Welcome to the University of Maryland University College-Europe (UMUC-Europe)! 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 nontraditional 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 a richer and 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 fifth 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, was named the College of Agriculture. With the unifying 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 publicly 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 700 associate degrees, 750 baccalaureate degrees, and 150 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 offer undergraduate programs; Bowie State University and University of Maryland, College Park offer 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 postsecondary 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 satellite 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 management, 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...
Higher Education in Maryland

around the globe. With about 70,000 individual students, UMUC has the largest enrollment and 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 these 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 School of Undergraduate Studies and by the Graduate School. University-level, noncredit 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 Adelphi, 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 21 countries. The administrative offices for UMUC–Europe are located in Heidelberg, Germany. The Web site for UMUC–Europe is 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 UMUC–Europe. 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 online at 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 across the nation, and from around the world. Through Maryland in Europe, UMCP's programs include the Master of Education and the 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. 12.

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. 13.
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. 101 for more details and visit the DE Web site at 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's DE offerings and UMUC's noted Bachelor's Degree at a Distance (BD aD) 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 2002, UMUC had served more than 50,000 of students throughout the world via the Internet, making UMUC the largest online university in the United States. The numbers continue to grow. For more information about these expanded DE programs, visit www.ed.umuc.edu/de.

UMUC in Adelphi, Maryland, presently offers entirely online 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 more information, connect to the Graduate School in Adelphi via e-mail at UMUCinfo@umuc.edu or on the Web at www.umuc.edu/prog/gsmt.

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 UMUC–Europe 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 UMUC–Europe. 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. Or e-mail the Mannheim Campus for more information at mcadmissions@mc.umuc.edu, or check the Web site at www.ed.umuc.edu/campus/mannheim.
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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 UMC, 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 local education centers.

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 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 in the United States;
   or
   A total score of 2250 on the GED examination and no score below 410 on any of the five tests, with an average of at least 450 overall. (If the GED was completed prior to January 2002, the student must have a total score of at least 225 and no score below 40 on any of the 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 course work 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 a consortium. Students seeking a certificate or degree with a consortium institution can enroll in a limited number of courses with other consortium institutions without paying an additional application fee. These courses must be (a) needed by the student to complete certificate or degree requirements and (b) unavailable from the institution at which the student is seeking to earn the certificate or degree. Notice that Maryland extends consortium status to Community College of the Air Force students and to students with 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 Maryland Field Representative when registering.

A consortium student who requests an Official Evaluation from Maryland in Europe 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 status 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 UMC 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, 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 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 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 candidate must have an Official Evaluation prior to submitting the request. A period of four to six weeks (to include receipt of all official transcripts from the United States) should be allowed for the Official Evaluation.
Enrollment

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 inside 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 start 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 and a Registration Form when registering for the first time.
2. Complete a Registration Form 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 which he or she must present to the lecturer at the first meeting of each class.

Course Load

One course, or 3 semester hours (s.h.), 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.

Students should carefully and realistically assess other commitments before registering for more than 6 s.h. a term. In no case may a student register for more than 9 s.h. a term without permission from the UMUC–Europe registrar in Heidelberg. Permission to register for more than 9 s.h. is based on demonstrated academic excellence at UMUC. A minimum grade point average of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMUC are required.

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. 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 classes 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. For one-semester-hour weekend seminars, students may initiate an official withdrawal within five working days of the final seminar meeting if they have not taken the final exam for that seminar. Students in computer conferencing distance education classes that 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.

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. Not required of consortium students until they declare their intent to pursue a certificate or degree through Maryland.

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 dis-enrolled nor relieved of responsibility for paying tuition and fees.

Declined Credit Card Fee
$30
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.

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.

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 1 s.h. 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, Maryland will refund 25 percent of the tuition. If more than one-fourth of the weeks for which the DE course is scheduled have elapsed at the time the withdrawal is initiated, no tuition will be refunded.

Exceptions to the refund policy may apply during periods of heightened military activity. Request for exceptions will require written documentation from an appropriate authority.

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.

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 and book credit which can be applied toward Maryland courses and/or seminars during the academic year of the award. Please contact the Financial Aid Office 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 2002/2003 Free Application for Federal Student Aid (FAFSA) booklet, Maryland Guide to Financial Aid, and Maryland Financial Aid Data Form are available at all military education centers. The Maryland Guide to Financial Aid is designed to help students complete the federal application. It is critical that students use the Guide to Data Form before attempting to complete the FAFSA. Students can complete the FAFSA and mail it to the federal processing center in Mt. Vernon, IL, or use the online form and submit it electronically at www.fafsa.ed.gov.

The Financial Aid Data Form is sent to the Maryland Financial Aid Office in Heidelberg to initiate the student’s 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 Data Form.

Financial aid is awarded by academic year, and students must reapply each year. (Students may apply until 1 June 2003 for the 2002/2003 academic year.) Financial aid can be used concurrently with VA educational benefits, scholarships, military tuition assistance, and military spouse tuition assistance. It is the student’s responsibility to inform the Financial Aid Office when outside resources such as these will be used. Federal Pell Grants may be awarded retroactively. Student loans are processed and approved for current or upcoming enrollments during the academic year.

The results of the Free Application for Federal Student Aid 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 who 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 upon 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 $4,000 and need not be repaid. Students eligible for a Federal Pell Grant who have submitted their completed FAFSA (or DRN or SAR) and all required documentation to the Financial Aid Office will receive an Award and Acceptance Letter. The student needs to sign the form, retain a copy, and return the form to the Financial Aid Office.

An eligible Federal Pell Grant student will be considered for the entire 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 the use of his or her grant. The amount of the grant, which is based upon the Expected Family Contribution Number 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, Distance Education courses and other nontraditional 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 each term during the academic year by the Financial Aid Office.

Federal Direct Stafford/Ford Student Loans

This subsidized loan program allows eligible students to borrow directly from the Department of Education. Interest does not begin to accrue on this loan until the student goes 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 before sophomore-, junior-, or senior-year grade levels can be confirmed.

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 Sheet available from the Maryland Financial Aid Office in Heidelberg, and take all steps necessary to apply for financial aid through University of Maryland, College of Europe. First-time borrowers must also complete entrance loan 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 select their own loan period within the 2002/2003 academic year and must successfully complete a minimum of half-time enrollment each term during the loan period. 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 that is subject to reduction by the Department of Education.

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. June 1, however, is the priority processing deadline for the following academic year, Term 1. Please see the Maryland Direct Stafford Guide to Financial Aid for additional application deadlines.

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 grace 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 previously. 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.

Federal regulations require dependent students to be considered for all types of federal financial aid before a Federal Direct PLUS loan may be processed. UMUC requires students and their parents to complete the Free Application for Federal Student Aid (FAFSA) and take all necessary steps to apply for financial aid through UMC - Europe. 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 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 5 percent annual interest rate with the University of Maryland acting as the lender.

Students wishing to apply for the Federal Perkins Loan must first complete the Maryland Financial Aid Data Form and then complete the Free Application for Federal Student Aid. 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.

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 twice each year, in January and July. 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. Students who fail to meet the minimum GPA must be placed on Financial Aid Probation. Students who fail to maintain the minimum completion rate will be placed in Financial Aid Denied status. No aid will be disbursed during subsequent terms until the student is removed from Financial Aid Denied status.

Students who exceed the 150% timeframe for any reason will be placed on Financial Aid Denied status. No aid will be disbursed for the student during subsequent terms unless the student has made an appeal of the Financial Aid Denied 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. 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 standard or fail to meet the minimum 67% completion rate will be placed on Financial Aid Probation. They will remain on probation for subsequent terms of enrollment until the next Satisfactory Academic Progress evaluation, which occurs in January and July of each year. 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 on Financial Aid Probation or on Financial Aid Denied status who fail to maintain the minimum completion rate and/or who fail to maintain the 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 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. Appeals should contain an explanation of what contributed to the denied status and should address how satisfactory academic progress will be maintained in the future. 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.

Appeals should be directed to:
University of Maryland University College
Attn: Associate Director, Financial Aid Appeal
Unit 29216
APO AE 09102
Fax: +49-(0)6221-378398

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. It is the student's responsibility to notify the Financial Aid Office when he or she will not complete courses for which financial aid was received. For a complete description of the Federal Return of Funds Policy please refer to the Maryland Guide to Financial Aid.

Contact the Financial Aid Office

For details concerning financial aid information noted here, refer to the 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
Fax: +49-(0)6221-378398
E-mail: edfso@ed.umuc.edu
Web: www.ed.umuc.edu/fso
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, N.Y. Certification procedures are outlined as follows. Students applying for VA educational benefits should seek assistance and 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, such as distance education and seminars, students are cautioned to check with the Maryland Veterans 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 Stateside institutions: Students who are not pursuing Maryland degrees but who wish to receive benefits for Maryland courses must request written permission for each course from their degree-granting school before 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 EUCOM 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 before enrolling. They must, however, contact their degree-granting school before registering with Maryland to ensure that the courses(s) will fit into their programs of study. CCAF students should consult with their Education Services Officer (ESO) or CCAF Counselor for assistance in certifying Maryland courses to the DVA.

Maryland in Europe: VA Students: Maryland VA students must keep in close contact with the Heidelberg Office of Evaluations to ensure their Official Evaluation is accomplished within the DVA’s mandated two-term period. Students who wish to receive VA benefits for courses taken with other institutions should first seek guidance from a Maryland academic advisor. Federal regulations prohibit 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 VA 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 submitted 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; and a certified, true copy of DD Form 214 for each period of prior service. Old GI Bill veterans must also send VA Form 22-1995, signed by the ESO, VA Form 22-1990, signed by the ESO, VA Form 22-1995, 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 students 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 each term.

VA Students Must Have an Evaluation

VA regulations require that all VA students declare a major field of study and have an Official Evaluation of all prior academic course work and military training. VA students must have the Official Evaluation within two terms of their first VA enrollment with Maryland in Europe to continue receiving VA benefits.

