of the product. Development life-cycle models are presented. Issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures are considered. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

CMIS 340 Programming in Java (3)
Prerequisites: CMIS 240 and knowledge of HTML. An examination of the features of the Java programming language. Topics include design of classes, class libraries, data structures, exception handling, threads, input and output, and applet programming. Assignments include programming in Java.

Indicates extensive computer use by students.
CMIS 342 Windows User Interface Programming (3)
(Formerly CMIS 398W Windows NT Programming.) Prerequisite: CMIS 240 or equivalent. An introduction to Windows (Win32) user interface programming. A study of the design and prototyping of user interfaces in a Windows environment. Focus is on programming controls, menus, and dialog and message boxes. Students may receive credit for only one of the following courses: CMIS 342 or CMIS 398W.

CMIS 345 Object-Oriented Design and Programming (3)
Prerequisite: CMIS 240, CMIS 315, or equivalent. An examination of the principles, practices, and applications of programming in an object-oriented environment. Techniques and language features of object-oriented design are implemented in programming projects. Assignments include programming in an object-oriented language such as C++ or Java. Students may receive credit only once under this course number.

CMIS 370 Data Communications (3)
Prerequisite: CMIS 310 or equivalent. Investigation of the effects of communication technology on information systems. Major topics include components of communication systems, architectures and protocols of networks, security measures, regulatory issues, and the design of network systems. Issues and applications in local area networks and communication services are covered. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

CMIS 390 UNIX System Administration (3)
(Formerly CMIS 398U.) Prerequisite: CMIS 325. An in-depth examination of UNIX internals, including loading, configuring, and maintaining UNIX operating systems. Both theory and hands-on experience are provided in boot-up and shutdown processes, file system creation and structure, system maintenance and security, especially in the network file system and network information system; and UNIX Internet provider network configuration and maintenance. The Red Hat Linux operating system is used for all lab work. Students may receive credit for only one of the following courses: CMIS 390 or CMIS 398U.

CMIS 398P Programming in PERL (3)
Prerequisite: CMIS 140 or equivalent programming experience. An introduction to the Perl scripting language. The basic features of Perl (including data and variable types, operators, statements, regular expressions, functions, and input/output) are covered. Additional topics include object-oriented programming and Common Gateway Interface (CGI) programming. Assignments include writing Perl scripts.

CMIS 415 Advanced UNIX and C (3)
Prerequisites: CMIS 240 (or CMIS 315) and CMIS 325; CMIS 310 or equivalent recommended. An investigation of the interaction between the UNIX operating system and the C programming language. The features of UNIX that support C, including library and system calls, UNIX utilities, debuggers, graphics, and file structure, are presented. Programming projects in C that implement UNIX command features are assigned.

CMIS 420 Advanced Relational Databases (3)
Prerequisite: CMIS 320 or equivalent. A study of advanced logical and physical design features and techniques of relational databases appropriate to the advanced end user, database designer, or database administrator. Topics include object-relational concepts, data modeling, challenge areas, physical design in relation to performance, and relational algebra as a basis of optimizer strategies. Future trends, advanced concurrency control mechanisms, and maintenance issues such as schema restructuring are addressed. Projects include hands-on work (using the latest version of Oracle) in designing and implementing a small database, creating triggers, loading through forms and utility querying through interactive and embedded Structured Query Language (SQL), restructuring schema, and analyzing performance. Students may receive credit for only one of the following courses: CMIS 420, IFSM 411, or IFSM 498A.

CMIS 435 Computer Networking (3)
Prerequisite: CMIS 370 or equivalent. An overview of communication topics such as signaling conventions, encoding schemes, and error detection and correction. Emphasis on routing protocols for messages within various kinds of networks, as well as methods that network entities use to learn the status of the entire network. Students may receive credit for only one of the following courses: CMIS 435 or CMSC 440.

CMIS 440 Advanced Programming in Java (3)
(Formerly CMIS 498A.) Prerequisite: CMIS 340. An exploration of advanced Java applications. Topics include networking, client/server issues, Java database connectivity, remote method invocation, and Enterprise JavaBeans. Projects include group work and an in-depth case study of a Java-based system. Students may receive credit for only one of the following courses: CMIS 440 or CMIS 498A.

CMIS 445 Distributed Systems (3)
Prerequisites: CMIS 310 and 240 required; CMIS 325 recommended. An exploration of protocols and methods for allocating to more than one processor various parts of the work associated with a single task. Emphasis is on environments such as array processing, parallel processing and multiprocessor systems, and communication among cooperating processes. Topics include reliability, security, and protection, as well as how these issues affect the development of programs and systems. Standards for object-oriented programming (Common Object Request Broker Architecture) are discussed. Projects include programming. Students may receive credit for only one of the following courses: CMIS 445 or CM SC 445.

CMIS 460 Software Design and Development (3)
Prerequisite: CMIS 330 or equivalent. An in-depth treatment of the concepts and techniques for designing and developing software for large projects. Design strategies, principles, methodologies, and paradigms are discussed, as are evaluation and representation. Architectural models and idioms, development tools and environments, implementation guidelines and documentation, and organization of design and development functions are included. Issues of program quality, program correctness, and system integration are addressed. Project work incorporates principles and techniques of software design and development.
**Computer Applications**

The computer applications (CAPP) designator has been changed. See Computer Studies.

**Computer Information Technology**

Courses in computer information technology (designated CMIT) may be applied as appropriate (according to individual program requirements) toward the general education requirement in computing:

- a major in computer information technology or computer studies;
- a minor in computer studies; and
- electives.

**CMIT 265M Networking Essentials (2)**

An introduction to networking technologies for individual workstations, local area networks, wide area networks, and the Internet, with emphasis on security and protocols. While a general knowledge of networking is provided, focus is on Microsoft operating systems, including Windows 2000. Students may receive credit only once under this course number.

**CMIT 366M Windows 2000 Professional (3)**

(Designed to help prepare students to take Installing, Configuring, and Administering Microsoft Windows 2000 Professional Examination 70-210.) Prerequisite: CMIT 265M with a grade of C or better, or consent of the teacher. An introduction to Windows 2000 Professional. Focus is on developing the skills necessary to install and configure Windows 2000 Professional as a desktop operating system in a generic operating environment. Topics include review of operating systems, administration, security transmission control protocol/Internet protocol, and use of Windows 2000 Professional as a stand-alone distributed file system or as part of a work group or a domain. Hands-on exercises are included.

**CMIT 367M Windows 2000 Server (3)**

(Designed to help prepare students to take Installing, Configuring, and Administering Microsoft Windows 2000 Server Examination 70-215.) Prerequisite: CMIT 366M or equivalent, or consent of the teacher. A study of Windows 2000 Server installation and administration. Focus is on developing the skills necessary to install and configure Windows 2000 Server. Topics include support, connectivity, creation and management of user accounts, management of access to resources, the NT file system, and configuration and management of disks. Hands-on exercises are included.

**CMIT 376M Windows 2000 Network Infrastructure (3)**

(Designed to help prepare students to take Implementing and Administering a Microsoft Windows 2000 Network Infrastructure Examination 70-216.) Prerequisite: CMIT 366M or equivalent. The development of the knowledge and skills necessary to install, configure, manage, and support the Windows 2000 network infrastructure. Topics include automating Internet protocol address assignment using dynamic host configuration protocol, implementing name resolution using domain name service and Windows Internet naming service, setting up and supporting remote access to a network, configuring network security using public key infrastructure, integrating network services, and deploying Windows 2000 Professional using remote installation services. Hands-on exercises are included.

**CMIT 377M Windows 2000 Directory Services Infrastructure (3)**

(Designed to help prepare students to take Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure Examination 70-217.) Prerequisite: CMIT 366M or equivalent. The development of the knowledge and skills necessary to install, configure, manage, and support the Windows 2000 Active Directory service. Topics include understanding the logical and physical structure of Active Directory, configuring the domain name service to support Active Directory, creating and administering user accounts and group resources, controlling Active Directory objects, implementing and using group policy, managing replication of Active Directory, and maintaining and restoring the Active Directory database. Hands-on exercises are included.

**CMIT 480M Designing Security for a Windows 2000 Network (3)**

(Designed to help prepare students to take Designing Security for a Microsoft Windows 2000 Network Examination 70-220.) Prerequisites: CMIT 376M and 377M. The development of the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Windows 2000 technologies. Topics include providing secure access to local network users, partners, remote users, and remote offices and between private and public networks.

**CMIT 499C Designing Cisco Networks (3)**

(Formerly CAPP 398C. Designed to help prepare students to take Designing Cisco Networks Certification Examination 640-441.) The development of the knowledge and skills necessary for network design using Cisco Systems technologies. Students may receive credit for only one of the following courses: CAPP 398C or CMIT 499C.

**Computer Studies**

Courses in computer studies (designated CMST) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirement in computing;
- a major or minor in computer studies;

*Indicates extensive computer use by students.*
CMST 100A Introduction to Microcomputers: Hardware & Software (1)
(Formerly CAPP 100A. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the hardware and software of computer systems and the terminology and functional parts of a computer. Extensive explanations of, as well as practice with, the operating system and utilities of a microcomputer are provided. Students may receive credit for only one of the following courses: CAPP 100A or CMST 100A.

CMST 100B Introduction to Microcomputers: Word Processing (1)
(Formerly CAPP 100B. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to word processing as one of the many applications of microcomputers. The characteristics of word processing are analyzed. Topics include typical features, as well as costs and trends of available hardware and software. Hands-on practice with typical word-processing software is provided. Students may receive credit for only one of the following courses: CAPP 100B, CAPP 103, CMST 103, or CMST 100B.

CMST 100D Introduction to Microcomputers: Presentation Graphics (1)
(Formerly CAPP 100D. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the principles of presentation graphics. Topics include text and analytical charts, free-form graphics and clip art, and animation and slide shows. Hands-on practice with typical presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D or CMST 100D.

CMST 100E Intro to Microcomputers: Networks & Communication (1)
(Formerly CAPP 100E. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the use of computer networks to interconnect microcomputers and to the current hardware, software, and communication standards and protocols that make networking possible. Hands-on practice with typical communications software and network configuration is provided. Students may receive credit for only one of the following courses: CAPP 100E or CMST 100E.

CMST 100F Introduction to Microcomputers: Databases (1)
(Formerly CAPP 100F. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to database systems, including terminology and principles of database management systems. Focus is on how best to organize, manage, and access stored data, how to protect databases, and how to extract useful information. Hands-on practice with typical database software is provided. Students may receive credit for only one of the following courses: CAPP 100F, CAPP 103, CMST 103, or CMST 100F.

CMST 100G Introduction to Microcomputers: Spreadsheets (1)
(Formerly CAPP 100G. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the use of electronic worksheets to analyze forecasts and sales data, including basic terminology, formats, and other applications. Hands-on practice with typical spreadsheet software is provided. Students may receive credit for only one of the following courses: CAPP 100G, CAPP 103, CMST 103, or CMST 100G.

CMST 100H Introduction to Microcomputers: Security (1)
(Formerly CAPP 100H. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to computer security. Both physical and software security and the types of computer viruses are examined. Discussion covers how to use the operating system and antivirus software to protect, detect, and recover from viral attacks. Hands-on practice in applying these principles is provided. Students may receive credit for only one of the following courses: CAPP 100H or CMST 100H.

CMST 100I Introduction to Microcomputers: Accessing Information via the Internet (1)
(Formerly CAPP 100I. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the Internet and the wealth of information it contains. The focus is on practical and efficient means for gaining access to information through the use of browsers on a home computer system and search engines on the Internet. Mechanisms by which the Internet operates, security issues on the Internet, intellectual property rights, and the ethics of the Internet are also discussed, along with other current topics involving the interface between the Internet and the citizen. Students who have already earned credit for CAPP 385, CAPP 386, CMST 385, or CMST 386 cannot earn credit for CMST 100I. Students may receive credit for only one of the following courses: CAPP 100I, CAPP 101C, or CMST 100I.

CMST 100J Introduction to Microcomputers: Accessing Information via the Internet (1)
(Formerly CAPP 100J. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to Web page design and management. The characteristics of Web page design and navigation structures are analyzed, and typical features of current commercial software are presented. Hands-on practice with typical Web page design and site management software is provided. Students may receive credit for only one of the following courses: CAPP 100J, CAPP 101C, or CMST 100J.

CMST 100K Introduction to Microcomputers: Web Page Design (1)
(Formerly CAPP 100K. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to Web page design and site management. The characteristics of Web page design and navigation structures are analyzed, and typical features of current commercial software are presented. Hands-on practice with typical Web page design and site management software is provided. Students may receive credit for only one of the following courses: CAPP 100K, CMST 100K, or CMST 100K.

CMST 100M Introduction to Microcomputers: HTML (1)
(Formerly CAPP 100M. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the use of HTML to create basic and advanced World Wide Web-enabled documents. Topics include

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Indicates extensive computer use by students.
creating and editing Web pages, placing HTML documents on the Web, designing Web pages with tables, and using frames in Web pages. Assignments include designing and implementing Web pages using HTML. Students may receive credit for only one of the following courses: CAPP 100M, CAPP 101H, or CM ST 100M.

CMST 100N Intro to Microcomputers: Desktop Operating Systems (1)
(Formerly CAPP 100N. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 100A or equivalent. An introduction to the use and configuration of graphical user interfaces, focusing on Microsoft Windows operating systems. Topics include working with Windows programs, managing files and folders using Windows Explorer, customizing Windows using the Control Panel, using Internet services in Windows, and managing shared files and resources. Students may receive credit for only one of the following courses: CAPP 100N, CAPP 101M, CAPP 101T, or CM ST 100N.

CMST 100P Introduction to Microcomputers: Using UNIX/Linux (1)
(Formerly CAPP 100P. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 100A or equivalent. An introduction to configuring and using UNIX/Linux on microcomputers and workstations. Hands-on exercises in configuring the desktop environment of a Linux operating system are included. UNIX commands, file management, the X-W indow graphical user interface, and window managers such as GNOME and KDE are covered. Students may receive credit for only one of the following courses: CAPP 100P or CM ST 100P.

CMST 303 Advanced Features of Microcomputer Application Software (3)
(Formerly CAPP 303.) Prerequisite: CM ST 103 or equivalent. A presentation of application software packages that includes advanced features of operating systems, spreadsheets, database management, and electronic information exchange for business applications. Presentation software is reviewed, and hands-on experience with the software is provided. Students may receive credit for only one of the following courses: CAPP 303 or CM ST 303.

CMST 305 Introduction to Visual Basic Programming (3)
(Formerly CAPP 305.) Prerequisite: CM IS 102 or equivalent. A structured approach to developing programs using the Visual Basic language with Windows. Hands-on experience in implementing features of this event-driven, visual interface for program design is provided. Programming projects in Visual Basic are included. Students may receive credit for only one of the following courses: CAPP 305 or CM ST 305.

CMST 310 Desktop Publishing (3)
(Formerly CAPP 310.) Prerequisite: Basic familiarity with personal computers and experience with a word-processing or text-editing program. An introduction to concepts and methods of desktop publishing. Highlights include the design and layout of a publication, the choice of computer hardware and software, the integration of computer graphics, the drafting and editing of a publication, and methods of interfacing with high-level printing equipment to produce a final document. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CM ST 310.

CMST 340 Computer Applications in Management (3)
(Formerly CAPP 340.) Prerequisite: CM ST 300, IFSM 201, or equivalent. An overview of computer-based information system concepts and operations and how these capabilities are applied by management to improve the work processes of business, government, and academic organizations. Consideration is also given to management planning at the strategic, tactical, and operational levels necessary to effect continuous improvements. The interchange of electronic information and the application of various computing tools such as spreadsheet programs are introduced. Students may receive credit for only one of the following courses: CAPP 340, CM ST 340, or CM IS 350.

CMST 385 Internet: A Practical Guide (3)
(Formerly CAPP 385.) Prerequisite: CM ST 300, IFSM 201, or equivalent. An introduction to the Internet and the World Wide Web. Topics include basic principles and protocols of the Internet, configuration and use of graphical Web browsers, application programs such as Telnet, FTP, e-mail, and Net newsreaders; finding and retrieving information on the World Wide Web; and the use of portals and search engines. HTML and Web page design are introduced. Discussion covers Internet security measures as well as social, ethical, and legal issues related to the growth of the Internet. Assignments include designing and publishing a Web page. Students may receive credit for only one of the following courses: CAPP 385 or CM ST 385.

CMST 386 Internet: An Advanced Guide (3)
(Formerly CAPP 386.) Prerequisite: CM ST 385 or equivalent. A study of advanced applications for the Internet and the World Wide Web. Focus is on Web page design, including features such as frames, animation, and cascading style sheets. Dynamic HTML and JavaScript are introduced. Assignments include publishing a Web page. Students may receive credit for only one of the following courses: CAPP 386 or CM ST 386.

Cooperative Education

Cooperative Education (Co-op) extends education beyond the traditional classroom by integrating career-related work opportunities with the student's field of study. Approval and registration information is obtained through the Cooperative Education office.

Cooperative Education courses are no longer designated CO OP. Instead they carry the designator of the appropriate academic discipline and the number 486. Students are responsible for consulting an academic advisor regarding applying Co-op credit to their degree program.

More details and contact information for Cooperative Education are available on p. 14.
**Criminology/Criminal Justice**

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirement in the social and behavioral sciences (Note CCJS 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461 only);
- a major in criminal justice or legal studies;
- a minor in criminal justice or sociology;
- a certificatin in Security Management or Security Operations; and
- electives.

Students who previously received credit for courses in the disciplines of criminology (designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

**CCJS 331 Contemporary Legal Policy Issues (3)**

Thorough examination of selected topics: criminal responsibility, alternatives, social policies on deviance, law-enforcement procedures for civil law and similar legal problems, admissibility of evidence, and representation of the indigent's right to counsel. Students may receive credit for only one of the following courses: CCJS 331 or CJUS 330.

**CCJS 350 Juvenile Delinquency (3)**

An examination of juvenile delinquency in relation to the general problem of crime. 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 CJUS 350.

**CCJS 352 Drugs and Crime (3)**

An analysis of the role of criminal justice in controlling the use and abuse of drugs. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

**CCJS 453 White-Collar and Organized Crime (3)**

An overview of the definition, detection, prosecution, sentencing, and impact of white-collar and organized crime. Special consideration is given to the role of federal law and enforcement practices.

**Dutch**

Courses in Dutch (designated DTCH) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirement for arts and humanities and international perspective coursework;
- a major or minor in humanities (when appropriate); and
- electives.

**DTCH 111 Elementary Dutch I (3)**

This first course of the elementary language sequence introduces students to basic vocabulary, simple sentence structures, and tenses of idiomatic Dutch. No prior exposure to the language is assumed. While listening, speaking, reading, and writing skills are developed, oral communication is the primary objective of the course. Student-teacher and student-student interaction using common speech patterns is stressed in the classroom. Cultural topics as well as readings and discussions are introduced throughout the course.

**DTCH 112 Intermediate Dutch I (3)**

A continuation of the elementary course intended to expand the student's vocabulary as well as the understanding and use of further grammatical structures. The primary goals are to help students achieve oral proficiency and communication skills in Dutch through a knowledge and understanding of the customs, habits, and culture of the Dutch-speaking world.

**DTCH 211 Intermediate Dutch II (3)**

(Fulfills the international perspective requirement.) Prerequisite: DTCH 112. Further development of language skills in Dutch. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Dutch. Cultural topics related to customs are discussed. Students may receive credit for only one of the following courses: DTCH 114 or DTCH 211.

**DTCH 212 Intermediate Dutch II (3)**

(Fulfills the international perspective requirement.) Prerequisite: DTCH 211. Further development of language skills in Dutch. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in Dutch is provided. Students may receive credit for only one of the following courses: DTCH 115 or DTCH 212.

**Economics**

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

- the general education requirement in the social and behavioral sciences;
- a major in social science;
- a minor in economics;
- related requirements for most business-related majors and minors; and
- electives.

**ECON 201 Principles of Economics I (3)**

An introduction to the problems of unemployment, inflation, and economic growth. Emphasis is on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

**ECON 203 Principles of Economics II (3)**

Recommended: ECON 201. Analysis of the principles underlying the behavior of individual consumers and businesses. Topics include problems of international trade and finance, distribution of income, policies for eliminating poverty and discrimination, problems of environmental pollution, and effects of various market structures on economic activity.
ECON 301 Current Issues in American Economic Policy (3)
Prerequisite(s): ECON 201 and 203, or ECON 205. Analysis of current economic problems and public policies. Topics include market power, federal budget and tax policy, governmental regulation, inflation, unemployment, poverty and distribution of income, and environmental issues.

ECON 380 Comparative Economic Systems (3)
(Fulfills the civic and international perspective requirements.)
Prerequisite(s): ECON 201 and 203, or ECON 205. A comparative analysis of the theory and practice of various types of economic systems, especially the economic systems of the United States, the former Soviet Union, the People's Republic of China (mainland China), Western and Eastern Europe, and less-developed countries.

ECON 430 Money and Banking (3)
Prerequisite(s): ECON 201 and 203, or ECON 205. An examination of the structure of financial institutions and their role in providing money and near-money. Institutions, processes, and correlations analyzed include the functions of the Federal Reserve System, the techniques of central banks, the control of the supply of financial assets as a mechanism of stabilization policy, and the relationship of money and credit to economic activity and prices. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

ECON 440 International Economics (3)
(Fulfills the international perspective requirement.)
Prerequisite(s): ECON 201 and 203, or ECON 205. A description of international trade and an analysis of international transactions, exchange rates, and balance of payments. Policies of protection, devaluation, and exchange-rate stabilization and their consequences are also analyzed. Students may receive credit for only one of the following courses: BEHS 440, ECON 440, or ECON 431.

ECON 440 International Economics (3)
(Fulfills the international perspective requirement.)
Prerequisite(s): ECON 201 and 203, or ECON 205. A description of international trade and an analysis of international transactions, exchange rates, and balance of payments. Policies of protection, devaluation, and exchange-rate stabilization and their consequences are also analyzed. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

Education
UMUC does not offer a major or minor in education, though students can take through traditional classes and distance education classes the core education classes in the SOCED program.

Courses in education from other institutions may be accepted as transfer credit and applied toward electives.

Education courses may be scheduled as EDCP, EDHD, EDPA, or EDCP. Students enrolling for career purposes should inquire with the state where they plan to teach for information about specific curriculum requirements.

Education: Counseling and Personnel Services
Courses in this discipline—education: counseling and personnel services (designated EDCP)—do not apply toward teacher-certification requirements.

Lower-level courses are intended to help students learn how to make the most of their college careers. They are recommended for students who have been away from school or who need to improve their academic skills.

EDCP 101, 101X, 103, and 103X do not fulfill the general education requirement in communications.

General descriptions of other courses designed to help students succeed in school or on the job are given under career planning (courses designated CAPL) and library skills (courses designated LIBS).

EDCP 100A Grammar Review (1)
(Elective credit only.) A review of the principles of basic English grammar. Topics include parts of speech, basic sentence structure, mechanics, and word usage.

EDCP 100B Effective Reading Skills (1)
(Elective credit only.) Development of basic reading comprehension skill at the word, sentence, and paragraph level. Various reading strategies are covered.

EDCP 100C Vocabulary and Word Usage (1)
(Elective credit only.) Development of a more sophisticated vocabulary.

EDCP 101 Effective Writing Skills (3)
(Formally ENGL 100. Does not fulfill the general education requirement in communications. Recommended as preparation for ENGL 101.) A study of writing designed to improve basic skills at the level of sentence and paragraph. Topics include word choice, grammar, punctuation, and mechanics. Frequent opportunities to practice and refine skills are provided. Students may receive credit for only one of the following courses: EDCP 101 or ENGL 100.

EDCP 108 Resume Writing (1)
(Elective credit only.) A study of expository writing focusing on the writing of professional resumes and cover letters. Practice in planning, writing, rewriting, and editing is provided. Students may receive credit for only one of the following courses: EDCP 100D or ENGL 100D.

EDCP 108C Problem Solving Using Calculators (1)
(Elective credit only.) Prerequisite: MATH 009 or equivalent. A study of the appropriate algorithms and tools for problem solving at the college algebra and introductory statistics levels. Emphasis is on selecting the most appropriate calculator, (scientific, graphing or programmable), and using inefficiently. Mathematical concepts are introduced as necessary to facilitate understanding of how electronic devices store, manipulate and access data.

EDCP 108G College Study for Adults (1)
(Elective credit only.) The development of more efficient study habits. Emphasis is on the acquisition of skills (such as reading, writing, study skills, listening, and note-taking) needed to learn effectively.

EDCP 410 Introduction to Counseling and Personnel Services (3)
A presentation of principles and procedures in counseling and personnel services. The functions of counselors, school psychologists and social workers, and other personnel service workers are examined.
EDCP 411 Principles of Mental Health (3)
Prerequisites: 9 credits in the behavioral sciences or permission of the department. A study of the behaviors that lead to maladjustment, coping skills, and the mechanisms involved with personal adjustment.

EDCP 416 Theories of Counseling (3)
An overview and comparison of the major theories of counseling, including an appraisal of their utility and empirical support.

Education: Human Development
Courses in human development support the study of education by emphasizing the social, behavioral, and cognitive changes that accompany physical growth.

Courses in human development (designated EDH D) may be applied toward
- electives only.

EDHD 320 Human Development Through the Life Span (3)
A presentation of fundamental concepts underlying social and individual parameters of human development at various stages of life. Focus is on continuity and change over the course of an individual's development. Students may receive credit for only one of the following courses: EDCP 498G or EDH D 320.

EDHD 420 Cognitive Development and Learning (3)
Prerequisite: EDH D 320, PSYC 341, PSYC 355, or permission of faculty member. A study of current developmental theories of cognitive processes such as language, memory, and intelligence and how differences in cognitive level (infancy through adolescence) mediate learning of educational subject matters.

EDHD 460 Educational Psychology (3)
(Also listed as PSYC 339.) An overview of educational psychology focusing on processes of learning. Measurement of differences between individuals (in intelligence, styles of thinking, understanding, attitudes, ability to learn, motivation, emotions, problem solving, and communication of knowledge) is investigated, and the significance of those differences is discussed. Problems in the field are introduced and outlined. Examination of research in educational psychology supplements study. Students may receive credit for only one of the following courses: EDCP 498E, EDH D 460, PSYC 309J, or PSYC 339.

EDPA 210 Historical & Philosophical Perspectives on Education (3)
(Fulfills the civic responsibility requirement.) An examination of illustrative historical and philosophical examples of the interplay of ideas and events in the shaping of educational aims and practices from ancient cultures to modern technological societies.

EDUC 316 Foundations of Education (3)
A study of the major historical, social, and philosophical concepts that support present educational philosophy, objectives, forms, and practices. The administration of the organization and financing of public education laws dealing with American education are discussed. Emphasis is on values and the teaching of values in a school setting. Students may receive credit for only one of the following courses: EDCP 316 of EDPA 301

English
Courses in English (designated ENGL) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in communications (writing courses) or in the arts and humanities (literature courses);
- a major or minor in English or humanities; and
- electives.

ENGL 101, 101X, 281, 281X, 291, 294, 384, 493, 498, 498N, 498P, 499, and 499N may be applied toward the general education requirement in communications. Other writing courses are also available under communication studies.

ENGL 303, 391, 391X, and 396 (as well as COMM 390, 393, 393X, 394, and 494X, and LGST 401) are designated as writing intensive and may be applied toward the general education requirement in upper-level intensive writing.

Courses in literature may be applied toward the general education requirement in the arts and humanities.
ENGL 106 and EDCP 101, 101X, 103, and 103X may be used as electives but do not fulfill requirements.

Degree-seeking students must complete ENGL 101 (or present its equivalent in transfer) during their first 15 semester hours of enrollment at UMUC. ENGL 101 is prerequisite to all English writing courses with higher numbers (except ENGL 281) and most courses in communication studies. Placement tests are required for enrollment in ENGL 101. Other writing courses are available under the discipline of communication studies.

ENGL 101 Introduction to Writing (3)
Prerequisite: Satisfactory performance on a placement test. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 101 or ENGL 101X.

ENGL 106 Introduction to Research Writing (1)
(Designed to help students enhance their research and writing skills.) Instruction in the fundamentals of the research and writing process: planning and beginning a paper, composing the paper, citing sources, and presenting the paper in manuscript form. Both the MLA and APA styles of documentation are used.

ENGL 201 Western World Literature: Homer to the Renaissance (3)
(Fulfills the international perspective requirement.) A survey of classic writings from Greek, biblical, Roman, and medieval civilizations. Literary forms and the ways the works reflect the values of their cultures are discussed. Readings may include selections from the Bible and the writings of Homer.
ENGL 202 Western World Literature: Renaissance to the Present (3)
(Fulfills the international perspective requirement.) A survey of European classic writings from the Renaissance to the modern age. Literary form and the way the works reflect the changing ideas and values of European civilization are discussed. Readings may include works by Shakespeare, Moliere, Voltaire, Goethe, Dostoevsky, and Camus. Selections may vary each semester.

ENGL 211 English Literature: Beginning to 1800 (3)
Prerequisite: ENGL 101. An introduction to significant works of English literature, surveying earlier works to the Romantic period. Readings include Beowulf, and works by Chaucer, Spenser, M. Arowe, and M. Ilton.

ENGL 212 English Literature: 1800 to the Present (3)
Prerequisite: ENGL 101. A survey of the major literary movements of the 19th and 20th centuries, from Romantic to Victorian to Modern. Authors studied may include Wordsworth, Keats, the Brontes, Tennyson, Browning, Yeats, Joyce, and Woolf.

ENGL 221 American Literature: Beginning to 1865 (3)
Prerequisite: ENGL 101. A close study of some masterpieces of American literature, covering the period from the beginning of American literature to 1865.

ENGL 222 American Literature: 1865 to the Present (3)
(Fulfills the historical perspective requirement.) A study of the development of American literature since the Civil War, emphasizing representative authors and works. Genres investigated include stories and poems as well as novels and plays. Novels may be chosen from works of Mark Twain, Henry James, Edith Wharton, F. Scott Fitzgerald, Kurt Vonnegut, and William Faulkner; plays may be chosen from works of Eugene O'Neil, Arthur Miller, and Tennessee Williams. Significant films may be viewed.

ENGL 234 Introduction to African American Literature (3)
A survey of African American literature from the late 18th century to the present.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
An introduction to fiction, poetry, and drama, with emphasis on developing critical reading skills. Study may be organized either by genre or by theme. Writers covered vary from semester to semester. Films may be included. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 241 Introduction to the Novel (3)
A survey of the development of the genre, with emphasis on the techniques and styles of representative novelists. Six to eight novels (depending on length) are studied, in English or in English translation.