The Department of Veterans Affairs prohibits UMUC–Europe from certifying enrollments to the DVA for any student who has been enrolled more than two terms without specifying the major field of study and amount of transfer credit.
Veterans Educational Benefits

Students Receiving G.I. Bill
Students receiving educational benefits under the G.I. Bill are cautioned that the DVA will issue a Student Verification (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 each term. The verification form usually asks students to verify their continued enrollment for a portion of the term and does not necessarily list the term dates.

Once 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 Buffrop@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 or certificate; 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.
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been rated or for which a passing grade of A, B, C, D, or P (or S) was assigned.
- Payment of benefits will be disallowed for any course that is not a requirement in a student’s degree or certificate program.
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 residence 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 students. Students take Maryland in Europe courses in classrooms at locations in Europe and the Middle East. Students also can “attend class” worldwide by connecting electronically via the Internet.

Maryland 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.

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>
<thead>
<tr>
<th>Credit Sources</th>
<th>30 s.h. Certificate</th>
<th>Associate</th>
<th>Bachelor's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational/technical*</td>
<td>6</td>
<td>12</td>
<td>21**</td>
</tr>
<tr>
<td>Junior/community college (including CCAF)*</td>
<td>15</td>
<td>45</td>
<td>60</td>
</tr>
<tr>
<td>Baccalaureate-granting institution*</td>
<td>15</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>ACE-recommended civilian/military (and EXCEL credit)</td>
<td>15</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Examination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.g., CLEP General &amp; Subject, USAFI/DANTES, ECEP, AP/CEEB, DLPT, UMUC course-challenge exams, and foreign language exams.</td>
<td>15</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Total Non-instructional Credit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam credit (CLEP, DANTES, etc., plus UMUC course-challenge and foreign language exams), EXCEL, and ACE-recommended military/civilian credit</td>
<td>15</td>
<td>30</td>
<td>60</td>
</tr>
</tbody>
</table>

* Regionally accredited colleges and universities only ** B.S. degree only

Maximum Outside Credit Allowed by UMUC
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 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 course work, 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 is available by contacting the Prior Learning Office in Maryland at www.umuc.edu/priorlearning or the UMUC–Europe Student Affairs Office in Heidelberg.

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 and translated transcripts from those schools. The summary form may be obtained by writing the Office of Evaluations at the address noted below. Maryland reserves the right to determine the native language of a student and the level of exam to be taken.

Establishing Credit

<table>
<thead>
<tr>
<th>Application of Credit by Examination</th>
<th>CLEP General Examination</th>
<th>Credit (s.h.)</th>
<th>Minimum Scaled Score</th>
<th>Duplication of Maryland Courses</th>
<th>GER Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
<td>500*</td>
<td>None</td>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Social Sciences and History</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>History</td>
<td>3</td>
<td>500*</td>
<td>None</td>
<td>Humanities</td>
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<td>MATH 105</td>
<td>Science</td>
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<td>Mathematics</td>
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<td>500*</td>
<td>ARTH 100</td>
<td>Arts and Humanities</td>
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<tr>
<td>Humanities</td>
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<td></td>
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<td></td>
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<tr>
<td>Fine Arts</td>
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<td>500*</td>
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<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Literature</td>
<td>6</td>
<td>500*</td>
<td>None</td>
<td>Arts and Humanities</td>
<td></td>
</tr>
</tbody>
</table>

* For CLEP English Composition Examinations taken between August 1979 and May 1986 (ETS) or October 1986 (DANTES), the minimum passing score is 594. After these 1986 dates and continuing through 30 June 1993, the minimum passing score was 494. In the future, CLEP plans to introduce overseas computerized versions of these examinations for which the minimum passing score will be 50. A maximum of 3 s.h. of credit by examination can be awarded for English writing.

** CLEP General Mathematics examination must have been taken after 1 August 1985. No credit will be awarded for exams taken after credit has been assigned for MATH 107 or a higher level math.
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 non-college 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, minor, or certificate, 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. 19). 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 course work 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, attend an orientation, and either have taken college writing courses or qualify for ENGL 101 or better on the English placement test. There are special fees associated with the EXCEL program. Military tuition assistance can be applied toward the tuition for EXCEL 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 online at www.umuc.edu/priorlearning or the Student Affairs Office in Haddad.

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. Appropriate work situations may include a current job, a new job, an internship, community service, or a field experience.

To apply, students must meet the following criteria:

- Have completed 30 semester hours toward a degree, 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 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 available from the Cooperative Education Center in Maryland, which may be reached via e-mail at coop@info.umuc.edu. Students may also find an online information session on Co-op at www.umuc.edu/coop. Information is also available from the Student Affairs Office in Heidelberg.

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/ASC 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/minor requirements. This credit may be applied toward a degree at UMUC, up to the following limits:

- 30 s.h. certificate: A maximum of 6 semester hours.
- 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 services members have acquired through 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

Establishing Credit
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 DLI coursework or proficiency tests (DLPT). For example, if all CLEP and DANTES tests are included on the AARTS/SMART transcript, students do not need to submit a DANTES transcript as well.

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 directly from the issuing institution. 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 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: NAVPERS 1070-604 (Retired and former military use DD Form 214).
- Warrant and Limited Duty Officers: NAVPERS Forms 601-4 and 1611/1.
- Marine Corps: DD 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). Credits 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 scores presented meet 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; Excelsior College Examinations (ECEP—formerly RCEP and ACT/PEP); and professional examinations listed in the ACE Guide to Educational Credit by Examination. As many as 30 semester hours of examination credit awarded by other regionally accredited institutions will be accepted for courses that appear on an official transcript with a grade of C or better. Students who have questions about credit by examination are encouraged to consult an academic advisor.

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.
Establishing Credit

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 minors or 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 standards. Maryland may award 3 semester hours each for the English examination and the mathematics examination, and 6 semester hours for the examinations in natural science, social sciences, and history, and humanities.

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 USAFI). Advisors have information on which tests are acceptable.

**Excelsior College Examinations (ECEP — Formerly RCEP and ACT/PEP)**

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 the following institutions.

**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 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.

**Graduate Work By UMUC—Europe Seniors**

Undergraduate students enrolled with UMUC—Europe who have reached senior-level status (90 semester hours or more) may register for graduate level courses if the following requirements/conditions are met:

1. the graduate courses are in the excess of the credits required for the bachelor's degree
2. English proficiency has been successfully established
3. the student's grade point average is 3.0 or better
4. permission has been secured from the academic director, Graduate Programs
5. the Application for Graduate Admission has been filed.

Seniors will be permitted to take up to six semester hours of graduate coursework. Permission to take courses as a senior does not constitute regular admission to the Graduate School. Graduate coursework may not be taken to fulfill undergraduate degree requirements.
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 6 semester hours of course work with Maryland, have 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 Office of Evaluations provides an Official Evaluation 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. Air Force Developmental Tests (U.S. Air Force Developmental Tests, Excelsior College Exams (ECEP — 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 an official 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 University.

The student requests an Official Evaluation in Heidelberg. Word-for-word translations of all non-English documents must be provided. These will be forwarded to an evaluation agency for review.

Updated evaluations will be provided upon request for students who have completed at least 12 semester hours of Maryland course work, 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 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.

The Office of Evaluations provides an Official Evaluation 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. Air Force Developmental Tests (U.S. Air Force Developmental Tests, Excelsior College Exams (ECEP — 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 an official 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 University.

The student requests an Official Evaluation in Heidelberg. Word-for-word translations of all non-English documents must be provided. These will be forwarded to an evaluation agency for review.

Updated evaluations will be provided upon request for students who have completed at least 12 semester hours of Maryland course work, 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.

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:

- SO CAD-2 for Army personnel, SOCNAV-2 for Navy personnel and SOCMAR-2 for Marine personnel at the associate-degree level.
- SO CAD-4 for Army personnel, SOCNAV-4 for Navy personnel and SOCMAR-4 for Marine personnel at the baccalaureate level.
SOCAD-2, SOCNAV-2, SOCMAR-2, SOCAD-4, SOCNAV-4 and SOCMAR-4 agreements will be issued to students after they have paid the Application Fee, completed at least six semester hours of Maryland course work, and requested an Official Evaluation. 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 in Maryland courses and satisfy minimum Maryland degree requirements. Family members may also apply for SOCAD-2, SOCNAV-2, SOCMAR-2, SOCAD-4, SOCNAV-4 and SOCMAR-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
DSN: 370-6762
CIV: +49-(0)6221-378347
Fax: +49-(0)6221-302017
E-mail: edevals@ed.umuc.edu
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 nonattendance</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 nonattendance. A student who fails to do passing work in a course receives an F(a) (academic). A student who drops out of a course without officially withdrawing receives an F(n) (nonattendance). The military services require that students receiving tuition assistance reimburse the government if they receive the grade of F(a) or F(n).

**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 lecturer and present documentation substantiating the reasons for requesting the incomplete. The lecturer 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 (Fa) and subsequently may not be changed.

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 almost 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 hours attempted. It is not used in determining grade point averages.

**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 Withdrawal. (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. 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, or I 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 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. For purposes of academic retention, both attempts are counted. 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.
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 or her grades by the end of the next 15 semester hour block so that the cumulative GPA is 2.0 or higher, the student returns to a satisfactory level of academic progress. If, however, a student on academic warning achieves a GPA of 2.0 or higher in the next 15 semester hour block but still has a cumulative GPA of less than 2.0, the student remains on academic warning.

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

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

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.

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

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 on Niversity 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. Reinstated students will be placed immediately on academic warning status.

Scholastic Recognition

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 Academic 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 the term in which a student completes a unit is added together, it is possible for a unit to consist of more than 12 semester hours. A student need not be enrolled in consecutive terms to be considered for the Dean’s List. Dean’s List recognition cannot be earned for any block of credit 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 UMUC 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:

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 work in courses graded A, B, C, D, or F, and must have a cumulative grade point average of 3.7 or higher in Maryland course work. At least 15 semester hours, from Maryland or transferred, must be outside the major. Membership requests must be received by the Heidelberg office 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.). 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 course 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 UMUC courses must be in the top 10 percent of the previous UMUC graduating class. Juniors must have completed 56 s.h. of Maryland course work in courses carrying letter grades of A, B, C, D, or F, and the candidate’s grade point average in UMUC courses must be 3.9 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, and 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 Maryland chapter has been chartered since the 1998/99 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, in August for December initiation and in February for May initiation.

Sigma Mu

Sigma Mu is the psychology honor society of UMUC. The society recognizes superior scholarship by degree-seeking psychology students and provides a venue for active participation and professional exposure in psychological practice, research, and education. To qualify for membership, a student must have completed at least 90 s.h. of psychology credit at UMUC, of which at least 6 s.h. must be upper-level. (Only ENGL courses can be included in the 12 s.h.) A cumulative GPA of 3.5 or higher for all UMUC course work is also required. Membership requests must be received by the Heidelberg office by 1 August for the December initiation or by 1 February for the 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 UMUC), 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 6 s.h. must be upper-level. (Only ENGL courses can be included in the 12 s.h.) A cumulative GPA of 3.5 or higher for all UMUC course work is also required. Membership requests must be received by the Heidelberg office by 1 August for the December initiation or by 1 February for the 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 payment of $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 of Maryland University College attended, and first and last dates of attendance. Forms for requesting transcripts 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.

E-mail and Web-based Requests

Transcripts to be sent to other academic institutions may be requested via the Web. Check the Web site at www.umuc.edu, or e-mail editranscripts@ed.umuc.edu, for more information.
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 previous 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 Affairs 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 form available from the local 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.
Diplomas and Graduation

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 form with the $50 diploma application fee to:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09102

Diploma applications are available 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 or the Associate of Arts 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 incompleted 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 Office of Graduation Services, University of Maryland, 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 the $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., A.A.S., 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 from the Director, Student Affairs must be requested in writing. Note: Mathematics, statistics, foreign language, and most computer, writing, and accounting courses require a classroom setting and are not offered as conference courses.
Policy Statements

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity.

At UMUC, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including having faculty members monitor examinations given in class.

Students at UMUC are expected to conduct themselves in a manner that will contribute to the maintenance of academic integrity. Failure to maintain academic integrity (academic dishonesty) may result in disciplinary action.

Academic dishonesty includes but is not limited to obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism.

Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes (but is not limited to) copying verbatim all or part of another person's work, using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and papers should acknowledge those sources in footnotes.

UMUC's policy on Academic Dishonesty and Plagiarism can be found in Appendix H or is available at www.umuc.edu/policy.

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.

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.

Code of Student Conduct

Students are subject to the UMUC Code of Student Conduct. Violations of the code are considered to be violations of UMUC policy and are grounds for discipline by UMUC. UMUC's Code of Student Conduct can be found in Appendix G or at www.umuc.edu/policy.
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. M ake-
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 W ithdrawal 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. N ot only is 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. D isagreement 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. T he 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. T here is a timelimit on appealing
a grade. T herefore, 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 a mutually agreeable solution, the student
may file a formal grade appeal with UMUC-Europe's D irector.

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

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.
A ny questions or complaints relating to Maryland’s
nondiscrimination policy within the UMUC-Europe should be
addressed to: Director, H uman Resources, University of Maryland
University College, Unit 29216, APO AE 09102. For the
complete UMUC statement on N ondiscrimination 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. A ny 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. N o student will
be awarded an A (outstanding scholarship) on assignments when
ineffective writing creates an obvious failure to communicate.
Special Services

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 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 by accessing the Web page at 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 resume posting.
- Access to online job postings.
- Online resources and links for career decision making and development.
- Online career assessment.
- Resume review online.
- Interview preparation.

Online workshops being developed by the Center include:

- The Job Development Seminar, offered online. This seminar provides comprehensive information on preparing for and conducting a job search. Optional follow-up services include resume revision and review, and a mock interview session. Resume referral is provided for eligible undergraduates who enroll in Cooperative Education.
- Other topical workshops related to career issues. A schedule of upcoming topics is posted at www.umuc.edu/careercenter.

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 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 MdUSA, the University System of Maryland's single database interface, via the Information and Library Services Web page at www.umuc.edu/library. MdUSA offers access to more than 100 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 MdUSA 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 150 Information Literacy and Research Methods 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://libguides.umuc.edu/writing. The UMUC Online Writing Center is accessible at www.umuc.edu/writing.
Career/Technical Letters of Recognition

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) 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)
- EDU 1051 Health, Safety, and Nutrition for Young Children (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.

EMT-B Career/Technical Required Courses (CSM)
- EMS 1100 Emergency Medical Technician - Basic (4)
- EMS 1101 Emergency Medical Technician - Basic Laboratory (2)
- 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 (2)
Select from any of 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 (MC), 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) 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 (MC)
- 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)

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 1051 Health, Safety, and Nutrition for Young Children (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)

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 (MC)
- 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)

Take 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)

Take two of the following three courses
- GVPT 170 American Government (3)
- PSYC 100 Introduction to Psychology (3)
- SOCY 100 Introduction to Sociology (3)
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 (MC)
- 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 – Lab (2)
- FM 204 Catering and Banquets (3)
- FM 208 Food and Beverage Cost Controls (3)
- H M 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 120 Fundamentals of the Accounting Process (3)
- MGST 160 Principles of Supervision (3)
- SPCH 101 Introduction to Public Speaking (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)

Take two of the following seven courses (6)
- PGL 1010 Introduction to Paralegal Studies (3)
- PGL 2041 Legal Ethics/Law Office Management (3)
- BIOL 160 Human Biology (3)
- ACCT 220 Principles of Accounting I (3)
- MGST 120 Fundamentals of the Accounting Process (3)
- MGST 160 Principles of Supervision (3)
- SPCH 101 Introduction to Public Speaking (3)

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)
- CMST 100Q Microcomputers: Personal Digital Assistants (1)
Maryland in Europe offers programs of study leading to associate degrees to be awarded by College of Southern Maryland (CSM), Montgomery College (MC), and University of Maryland University College (UMUC), as appropriate, in the fields of Automotive Technology, Criminal Justice, Early Childhood Development, Electronics Technology, Emergency Medical Services, Fire Science, Hospitality Management, Military 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 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 (MC)**
- AT 101 Introduction to Automotive Technology (3)
- AT 105 Automotive Science (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 251 Automotive Technology Practicum (1)
- HE 100 Principles of Healthier Living (1)

**Take four of the following six courses (16)**
- AT 109 Automotive Suspension and Brakes (4)
- AT 110 Automotive Steering and Alignment (4)
- AT 225 Automotive Power Train (4)
- AT 227 Automotive Transmissions and Transaxles (4)
- AT 229 Automotive Air Conditioning (4)
- AT 231 Engine Diagnosis and Tune-Up (4)

**General Education/Business/Computer required courses (UMUC)**
- CHEM 121 Chemistry in the Modern World (3)
- CHEM 122 Laboratory Chemistry (1)
- ENGL 101 Introduction to Writing (3)
- ENGL 291 Expository Writing (3)
- MATH 105 Mathematics: Contemporary Topics and Applications (3)
- MATH 107 College Algebra (3)
- PSYC 100 Introduction to Psychology (3)
- PSYC 101 Introduction to Public Speaking (3)
- SSCI Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY (3)

**Associate of Applied Science, Criminal Justice**

To qualify for the degree, the student must complete 69 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 (MC)**
- CJ 110 Administration of Justice (3)
- CJ 111 Introduction to Law Enforcement (3)
- CJ 230 Introduction to Corrections (3)
- CJ 215 Organization and Administration (3)
- CJ 216 Police Operations (3)
- CJ 221 Criminal Law (3)
- CJ 244 Contemporary Issues (3)
- HE 100 Principles of Healthier Living (1)

**Take 9 credits from the following (9)**
- Criminal Justice electives selected from CJ, CCJS, PGL, PLGL.

**General Education/Business/Computer required courses (UMUC)**
- Computer Selected from CMIS, CMST, or IFSM (3)
- ENGL 101 Introduction to Writing (3)
- ENGL 291 Expository Writing (3)
- MATH 105 Mathematics: Contemporary Topics and Applications (3)
- MATH 107 College Algebra (3)
- PSYC 100 Introduction to Psychology (3)
- Science w/lab Selected from ASTR, BIOL, CHEM, GEOG, N SCI, or PHYS (4)
- SOCY 100 Introduction to Sociology (3)
- SPCH 101 Introduction to Public Speaking (3)
- SSCI Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY (3)

**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)**
- 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 1051 Health, Safety, and Nutrition for Young Children (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)
- EDU 2110 Current Issues in Child Care (3)
- EDU 2510 The Young Child with Disabilities (3)
- EDU 2910 Cooperative Education II (3)

**Take two of the following four courses (6)**
- EDU 1080 Understanding and Guiding the Young Child’s Behavior (3)
- EDU 1110 Group Care of Infants and Toddlers (3)
- EDU 1160 School-Age Child Care (3)
- EDU 2150 Day Care Administration/M anagement (3)
Career/Technical Associate Degrees

General Education/Business/Computer required courses (UMUC)
ENGL 101 Introduction to Writing (3)
HUMN Selected from ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, literature, or foreign language (3)
IFSM 201 Introduction to Computer-Based Systems (3)
MATH 105 Mathematics: Topics and Applications (3) or MATH 107 College Algebra (3)
PSYC 100 Introduction to Psychology (3)
Science Selected from ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, literature, or foreign language (3)
SPCH 101 Introduction to Public Speaking (3)

Take one elective from the following (3)
Additional courses, either 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)
ELT 1015 Basic Electronics (4)
ELT 1030 Semiconductors (4)
ELT 2010 Electronic Circuits (4)
ELT 2020 Computer Circuits (4)
ELT 2030 Communication Circuits (4)
ELT 2040 Microprocessors (4)
ELT 2060 PC Boards and Soldering (2)
HTH 1710 Occupational Health and Safety (3)

Take two of the following electives (6)
Select from the following courses: DFT, EGR, EGT, ELT, CHEM, CMIS, CMST, PHYS.