ENGL 246 The Short Story (3)
An analysis of the attributes of the well-written short story. Emphasis is on aspects such as theme, plot, characterization, point of view, tone, imagery, irony, and symbolism, as exemplified in representative works of the 19th and 20th centuries. Only minimal biographical and historical background is provided; focus is on the selected writings.

ENGL 250 Introduction to Literature by Women (3)
A survey of literature by and about women from the Middle Ages to the present.

ENGL 281 Standard English Grammar, Usage, and Diction (3)
(Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or equivalent. An overview of grammatical structures of standard formal and written English. Topics may include parts of speech, punctuation, choice and usage of words, sentence patterns, and advanced grammatical issues. Students may receive credit for only one of the following courses: ENGL 281 or ENGL 281X.

ENGL 291 Expository Writing (3)
(Fulfills the general education requirement in communications.) Prerequisite: ENGL 101. Advanced practice in critical reading and critical thinking. Focus is on the processes of working with information and ideas acquired primarily through research: summary, critical analysis, and interpretation. Assignments include several short papers and a research paper. Students may receive credit for only one of the following courses: ENGL 291 or ENGL 291H.

ENGL 294 Introduction to Creative Writing (3)
(Fulfills the general education requirements in communications, and in arts and humanities.) Prerequisite: ENGL 101. An introductory study of creative writing designed to develop critical awareness, creativity, and skill in writing and analyzing poems and short stories.

ENGL 303 Critical Approaches to Literature (3)
(Fulfills the general education requirement in intensive upper-level writing. Designed as a foundation for other upper-level literature courses.) Prerequisite: ENGL 101 or equivalent. A study of the techniques of literary analysis, emphasizing close reading of texts. The goal is to better understand and appreciate literature and to be able to formulate concepts and express them in well-written, coherent prose. Assignments include composing a total of 6,000 words (approximately 25 pages).

ENGL 313 American Literature (3)
A detailed study of selected major texts of American literature since the 17th century, including women's literature, African American literature, and literature from various regions of the country.

ENGL 202X Multi-residency course that can be applied toward the residency requirement of Montgomery College.
ENGL 391 Advanced Composition (3)
(Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101 or equivalent. Instruction and practice in methods of presenting ideas and factual information clearly and effectively. Emphasis on developing skills fundamental to both workplace and academic writing. Published writings are discussed and evaluated. Assignments include composing a total of 6,000 words (approximately 25 pages).

ENGL 403 Shakespeare: The Early Works (3)
An introduction to Shakespeare's early period, concentrating on the histories and comedies. The study of approximately nine plays usually includes A Midsummer Night's Dream, Romeo and Juliet, Richard II, Richard III, Henry IV, Henry V, Julius Caesar, As You Like It, and Twelfth Night. Analysis of Shakespeare's dramatic techniques is emphasized. Some attention is given to his development and the historical milieu (e.g., the theater of that time). Titles and the number of plays selected each semester may vary. Students may receive credit only once under this course number.

ENGL 404 Shakespeare: The Later Works (3)
An overview of Shakespeare's late period, concentrating on the tragedies and final comedies (often called romances). The study of approximately nine plays usually includes Hamlet, Othello, Macbeth, King Lear, Antony and Cleopatra, The Winter's Tale, and The Tempest. Analysis of Shakespeare's dramatic techniques is emphasized. Some attention is given to his development, especially his tragic vision and the historical milieu (e.g., the theater of that time). Titles and the number of plays selected each semester may vary.

ENGL 454 Modern Drama (3)
An examination of representative authors in the development of modern drama, from Ibsen to the present. Plays are generally drawn from the works of Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Millier, Williams, Brecht, Pirandello, Hamsbury, Horton, Beckett, Pinter, Fugard, Albee, Stoppard, and Shepard. Film and television adaptations of some of the plays may be included.

ENGL 457 The Modern Novel (3)
An examination of the development of the novel from the late 19th century to the present, with emphasis on British and American works. Authors and works vary each semester but may include writers such as Homer, Arny, Henry James, Theodore Dreiser, Edith Wharton, Virginia Woolf, William Faulkner, James Joyce, Anne Tyler, Alice Walker, and Tim O'Brien.

ENGL 480 Creative Writing (3)
(Formerly ENGL 498. Fulfills the general education requirement in communications.) Discussion and critical examination of student's work (poetry, fiction, and/or drama). Constructive suggestions for improvement are offered. Students may receive credit for only one of the following courses: ENGL 498 or ENGL 480.

Experiential Learning
The EXCEL Through Experiential Learning program yields UMUC credit for learning acquired outside the classroom. The course in experiential learning (designated EXCL), as well as credit earned through the program, may be applied toward:
- appropriate majors and minors;
- general education requirements (according to content) as appropriate; and
- electives.

Information about this program is given on p. 13.

EXCL 301 Learning Analysis and Planning
Prerequisite: Attendance at a Prior Learning orientation and formal admission to the program. (For information, visit www.umuc.edu/priorlearning to complete the Web orientation and apply to EXCEL.) Instruction in the preparation of a portfolio documenting college-level learning gained through noncollege experience. Focus is on defining goals, exploring the relationship of experiential learning to conventional learning, and documenting learning gained through experience. Faculty evaluators assess completed portfolios for a possible award of credit. Access to word-processing equipment is important.

French
Courses in French (designated FREN) may be applied as appropriate (according to individual program requirements) toward:
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities (when appropriate); and
- electives.

FREN 111 Elementary French I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic French. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are discussed and read.

FREN 112 Elementary French II (3)
(Fulfills the international perspective requirement.) Prerequisite: FREN 111. Continued development of vocabulary, and understanding as well as the use of grammatical structures. Focus is on achieving oral proficiency and communication skills in French through a knowledge and understanding of the customs, habits, and culture of the French-speaking world.

FREN 211 Intermediate French I (3)
(Fulfills the international perspective requirement.) Prerequisite: FREN 112. Further development of language skills in French. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic French. Cultural topics related to customs are discussed. Students may receive credit for only one of the following courses: FREN 114 or FREN 211.
FREN 212 Intermediate French II (3)
(Fulfills the international perspective requirement.) Prerequisite: FREN 211. Further development of language skills in French. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in French is provided. Students may receive credit for only one of the following courses: FREN 115 or FREN 212.

General Studies
See Statistics

Geology
Courses in geology (designated GEOL) may be applied toward
- the general education requirement in the biological and physical sciences; and
- electives

GEOL 100 Physical Geology (3)
A study of the principles of dynamic and structural geology. The rocks and minerals composing Earth, the movement within it, and its surface features and the agents that form them are surveyed. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

GEOL 110 Physical Geology Laboratory (1)
(Fulfills the laboratory science requirement.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geology. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

GEOL 120 Environmental Geology (3)
(Fulfills the civic responsibility requirement.) A review of geologic factors underlying many environmental problems, and the interactions between population and physical environment. Topics include mineral resources, geologic hazards, conservation, land reclamation, land-use planning, waste disposal, and the geologic aspects of health and disease.

German
Courses in German (designated GERM) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives

GERM 111 Elementary German I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic German. No prior exposure to the language is assumed. Listening, speaking, reading and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also discussed and read.

GERM 211 Intermediate German (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 111. Continued development of vocabulary and understanding as well as the use of grammatical structures. Focus is on achieving oral proficiency and communication skills in German through a knowledge and understanding of the customs, habits, and culture of the German-speaking world.

GERM 212 Intermediate German II (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 211. Further development of language skills in German. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in German is provided. Students may receive credit for only one of the following courses: GERM 211 or GERM 114.

GERM 212 Intermediate German II (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 211. Further development of language skills in German. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in German is provided. Students may receive credit for only one of the following courses: GERM 212 or GERM 115.

GERM 250 Intermediate Conversation (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 212 or equivalent. Further development of conversational skills in German. Focus is on comprehension and responding to questions seeking concrete information (such as personal background, interests, needs, family, and work) comprehending media announcements and reports, and describing visual situations. Emphasis is on vocabulary building and idiomatic expression. Short readings from a variety of increasingly sophisticated formal and informal sources are used. Students who have already successfully completed GERM 201 may not earn credit for this course.

GERM 301 Review Grammar and Composition I (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 212 or equivalent. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

GERM 302 Review Grammar and Composition II (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 212 or equivalent. Further review of grammar with emphasis on the more idiomatic and difficult points of syntax.

GERM 311 Advanced Conversation I (3)
(Fulfills the international perspective requirement.) Prerequisite: GERM 212 or consent of the faculty member. Training in understanding German in a variety of media without being confused by syntactical structures and conversing in a spontaneous and idiomatic manner.
GERM 312 Advanced Conversation II (3)  
(Fulfills the international perspective requirement.) Prerequisite: GERM 212 or consent of the faculty member. Further training in understanding the language without being confused by syntactical structures and conversing in a spontaneous and idiomatic manner.

GERM 321 Survey of German Literature I (3)  
(Fulfills the international perspective requirement.) A survey of German literature from the Hildebrandslied to the end of the 18th century. Reading and discussions are held in German.

GERM 322 Survey of German Literature II (3)  
(Fulfills the international perspective requirement.) A survey of German literature from romanticism to the present. Reading and discussions are held in German.

GERM 333 German Life and Culture I (3)  
(Conducted in English. Fulfills the historic and international perspective requirements.) A study of the historical, literary, and cultural traditions of Germany through the 18th century.

GERM 334 German Life and Culture II (3)  
(Conducted in English. Fulfills the historic and international perspective requirements.) A study of the historical, literary, and cultural traditions of Germany during the 19th and 20th centuries. Field trips are included.

GERM 401 Advanced Conversation I (3)  
(Fulfills the international perspective requirement.) Development of written skills in German. Vocabulary enrichment is gained through an in-depth study of word formation, compounds, derivatives, and word-fields, with emphasis on the basic as well as figurative meanings of words. The refinement of rhetorical forms is also covered.

GERM 402 Advanced Composition II (3)  
(Fulfills the international perspective requirement.) Further development of written skills in German. Vocabulary enrichment is gained through an in-depth study of word formation, compounds, derivatives, and word-fields, with emphasis on the basic as well as figurative meanings of words. The refinement of rhetorical forms is also covered.

GERM 439 Theory and Practice of German Idioms (3)  
(Conducted in German. Fulfills the international perspective requirement.) Specialized study of one great German writer or relevant topics of literary criticism.

GERM 441 German Literature in the 18th Century I (3)  
(Conducted in German. Fulfills the international perspective requirement.) A study of the principal works of the “Storm and Stress” movement in 18th century German literature.

GERM 442 German Literature in the 18th Century II (3)  
(Conducted in German. Fulfills the international perspective requirement.) A study of the principal works of German classicism during the Enlightenment.

GERM 443 Theory and Practice of German Idioms (3)  
(Conducted in German. Fulfills the international perspective requirement.) Specialized study of one great German writer or relevant topics of literary criticism.

GERM 451 German Literature in the 19th Century I (3)  
(Conducted in German. Fulfills the international perspective requirement.) A study of German literature of the 19th century focusing on German romanticism.

GERM 452 German Literature in the 19th Century II (3)  
(Conducted in German. Fulfills the international perspective requirement.) A study of early 20th century German literature from the realism of Gerhard Hauptmann to Expressionism.

GERM 461 German Literature in the 20th Century I (3)  
(Conducted in German. Fulfills the international perspective requirement.) A survey of late 20th century German literature, focusing on literary and philosophical movements from Expressionism to the present.

GERM 462 German Literature in the 20th Century II (3)  
(Conducted in German. Fulfills the international perspective requirement.) A study of the major factors underlying international relations, the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding or alleviating international conflicts. Students may receive credit for only one of the following courses: GVPT 200 or G V P T  300.

GVPT 100 Principles of Government and Politics (3)  
A study of the basic principles and concepts of political science.

GVPT 170 American Government (3)  
A comprehensive study of government in the United States—national, state, and local.

GVPT 200 International Political Relations (3)  
(Astudies the major factors underlying international relations, the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding or alleviating international conflicts. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

GVPT 210 Intro to Public Administration and Policy (3)  
An introduction to the study of the administrative process in the executive branch. The concepts and principles of administration are examined, then placed in the context of their relationship to public policy. Organizational structure and theory are analyzed; the behavior of participants in the administration of policy is probed.

GVPT 240 Political Ideologies (3)  
(Fulfills the international perspective requirement.) A survey and analysis of the leading ideologies of the modern world. Topics include anarchism, communism, socialism, fascism, nationalism, and democracy.
GVPT 280 Comparative Politics and Government (3)
Prerequisite: GVPT 100. An introduction to the discipline of comparative politics. The analytic frameworks for comparative studies of politics and governmental institutions are presented, and the salient types of political systems are surveyed.

GVPT 401 Problems of World Politics (3)
(Fulfills the civic and international perspective requirements.) A study of governmental problems of international scope. Topics include causes of war, problems of neutrality, and propaganda. Assignments include reports on readings from current literature.

GVPT 403 Law, Morality, and War (3)
(Fulfills the civic responsibility requirements.) An exploration of fundamental moral and legal issues concerning war.

GVPT 405 Defense Policy and Arms Control (3)
A survey of contemporary issues of military strategy and international security. The processes of formulating defense-related political and economic policy are examined. Topics include nuclear war and conventional (limited) warfare, insurgency by guerrillas, arms control and disarmament, and the possibilities for moderation of war.

GVPT 443 Contemporary Political Theory (3)
(Fulfills the historical and international perspective requirements.) Prerequisite: GVPT 100. A survey of the principal political theories and ideologies from Karl Marx to the present.

GVPT 444 American Political Theory (3)
(Fulfills the historical perspective requirement.) A study of the development and growth of American political concepts from the colonial period to the present.

GVPT 451 Foreign Policy of Russia and the States of the Former Soviet Union (3)
(Fulfills the historical and international perspective requirements.) A study of the development of the foreign policy of Russia and the other states of the former Soviet Union. The processes of policy formation and the forces and conditions that make for continuities and changes are examined. Students may receive credit only once under this course number.

GVPT 455 Contemporary Middle Eastern Politics (3)
(Fulfills the historical and international perspective requirements.) A survey of contemporary developments in the international politics of the Middle East. Emphasis is on the role emerging Middle Eastern nations have been taking in world affairs.

GVPT 457 American Foreign Relations (3)
(Fulfills the historical perspective requirement.) A study of the principles and machinery of American foreign relations. Emphasis is on the conduct of the U. S. Department of State and the Foreign Service. Analysis of the major foreign policies of the United States is provided.

GVPT 475 The Presidency and the Executive Branch (3)
An examination of the various roles of the president in the political process of the United States. The president’s involvement in legislative matters, the president’s function in the executive branch, and the president’s role in his or her political party are assessed.

GVPT 488 Comparative Studies in European Politics (3)
(Formerly GVPT 486. Fulfills the international perspective requirement.) Prerequisite: GVPT 280 or GVPT 282. A comparative study of political processes and governmental forms in selected European countries. Students may receive credit for only one of the following courses: GVPT 486 or GVPT 488.

Greek
See Modern Greek.

History
Courses in history (designated HIST) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements in the arts and humanities and historical perspective coursework;
- a major or minor in history or humanities;
- a minor in African American studies, American studies, Asian studies, or women’s studies; and
- electives.

HIST 108 Biography in History (3)
An introduction to the study of history through a detailed investigation of the life, times, and works of an important historical figure. May be repeated to a maximum of 6 semester hours when the historical figures differ.

HIST 141 Western Civilization I (3)
(Fulfills the international perspective requirement.) A survey of the history of Western civilization from antiquity through the Reformation. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)
(Fulfills the international perspective requirement.) A survey of the history of Western civilization from the Reformation to modern times.

HIST 156 History of the United States to 1865 (3)
A survey of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HIST 157 History of the United States Since 1865 (3)
A survey of economic, intellectual, political, and social developments since the Civil War. The rise of industry and the emergence of the United States as a world power are emphasized. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 255 African American History (3)
A survey of the African American in American history. Topics include the African background, slavery, and the role of blacks in the social, political, economic, cultural and artistic life of the United States. Emphasis is on enduring themes and the black experience in American society, including contemporary problems in race relations.

Multi-residency course that can be applied toward the residency requirement of Montgomery College or College of Southern Maryland.
HIST 266 The United States in World Affairs (3)
A study of the United States as an emerging world power and of the domestic response to the nation's changing status in world affairs. Emphasis is on the relationship between the internal and the external development of the nation.

HIST 336 Europe in the 19th Century: 1815 to 1919 (3)
(Fulfills the international perspective requirement.) A study of the political, economic, social, and cultural development of Europe from the Congress of Vienna to World War I.

HIST 337 Europe in the World Setting of the 20th Century (3)
(Fulfills the international perspective requirement.) An investigation of the political, economic, and cultural developments of 20th-century Europe, with special emphasis on the factors involved in the two world wars and their worldwide effects and significance.

HIST 364 Emergence of Modern America: 1900 to 1945 (3)
A study of the emergence of modern American institutions and identities in the years 1900-45. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Special consideration is also given to emerging issues such as the role of women and African Americans, corporate enterprises, and the welfare state.

HIST 365 Recent America: 1945 to the Present (3)
A survey of U.S. history from the presidencies of Truman and Eisenhower to the present. Topics include 1960s' radicalism, the Cold War, Vietnam, Watergate, and changes in American society.

HIST 392 History of the Contemporary Middle East (3)
(Fulfills the international perspective requirement.) An exploration of the causes underlying the rise of sovereign nation-states in the Middle East. Topics include modernization, Westernization, and secularization in a traditional society, and shifting political and economic power groupings in a regional and worldwide context.

HIST 440 Germany in the 19th Century: 1815 to 1919 (3)
(Fulfills the international perspective requirement.) An examination of the social, economic, cultural, and political development of the major German states before 1871 and of the united Germany from 1871 to 1914.

HIST 441 Germany in the 20th Century: 1914 to the Present (3)
(Fulfills the international perspective requirement.) An examination of the history of Germany during the 20th century. Topics include the policies of Germany during World War I, the country's condition and policies in the period between the wars, the rise of national socialism, the outbreak of World War II, and postwar conditions.

HIST 452 Diplomatic History of the United States to 1914 (3)
A survey of foreign relations of the United States from the American Revolution to the beginning of World War I, considering the international developments and domestic influences that contributed to U.S. expansion in world affairs. Analysis focuses on significant figures in U.S. diplomacy and foreign relations.

HIST 453 Diplomatic History of the United States Since 1914 (3)
A survey of foreign relations of the United States in the 20th century. The causes and the problems of World War I, the Great Depression, World War II, the Cold War, the Korean War, and the Vietnam War are analyzed.

Human Resource Management
Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward:
- a major or minor in human resource management, business administration, or management studies;
- a certificate in various business-related areas; and
- electives.

HRMN 300 Human Resource Management (3)
(Formerly BMGT 360.) A basic study of human resource management. Major aspects covered are human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these historical developments affect the various personnel functions. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)
(Formerly BMGT 398N and MGMT 315.) Prerequisite: BMGT 364 or equivalent. A study of the structure of communication in organizations. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. The examination of theory and examples is intended to improve managerial effectiveness in communication and negotiation. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGMT 315, or TEMN 315.

HRMN 362 Labor Relations (3)
(Formerly BMGT 362.) A study of the development and methods of organized groups in industry, with reference to the settlement of labor disputes. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Specific attention is focused on collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 400 Human Resource Management: Analysis and Problems (3)
(Formerly BMGT 460.) Prerequisites: HRMN 300 or equivalent. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor relations. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. The critical evaluation of human resource problems is supported with a review of
research findings, readings, discussions, case studies, and applicable federal regulations. Students may receive credit for only one of the following courses: BM GT 460, HRM N 400, or TM GT 360.

HRMN 408 Employment Law for Business (3)
(Fulfills the civic responsibility requirement. Formerly BM GT 468.) A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace. Primary topics include wrongful discharge; discrimination based on race, sex, age, and disability; testing and performance appraisal; labor-management issues; and employee benefits. Salient global issues are also examined. Assignments may include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BM GT 468, BM GT 498G, HRM N 408, or MGMT 498G.

Icelandic
Courses in Icelandic (designated ICLD) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

ICLD 111 Elementary Icelandic I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of Icelandic. No prior exposure to the language is assumed.

ICLD 112 Elementary Icelandic II (3)
(Fulfills the international perspective requirement.) Prerequisite: ICLD 111. Continued development of vocabulary, and understanding as well as the use of grammatical structures.

Information Systems Management
Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in computing;
- a major in information systems management, computer information technology, or management studies;
- a major or minor in computer studies;
- a certificate in various computer-related areas; and
- electives.

IFSM 201 Introduction to Computer-Based Systems (3)
An overview of computer information systems in which hardware, software, procedures, systems, and human resources are explored in relation to their integration and application in business and other segments of society. Students may receive credit for only one of the following courses: CAPP 101, CAPP 300, CM ST 300, IFSM 201, or TM GT 201.

IFSM 300 Information Systems in Organizations (3)
(Fulfills the international perspective requirement.) Prerequisite: IFSM 201 or equivalent. An overview of information systems, their role in organizations, and the relationship of information systems to the objectives and structure of an organization. Human aspects of computing, types of computer systems, and general theory of systems are discussed.

IFSM 303 Human Factors in Information Systems (3)
Prerequisite: IFSM 201 or equivalent. A general survey of the application of human factors to the design and use of information systems. The history, evolution, and current state of the human-computer interface are covered. The contributions of psychology, engineering, and physiology to the development of ergonomics are described.

IFSM 304 Ethics in the Information Age (3)
(Fulfills the civic responsibility requirement.) Prerequisite: IFSM 201 or equivalent. An introduction to information systems as used to provide information for decision making in a democratic society. The philosophy, techniques, and ethical considerations involved in evaluating information systems are discussed.

IFSM 310 Software and Hardware Concepts (3)
Prerequisites: IFSM 201 and MATH 012, or equivalent. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. The architectures of processors and storage systems are explored. Implications for system software design are covered. The effects of the design of hardware and system software on the development of application programs in a business environment are discussed. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CM SC 311, or IFSM 310.

IFSM 320 Office Automation (3)
Prerequisite: IFSM 201 or equivalent. An examination of office information systems and decision-support systems as emerging critical elements of data and information systems for business uses. Emphasis is on information-processing considerations at the systems level, including analysis and management of support activities. Interfaces between machines and their users are discussed; current and future technological trends are assessed, and their effects on data processing and the office environment are traced.

IFSM 310 Software and Hardware Concepts (3)
Prerequisites: IFSM 201 and MATH 012, or equivalent. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. The architectures of processors and storage systems are explored. Implications for system software design are covered. The effects of the design of hardware and system software on the development of application programs in a business environment are discussed. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CM SC 311, or IFSM 310.

IFSM 410 Database Concepts (3)
(Formerly Database Program Development.) Prerequisites: IFSM 296 or equivalent program experience, and IFSM 300, or equivalent. An introduction to the design and man-
IFSM 411 SQL (3)
Prerequisite: IFSM 410 or CMIS 320 or equivalent. In-depth practice using Structured Query Language (SQL), the most common database manipulation language. The various uses of SQL are illustrated through business-related case studies. The underlying theory of relations (including relational operators, keys, and entity and referential integrity) is discussed. Students may receive credit for only one of the following courses: CMIS 420, IFSM 411, or IFSM 498I.

IFSM 425 Decision Support and Expert Systems (3)
Prerequisites: IFSM 300 or equivalent; and IFSM 410 or IFSM 411. An analysis of information support systems that serve the management user at all levels of the decision-making process. The information provided by such systems is derived from multiple models and databases within and/or external to an organization. Theoretical concepts are related to examples from specific organizations. Research on the development of expert systems and commercially available applications is included.

IFSM 430 Information Systems and Security (3)
Prerequisite: IFSM 300 or equivalent. A survey covering aspects of establishing and maintaining a practical information-security program. The security aspects and implications of databases, telecommunication systems, and software are examined, along with techniques used to assess risks and discover abuses of systems.

IFSM 438 Project Management (3)
Prerequisite: IFSM 300 or equivalent. An exposition of planning, scheduling, and controlling a system project during its life cycle. The use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts is examined, along with other techniques of planning, scheduling, and controlling projects. Demonstrations and exercises in using project-management software are provided. Students may receive credit for only one of the following courses: IFSM 438 or TMTG 430.

IFSM 450 Telecommunication Systems in Management (3)
Prerequisites: IFSM 300 and 310. An analysis of technical and managerial perspectives on basic concepts and applications in telecommunication systems. An overview of data communication protocols and standards; local area networks, wide area networks, and internetworks; and trends in telecommunication is provided. The implications of the regulatory environment and communications standards on transmission of voice, data, and image are examined. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

IFSM 460 Systems Analysis (3)
(T)he first course in the two-course series IFSM 460-465. Prerequisites: IFSM 300 and experience in a high-level programming language. A study of the methods used in analyzing needs for information and in specifying requirements for an application system. Topics include the concept of the system life cycle, the iterative nature of the processes of analysis and design, and the methodology for developing a logical specification for a system. Students may earn credit for only one of the following courses: IFSM 436 or IFSM 460.

IFSM 498F Info Tech Infrastructure of Electronic Commerce (3)
Prerequisite: IFSM 300 or equivalent. An introduction to both the theory and practice of doing business over the Internet and World WideWeb. Topics include general structure, protocols, utility programs, popular Internet applications, and Web client and server architecture that support the Internet and electronic commerce. The technologies of electronic commerce, including software, security issues, and payment systems, are addressed. Project planning and management issues are also explored.

Italian
Courses in Italian (designated ITAL) may be applied as appropriate (according to individual program requirements) toward • the general education requirements for arts and humanities and international perspective coursework; • a major or minor in humanities (when appropriate); and • electives.

ITAL 111 Elementary Italian I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Italian. No prior exposure to Italian assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice using common speech patterns is emphasized. Cultural topics are read and discussed.

ITAL 112 Elementary Italian II (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 111. Continued development of vocabulary and understanding, as well as the use of grammatical structures. Focus is on achieving proficiency and communication skills in Italian through a knowledge and understanding of the customs, habits, and culture of the Italian-speaking world.

ITAL 211 Intermediate Italian I (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 112. Further development of language skills in Italian. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Italian. Cultural topics related to customs are read and discussed. Students may receive credit for only one of the following courses: ITAL 114 or ITAL 211.

ITAL 212 Intermediate Italian II (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 211. Further development of language skills in Ital-
ian. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in Italian is emphasized. Students may receive credit for only one of the following courses: ITAL 115 or ITAL 212.

ITAL 250 Intermediate Conversation (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 212. Further development of conversational skills in Italian. Focus is on comprehending and responding to questions seeking concrete information (such as personal background, interests, needs, family, and work), comprehending media announcements and reports, and describing visual situations. Emphasis is on vocabulary building and idiomatic expression. Short readings from a variety of increasingly sophisticated formal and informal sources are used. Students who have already successfully completed ITAL 201 may not earn credit for this course.

ITAL 301 Review Grammar and Composition I (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 212 or equivalent. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

ITAL 302 Review Grammar and Composition II (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 301 or equivalent. Further review of grammar with emphasis on the more idiomatic and difficult points of syntax.

ITAL 311 Advanced Conversation I (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 212 or consent of the faculty member. Training in understanding Italian without being confused by syntactical structures. Emphasis is on conversing in a spontaneous and idiomatic manner.

ITAL 312 Advanced Conversation II (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 212 or consent of the faculty member. Further training in understanding Italian without being confused by syntactical structures. Emphasis is on conversing in a spontaneous and idiomatic manner.

ITAL 333 Italian Life and Culture I (3)
(Fulfills the international perspective requirement. Conducted in English.) A study of Italian life and culture from Roman times to the Renaissance.

ITAL 334 Italian Life and Culture II (3)
(Fulfills the international perspective requirement. Conducted in English.) A study of Italian life, culture from the Renaissance to the present.

Library Skills
LIBS 100 Introduction to Library Research (1)
An introduction to the scope of library resources. Experience in selecting research topics and using advanced techniques to retrieve information on topics of professional or personal interest is provided through the process of preparing a research pathfinder or a bibliography. Topics include the use of libraries, online computer-search services and databases, government documents and technical reports, and indexes and abstracts of periodicals. Students may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

Macedonian
Courses in Macedonian (designated MACE) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

MACE 111 Elementary Macedonian I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Macedonian. No prior exposure to Macedonian is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.

MACE 112 Elementary Macedonian II (3)
(Fulfills the international perspective requirement.) Prerequisite: MACE 111. Continued development of basic vocabulary, simple sentence structures, and tenses of idiomatic Macedonian. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.

Management Studies
Courses in management studies (designated M GST) may be applied as appropriate (according to individual program requirements) toward
- a major or minor in management studies; and
- electives.

MGST 120 Fundamentals of the Accounting Process (3)
An analysis and recording of business transactions. Intended for students with little or no prior background in accounting, this course provides an in-depth study of the accounting cycle from journal and ledger entries to the preparation and analysis of financial statements for both service and retail concerns. Additional topics include special journals, cash and payroll accounting. Not open to students with credit in ACCT 220 or an equivalent course in financial accounting.

MGST 140 Personal Financial Management (3)
An examination of personal financial management, blending financial theory with financial applications. Focus is on developing personal skills in financial management (such as balancing a checkbook, budgeting personal income and expenditures, and planning for financial security and retirement). Topics include elements of the U.S. financial structure (such as savings and investment alternatives, financing and credit sources, the role of insurance in protecting income and assets, and federal income tax requirements).
MGST 160 Principles of Supervision (3)
An introductory study of the skills required to effectively supervising employees. Topics include the role of supervisors, recruitment, and evaluation of work. Management by objectives, task delegation, motivation strategies, training, and professional development for conflict management, and time management.

MGST 161 Managerial Communications Skills (3)
An examination of the communication model. Practice is provided in sending and receiving information through reading, writing, listening, speaking, and observing nonverbal cues using job-related situations. Students may receive credit for only one of the following courses: MGST 161, COM 390, or HUM 390.

MGST 162 Personnel Counseling (3)
A study of counseling as part of a supervisor’s responsibilities. The counseling process is examined through role-playing exercises. Focus is on developing skills in areas such as active listening and observing, focusing on the problem, empathetic understanding, guiding decision making, and recognizing referral situations. Counseling situations (e.g., performance appraisals, gender issues, personal crises which affect work performance, and performance problems) are drawn from the work environment.

MGST 310 Managerial Leadership (3)
Prerequisite: BMGT 110 or equivalent business or management experience. Advanced study of the characteristics of leaders, as opposed to those of managers and administrators. Concepts of influence, power, and effectiveness are explored. The situational approach to leadership, with its effects on participation, delegation, and decision making, is also considered. Practice in the methodology and techniques of effective leadership (motivation, delegation, conflict resolution, employee performance evaluation, etc.) is emphasized. Students may receive credit for only one of the following courses: MGST 310, MGMT 322, or TEM 310.