General Education/Business/Computer required courses (UMUC)
COMM 293 Technical Report Writing (3)
ENGL 101 Introduction to Writing (3)
MATH 105 Mathematics: Contemporary Topics and Applications (3) or MATH 107 College Algebra (3)
PSY 2050 Human Development through the Life Span (3)

Associate of Applied Science, Emergency Medical Services
To qualify for the degree, the student must complete 61 s.h., of which a minimum of 16 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)
EMS 1100 Emergency Medical Technician – Basic (4)
EMS 1101 Emergency Medical Technician – Basic Laboratory (2)
EMS 1107 Cardiac Pathophysiology and EKG Interpretation (1)
EMS 1108 Triage in Multiple Trauma (1)
EMS 1120 First Responder (2) or EMS 1225 EMS Roles and Responsibilities (2)
EMS 2150 Pharmacology for EMS (2)
EMS 2250 Human Systems and Patient Assessment (4)
EMS 2300 Behavioral Emergencies (1)
EMS 2400 Medical Emergencies and Trauma (5)
EMS 2415 OB/GYN Emergencies (1)
EMS 2420 Pediatric Emergencies (1)
EMS 2430 Sports and Military Physical Training Injuries (2)
EMS 2440 Geriatric Emergencies (2)
EMS 2450 Bloodborne Pathogens (1)
EMS 2460 Advanced Airway Management (2)
EMS 2470 Hypoperfusion: Concepts and Treatment (1)
EMS 2480 Pre-Hospital Care of Environmental Emergencies (2)
HTH 1100 Medical Terminology (1)

General Education/Business/Computer required courses (UMUC/CSM)
CHEM 121 Chemistry in the Modern World (3)
CHEM 122 Laboratory Chemistry (1)
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
ENGL 101 Introduction to Writing (3)
ENGL 291 Expository Writing (3) or COMM 293 Technical Report Writing (3)

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 (MC)
FS 101 Fire Protection Organization (3)
FS 105 Fundamentals of Fire Suppression (3)
HE 100 Principles of Healthier Living (1)

General Education/Business/Computer required courses (UMUC/CSM)
CHEM 121 Chemistry in the Modern World (3)
CHEM 122 Laboratory Chemistry (1)
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
ENGL 101 Introduction to Writing (3)
ENGL 291 Expository Writing (3) or COMM 293 Technical Report Writing (3)
GVPT 170 American Government (3)
HUMN  Selected from ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, literature, or foreign language (3)

MATH 107  College Algebra (3)
MATH 108  Trigonometry and Analytic Geometry (3)
MGST 160  Principles of Supervision (3)
PHYS 121  Fundamentals of Physics I (4)
PSYC 100  Introduction to Psychology (3)
SPCH 101  Introduction to Public Speaking (3)

SSCI  Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY (3)

Take 9 credits from the following (9)

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 (MC)

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 – Lab (2)
FM 204  Catering and Banquets (3)
FM 208  Food and Beverage Cost Controls (3)
HE 100  Principles of Healthier Living (1)
HM 101  Introduction to the Hospitality Industry (3)
HM 143  Hotel Front Office Management (3)
HM 210  Hospitality Practicum (3)
HM 240  Lodging and Food Service Sales and Advertising (3)

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

ACCT 220  Principles of Accounting I (3)
CHEM 121  Chemistry in the Modern World (3)
CHEM 122  Laboratory Chemistry (1)
ENGL 101  Introduction to Writing (3)
ENGL 291  Expository Writing (3)
COMM 293  Technical Report Writing (3)
HUMN  Selected from ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, literature, or foreign language (3)
MATH 105  Mathematics: Topics and Applications (3)
MATH 107  College Algebra (3)
MG 101  Principles of Management (3)
MG 121  Introduction to Marketing (3)
MG 207  Legal Issues in Labor Management (3)
MGST 160  Principles of Supervision (3)
SPCH 101  Introduction to Public Speaking (3)
SSCI  Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY (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 from UMUC. At least 9 s.h. must be UMUC MILS courses. (Note: all MILS courses are considered career/technical courses.)

General Education Requirements (32)

Take core courses selected from the following (16)

HIST 224  Modern Military History, 1494–1815 (3)
HIST 225  Modern Military History, 1815 to the Present (3)
MGST 160  Principles of Supervision (3)
MILS 105  Briefing Techniques (1)
MILS 192  Military Organization: DOD (3)
MILS 210  Leadership Fundamentals (3)
MILS 280  Military Law (3)

Take any two of the following related courses (6)

CMST  Any computer applications course (3)
GVPT 170  American Government (3)
MGST 161  Managerial Communications Skills (3)
MGST 162  Personnel Counseling (3)
MILS  Any military science course (3)
SOCY 464  Military Sociology (3)

Take 6 credits from the following (6)

Additional courses, either military science core, military science related, or in other discipline(s) 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 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 with the symbol in the UMUC Course Descriptions chapter of this catalog.

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 with the symbol CSM in the UMUC Course Descriptions chapter of this catalog.
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 (CSM)

- PGL 1010 Introduction to Paralegal Studies (3)
- PGL 1210 Legal Research (3)
- PGL 1220 Legal Writing (3)
- PGL 2041 Legal Ethics/Law Office Management (3)
- PGL 2410 Litigation and Discovery (3)
- PGL 2510 Case Management (3)

Take 6 credits from the following (6)
Select from any of the following courses: PGL, LGST.

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

- BAD 2070 Business Law I (3)
- BAD 2080 Business Law II (3)
- CMST 100B Microcomputers: Word Processing (1)
- CMST 100F Microcomputers: Databases (1)
- CMST 100G Microcomputers: Spreadsheets (1)
- ENGL 101 Introduction to Writing (3)
- ENGL 291 Expository Writing (3)
- MATH 105 Mathematics: Topics and Applications (3) or
- MATH 107 College Algebra (3)
- PHIL 140 Contemporary Moral Issues (3)

Science
- Selected from ASTR, BIOL, CHEM, GEOL, NSCI, or PHYS (3)
- SPCH 101 Introduction to Public Speaking (3)
- SSCI Selected from ANTH, BEHS, CCJS (some), ECON, GEOG, GVPT, PSYC, or SOCY (3)

Take 6 credits from the following (6)
Additional courses, either paralegal-related or in other disciplines, selected in accordance with the student's interests and goals.
Career/Technical Course Descriptions — AT 101 through AT 231

Automotive Technology (MC)

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 Technology 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 test equipment 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 systems and brake systems found on 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 systems, 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 systems. Explores emission control 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 utilizing modern diagnostic equipment. (4 hours of lecture, 8 hours of laboratory per week.)
Criminal Justice (MC)

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 192 Victimology (1)
(Formerly CJ 107) This course provides an analysis of the various aspects of crime victims, including the victim's role in crime, victim blaming versus victim defending, the victim versus the criminal justice system, restitution to the victim, and victim compensation laws.

CJ 193 Police Officer's Image (1)
(Formerly CJ 107A) The purpose of this seminar is to examine one of the most explosive issues in America at present: police brutality and the perception of police as participants in criminal behavior. Contemporary issues and cases will be discussed as well as the larger sociological and psychological implications for various members of our national and world communities.

CJ 194 Stress in Police Work (1)
(Formerly CJ 108) The purpose of this seminar is to examine the various types of stressors that confront police persons in their line of duty. The following will be discussed: the stress reaction on and off duty; recognizing the stress reaction when it occurs; and techniques of stress management in the police setting.

CJ 195 The Death Penalty (1)
(Formerly CJ 109) The purpose of this seminar is to examine the past and current U.S. case law regarding the death penalty. A review of the arguments concerning retribution, deterrence, morality, and social defense with respect to the death penalty will be covered.

CJ 196 Communicating in Police Work (1)
(Formerly CJ 211A) This course focuses on the concepts and practices needed for effective and controlled verbal communication by the police person in all aspects of the job. An emphasis is placed on verbal skills in both the military and civilian settings.

CJ 197 The Scientific Investigation of Crime (1)
(Formerly CJ 211B) A study of techniques and procedures utilized in criminal investigation, including: 1) a survey of instrumentation techniques; 2) identification/processing of trace evidence and 3) the use and acceptability of electronic surveillance. The various uses of informants, expert witnesses, and key judicial tools will also be briefly discussed.

CJ 198 The Policing of Domestic Violence (1)
(Formerly CJ 244A) This course explores some of the dynamics surrounding the issue of domestic violence. This investigation will begin by examining the different bases or variables that may exist within a domestic environment. It will then consider a number of alternative family situations which may alter the dynamics of the environment. The course will then proceed through the various stages of law enforcement and/or governmental response(s) to domestic violence, and conclude with possible judicial proceedings emerging from such cases.

CJ 199 Computer Privacy and Cyber Investigations (1)
(Formerly CJ 250) This course is designed to introduce students to electronic privacy and computer security issues. The seminar will provide a brief look at such issues as security holes in software, the vulnerability of e-mail communications, and free and/or inexpensive infringement prevention tools such as cryptography and encryption. The new and exciting area of cyber investigations will also be very briefly discussed.

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, 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.


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

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

**Early Childhood Development (CSM)**

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 eight-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 these 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 1051 Health, Safety, and Nutrition for Young Children (3)**
Students learn about the health, safety, and nutritional needs of the infant through six-year-old child. First Aid and CPR are taught. Students may receive credit for only one of the following courses: EDU 1051 or HTH 1050.

**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. Note: Students may receive credit for only one of the following courses: EDU 1025 or EDU 1075.

**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 care givers 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: EN GL 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 include 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 (CSM)
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 MATH 107 or by placing at the MATH 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 microwave 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 microprocessors or 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 schematics into printed circuit boards and the soldering and desoldering techniques.