MGST 320 Government Accounting (3)
Prerequisites: BMGT 110 (or equivalent business or management experience) and ACCT 221. An examination of both accounting and reporting standards, and procedures to apply to state and federal organizations. Financial management factors are examined, along with problems peculiar to the not-for-profit sector.

Mathematics
Courses in mathematics are designated MATH and may be applied as appropriate (according to individual program requirements) toward:
- the general education requirement in mathematics (with the exception of MATH 001, 009, and 012);
- a minor in mathematics;
- a major in computer science; and
- electives.

Students are strongly urged to complete lower-level mathematics courses early in their college career.

Placement tests are required for enrollment in MATH 001, 009, 012, 105, and 107.

MATH 001 Pre-Algebra (3)
(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: An appropriate score on a placement test. A study of whole numbers, integers, fractions, decimals, and real numbers, variable expressions, first degree equations, ratio and proportion, percent, and geometry. All topics are applied to solve applied problems. Students may receive credit for only one of the following courses: MATH 001, MATH 100, or UCSP 198 Transitional Mathematics.

MATH 009 Basic Algebra (3)
(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 001 or an appropriate score on a placement test. A comprehensive review of fractions, percentages, operations with signed numbers, and geometric formulas. Basic algebraic topics include exponents, polynomials, and linear equations. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 101.
MATH 012 Intermediate Algebra (3)
(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009, or an appropriate score on the placement test. A study of problem-solving techniques in intermediate-level algebra. Numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as statistics, computing, and discrete mathematics) are emphasized. Topics include polynomials; factoring; exponents and their notation; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

MATH 105 Mathematics: Contemporary Topics & Applications (3)
Prerequisite: MATH 012 or an appropriate score on the placement test. This course is not intended for students planning to take MATH 107 or higher-numbered courses, nor does it serve as a prerequisite for these courses. A survey of contemporary topics in mathematics, covering applications and projects. Topics include problem solving, sequences and series, financial management, geometry, probability, and statistics.

MATH 107 College Algebra (3)
(The first course in the two-course series. MATH 107-108. An alternative to MATH 115 Pre-Calculus.) Prerequisite: MATH 012, or an appropriate score on the placement test. An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. Applications are also covered. Students may receive credit for only one of the following courses: MATH 107 or MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)
(The second course in the two-course series. MATH 107-108. An alternative to MATH 115 Pre-Calculus.) Prerequisite: MATH 107 or an appropriate score on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. Analytical geometry and conic sections are covered. Additional topics may include matrices, determinants, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 130 Calculus A (3)
Prerequisite: MATH 108 or equivalent. An introduction to calculus. Topics include functions, continuity, derivatives, and applications of derivatives including maximum-minimum problems, related rates and graphs of functions. Students may receive credit for only one of the following courses: MATH 130, MATH 140, or MATH 141.

MATH 131 Calculus B (3)
(A continuation of MATH 130.) Prerequisite: MATH 130 or equivalent. A study of definite and indefinite integrals. Topics include calculations of area between curves; applications of integrals (including volumes, arc length, surface, work, and moments); area in polar coordinates; exponential, logarithmic, inverse-trigonometric, and hyperbolic functions; and integration by parts. Students may receive credit for only one of the following courses: MATH 131, MATH 140, MATH 141, MATH 220, or MATH 221.

MATH 132 Calculus C (3)
(A continuation of MATH 131.) Prerequisite: MATH 131 or equivalent. Further study of integrals. Topics include techniques of integration (including parts, trigonometric substitution, and partial fractions); improper integrals; sequences and series (including convergence tests, Taylor polynomials, and Taylor's theorem); conic sections and vectors (including dot and cross products). Students may receive credit for only one of the following courses: MATH 132, MATH 141, or MATH 221.

MATH 240 Introduction to Linear Algebra (4)
Prerequisite: MATH 141. An explanation of the basic concepts of linear algebra. Topics include vector spaces, applications to line and plane geometry, linear equations, and matrices, as well as linear transformations, changes of basis, diagonalization, similar matrices, Jordan canonical forms, eigenvalues, determinants, and quadratic forms. Students may receive credit for only one of the following courses: MATH 240, MATH 400, or MATH 461.

MATH 241 Calculus III (4)
Prerequisite: MATH 141. An introduction to multivariable calculus. Exposition covers vectors and vector-valued functions, partial derivatives and applications of partial derivatives (such as tangent planes and Lagrangian multipliers); multiple integrals; volume; surface area; and the classical theorems of Green, Stokes, and Gauss.

MATH 246 Differential Equations (3)
Prerequisite: MATH 141. An introduction to the basic methods of solving differential equations. Separate, exact, and linear differential equations are addressed. The main techniques considered are undetermined coefficients, series solutions, Laplace transforms, and numerical methods. Students may receive credit only once under this course number.

Modern Greek
Courses in Modern Greek (designated MGRK) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

MGRK 111 Elementary Modern Greek I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Modern Greek. No prior exposure to Greek is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.
MGRK 112 Intermediate Modern Greek I (3)  
(Fulfills the international perspective requirement.) Prerequisite: MGRK 111. Further development of language skills in Modern Greek. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Modern Greek. Cultural topics related to customs are discussed.

MGRK 211 Intermediate Modern Greek II (3)  
(Fulfills the international perspective requirement.) Prerequisite: MGRK 211. Further development of language skills in Modern Greek. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in Modern Greek is provided.

MGRK 333 Greek Life and Culture I (3)  
(Conducted in English. Fulfills the international perspective requirement.) A study of Greek contribution to Western civilization, including architecture, art, literature, philosophy, and political thought. Emphasis is on ancient Greece.

MGRK 334 Greek Life and Culture II (3)  
(Conducted in English. Fulfills the international perspective requirement.) A study of Greek contribution to Western civilization, including architecture, art, literature, philosophy, and political thought. Emphasis is on modern Greece.

Music  
Courses in music (designated MUSC) may be applied as appropriate (according to individual program requirements) toward  
- the general education requirement in the arts and humanities; and  
- electives.

MUSC 130 Survey of Western Music Literature (3)  
(Fulfills the historical perspective requirement.) An introduction to the major historical styles and forms of Western classical music. Focus is on selected masterworks, their composers and cultural context, and hallmarks of the styles they represent. Works are studied through reading, discussion, and active listening to recordings and live performances. Students may receive credit for only one of the following courses: HUMN 130, MUSC 130, or MUSC 131.

Natural Science  
Courses in natural science may be applied as appropriate (according to individual program requirements) toward  
- the general education requirement in the biological and physical sciences;  
- the natural science minor; and  
- electives.

NSCI 100 Introduction to Physical Science (3)  
(Formerly GNSC 100. Not for students majoring or minoring in science.) Prerequisite: MATH 012. An introduction to the basic principles of physics, chemistry, astronomy, geology, oceanography, and meteorology. Discussion covers the development of scientific thinking, the scientific method, the relationships among various physical sciences, and the role of the physical sciences in interpreting the natural world. Students may receive credit for only one of the following courses: GNSC 100 or NSCI 100.

Philosophy  
Courses in philosophy (designated PHIL) may be applied as appropriate (according to individual program requirements) toward  
- the general education requirement in the arts and humanities;  
- a major or minor in humanities; and  
- electives.

PHIL 100 Introduction to Philosophy (3)  
(Formerly HUMN 125.) An introduction to the literature, problems, and methods of philosophy. The subject is approached either by studying some of the main figures in philosophical thought or by considering some central, recurring problems of philosophy. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 140 Contemporary Moral Issues (3)  
(Fulfills the civic responsibility requirement.) An exploration of how philosophical analysis can be the foundation for thinking clearly about moral issues. Problems approached analytically include such widely debated issues as abortion, euthanasia, the death penalty, homosexuality, pornography, reverse discrimination, business ethics, sexual equality, and economic equity. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 142 Introduction to Ethical Theory (3)  
An examination of classical and contemporary systems of ethics, such as those of Aristotle, Kant, Mill, and Rawls. Students may receive credit for only one of the following courses: PHIL 142 or PHIL 341.

PHIL 170 Introduction to Logic (3)  
A general introduction to the discipline of logic. Traditional and modern deductive techniques are demonstrated and used; informal fallacies are clarified. Students may receive credit for only one of the following courses: HUMN 170 or PHIL 170.

PHIL 236 Philosophy of Religion (3)  
(Fulfills the civic responsibility requirement.) A philosophical study of some of the main problems of religious thought: the nature of religious experience, the justification of religious belief, the conflicting claims of religion and science, and the relation between religion and morality. Students may receive credit for only one of the following courses: HUMN 236 or PHIL 236.
PHIL 245 Political and Social Philosophy (3)
(formerly HUMN 245. Fulfills the historical perspective requirement.) A critical examination of classical political theories. Examples are drawn from the works of Plato, Hobbes, Locke, Rousseau, Mill, and Marx. Contemporary theories (such as those of H Ayer, Rawls, and recent Marxist thinkers) are also covered. Students may receive credit for only one of the following courses: HUMN 245, PHIL 245, or PHIL 345.

PHIL 310 Ancient Philosophy (3)
A study of the origins and development of philosophy and science in ancient Greece, focusing on the pre-Socratic philosophers, Socrates, Plato, and Aristotle.

PHIL 320 Modern Philosophy (3)
A study of major philosophical issues of the 17th, 18th, and 19th centuries. Writings of such philosophers as Descartes, Newton, Hume, and Kant are explored.

Physics
Courses in physics (designated PHYS) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the biological and physical sciences;
- a minor in natural science; and
- electives.

PHYS 111 General Physics I (3)
Prerequisite: MATH 107; MATH 108 recommended. A general study of physics covering classical mechanics at the level of college algebra. Elementary trigonometric and vector properties are introduced. Topics include length, time, mass, motion, force, momentum, and energy.

PHYS 112 General Physics II (3)
Prerequisite: PHYS 111. A continuation of PHYS 111. Further study of general physics covering thermal physics, electric and magnetic fields, circuits, waves, sound, radiation, and light.

PHYS 121 Fundamentals of Physics I (4)
(The first course in a two-course sequence for students majoring or minoring in science. Together with PHYS 122, generally satisfies the minimum requirement of medical and dental schools. Fulfills the laboratory science requirement.) Prerequisite: MATH 108, MATH 115, or knowledge of college-level trigonometry. An exploration of mechanics. Topics include kinematics, force, dynamics, conservation laws, and rotational motion.

PHYS 161 General Physics: Mechanics and Particle Dynamics (3)
Prerequisite: corequisite MATH 131 or MATH 141. A study of the laws of motion, force, and energy. The principles of mechanics, collisions, linear momentum, rotation, and gravitation are investigated. Students may receive credit for only one of the following courses: PHYS 161, PHYS 141, PHYS 171, or PHYS 191.

PHYS 195 Introductory Physics Laboratory (1)
(Fulfills the laboratory science requirement.) Prerequisite or corequisite: PHYS 161. Laboratory study of the fundamentals of mechanics including kinematics, dynamics, conservation laws, and rotational motion.

Portuguese
Courses in Portuguese (designated PORT) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

PORT 111 Elementary Portuguese I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Portuguese. No prior exposure to Portuguese is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.

PORT 112 Elementary Portuguese II (3)
(Fulfills the international perspective requirement.) Prerequisite: PORT 111. Continued development of vocabulary and understanding, as well as use of grammatical structures. Focus is on achieving oral proficiency and communication skills in Portuguese through a knowledge and understanding of the customs, habits, and culture of the Portuguese-speaking world.

PORT 211 Intermediate Portuguese I (3)
(Fulfills the international perspective requirement.) Prerequisite: PORT 112. Further development of language skills in Portuguese. New grammatical elements, sentence structures, and vocabulary are introduced. Practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Portuguese. Cultural topics related to customs are read and discussed. Students may receive credit for only one of the following courses: PORT 114 or PORT 211.

PORT 212 Intermediate Portuguese II (3)
(Fulfills the international perspective requirement.) Prerequisite: PORT 211. Further development of language skills in Portuguese. New grammatical elements, sentence structures, and vocabulary are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in Portuguese is provided. Students may receive credit for only one of the following courses: PORT 115 or PORT 212.

PORT 333 Portuguese Life & Culture I (3)
(Conducted in English. Fulfills the international perspective requirement.) A study of Iberian and Portuguese contributions to world culture as embodied in history, literature, art, and social traditions.

Psychology
Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward
• the general education requirement in the social and behavioral sciences;
• a major or minor in psychology;
• a major in social science and electives.

**PSYC 100 Introduction to Psychology (3)**

A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and 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: BEH S 101 or PSYC 100.

**PSYC 221 Social Psychology (3)**

Prerequisite: PSYC 100. An examination of the influence of social factors on individual and interpersonal behavior. Topics include conformity, attitudinal change, personal perception, interpersonal attraction, and group behavior. Students may receive credit for only one of the following courses: BEH S 221, BEH S 421, BEH S 450, or PSYC 221.

**PSYC 235 Psychology of Adjustment (3)**

Prerequisite: PSYC 100. A study of theory and research on the psychology of personal adjustment in everyday life. Emphasis is on self-concept, emotions, self-control, interpersonal relations, and stress.

**PSYC 301 Biological Basis of Behavior (3)**

Prerequisite: PSYC 100; PSYC 200 recommended. An introduction to the anatomical structures and physiological processes that determine behavior. Topics include the acquisition and processing of sensory information; the neural control of movement; and the biological bases of complex behaviors (such as sleep, learning, memory, sex, language, and addiction) as well as the basic functioning of the nervous system.

**PSYC 305 Experimental Methods in Psychology (3)**

Prerequisites: PSYC 100 and 200. A survey of research methods in sensory systems, memory and cognition, motivation, development, and personality and social behavior. Statistical and computer applications are introduced. Opportunities to enhance laboratory skills and gain experience in the psychological sciences are provided. Students may receive credit for only one of the following courses: PSYC 305 or PSYC 309.

**PSYC 310 Perception (3)**

Prerequisite: PSYC 100; PSYC 200 and 305 recommended. A survey of phenomena and theories of perception. Topics include the psychological, anatomical, physiological, and environmental factors important in determining how humans perceive the world. Historical background and contemporary research are examined.

**PSYC 332 Psychology of Human Sexuality (3)**

Prerequisite: PSYC 100. A survey of historical and contemporary psychological perspectives on a wide variety of sexual behaviors. Topics include theory and research on the interrelationship of life-span psychological development, psychological functioning, interpersonal processes, and sexual behaviors. Political and social issues involved in current sexual norms and practices are also discussed.

**PSYC 334 Psychology of Interpersonal Relationships (3)**

(Fulfills the civic responsibility requirement.) Prerequisite: PSYC 100; PSYC 200 and 305 recommended. A study of research and theory on the development, maintenance, and dissolution of human relationships, followed by consideration of practical applications. Processes critical to successful relating (such as communication, bargaining, and resolution of conflict) are central topics. Focus is also on issues that are specific to troubled dyadic relations of equal partners (such as jealousy, spousal abuse, and divorce).

**PSYC 339 Educational Psychology (3)**

(Formerly PSYC 309. Also listed as EDHD 460.) Prerequisite: PSYC 100. An overview of educational psychology focusing on processes of learning. Measurement of differences between individuals (in intelligence, styles of thinking, understanding, attitudes, ability to learn, motivation, emotions, problem solving, and communication of knowledge) is investigated, and the significance of those differences is discussed. Problems in the field are introduced and outlined. Examination of research in educational psychology supplements study. Students may receive credit for only one of the following courses: EDHD 460, PSYC 309, or PSYC 339.