Emergency Medical Services (CSM)
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 or for professional rescuers. EMS 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, use of the Automatic External Defibrillator (AED).

EMS 1101 Emergency Medical Technician — Basic Laboratory (2)
Prerequisite: Current CPR certification for health care providers or for professional rescuers. EMS 1100 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: EMS 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 N ational Registry standard for refresher training in the field
of Emergency Medicine.

EMS 1107 Cardiac Pathophysiology and EKG Interpretation (1)
Prerequisites: EMS 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: EMS S 1100/1101 or State or National Certification.
This course is designed to prepare EMT Providers to prioritize
and manage multiple trauma victims. Assessment, intervention,
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 1110 A Guide to Rapid Assessment (1)
This course is designed to enhance the skills of medical
professionals who render pre-hospital care by teaching them the
use of the Sick/N of Sick method of patient assessment. The goal
of this method is to form a clinical picture of the severity of a
patient's condition in the pre-hospital setting in less than one
minute and is taught using didactic and hands-on approaches.

EMS 1120 First Responder (2)
This course is designed for non-pre-hospital 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 1225 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, reaction to death and dying,
communication skills and telemetry, mass casualty triage
techniques, and legislation affecting job performance.

EMS 2150 Pharmacology for EMS (2)
Prerequisites: EMS S 1100/1101 or State or National Certification.
Students are introduced to drugs administered by EMS Providers
and the related protocols. Classifications of drugs in relation to
therapeutic effects, indications, contraindications, side effects, and
proper dosage 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: BIOL 160 and EMS S 1100/1101 or BIOL 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: EMS S 1100/1101 or State or National 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 EMS 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: EMS S 1100/1101 or State or National certification
and EMS 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: EMS S 1100/1101 or State or National Certification
and EMS 2250. Students learn to identify the signs, symptoms, and
complications of pregnancy and delivery and use appropriate
medications.

EMS 2420 Pediatric Emergencies (1)
Prerequisites: EMS S 1100/1101 or State or National Certification
and EMS 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 2440 Geriatric Emergencies (2)
Prerequisites: EMS 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 Sports and Military Physical Training Injuries (2)
Prerequisites: EMS S 1100/1101 or State or National Certification.
The student will learn to assess, identify, and provide care for
sports injuries derived from physical activity. Emphasis is placed
on the anatomy and physiology of the musculoskeletal system.
Body mechanics will be included.

EMS 2460 Geriatric Emergencies (2)
Prerequisites: EMS 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/her performance as an EMT-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 MAS 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 (MC)
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)
Advantages and disadvantages of major structural materials wood, masonry, steel, and concrete. Fire problems of nonstructural elements. Includes field trips.

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 CH EM 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.

Health (CSM/MC)

HE 100 Principles of Healthier Living (1)
A study of current health issues focused on information for making prudent personal health decisions. Course explores lifestyle wellness and preventive medicine concepts and practices. Includes mental, social, sexual, physical, and environmental health topics.

HTH 1100 Medical Terminology (1)
Students study the vocabulary associated with the allied health professions through the use of contextual clues, prefixes, suffixes, and roots.

HTH 1710 Occupational Health and Safety (3)
Students explore national, state, and local safety and health standards and codes as a basis for evaluating a safe working environment. Major requirements leading to standards development are identified. Students review appropriate OSH A, M O SH A, and local safety codes and regulations and apply them to specific environmental problems.

HTH 1750 Biomedical Ethics (2)
Students and practitioners in the allied health areas explore moral and ethical issues in the health care environment.
HOSPITALITY MANAGEMENT (MC)

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 as 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 guest and guest to innkeeper; protection of guest's 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 themes. Attention to the use of convention and group sales, 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)
Prerequisites: 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 working conditions, as well as other statutes and regulations affecting employment relations.

MILITARY SCIENCE (UMUC)

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 noncommissioned 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 105 Briefing Techniques (1)
This course develops the basic skills required to prepare and present briefings. The student puts learning into practice with a series of informational, staff, and decision briefings, progressing in length and complexity. Students and the instructor provide critiques and feedback on the effectiveness of presentations. Students also learn how to select and use visual aids.

MILS 192 Military Organization: DOD (3)
With the Department of Defense as its central structure, this course provides a presentation and analysis of America's military organization. A case-study approach enables students to comprehend how plans, decisions, and the media and the military are shaped by the organization within which they take place. Detailed attention will be given to the organization of the service branch(es) of the students enrolled in the course.

MILS 210 Leadership Fundamentals (3)
This course focuses on military leadership doctrine and techniques. The roles of noncommissioned and commissioned officers are emphasized and studies of past and present leaders are used to illustrate what is expected of future leaders. Also included are units of instruction on planning, organizing, directing, coordinating, controlling, and monitoring operations for mission accomplishment as well as effective communications, securing the support of subordinates and the principles of material management.

MILS 260 Contemporary Social Issues in the Military (3)
This course employs a comparative approach to examine the role of the U.S. armed forces in society and in the political process. Case studies are used extensively. Special attention is paid to the relationship between the military and the media and the media's effect on the conduct of peacetime and wartime operations. Student research and reports on contemporary civil-military issues make the course current and interactive.

MILS 270 U.S. Military in the Contemporary World (3)
This course examines the domestic and international influences and the impact they have on the U.S. military. The focus is on contemporary issues in the formulation of U.S. defense policy, including the budgeting, force planning, and force management processes, alliance relations, and national strategy. Student research and reports on contemporary civil-military issues make this course current and interactive.

MILS 272 Comparative Military Systems (3)
This course studies the military systems and defense policies of the Commonwealth of Independent States, China, Japan, and selected European and third world states. Case studies examine differences in doctrine, weapons acquisition, and force deployment and use. The course uses the comparative method to understand national behaviors and the impact these differences have on a country's military system.

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, nonjudicial 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 (CSM)
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: OFT 1001 or equivalent. Students develop tools for the job search and interview process. Students conduct job research 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: OFT 1001 or equivalent. 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: OFT 1001 or equivalent. 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 (CSM)

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 2140 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 is 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.)
- ECON 201 Principles of Economics I (3) or
- ECON 203 Principles of Economics II (3)
- ENGL 101 Introduction to Writing (3)

Social Science Courses from Different Disciplines (6 s.h.).
- GVPT 170 American Government (3)
- PSYC 100 Introduction to Psychology (3) or
- SOCY 100 Introduction to Sociology (3)

Management-Related Courses (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from the following
- ACCT All Accounting courses
- BMGT All Business and Management courses
- CMIS All Computer and Information Science courses
- CMST All Computer Applications courses
- ECON All Economics courses
- GVPT 210 Introduction to Public Administration and Policy (3)
- IFSM All Information Systems Management courses
- MGST All Management Studies courses
- PSYC 221 Social Psychology (3)
- PSYC 361 Survey of Industrial and Organizational Psychology (3)
- SOCY 461 Industrial Sociology (3)
- SPCH 108 Technical Speech Communication (3)
- STAT 200 Introduction to Statistics (3)

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 (3)

Mathematics: Contemporary Topics and Applications (3) or
- MATH 107 College Algebra (3)
- MGST 161 Managerial Communications Skills (3) or another 3-semester-hour writing or applied speech course

Accounting and Accounting-Related 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 (3)
- ACCT 221 Principles of Accounting II (3)
- MGST 320 Governmental Accounting (3) or
- ACCT/BMGT Any upper-level course in accounting or finance

Accounting-related courses (9 s.h.) selected from:
- BMGT 110 Introduction to Business and Management (3)
- BMGT 380 Business Law I (3)
- BMGT 381 Business Law II (3)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMST 340 Computer Applications in Management (3)
- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)
- MGST 120 Fundamentals of the Accounting Process (3)
- MGST 140 Personal Financial Management (3)
- STAT 200 Introduction to Statistics (3)

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 the following**

ENGL 101 Introduction to Writing (3)
MATH 105 Mathematics: Contemporary Topics and Applications (3) or
MATH 107 College Algebra (3)
Also: 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**

One course from the following:
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
IFSM 201 Introduction to Computer-Based Systems (3)

At least two of the following courses:
CMIS 140 Introductory Programming (3)
CMIS 240 Data Structures and Abstraction (3)
IFSM 300 Information Systems in Organizations (3)
IFSM 310 Software and Hardware Concepts (3)

As necessary, course work to complete the required 15 s.h., from courses such as:
CMST 100A Introduction to Microcomputers: Hardware and Software (1)
CMST 100B Introduction to Microcomputers: Word Processing (1)
CMST 100D Introduction to Microcomputers: Presentation Graphics (1)
CMST 100E Introduction to Microcomputers: Networks and Communication (1)
CMST 100F Introduction to Microcomputers: Databases (1)
CMST 100G Introduction to Microcomputers: Spreadsheets (1)
CMST 100J Introduction to Microcomputers: Security (1)
CMST 100K Introduction to Microcomputers: Accessing Information via the Internet (1)
CMST 100L Introduction to Microcomputers: Web Page Design (1)
CMST 100M Introduction to Microcomputers: HTML (1)
CMST 100P Introduction to Microcomputers: Using UNIX/Linux (1)
CMST 100Q Introduction to Microcomputers: Handheld Digital (1)
CMST 303 Advanced Features of Microcomputer Application Software (3)
CMST 310 Desktop Publishing (3)
CMST 340 Computer Applications in Management (3)
CMST 385 Internet: A Practical Guide (3)
CMST 386 Internet: An Advanced Guide (3)
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.