**PSYC 341 Introduction to Memory and Cognition (3)**

Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An introduction to the basic models, methods of research, and findings in the fields of memory, problem solving, and language. Applications as well as theory are explored.

**PSYC 345 Group Dynamics (3)**

Prerequisites: PSYC 100 and 221; PSYC 200 and 305 recommended. An analysis and exploration of psychological forces in small-group behavior. Issues of growth, conflict, and successful performance are considered. Emphasis is on the application of rigorous scientific theory and research to the impact group dynamics has on real organizational and community problems. Topics include group development, team building, sports psychology, multicultural influence, social advocacy, and leadership. Students may receive credit for only one of the following courses: PSYC 345, PSYC 309A, or SOCY 447.

**PSYC 353 Adult Psychopathology (3)**

Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An examination of mental disorders among adults. The identification and diagnosis of specific disorders are covered; etiology and treatment are investigated. Students may receive credit for only one of the following courses: PSYC 353, PSYC 331, or PSYC 431.

**PSYC 354 Cross-Cultural Psychology (3)**

(Formerly PSYC 340. Also listed as EDHD 460.) Prerequisite: PSYC 100. An introduction to the cultural components of theory and research in the fields of personality, social psychology, and community psychology. The interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being, as well as in cross-cultural and cross-ethnic communication, are stressed. Counseling and psychotherapeutic interactions are discussed.
PSYC 355 Child Psychology (3)
Prerequisite: PSYC 100; PSYC 200 and 305 recommended. A survey of research and theory of psychological development, from conception through childhood. Theoretical, conceptual, and behavioral changes are addressed, with attention to the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 333, PSYC 355, or PSYC 433.

PSYC 356 Psychology of Adolescence (3)
Prerequisites: PSYC 100 and 355; PSYC 200 and 305 recommended. A description of adolescent development according to research and theory. The physiological, psychological, and social changes of the adolescent years are viewed as interrelated, and the systems dealing with those changes are examined.

PSYC 357 Psychology of Adulthood and Aging (3)
Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An overview of the development of physiological, psychological, and interpersonal social functioning from early adulthood through the aging years. The physical, psychological, and social changes of the teen years are viewed as interrelated, and the systems dealing with those changes are examined.

PSYC 361 Survey of Industrial & Organizational Psychology (3)
Prerequisite: PSYC 100; PSYC 200 and 305 recommended. A general survey of the field of industrial/organizational psychology. Topics include entry into the organization (recruitment, selection, training, socialization); organizational psychology (motivation, attitudes, leadership); and productivity in the workplace (quality of work, performance appraisals, absenteeism, turnover). The role that the larger environment plays in influencing behavior and attitudes on the job is also considered.

PSYC 385 Health Psychology (3)
Prerequisites: PSYC 100; PSYC 305 and either PSYC 337 or PSYC 355 recommended. A study of psychological principles applied to the promotion and maintenance of health, the prevention and treatment of illness, and changing public opinion about health-related matters. Behavioral components of health risk factors and improvement of the health care system are addressed.

PSYC 386 Psychology of Stress (3)
This course may be applied toward a specialization in BEH S. Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. Stress is studied as the product of the interactions of one’s social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is brought to bear on the organizations, political climate, definitions of achievement, socioeconomic pressures, and the conflicts of those circumstances with ethical and moral values. Practical applications discussed include stress management and techniques, and the relationship between stress and illness. Students may receive credit for only one of the following courses: BEH S 463 or PSYC 386.

PSYC 415 History of Psychology (3)
(Fulfills the historical perspective requirement.) Prerequisites: PSYC 100 and two upper-level psychology courses. A study of the origins of psychology in philosophy and biology, and the development of psychology as a science in the 19th and 20th centuries. Current theoretical perspectives and experiments are considered in relation to the enduring problems of psychology, as well as the roles of culture, science, and technology in the development of psychological ideas.

PSYC 435 Personality Theories (3)
Prerequisite: PSYC 100. A study of major theories and perspectives on personality, including trait, psychodynamic, behavioral, and humanistic theories. Methods of personality research and relevant findings are also introduced and applied to real-world settings.

PSYC 436 Introduction to Clinical Psychology (3)
Prerequisite: PSYC 100. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The scientist-practitioner model is emphasized through the critical analysis of theories and empirical research that provide the foundation for determining effective treatments of mental disorders.

PSYC 441 Psychology of Human Learning (3)
Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An exploration of the psychological effects of death and dying on human behavior. Death-related variables are identified and evaluated as to their contributions to the development of individual differences across the lifespan. Topics include current research and clinical findings on anxiety, depression, guilt, conflict, and defense mechanisms, as well as death education and bereavement counseling. Students may receive credit only once under this course title.

Russian
Courses in Russian (designated RUS S) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

RUS S 111 Elementary Russian I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Russian. No prior exposure to Russian is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.

RUS S 112 Elementary Russian II (3)
(Fulfills the international perspective requirement.) Prerequisite: RUS S 111. Continued development of vocabulary and understanding, as well as use of grammatical structures. Focus is on achieving oral proficiency and communication skills in Russian through a knowledge and understanding of the customs, habits, and culture of the Russian-speaking world.
RUSS 211 Intermediate Russian I (3)
(Fulfills the international perspective requirement.) Prerequisite: RUSS 112. Further development of language skills in Russian. New grammatical elements, sentence structures, and vocabulary are introduced. Practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Russian. Cultural topics related to customs are read and discussed. Students may receive credit for only one of the following courses: RUSS 114 or RUSS 211.

RUSS 212 Intermediate Russian II (3)
(Fulfills the international perspective requirement.) Prerequisite: RUSS 211. Further development of language skills in Russian. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication using culturally accurate expressions in Russian is provided. Students may receive credit for only one of the following courses: RUSS 115 or RUSS 212.

RUSS 333 Russian Life and Culture I (3)
(Conducted in English. Fulfills the international perspective requirement.) A study of Russian culture as embodied in literature, art, and social traditions. Emphasis is on historical development.

RUSS 334 Russian Life and Culture II (3)
(Conducted in English. Fulfills the international perspective requirement.) A study of Russian culture as embodied in literature, art, and social traditions. Emphasis is on contemporary Russia.

Serbian
Courses in Serbian (designated SERB) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

SERB 111 Elementary Serbian I (3)
(Formerly SECR 111. Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Serbian. No prior exposure to Serbian is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed. Students may receive credit for only one of the following courses: SECR 111 or SERB 111.

SERB 112 Elementary Serbian II (3)
(Formerly SECR 112. Fulfills the international perspective requirement.) Prerequisite: SERB 111. Continuous development of vocabulary and understanding, as well as use of grammatical structures of Serbian. Focus is on achieving oral proficiency and communication skills in Serbian through a knowledge and understanding of the customs, habits, and culture. Students may receive credit for only one of the following courses: SECR 112 or SERB 112.

Sociology
Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the social and behavioral sciences;
- a minor in sociology;
- a major in social science; and
- electives.

SOCY 100 Introduction to Sociology (3)
An introduction to the fundamental concepts and principles of sociology. The study of cultures, patterns of social values, social institutions, stratification, and social change is delineated. Students may receive credit for only one of the following courses: BEHS 102, BEHS 312, SOCY 100, or SOCY 311.

SOCY 105 Introduction to Contemporary Social Problems (3)
(Fulfills the civic responsibility requirement.) This course explores various problems that confront American society today: personal, institutional, cultural, and historical-global. Problems range from drugs, divorce, crime, mental illness, environment, alienation in modern society to economic and political conflicts that are national and global. Special attention is paid to the high-tech virtual reality as a new arena for problematic social issues. Students may receive credit for only one of the following courses: SOCY 105 or SOCY 210.

SOCY 227 Introduction to the Study of Deviance (3)
An introduction to the sociological study of deviant behavior. Topics include mental illness, sexual deviance, and the use of drugs. Students may receive credit for only one of the following courses: SOCY 227 or SOCY 327.

SOCY 300 American Society (3)
A survey of the social structure and organization of American society with special reference to recent social changes. The character, structure, values, and ideology of American social movements are examined from a sociological perspective. Topics include urban demographic changes and other population trends, as well as changes in the conduct of work, family life, and recreation.

SOCY 325 The Sociology of Gender (3)
(Fulfills the civic responsibility requirement.) Prerequisite: 3 credits in sociology. An inquiry into the institutional bases of gender roles and gender inequality, cultural perspectives on gender, gender socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

SOCY 403 Intermediate Sociological Theory (3)
Prerequisite: 2 courses in sociology. A study of major theoretical approaches to sociology, including functionalism, conflict, and symbolic interactionism. Original works of major theorists are examined in historical perspective.

SOCY 410 Social Demography (3)
(Fulfills the civic responsibility requirement.) Prerequisite: 3 credits in sociology. A study of social demography. Topics include types of demographic analysis, demographic data, population characteristics, migration, mortality, fertility, population theories, world population growth, and population policy.
SOCY 423 Ethnic Minorities (3)
(Fulfills the civic and international perspective requirements.)
Prerequisite: 3 credits in sociology. An exposition of basic social processes in the relations of ethnic groups, immigrant groups, African Americans, and Native Americans in the United States, and of ethnic minorities in Europe.

SOCY 427 Deviant Behavior (3)
Prerequisite: 3 credits in sociology. An exploration of current theories of the genesis and distribution of deviant behavior. Topics include definitions of deviance, implications for a general theory of deviant behavior, labeling theory, and secondary deviance.

SOCY 434 Sociology of Personality (3)
Prerequisite: SO CY 100 or 105. A study of the development of human nature and personality in contemporary social life. Topics include processes of socialization, attitudes, individual differences, and social behavior. Students may receive credit only once under this course title.

SOCY 443 The Family and Society (3)
Prerequisite: 3 credits in sociology. An examination of the family as a social institution. Its biological and cultural foundation; its historic development, changing structure, and function; the interaction of marriage and parenthood; and the disorganizing and reorganizing factors in current trends are explored.

SOCY 461 Industrial Sociology (3)
A study of the sociology of human relations in American industry and business. Topics include complex industrial and business organizations as social systems and social relationships within and between industry, business, community, and society. Students may receive credit only once under this course title.

SOCY 464 Military Sociology (3)
Prerequisite: 3 credits in sociology. An overview of social change and its effects on the growth of military institutions. The structure of complex formal military organizations is clarified. Military service is evaluated as an occupation or a profession. The sociology of military life as a distinct cultural ethos is probed. The interrelations of military institutions, civilian communities, and society are explored.

SOCY 466 Sociology of Politics (3)
Prerequisite: 6 credits in sociology. An introduction to the sociology of political phenomena, involving the basic concepts and major findings in the field. Topics include the relationship of the polity to other institutional orders of society and the relationship of political activity in America to the theory of democracy.

Spanish
Courses in Spanish (designated SPAN) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement for arts and humanities and international perspective coursework;
- a major or minor in humanities;
- a certificate in Workplace Spanish; and
- electives.

SPAN 111 Elementary Spanish I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Spanish. No prior exposure to Spanish is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)
(Fulfills the international perspective requirement.) Prerequisite: SPAN 111. Continued development of vocabulary and understanding, as well as use of grammatical structures. Focus is on achieving oral proficiency and communication skills in Spanish through knowledge and understanding of the customs, habits, and culture of the Spanish-speaking world. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 112.

SPAN 211 Intermediate Spanish I (3)
(Fulfills the international perspective requirement.) Prerequisite: SPAN 112. Further development of language skills in Spanish. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Spanish. Cultural topics related to customs are read and discussed. Students may receive credit for only one of the following courses: SPAN 102, SPAN 114, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)
(Fulfills the international perspective requirement.) Prerequisite: SPAN 211. Further development of language skills in Spanish. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Spanish. Cultural topics related to customs are read and discussed. Students may receive credit for only one of the following courses: SPAN 115, SPAN 201, or SPAN 212.

SPAN 250 Intermediate Conversation (3)
(Fulfills the international perspective requirement.) Prerequisite: SPAN 212 or equivalent. Further development of conversational skills in Spanish. Focus is on comprehending and responding to questions seeking concrete information (such as personal background, interests, needs, family, and work), comprehending media announcements and reports, and describing visual situations. Emphasis is on vocabulary building and idiomatic expression. Short readings from a variety of increasingly sophisticated formal and informal sources are used. Students who have already successfully completed SPAN 201 may not earn credit for this course.

SPAN 301 Review Grammar and Composition I (3)
(Fulfills the international perspective requirement.) Prerequisite: SPAN 212 or equivalent. Further review of grammar with emphasis on the more idiomatic and difficult points of syntax.

SPAN 302 Review Grammar and Composition II (3)
(Fulfills the international perspective requirement.) Prerequisite: SPAN 301 or equivalent. Further review of grammar with emphasis on the more idiomatic and difficult points of syntax.
SPAN 311 Advanced Conversation I (3)
Prerequisite: SPAN 212 or consent of the faculty member. Using a variety of media, training in understanding Spanish without being confused by syntactical structures and conversing in a spontaneous and idiomatic manner.

SPAN 312 Advanced Conversation II (3)
Prerequisite: SPAN 311 or consent of the faculty member. Using a variety of media, training in understanding Spanish without being confused by syntactical structures and conversing in a spontaneous and idiomatic manner.

SPAN 333 Spanish Life and Culture I (3)
(C Conducted in English. Fulfills the international perspective requirement.) A study of Spanish culture as embodied in its literary, artistic, and social traditions. Emphasis is on historical development. Field trips are included.

SPAN 334 Spanish Life and Culture II (3)
(C Conducted in English. Fulfills the international perspective requirement.) A study of Spanish culture as embodied in its literary, artistic, and social traditions. Emphasis is on contemporary Spain. Field trips are included.

Speech
Courses in speech (designated SPCH) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in communications;
- a major or minor in communication studies (including the speech communication track in communication studies);
- a minor in speech communication; and
- electives.

SPCH 101 Introduction to Public Speaking (3)
A study of basic principles of communication as applied to public speaking. Emphasis is building skills in effective oral discourse, in particular the design and delivery of formal speeches. Assignments include a minimum of three formal speeches. Practice in speaking situations such as briefings and job interviews is provided. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 108 Technical Speech Communication (3)
An overview of the basics of speech communication within the context of technical environments. The basics of speech preparation and presentation are covered. Emphasis is on communication about technical subjects. Problems involving modern media and mass communications principles are also discussed. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 200 Advanced Public Speaking (3)
Prerequisite: SPCH 100, 101, or previous public speaking experience. A study of rhetorical principles and models of speech composition. Principles are studied in conjunction with preparing and presenting particular forms of public communication.

SPCH 324 Communication and Gender (3)
(Fulfills the civic responsibility requirement.) An investigation of the way communication creates images of male and female. Consideration is given to what constitutes masculine and feminine characteristics, the differences between male and female behavior and styles in communicating, and the implications of those images and styles for interpersonal transactions.

SPCH 482 Intercultural Communication (3)
(Fulfills the civic responsibility and international perspective requirements.) Prerequisite: A course in speech communication. An examination of the major variables of communication in an intercultural context. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

Statistics
Courses in statistics (most commonly in the form of GNST 201) may be applied as appropriate (according to individual program requirements) toward
- the statistics requirement for a variety of majors and minors; and
- electives.

GNST 201 Introductory Statistics (3)
Prerequisite: MATH 107 or equivalent. An introductory course in statistics. Topics include descriptive statistics, concepts of probability, probability distributions, sampling distributions, confidence intervals, hypothesis testing, analysis of variance, and regression. Applications in business, social science, and other fields are discussed. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, ECON 321, ED M S 451, GN ST 201, MGMT 316, PSYC 200, SOCY 201, OR STAT 250.