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**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 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 (3)
Also: 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 (3)
ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3)
GVPT 100 Principles of Government and Politics (3)
PSYC 100 Introduction to Psychology (3)
SOCY 100 Introduction to Sociology (3)

The core, discipline-related, and elective courses for 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 (3)
ENGL 212 English Literature: 1800 to the Present (3)
ENGL 402 Shakespeare: The Early Works (3)
ENGL 403 Shakespeare: The Later Works (3)
HIST 141 Western Civilization I (3) or
HIST 142 Western Civilization II (3)
HIST 400 Tudor England (3)
HIST 401 Stuart England (3)
HIST 402 Britain in the 18th Century (3)
HIST 403 Victorian Britain (3)
HIST 404 British Since World War I (3)
HUMN 231 Introduction to British Culture (3)
Or choose: Appropriate courses in British culture, history, literature, and government and politics.

**Electives (3 s.h.)**

Select from additional course(s) in British Studies-related courses or other discipline(s) 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 (3)
GERM 112 Elementary German II (3)

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 (3)
GERM 334 German Life and Culture II (3)
HIST 141 Western Civilization I (3) or
HIST 142 Western Civilization II (3)
HIST 336 Europe in the 19th Century: 1815-1919 (3) or
HIST 337 Europe in the World Setting of the 20th Century (3)
HIST 440 Germany in the 19th Century: 1815-1914 (3)
HIST 441 Germany in the 20th Century: 1914 to the Present (3)

Or choose: 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 (3)
MGRK 112 Elementary Greek II (3)

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 (3) or
HIST 142 Western Civilization II (3)
HIST 324 Classical Greece (3)
HIST 325 Alexander the Great and the Hellenistic Age (3)
HIST 336 Europe in the 19th Century: 1815-1919 (3) or
HIST 337 Europe in the World Setting of the 20th Century (3)
HIST 443 Modern Balkan History (3)
MGRK 333 Greek Life and Culture I (3)
MGRK 334 Greek Life and Culture II (3)

Or choose: 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 (3)
ITAL 112 Elementary Italian II (3)

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 (3) or
ARTH 201 Art of the Western World from 1300 (3)
HIST 141 Western Civilization I (3) or
HIST 142 Western Civilization II (3)
HIST 326 The Roman Republic (3)
HIST 327 The Roman Empire (3)
HIST 336 Europe in the 19th Century: 1815-1919 (3) or

Or choose: 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.

Russian Studies Certificate
Language Core Courses (6 s.h.), to include:
RUSS 111 Elementary Russian I (3)
RUSS 112 Elementary Russian II (3)

Russian Studies-Related Courses (12 s.h., of which at least 6 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 (3)
HIST 141 Western Civilization I (3) or
HIST 142 Western Civilization II (3)
HIST 336 Europe in the 19th Century: 1815-1919 (3) or
HIST 337 Europe in the World Setting of the 20th Century (3)
HIST 448 20th Century Russia (3)
RUSS 333 Russian Life and Culture I (3)
RUSS 334 Russian Life and Culture II (3)

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

Spanish Studies Certificate
Language Core Courses (6 s.h.), to include:
SPAN 111 Elementary Spanish I (3)
SPAN 112 Elementary Spanish II (3)

Spanish 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 (3) or
HIST 142 Western Civilization II (3)
HIST 336 Europe in the 19th Century: 1815-1919 (3) or
HIST 337 Europe in the World Setting of the 20th Century (3)
SPAN 333 Spanish Life and Culture I (3)
SPAN 334 Spanish Life and Culture II (3)

Or choose: Appropriate courses in Spanish culture, history, literature, and government and politics. Additional Spanish 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 (3)
- TURK 112 Elementary Turkish II (3)

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 (3) or
- HIST 142 Western Civilization II (3)
- HIST 336 Europe in the 19th Century: 1815-1919 (3) or
- HIST 337 Europe in the World Setting of the 20th Century (3)
- HIST 391 History of the Ottoman Empire (3)
- TURK 333 Turkish Life and Culture I (3)
- TURK 334 Turkish Life and Culture II (3)

Or choose:
- 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 (3)
- Additional 3 s.h. of writing or applied speech

Social Science Courses (6 s.h.)
Recommended:
- PSYC 100 Introduction to Psychology (3)
- SOCY 100 Introduction to Sociology (3)

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 (3)
- ENGL 354 20th Century American Women Writers (3)
- HIST 374 Women in Medieval Culture and Society (3)
- HIST 375 Modern European Women's History (3)
- HIST 376 Women and the Family in America to 1870 (3)
- HIST 377 Women in America Since 1870 (3)
- PSYC 336 Psychology of Women (3)
- SOCY 325 Sociology of Gender (3)
- WMST 200 Introduction to Women's Studies: Women and Society (3)

Or choose:
- 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 the Associate Degree in General Curriculum or one of the Associate Degrees in Specialized Curricula (Accounting, Business and Management, Computer Studies, Foreign Language Area Studies (British, German, Greek, Italian, Russian, Spanish, or Turkish), Management Studies, or 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 include 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. May not be earned through credit by examination.
- Another writing course (3 s.h.)
  - All 3-credit COMM courses (except COMM 300, 380, 400, 486, and 493) and ENGL 278F, 291, 294, 303, 391, 396, 480, 482, 483, 485, 493 apply.
- A third course in writing or speech (3 s.h.)
  - All COMM and SPCH courses (except COMM 486 and SPCH 486) and ENGL 278F, 281, 291, 294, 303, 384, 391, 396, 480, 482, 483, 485, 493, and 498 apply.

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

#### 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.

#### Behavioral and Social Sciences (6 s.h.)
- One course in each of two of the following disciplines: ANTH, BEHS, CCJS, ECON, GEOG, GERO (except GERO 341, 342, 351, and 353), GVPT, PSYC, or SOCY.
  - Not all CCJS courses apply; eligible courses are CCJS 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461.

#### Biological and Physical Sciences (7 s.h.)
- A science lecture course (3 s.h.) with related laboratory course (1 s.h.)
- A science course combining lecture and laboratory (4 s.h.)
- Any other science course (3 s.h.)

Courses from the following disciplines satisfy both requirements: ASTR, BCHM, BIOI, CHEM, GEOI, MIBC, NSCI, PHYS, botany, entomology, general science, and zoology.

### Mathematics (3 s.h.)
- MATH 105, MATH 107, or a course at or above the level of college algebra. Must be completed within the first 15 s.h.
  - Placement test required.

### Library Research (1 s.h.)
- LIBS 150 Information Literacy and Research Methods must be completed within the first 15 semester hours with UMUC.

### Total 32 S.H.

## Curriculum Requirements (28 s.h.)

In addition to the general education requirements, students must take 28 semester hours of coursework related to their educational goals. They may choose a general curriculum or a specialized curriculum with its own particular requirements (detailed below). Students must earn a grade of C or higher in all curriculum courses. Students who anticipate seeking a bachelor’s degree should select courses that will advance that goal.

### 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.

#### 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. They are encouraged to seek assistance from academic advisors in arranging their curriculum as appropriate to their personal interests and future educational plans. A cumulative grade point average of at least 2.0 (C) for the courses completed with UMUC is required for the degree.

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

Associate of Arts
Specialized Curricula

The Associate of Arts, Specialized Curricula are for adult students who wish to pursue a specific career or educational goal, often as a basis for further study toward the bachelor's degree. Each of the specialized curricula has its own requirements. Students should take careful note of course prerequisites and recommended course sequence. Curricula may be available only in limited geographic areas. Students must have a cumulative grade point average of at least 2.0 (C) for the course completed with UMUC and a grade of at least “C” in each core- and discipline-related course in the Specialized Curricula degrees.

Accounting

General Education Requirements (32 s.h.)

Accounting Courses (27 s.h., of which at least 9 s.h. must be completed with UMUC)

Accounting Core Courses (15 s.h., of which at least 6 s.h. must be taken with UMUC).

Students must take five core courses from the following list:
- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)
- ACCT 411 Ethics and Professionalism in Accounting (3)
- BMGT 380 Business Law I (3)
- BMGT 381 Business Law II (3)

Accounting-Related Courses (12 s.h.)

Students must take four accounting-related courses from the following list:
- BMGT 110 Introduction to Business and Management (3)
- BMGT 364 Management and Organization Theory (3)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMST 340 Computer Applications in Management (3)
- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)
- STAT 200 Introduction to Statistics (3)
- BMGT 230 Business Statistics (3)
- MGST 120 Fundamentals of the Accounting Process (3)
- MRKT 310 Marketing Principles and Organization (3)

Electives (1 s.h.)

Students must choose an additional course in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

Business and Management

General Education Requirements (32 s.h.)

Business and Management (24 s.h., of which at least 9 s.h. must be completed with UMUC).

Business Core Courses (15 s.h., of which at least 6 s.h. must be taken with UMUC).

Students must take five core courses from the following list:
- BMGT 110 Introduction to Business and Management (3)
- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)
- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)
- STAT 200 Introduction to Statistics (3)
- BMGT 230 Business Statistics (3)

Management-Related Courses (9 s.h.)

Students must take three management-related courses from the following list:
- ACCT All courses
- BMGT All courses
- CMIS All courses
- CMST All 3-semester-hour courses
- ECON All courses
- GVPT 210 Introduction to Public Administration and Policy (3)
- IFSM All courses
- HRMN 300 Human Resource Management (3)
- MGST All courses
- MRKT 310 Marketing Principles and Organization (3)
- PSYC 221 Social Psychology (3)
- PSYC 361 Survey of Industrial and Organizational Psychology (3)
- SOCY 331 Work, Bureaucracy, and Industry (3)
- SOCY 461 Industrial Sociology (3)
- SPCH 108 Technical Speech Communication (3)

Electives (4 s.h.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.
Computer Studies

General Education Requirements (32 s.h.)

Computer Studies (15 s.h., of which at least 9 s.h. must be completed with UMUC)

Computer Studies-Related Courses (15 s.h.)

Students must take one of the following introductory computer courses:

- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- IFSM 201 Introduction to Computer-Based Systems (3)

Students must take one of the following programming courses (or another appropriate programming language course):

- CMIS 140 Introductory Programming (3)
- CMST 305 Introduction to Visual Basic Programming (3)
- IFSM 296 COBOL Programming I (3)
- IFSM 307 COBOL Programming (3)

Students must take two of the following courses:

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

Students must take one or more computer-related courses (courses designated CMIS, CMIT, CMSC, CMST, and IFSM) to complete a total of 15 semester hours of coursework in computing topics.

Electives (13 s.h.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

Foreign Language Area Studies

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 specific course requirements for each Foreign Language Area Studies associate degree follow:

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 (3)
- ENGL 212 English Literature: 1800 to the Present (3)
- ENGL 402 Chaucer (3)
- ENGL 403 Shakespeare: The Early Works (3)
- ENGL 404 Shakespeare: The Later Works (3)
- HIST 141 Western Civilization I (3) or
- HIST 142 Western Civilization II (3)
- HIST 430 Tudor England (3)
- HIST 431 Stuart England (3)
- HIST 432 Britain in the 18th Century (3)
- HIST 433 Victorian Britain (3)
- HIST 434 Britain Since World War I (3)
- HUMAN 231 Introduction to British Culture (3)
- Or choose: Appropriate courses in British culture, history, literature, and government and politics.

Electives (7 s.h.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

German Studies

General Education Requirements (32 s.h.)

Language Core Courses (12 s.h.), to include:

- GERM 111 Elementary German I (3)
- GERM 112 Elementary German II (3)
- GERM 211 Intermediate German I (3)
- GERM 212 Intermediate German II (3)

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 (3)
- GERM 334 German Life and Culture II (3)
- HIST 141 Western Civilization I (3) or
- HIST 142 Western Civilization II (3)
- HIST 336 Europe in the 19th Century: 1815-1919 (3) or
- HIST 337 Europe in the World Setting of the 20th Century (3)
- HIST 440 Germany in the 19th Century: 1815-1914 (3)
- HIST 441 Germany in the 20th Century: 1914 to the Present (3)
- Or choose: 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.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

Greek Studies

General Education Requirements (32 s.h.)

Language Core Courses (12 s.h.), to include:

- MGRK 111 Elementary Greek I (3)
- MGRK 112 Elementary Greek II (3)
- MGRK 211 Intermediate Greek I (3)
- MGRK 212 Intermediate Greek II (3)

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 (3) or
- HIST 142 Western Civilization II (3)
- HIST 324 Classical Greece (3)
- HIST 325 Alexander the Great and the Hellenistic Age (3)
- HIST 336 Europe in the 19th Century: 1815-1919 (3) or
**Italian Studies**

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

**Language Core Courses (12 s.h.), to include:**
- ITAL 111 Elementary Italian I (3)
- ITAL 112 Elementary Italian II (3)
- ITAL 211 Intermediate Italian I (3)
- ITAL 212 Intermediate Italian II (3)

**Italian Studies-Related Courses (15 s.h., of which at least 9 s.h. must be completed with UMUC), selected from courses such as:**
- ART H 200 Art of the Western World to 1300 (3) or
- ART H 201 Art of the Western World from 1300 (3)
- HIST 141 Western Civilization I (3) or
- HIST 142 Western Civilization II (3)
- HIST 326 The Roman Republic (3)
- HIST 327 The Roman Empire (3)
- HIST 336 Europe in the 19th Century: 1815-1919 (3) or
- HIST 337 Europe in the World Setting of the 20th Century (3)
- ITAL 333 Italian Life and Culture I (3)
- ITAL 334 Italian Life and Culture II (3)

**Electives (1 s.h.)**

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

**Spanish Studies**

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

**Language Core Courses (12 s.h.), to include:**
- SPAN 111 Elementary Spanish I (3)
- SPAN 112 Elementary Spanish II (3)
- SPAN 211 Intermediate Spanish I (3)
- SPAN 212 Intermediate Spanish II (3)

**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 (3) or
- HIST 142 Western Civilization II (3)
- HIST 336 Europe in the 19th Century: 1815-1919 (3) or
- HIST 337 Europe in the World Setting of the 20th Century (3)
- SPAN 333 Spanish Life and Culture I (3)
- SPAN 334 Spanish Life and Culture II (3)

**Electives (1 s.h.)**

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.
Turkish Studies

General Education Requirements (32 s.h.)

Language Core Courses (12 s.h.), to include:

- TURK 111 Elementary Turkish I (3)
- TURK 112 Elementary Turkish II (3)
- TURK 211 Intermediate Turkish I (3)
- TURK 212 Intermediate Turkish II (3)

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 (3) or
- HIST 142 Western Civilization II (3)
- HIST 336 Europe in the 19th Century: 1815-1919 (3) or
- HIST 337 Europe in the World Setting of the 20th Century (3)
- HIST 391 History of the Ottoman Empire (3)
- TURK 333 Turkish Life and Culture I (3)
- TURK 334 Turkish Life and Culture II (3)

Or choose:

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.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

Management Studies

General Education Requirements (32 s.h.)

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

Management-Related Courses (18 s.h.)

Students must select courses from the following for a minimum of 18 semester hours:

- ACCT All courses
- BMGT All courses
- CMIS All courses
- CMST All courses
- COMM 390 Writing for Managers (3)
- ECON All courses
- GVPT 210 Introduction to Public Administration and Policy (3)
- IFSM All courses
- MGST All courses
- PSYC 221 Social Psychology (3)
- PSYC 361 Survey of Industrial and Organizational Psychology (3)
- SOCY 331 Work, Bureaucracy, and Industry (3) or
- SOCY 461 Industrial Sociology (3)
- SPCH 108 Technical Speech Communication (3)
- STAT 200 Introduction to Statistics (3) or
- BMGT 230 Business Statistics (3)

Mathematics

Electives (10 s.h.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.

Mathematics

General Education Requirements (32 s.h.)

Mathematics (24-25 s.h., at least 15 s.h. must be completed with UMUC)

Math-Required Courses (18-20 s.h.)

Students must take one of the following calculus sequences:

- MATH 130 Calculus A (3)
- MATH 131 Calculus B (3)
- MATH 132 Calculus C (3)
- MATH 140 Calculus I (4)
- MATH 141 Calculus II (4)

Students must take the following course:

- MATH 241 Calculus III (4)

Students must take one of the following algebra courses:

- MATH 240 Linear Algebra (4)
- MATH 246 Differential Equations (3)

Students must take one of the following statistics courses:

- BMGT 230 Business Statistics (3)
- STAT 200 Introduction to Statistics (3)

Math-Related Courses (6 s.h.)

Students must take two courses in which a mathematical approach is applied to another field of study, selected from the following:

- ACCT All courses
- BMGT Any finance course
- BMGT 309 Operations Research for Management Decisions (3)
- BMGT 385 Production and Operations Management (3)
- CHEM 103 General Chemistry I (4)
- CHEM 113 General Chemistry II (4)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMIS 140 Introductory Programming (3)
- CMIS 240 Data Structures and Abstraction (3)
- CMIS 320 Relational Databases (3)
- CMIS 330 Software Engineering Principles and Techniques (3)*
- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)
- ECON 430 Money and Banking (3)
- ECON 440 International Economics (3)
- PHYS Any course numbered 111 or higher
- STAT 400 Applied Probability and Statistics I (3)
- STAT 401 Applied Probability and Statistics II (3)

Electives (2-4 s.h.)

Students must choose additional courses in accordance with their interests and goals to complete the 28 semester hours in curriculum coursework.
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 a second AA degree either after the award of the first AA or 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 course work, but after completing all requirements for the first AA degree. If the first degree was not at UMUC, the student must complete at least 6 s.h. with Maryland before the Official Evaluation is conducted (see Official Evaluation, page 17).

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 (BS) and Bachelor of Arts (BA)

University of Maryland University College offers a comprehensive undergraduate program which features courses from many academic subject areas and bachelor's degree programs involving 22 majors and 37 minors. It is most feasible for UMUC students in Europe to complete bachelor's 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, and 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, as 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, 15 of the majors and 17 of the minors are available entirely online as of August 2002 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 majors and minors. 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 new 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. The cross-curricular initiatives in effective writing, fluency in information technology, historical and international perspective, 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 knowledge 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 programs, the student may be subject to the degree requirements in effect at the time of the change.

The following requirements for the BA and BS are applicable to students who enroll on or after 1 August 2002.
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 3-credit COMM courses (except COMM 300, 380, 400, 486, and 493) and ENGL 278F, 291, 294, 303, 391, 391X, 396*, 480, 482, 483, 485, and 493 apply.
- **A third course in writing or speech (3 s.h.)**
  - All COMM and SPCH courses (except COMM 486 and SPCH 486) and ENGL 278F, 281, 281X, 291, 294, 303, 384, 391, 391X, 396*, 480, 482, 483, 485, 493, 498, and 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.

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

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

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

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

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

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

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

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 information technology, computer science, computer studies, human resource management, information systems management or marketing.

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

- **For all students:**
  - One course in information literacy and research methods (1 s.h.), LIBS 150.
- **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. 56.
- **For noncomputing majors:**
  - Computing courses (6 s.h.):
    1. An introductory course or courses chosen from the following options: IFSM 201; CM ST 103; or CM ST 100A, plus two 1 s.h. courses chosen from CM ST 100B, CM ST 100F, and CM ST 100G.
    2. An additional 3-credit computing course appropriate to the academic major. Students should refer to the specific major for recommended or required choices for this second course. Unless otherwise specified, courses in CMIS, CMIT, CM SC, CM ST, and IFSM; LGST 360 and 363A; BM GT 301; and ACCT 326 apply. Note: IFSM 300 or ACCT 326 is required for majors in accounting, business administration, environmental management, fire science, human resource management, management studies, and marketing.

Cross-Curricular Requirements (9 s.h.)

Unless otherwise specified, these requirements may be satisfied anywhere in the degree (within General Education Requirements, major, minor, or elective courses). Students may apply a given course to only one of the cross-curricular requirements, even though it may appear on more than one list. (See pp. 56-58 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. 56. 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. 57.
- **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. 57. Computing majors must satisfy this requirement within the GERs.