Theatre
Courses in theatre (designated THET) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

THET 110 Introduction to the Theatre (3)
(Formerly HUMN 110.) An introduction to the people of the theatre: actors, directors, designers, and backstage personnel. Topics include the core and characteristics of a script, theatrical forms and styles, and theatre history. Students may receive credit for only one of the following courses: HUMN 110 or THET 110.

Turkish
Courses in Turkish (designated TURK) may be applied as appropriate (according to individual program requirements) toward
- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

TURK 111 Elementary Turkish I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Turkish. No prior exposure to Turkish is assumed. Listening, speaking, reading, and writing skills are developed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.
**TURK 112 Elementary Turkish II (3)**
(Fulfills the international perspective requirement.) Prerequisite: TURK 111. Continued development of vocabulary and understanding, as well as use of grammatical structures. Focus is on achieving oral proficiency and communication skills in Turkish through a knowledge and understanding of the customs, habits, and culture of the Turkish-speaking world.

**TURK 211 Intermediate Turkish I (3)**
(Fulfills the international perspective requirement.) Prerequisite: TURK 112. Further development of language skills in Turkish. New grammatical elements, sentence structures, and vocabulary are introduced. Active language practice on common conversational topics is combined with a systematic study of grammar. The goal is to achieve fluency in spoken idiomatic Turkish. Cultural topics related to customs are read and discussed.

**TURK 212 Intermediate Turkish II (3)**
(Fulfills the international perspective requirement.) Prerequisite: TURK 211. Further development of language skills in Turkish. New grammatical elements and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication and in writing using culturally accurate expressions in Turkish is provided.

**TURK 333 Turkish Life & Culture I (3)**
(Conducted in English. Fulfills the international perspective requirement.) A study of Turkish and Moslem culture as embodied in literary, artistic, social, and religious traditions. Emphasis is on historical development.

**TURK 334 Turkish Life & Culture II (3)**
(Conducted in English. Fulfills the international perspective requirement.) A study of Turkish and Moslem culture as embodied in literary, artistic, social, and religious traditions. Emphasis is on contemporary Turkey.

**Women's Studies**
Courses in women's studies (designated WMST) may be applied as appropriate (according to individual program requirements) toward
- a minor in women's studies; and
- electives.

**WMST 200 Intro to Women's Studies: Women and Society (3)**
(Fulfills the civic responsibility requirement.) An interdisciplinary study of the status, roles, and experiences of women in contemporary society. Sources from a variety of fields (such as literature, psychology, history, and anthropology) focus on the writings of women themselves.
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<td>Military: DSN 370-6762</td>
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<tr>
<td>Unit 29216</td>
<td>Civilian: 06221-3780</td>
</tr>
<tr>
<td>APO AE 09102</td>
<td>International: +49-6221-3780</td>
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<tr>
<td>University of Maryland University College</td>
<td>Fax</td>
</tr>
<tr>
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<td>+49-(0)6221-378300</td>
</tr>
<tr>
<td>69126 Heidelberg</td>
<td></td>
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<tr>
<td>Germany</td>
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<td><a href="mailto:edstudent_svc@ed.umuc.edu">edstudent_svc@ed.umuc.edu</a></td>
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<th>Telephone numbers</th>
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<td>European Division</td>
<td>Civilian: 020-8868-9638/7689</td>
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<td>International: +44-20-8868-9638/7689</td>
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<tr>
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<td>Fax</td>
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<td>+44-(0)20-8868-7637</td>
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<tr>
<td>Ickenham Road</td>
<td></td>
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<td>England</td>
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<td>Mannheim Campus</td>
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<tr>
<td>Unit 24560</td>
<td>International: +49-621-33740</td>
</tr>
<tr>
<td>APO AE 09183</td>
<td>Fax</td>
</tr>
<tr>
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<td>+49-(0)621-3374-103</td>
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<td>Gebäu de 485</td>
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<td><a href="http://www.ed.umuc.edu/mannheim/campus">http://www.ed.umuc.edu/mannheim/campus</a></td>
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Appendixes

Appendix A

Policies of the Maryland Higher Education Commission on Academic Regulations, General Education Requirements, and Transfer of Undergraduates from Public Institutions in Maryland

I. Scope and Applicability
This chapter applies only to public institutions of higher learning.

II. Definitions
A. In this chapter, the following terms have the meanings indicated.

B. Terms defined
(1) “A.A. degree” means the Associate of Arts degree.
(2) “A.A.S. degree” means the Associate of Applied Sciences degree.
(3) “Arts” means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
(4) “A.S. degree” means the Associate of Sciences degree.
(5) “Biological and physical sciences” means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
(6) “English composition courses” means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
(7) “General education” means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
(8) “General education program” means a program that is designed to:
(a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
(b) Encourage the pursuit of life-long learning; and
(c) Foster the development of educated members of the community and the world.
(9) “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
(10) “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
(11) “Native student” means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
(12) “Parallel program” means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution. For example, a transfer program in psychology in a community college is defined as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
(13) “Receiving institution” means the institution of higher education at which a transfer student currently desires to enroll.
(14) “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
(15) “Sending institution” means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
(16) “Social and behavioral sciences” means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
(a) History and cultural diversity;
(b) Concepts of groups, work, and political systems;
(c) Applications of qualitative and quantitative data to social issues; and
(d) Interdependence of individuals, society, and the physical environment.
(17) “Transfer student” means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

III. Admission of Transfer Students to Public Institutions
A. Admission to Institutions
(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more-
mester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
(a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
(a) Based on criteria developed and published by the receiving public institution; and
(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
(a) Are developed and published by the receiving public institution; and
(b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated at a particular professional or specialized program, admission decisions shall be:
(a) Based on criteria developed and published by the receiving public institution; and
(b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

IV. General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
   (a) Arts and humanities,
   (b) Social and behavioral sciences,
   (c) Biological and physical sciences,
   (d) Mathematics, and
   (e) English composition; or

(2) Conforming with COMAR 13B.02.02.16D(2)(b) — — (c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry

C. General education programs of public institutions shall require at least:

(1) One course in each of two disciplines in arts and humanities;
(2) One course in each of two disciplines in social and behavioral sciences;
(3) Two science courses, at least one of which shall be a laboratory course;
(4) One course in mathematics at or above the level of college algebra; and
(5) One course in English composition.

D. Interdisciplinary and Emerging Issues

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their
students. These courses may:
(a) Be integrated into other general education courses or may be presented as separate courses; and
(b) Include courses that:
   (i) Provide an interdisciplinary examination of issues across the five areas, or
   (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution’s curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

V. Transfer of General Education Credit

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student’s sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10 — 16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met the general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.
H. Student Responsibilities

A student is held:

1. Accountable for the loss of credits that:
   a. Result from changes in the student's selection of the major program of study,
   b. Were earned for remedial coursework, or
   c. Exceed the total course credits accepted in transfer as allowed by this chapter; and

2. Responsible for meeting all requirements of the academic program of the receiving institution.

VI. Transfer of Nongeneral Education Program Credit

A. Transfer to Another Public Institution.

1. Credit earned at any public institution in the State is transferable to any other public institution if:
   a. Credit is from a college or university parallel course or program;
   b. Grades in the block of courses transferred average 2.0 or higher; and
   c. Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

2. If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

1. 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and

2. The first 2 years of the undergraduate education experience.

C. Nontraditional Credit

1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.

2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
   a. Technical courses from career programs;
   b. Course credit awarded through articulation agreements with other segments or agencies;
   c. Credit awarded for clinical practice or cooperative education experiences; and
   d. Credit awarded for life and work experiences.

3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

4. The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

D. Program Articulation

1. Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division coursework requirement.

2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VII. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions

1. Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.

2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

3. The sending institution shall:
   a. Provide to community college students information about the specific transferability of courses at 4-year colleges;
   b. Transmit information about transfer stu-
students who are capable of honors work or independent study to the receiving institution; and
(c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions
(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
(3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

VIII. Programmatic Currency
A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change.

IX. Transfer Mediation Committee
A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.
B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
C. The findings of the Transfer Mediation Committee are considered binding on both parties.

X. Appeal Process
A. Notice of Denial of Transfer Credit by a Receiving Institution
(1) Except as provided in § A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the student's first semester if all official transcripts have been received at least 15 working days before mid-semester.
(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
(3) A receiving institution shall include in the notice of denial of transfer credit:
   (a) A statement of the student's right to appeal; and
   (b) A notification that the appeal process is available in the institution's catalog.
(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in § B of this regulation.
B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.
C. Response by Receiving Institution
(1) A receiving institution shall:
   (a) Establish expeditious and simplified pro-
B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the procedures governing the appeal of a denial of transfer of credit; and
(a) Respond to a student’s appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution’s reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution’s final decision and is not subject to appeal.

D. Appeal to Sending Institution
(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student’s behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.
(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

XI. Periodic Review
A. Report by Receiving Institution
(1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

Appendix B

Policy of University of Maryland University College in Transferring Undergraduate College-Level Credits

University of Maryland University College actively subscribes to the policies of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (see Appendix A) and welcomes transfer students. UMUC is also one of the designated two-year and four-year Servicemembers Opportunity Colleges (SOC); the SOC institutions have developed degree networks corresponding to Army N ay and Marine career specialties. UMUC grants transfer credit for courses graded C or higher if they are applicable to an Associate of Arts, a Bachelor of Arts, or a Bachelor of Science degree.

Credit earned elsewhere during a period of disciplinary dismissal or suspension may not be applied toward a degree from UMUC.

Degree-seeking students who have completed 6 semester hours at UMUC with a grade point average of at least 2.0 may request an official evaluation of transfer credit.

Maximum Number of Transfer Credits Accepted
UMUC accepts up to 45 semester hours of transfer credit for the associate degree and up to 90 semester hours of transfer credit from all sources combined toward the bachelor’s degree. No more than 60 of the 90 semester hours for a bachelor’s degree may be accepted from two-year institutions.

Maximum Number of Credits Allowed for Innovative Learning
UMUC allows up to 60 semester hours of credit (one-half of the total credits required) for a bachelor’s degree for innovative learning that is applicable to the student’s curriculum subject to limitations as follows. (For information relating to certificates and associate degrees, see relevant sections in this Catalog.)

- Up to 30 semester hours credit for portfolio assessment.
- Up to 60 semester hours of credit for learning evaluated by means of UMUC Course-Challenge Examinations (including foreign language exams) and standardized examinations such as the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), DANTES examinations, or the Excelsior College Testing Program (ECTP), if there is no duplication of other academic credits and the scores presented meet the standards of UMUC.
- Up to 15 semester hours of cooperative education credit; however, no more than 6 of the 15 semester hours may be applied to an academic major. Students seeking a second
Appendix C

Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities. The University does not discriminate against any person because of age, race, national origin, color, disability, religion, gender, sexual orientation, or veteran status. Please address all inquiries regarding the UMUC nondiscrimination policies to:

Director of Diversity Initiatives and Affirmative Action
Office of the President
3501 University Blvd. East
Adelphi, MD 20783-8000
301-985-7395

Appendix D

Policy of Religious Observances

I. UMUC conforms to the Board of Regents Policy III-5.10 Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, approved on January 11, 1990.

II. So that the academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. Students who miss a course session because of an observance of their religious beliefs must be allowed to make up any examinations, other written tests, or class work, to have access to any handouts or other material distributed in class, and to have the opportunity to obtain or review any duplicated lecture notes or slides presented in class.

III. UMUC prohibits scheduling examinations on the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

Appendix E

Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act of 1974 (also known as "the Buckley Amendment"). The policy of UMUC is (1) to permit students to inspect and review their education records, (2) to provide students the opportunity to seek an amendment of their education records where appropriate, (3) to limit disclosure to others of personally identifiable information from education records without the student's prior written consent, and (4) to provide students with information about how to file formal complaints with the Department of Education.

I. Definitions

A. "Student" means an individual who is attending or who has attended UMUC. It does not include any applicant for admission to UMUC who does not matriculate, even if he or she previously attended UMUC. (However, such an applicant would be considered a "student" for purposes of his or her records relating to that previous attendance.)

B. "Education records" includes records that contain information directly related to a student and that are maintained as official working files by UMUC. The following are not education records:

1. Campus police records maintained solely for law enforcement purposes and kept separate from the education records described above.
2. Employment records, except where a currently enrolled student is employed as a result of his or her status as a student.
3. Records of a physician, psychologist, or other recognized professional or paraprofessional if made or used only for treatment purposes.
and available only to persons providing treatment. (These records however, may be reviewed by an appropriate professional of the student's choosing."

4. Records that contain only information relating to a person's activities after that person is no longer a student at UMUC.

II. Inspection and Review of Education Records by Students

A. Right of Access

Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation received prior to January 1, 1975. A student may, by a signed writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. UMUC will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time; and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

B. Types and Locations of Education Records; Titles of Custodians of Records

1. UMUC maintains the following types of student records:
   a. Permanent academic record cards (hard copy and electronic);
   b. Academic data, including application for admission, transcripts from institutions previously attended, unofficial and official evaluations, grade reports, and correspondence concerning the student;
   c. Financial aid folder;
   d. Veterans benefits folder

2. The officials responsible for the maintenance of each type of record are:
   a. For UMUC-Adelphi – the Registrar located in Adelphi, Maryland.
   b. For UMUC-Asia – the Registrar located in Tokyo, Japan.
   c. For UMUC-Europe (except Mannheim Campus) – the Registrar located in Heidelberg, Germany.
   d. For the Mannheim Campus – Assistant to the Dean.
   e. For the Schwäbisch Gmünd Campus – Registrar.

C. Procedure

Requests for access should be made in writing to the appropriate official. UMUC will comply with a request for access within a reasonable time. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is 50 cents per page. UMUC will not provide copies of any transcripts in the student's records other than the student's current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

III. Amendment of Education Records

UMUC provides students with the opportunity to seek correction of their education records.

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or violative of privacy or other rights may submit a written request to the appropriate official (see Article II, Section B.2, above) specifying the document(s) being challenged and the basis for the complaint. The request is then sent to the person responsible for any amendments to the record in question. Within a reasonable time after receipt of the request, UMUC decides whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and is advised of his or her right to a hearing. He or she may then exercise that right by written request to the Office of the President.

1. Conduct of the Hearing
   All hearings are conducted by a staff member appointed by the University Registrar and Vice Provost, Student Affairs, who does not have a direct interest in the outcome. The student is given a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

2. Decision
   Within a reasonable period of time after the conclusion of a hearing, UMUC will notify the student in writing of its decision. The decision is based solely upon evidence presented at the hearing and includes a summary of the evidence and the reasons for the decision. If UMUC decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, UMUC amends the records accordingly.

B. Right to Place an Explanation in the Records

If, as a result of the hearing, UMUC decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights,
UMUC informs the student of the right to place in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the decision. Any such explanation is kept as part of the student’s record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

IV. Disclosures

UMUC will not disclose education records or the personally identifiable information contained therein unless allowed in accordance with FERPA and under the following circumstances:

A. Prior Written Consent - The Custodian of the Records will provide the education records or personally identifiable information contained therein if the student provides prior written consent that the information may be disclosed. The consent must:
   1. Specify the records that may be disclosed,
   2. State the purpose for the disclosure,
   3. Identify to whom the disclosure is to be made, and
   4. Be signed and dated by the student.

B. Directory Information
   1. UMUC designates the following categories of information as directory information:
      a. Name
      b. Major field of study
      c. Dates of attendance
      d. Degrees and awards received
      e. Previous educational institution most recently attended
   2. Directory information is disclosed even in the absence of consent unless the student files a written notice, within three weeks of the first day in which the student is enrolled, informing UMUC not to disclose any or all of the categories. To prevent automatic disclosure of directory information, this notice must be filed annually within the time allotted above, with the appropriate office as indicated in this Policy.

C. Additional Disclosures without Prior Consent
   Prior consent is not required for disclosure of education records in the following circumstances:
   1. The disclosure is to other school officials generally within the University System of Maryland or UMUC who have legitimate educational interests.
      a. “School officials” includes internal and external instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate educational objective, such as to provide student services.
   2. “Legitimate educational interests” include interests directly related to the academic environment.
   3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state educational authorities.
   4. The disclosure is to authorized persons and organizations in connection with a student’s application for, or receipt of, financial aid—but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
   5. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
   6. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is destroyed when it is no longer needed for those purposes.
   7. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.
   8. The disclosure is to the parent of a student who is dependent for income tax purposes. (Note: UMUC may require documentation of dependent status, such as copies of income tax forms.)
   9. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless expressly prohibited by the subpoena, UMUC will make a reasonable effort to notify the student or parent of the order or subpoena in advance of compliance in order to give them time to seek protective action.
   10. The disclosure is in connection with a health or safety emergency.
   11. The disclosure is to an alleged victim of any crime of violence, of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.

D. Record of Disclosures

UMUC maintains with the student's education records a record of each request and each disclo-
sure, except for:
1. Disclosures to the student himself or herself.
2. Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
3. Disclosures to USM instructional or administrative officials.
4. Disclosures of directory information. This record of disclosures may be inspected by the student, the official custodian of the records, and other officials of UMUC and governmental officials.

V. Right to File Complaint
A student alleging that UMUC has not complied with the Family Education Rights and Privacy Act (FERPA) may file a written complaint to:

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

Appendix F
Procedures for Review of Alleged Arbitrary and Capricious Grading

I. Purpose
Students who have any concerns about their course or coursework should consult their faculty member who taught the course first. For cases where a final course grade is alleged to be arbitrary and capricious, as defined in section II, the following procedures provide a means to appeal. These procedures will not be used to review the intellectual judgment of a faculty member. In every case of alleged arbitrary and capricious grading, the burden of proof rests with the student.

II. Definition
“Arbitrary and capricious grading” is defined as:
1. A final course grade assigned on some basis other than performance in the course; or
2. A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
3. A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member’s previously articulated grading standards.

III. Student Procedures
1. If the student believes the final course grade to be arbitrary and capricious as defined in section II, the student must first request a conference with the faculty member within 30 days from the date the grade was posted.
2. If a satisfactory resolution is not reached, the student may file a written appeal within 60 days from the date the grade was posted. The appeal should be addressed to the chairperson or academic director of the department in which the course was taught for courses originating from UMUC in Maryland or to the area director for courses originating in the Asian or European divisions. The written appeal must be confined to information relevant to the allegation(s) and be accompanied by supporting documentation.
3. In reply to the appeal, the student will receive a written response within 30 days of the receipt of the appeal. The departmental response from the chairperson, academic director, area director, or faculty member will explain how the grade was determined.
4. If after receiving the response the student believes that the final grade is arbitrary and capricious, or if after the 30-day period the student has not received a response, the student may file a second written appeal. This second appeal must be received within 15 days of the student's receipt of the departmental response described above, or 45 days after filing the first written appeal if a response was not received. Students taking courses originating in Maryland should submit this appeal to the Dean, Undergraduate Programs (for undergraduate students) or the Dean, Graduate Studies (for graduate students). Students taking courses originating in European or Asian divisions should submit this appeal to the Director of the Division. The Dean or Director will be known as “appeal administrator.” The appeal must be confined to information relevant to the allegation(s) and be accompanied by supporting documentation. The faculty member will be notified of the filing of the second appeal.
5. Within 30 days of receipt of the student's second appeal, the appeal administrator will conduct a preliminary administrative inquiry which can be staffed by the appeal administrator's designee(s). The appeal administrator or designee(s) may communicate with the student and faculty member and give them the opportunity to present any relevant evidence. Upon request, the student may see the information submitted by the faculty member relating to how the grade was calculated. However, the student will not have the right to see any information that violates the privacy rights of other students. The appeal administrator will dismiss the appeal if:
   • The student has failed to comply with procedure;
   • The student made allegations that, even if true, do not constitute arbitrary and capricious grading as defined; or
   • There is no evidence of arbitrary and capricious grading based upon the inquiry conducted by the appeal administrator or designee(s).

Dismissal of the appeal for any of the reasons listed above constitutes the final UMUC action on the
Appendixes

II. Definitions

A. The term “aggravated violation” means a violation that resulted, or foreseeably could have resulted, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal UMUC- or University System of Maryland-sponsored activities and to UMUC for acts that constitute violations of law and of this Code. Disciplinary action at UMUC will normally go forward pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

B. Students may be accountable to both civil authorities and to UMUC for acts that constitute violations of law and of this Code. Disciplinary action at UMUC reserves the right to take appropriate action to protect the safety and well-being of the UMUC community.

C. To encourage the development and growth of a supportive and respectful academic environment for all students, faculty, and staff, UMUC has created the Code of Civility, which is available at www.umuc.edu and in UMUC publications.

D. In every case of alleged Code of Conduct violation, the burden of proof rests with the complainant who must establish the guilt of the person accused by clear and convincing evidence. In cases where the complainant wishes to remain anonymous, the burden of proof rests with the administrator. See Section VI. Standards of Due Process.

E. In accordance with the Board of Regents Policy V-1.00 Policy on Student Affairs, approved on January 11, 1990, disciplinary regulations are set forth in writing to give students general notice of prohibited conduct. UMUC reserves the right to take appropriate action to protect the safety and well-being of the UMUC community.

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III. Prohibited Conduct

The following misconduct is subject to disciplinary action:

A. All forms of academic dishonesty, including, but not limited to: cheating; fabricating; bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student’s work as one’s own; and plagiarism. Allegations of academic dishonesty will be handled in accordance with Policy 150.25 Academic Dishonesty and Plagiarism.

B. The written or spoken use of words, epithets, or phrases that are widely recognized to be derogatory references to personal characteristics including, but not limited to, race, ethnicity, religion, gender, sexual orientation, and disability when such words are used to create a hostile or intimidating environment for any person on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

C. Participation in any form of discrimination or harassment (including sexual harassment) against UMUC faculty, staff, and/or students on UMUC or USM premises, or at UMUC- or USM-sponsored activities. Allegations of harassment may be processed in accordance with Policy 40.3 Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment.

D. Intentional and substantial interference with the freedom of expression of others on UMUC or USM premises or at UMUC- or USM-sponsored activities.

E. Intentional or reckless assault or harm caused to any person on UMUC- or USM-premises or at UMUC- or USM-sponsored activities, or intentional or reckless cause of reasonable apprehension of such harm.

F. Intentional or reckless interference with normal UMUC or USM activities, or UMUC- or USM-sponsored activities, including, but not limited to, studying, teaching, research, administration, or fire, police, or emergency services.

G. Intentional use of the UMUC or USM computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the UMUC computing resources or the hardware or software of any other person.

H. Intentional or reckless destruction of or damage to the property of others on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

I. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on UMUC or USM premises or at UMUC- or USM-sponsored activities.

J. Intentional or reckless misuse of or damage to fire safety equipment.

K. Theft of property or of services on UMUC or USM premises, or at UMUC- or USM-sponsored activities; knowing possession of stolen property on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

L. Unlawful use, distribution, or possession of any
Appendixes

V. Interim Suspension

A. A student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the Provost or designee within 10 calendar days from the effective date of the interim suspension to discuss the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at UMUC or USM premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal USM- or UMUC-sponsored activity.

VI. Standard of Due Process

A. Initial Inquiry

1. The Provost may refer the case to one of the following administrators to handle the initial inquiry: the University Registrar and Vice Provost, Student Affairs for UMUC-Adelphi students; the Vice President, UMUC-Asia for UMUC-Asia students; Vice President, UMUC-Europe for UMUC-Europe students; or the Assistant Dean for Academic Affairs and Registrar for Schwäbisch Gmünd students (known hereafter as the "administrator").

2. The focus of this inquiry shall be the guilt or innocence of those accused of violating this Code. Upon receipt of the referral, the administrator will immediately inform the person accused, in writing, of the alleged Code of Conduct violation. Within 30 calendar days of receipt of the referral, the administrator will conduct a preliminary administrative inquiry, which can be staffed by the administrator's designee(s). The administrator or administrator's designee(s) must consult the central records file in the Office of the Provost to determine if the student has a previous record of violations of this Code. All material reviewed will be considered confidential and shared only with those with a need to know. The administrator or designee(s) may communicate with the person accused and give him or her the opportunity to present any relevant evidence. Upon request, the person accused may see the information submitted against him or her relating to the alleged violation of this Code. However, the person accused will not have the right to see any information that violates the privacy rights of other students.

3. The administrator will dismiss the referral if:
   - The complaint has failed to comply with procedure;
   - The allegations, even if true, do not constitute violation of this Code; or
   - There is no evidence of violation of this Code based upon the inquiry conducted by the administrator or designee(s).

4. The complainant and the person accused will...
be notified of the decision in writing within 40 calendar days of the referral. See Section VI.C. for Appeals.

B. Investigation Committee

1. If the referral is not dismissed within 40 calendar days of the reporting, the administrator will appoint a three-member ad hoc Investigation Committee within 14 calendar days. This committee will consist of exempt staff or faculty members, with one member appointed chair of the committee. The Investigation Committee may be advised by legal counsel during this process. The administrator or designee(s) will instruct this Investigation Committee to review the materials obtained during the inquiry conducted by the administrator or designee(s).

2. The Investigation Committee will hold a fact-finding conference or conduct an investigation in conjunction with the administrator or designee(s) to obtain additional information. Witnesses and the complainant (if not anonymous) may be requested to submit to questioning, either in person, via video-link, or in writing, by the Investigation Committee. The administrator or designee(s) will communicate with the person accused and the complainant and give them the opportunity to present any relevant evidence. The person accused may submit questions in writing for the complainant regarding how the Code of Conduct was violated.

3. If a fact-finding conference is held, the person accused and the complainant will be entitled to be present. The person accused or complainant may be accompanied by a representative, who may be an attorney at his or her own expense. Representatives may advise during the course of a fact-finding conference, but shall not personally participate. Parties who wish to be accompanied by an attorney must inform the administrator in writing at least 5 calendar days before the scheduled date of the proceeding. Representatives may not appear in lieu of persons accused.

4. After the review is complete, the Investigation Committee will deliberate and render a recommendation to the administrator. Final recommendations of the Investigation Committee shall be accompanied by a brief written opinion prepared by the chair. Generally, if the Investigation Committee finds the allegation to be supported by clear and convincing evidence, the Investigation Committee will recommend an appropriate sanction to the administrator. The administrator will review the recommendations, render a decision and issue a sanction, if appropriate (see Section VII Sanctions). Any previous record of violations of this Code may increase the sanction.

5. Within 40 calendar days of the appointment of the Investigation Committee, the administrator or designee will notify the complainant and the student accused of the decision and sanction, if appropriate, in writing. A copy of the administrator's written decision will be submitted to the University Registrar's office in Adelphi and will be forwarded to the central records file in the Office of the Provost.

C. Appeals

1. Within 28 calendar days of receipt of the administrator or designee(s)'s written response, an appeal may be sent to the Provost in writing. The Provost shall review the information collected for the original preliminary administrative inquiry, the Investigation Committee investigation, and the final decision briefing. The Provost will render a decision and sanction, as appropriate, based on this evidence. The Provost may render one of the following decisions:
   a. Affirm the finding and the sanction imposed by the administrator.
   b. Affirm the finding and reduce, but not eliminate, the sanction, if found to be grossly disproportionate to the offense.
   c. Remand the case to the Investigation Committee, if procedural errors or errors in interpretation of University regulations were substantial, or if new and significant evidence became available which could not have been discovered by a properly diligent person accused before or during the original Investigation.
   d. Dismiss the case.

2. The decision of the Provost is final and is not appealable.

3. The Provost will respond, in writing, within 28 calendar days of the appeal. Copies of this letter will be kept in the central records file in the Office of the Provost.

VII. Sanctions

A. Sanctions for violations of disciplinary regulations include, but are not limited to:

1. Expulsion: The student is permanently separated from UMUC. Permanent notification will appear on the student's transcript. The student will also be barred from UMUC premises. (Expulsion requires approval by the Provost.)

2. Suspension: The student is separated from UMUC for a specified period of time. Permanent notification will appear on the student's transcript. The student shall not
participate in any UMUC-sponsored activity and may be barred from UMUC premises. Suspended time will not count against any time limits of the Graduate School for completion of a degree. Credit earned elsewhere during the period of suspension may not subsequently be transferred to UMUC. (Suspension requires approval by the Provost.)

3. Disciplinary probation: The student shall not represent UMUC in any extracurricular activity or run for or hold office in any student group or organization for a specified period of time. Additional restrictions or conditions may also be imposed.

4. Disciplinary reprimand: The student is warned that further misconduct may result in more severe disciplinary action.

5. Restitution: The student is required to make payment to UMUC or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.

6. Other sanctions: Other sanctions may be imposed instead of or in addition to those specified in Sections VII.A.1 through VII.A.5.

B. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed violations.

VIII. Disciplinary Files and Records

A. The reporting of any violation of this Code will result in the development of a student's disciplinary file, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges against them will be retained as permanent disciplinary records.

B. Disciplinary records may be expunged from the student's disciplinary file by the Provost or designee for good cause, upon written petition of student accused, three years from the date of the final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:

1. The present demeanor of the person accused.
2. The conduct of the person accused subsequent to the violation.
3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

C. The Provost will respond, in writing, within 28 calendar days of the receipt of the petition. If the Provost denies the petition, copies of this letter will be kept in the central records file in the Office of the Provost.

D. The President or designee shall review the original petition and the factors outlined in section VIII.B.1.-VIII.B.3. The President will respond, in writing, within 28 calendar days of the receipt of the appeal to the petition. If the President denies the appeal, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer.

E. The decision of the President is final and is not appealable.

Appendix H

Annual Information Report

In order to ensure that all current and prospective students, staff, and faculty are informed of their rights and responsibilities, and in accordance with United States Department of Education regulations, University of Maryland University College (the "University") distributes an Annual Information Report to all current students, staff, and faculty. In addition, this Information Report is available to all prospective students, staff, and faculty upon request.

The current Annual Information Report can be found on the University's Internet Website at <http://www.umuc.edu/inform/report.html>. If you would like a hard copy version of the current Annual Information Report mailed to you, please contact either Student Affairs (if you are a current or prospective student) or Human Resources (if you are a current or prospective staff or faculty member).

This year's Annual Information Report will provide important information on the following topics:

• Campus Crime and Security, including:
  • The University's security, drug and alcohol abuse, and sexual assault policies; and

• Notification of Rights under FERPA for Postsecondary Institutions

• Faculty, Staff and Student Responsibilities Regarding Drug and Alcohol, including:
  • A list of the University's standards of conduct and sanctions;
  • The legal sanctions under federal, state, and local laws for violations of drug laws;
  • A list of the health risks associated with substance abuse;
  • A list of resources available to University students, staff, and faculty; and
  • Charts listing the federal drug trafficking penalties.

If you have any questions, please contact the Office of Human Resources (stateside or overseas) or Student Affairs (stateside or overseas).
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