Total General Education and Cross-Curricular Requirements 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 half the required number of semester hours in the major must be earned through UMUC. In addition, at least half the required number of semester hours in the major must also be earned through graded coursework, with no grade lower than C. Specific coursework is prescribed for each major and is described in the following section. Students may receive a double 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. In addition, at least half the required number of semester hours in the minor must be earned through UMUC. Also, at least half the required number of semester hours in the minor must also be earned through graded coursework, with no grade 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 (15-49 s.h.)
Electives may be taken in any academic discipline and must include at least 9 semester hours of upper-level coursework. No more than 21 semester hours may consist of vocational or technical credit. Such credit is applicable only to the BS and not toward the BA. Pass/fail credit may be used for electives only.

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

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

1. Completion of a minimum of 120 semester hours of credit.
2. A minimum grade-point average of 2.00 (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)
   - Half of the semester hours within the major
   - Half of the semester hours within the minor
   - 15 semester hours at the upper level, preferably within the major or minor

4. At least 45 semester hours of upper-level credit (i.e., credit earned in courses numbered 300 to 499), including:
   - At least one-half the semester hours required for the major
   - At least one-half the semester hours required for the minor
   - 3 semester hours intensive writing
   - 9 semester hours 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. BA/BS General Education Requirements ........ 41 s.h.
2. Cross-Curricular Requirements ................. 9 s.h.
3. Academic Major ....................................... 30-38 s.h.
4. Academic Minor (optional) ...................... 15-19 s.h.
5. Electives ........................................... 15-49 s.h.

Total ....................................................... 120 s.h.

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 within UMUC. A minimum of 30 s.h. at UMUC, including half the semester hours earned for the major and at least 15 semester hours upper level credit.

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 credit 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 happy to explain the requirements for a second bachelor's degree and clarify its limitations.

**Bachelor's Degree Curricula**

**Majors and Minors**

The academic major requires 30 to 38 semester hours of credit, while the minor (optional except for accounting majors) requires 15-19 semester hours. Half of the credit applied toward any major and any minor must be upper-level, and at least half the semester hours for any major or minor must be taken at UMUC.

A maximum of six 1-semester-hour courses may be applied toward a major and a maximum of six 1-semester-hour courses may be applied toward a minor. See major and minor listings for specific requirements.

Each major is available only for the Bachelor of Arts or the Bachelor of Science degree. Double majors are available for the Bachelor of Science degree.

**Majors Available for the Bachelor of Arts**

- Asian studies
- Communication studies
- English
- History
- Humanities

**Majors Available for the Bachelor of Science**

- 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 must consult an advisor before selecting this major. Not available for a double major.

**Cross-Curricular Courses**

No course may be used to fulfill more than one of the cross-curricular requirements, even though it may appear on more than one list.

**Civic Responsibility**

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>AASP 201</td>
<td>Introduction to African American Studies</td>
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<td>ACCT 411</td>
<td>Ethics and Professionalism in Accounting</td>
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<td>AM ST 201</td>
<td>Introduction to American Studies</td>
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<td>AN TH 102</td>
<td>Introduction to Anthropology: Cultural Anthropology and Linguistics</td>
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<td>AN TH 340</td>
<td>Outlets in Anthropology</td>
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<td>AN TH 417</td>
<td>Peoples and Cultures of the Far East</td>
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<td>ASTD 150/160</td>
<td>Introduction to Asian Studies I &amp; II</td>
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<td>BEHS 361/ HUMN 360/ NSCI 361</td>
<td>Global Environmental Change</td>
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<td>BM GT 496</td>
<td>Business Ethics and Society</td>
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<td>BM GT 498J</td>
<td>Law and Technology in the Information Age</td>
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<td>BM GT 498O</td>
<td>The Global Manager and Public Policy</td>
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<td>BM GT 498P</td>
<td>International Business Law</td>
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<td>EDPA 210</td>
<td>Historical and Philosophical Perspectives in Education</td>
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<td>EN GL 406</td>
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<td>EN MT 301</td>
<td>Environment and Ecosystems Management</td>
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<td>EN MT 325</td>
<td>The Biosphere, Energy and Sustainable Development</td>
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<td>EN MT 495</td>
<td>Environmental Management Issues and Solutions</td>
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<td>GEO L 120</td>
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<td>GV PT 200</td>
<td>International Political Relations</td>
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<td>GV PT 306</td>
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<td>GV PT 401</td>
<td>Problems of World Politics</td>
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<td>GV PT 403</td>
<td>Law, Morality, and War</td>
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<td>HM GT 415</td>
<td>Ethical Considerations in Health Services</td>
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<td>HIST 372</td>
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<td>HIST 407</td>
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<td>H UM N 300</td>
<td>Modern Moral Choices</td>
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<td>H UM N 310</td>
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<td>H UM N 336</td>
<td>Ideas Shaping the 21st Century</td>
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<td>IFSM 304</td>
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<td>LGST 204</td>
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<td>PH IL 140</td>
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<td>PH IL 208</td>
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<td>PH IL 209</td>
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<td>PH IL 236</td>
<td>The Philosophy of Religion</td>
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<td>PH IL 245</td>
<td>Political and Social Philosophy</td>
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<tr>
<td>PH IL 309</td>
<td>The Philosophies of Mahayana Buddhism</td>
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</table>
PHIL 340  Making Decisions
PHIL 341  Introduction to Ethical Theory
PHIL 342  Moral Problems in Medicine
PHIL 343  Sexual Morality
PSYC 334  Psychology of Interpersonal Relationships
PSYC 354  Cross-Cultural Psychology
SOCI 105  Introduction to Contemporary Social Problems
SOCI 325  The Sociology of Gender
SOCI 410  Social Demography
SOCI 423  Ethnic Minorities
SOCI 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**

Any life and culture course of 3 or more credits (including courses numbered 105, 333, and 334 in ALBN, ARAB, CHIN, DUTC, FREN, GERM, HGRN, ICLD, ITAL, JAPN, KORN, MACE, MGK, NORW, PORT, SECN, SPAN, RUSS, or TURK) applies.

ARTH 300  The Chinese: Adapting the Past, Building the Future
ARTH 301  The Japanese: Adapting the Past, Building the Future
ARTH 302  The Two Koreas: Problems and Prospects
ARTH 303  India: The Weight of Tradition in the Modern World
ARTH 304  Southeast Asia: Peoples, History and Politics
ARTH 305  Pacific Century
ARTH 306  Inner Asia: Peoples, History and Politics
ARTH 307  Russia and the East

**ECON 307  Development of Economic Ideas: Social Issues and Political Applications**

ENGL 201  Western World Literature: Homer to the Renaissance
ENGL 202  Western World Literature: Renaissance to the Present
ENGL 205  Introduction to Shakespeare
ENGL 211  English Literature: Beginning to 1800
ENGL 221  American Literature: Beginning to 1865
ENGL 304  The Major Works of Shakespeare
ENGL 310  Medieval and Renaissance British Literature
ENGL 311  17th- and 18th Century British Literature
ENGL 313  Modern British Literature
ENGL 350  English and American Literature: Blake to Conrad
ENGL 363  African American Literature to 1900
ENGL 364  20th-Century African American Literature: The Fictional Vision
ENGL 377  Medieval Myths and Modern Narrative
ENGL 402  Chaucer
ENGL 403  Shakespeare: The Early Works
ENGL 404  Shakespeare: The Later Works
ENGL 406  Shakespeare: Power and Justice
ENGL 407  Literature of the Renaissance
ENGL 420  Literature of the Romantic Period
ENGL 425  Modern British Literature
ENGL 433  American Literature 1914 to the Present
ENGL 466  The Arthurian Legend
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 452  Recent East Asian Politics
GVPT 455  Contemporary Middle Eastern Politics
GVPT 457  American Foreign Relations
HIST 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 304  History and Future Trends of Computing
JOUR 410  History of Mass Communication
MUSC 130  Survey of Western Musical Literature
MUSC 436  Jazz: Then and Now
MUSC 448B  The Music of the Symphony
PHIL 245  Political and Social Philosophy
PHIL 311  Studies in Existentialism
PHIL 320  Modern Philosophy
PSYC 415  History of Psychology

**International Perspective**

Any foreign language course of 3 or more credits applies.

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
ARTH 381  Masterpieces of Sculpture
ARTH 382  Masterpieces of Architecture
ARTH 498B  History of Graphic Arts
ASTD 300  History of Graphic Arts
BEHS 336  The Middle East: An Interdisciplinary Perspective
BEHS 361/ HUMN 360/ NSCI 361  Global Environmental Change
BMGT 392  International Business Management
BMGT 446  International Finance
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<td>BMGT 498R</td>
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<td>BMGT 498S</td>
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<td>COMM 380</td>
<td>Language in Social Contexts</td>
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<td>ECON 380</td>
<td>Comparative Economic Systems</td>
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<td>ECON 440</td>
<td>International Economics</td>
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<td>ECON 484</td>
<td>The Economy of China</td>
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<td>ENGL 446</td>
<td>Postmodern British and American Poetry</td>
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<tr>
<td>ENGL 454</td>
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<td>ENGL 457</td>
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<td>ENGL 466</td>
<td>The Arthurian Legend</td>
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<tr>
<td>GVPT 200</td>
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<tr>
<td>GVPT 240</td>
<td>Political Ideologies</td>
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<tr>
<td>GVPT 282</td>
<td>The Government and Politics of the Third World</td>
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<td>GVPT 306</td>
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<td>GVPT 401</td>
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<td>GVPT 451</td>
<td>Foreign Policy of Russia and the States of the Former Soviet Union</td>
</tr>
<tr>
<td>GVPT 453</td>
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<tr>
<td>GVPT 455</td>
<td>Contemporary Middle Eastern Politics</td>
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<td>GVPT 482</td>
<td>Government and Politics of Latin America</td>
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<td>GVPT 483</td>
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<td>GVPT 484</td>
<td>Government and Politics of Africa</td>
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<td>GVPT 485</td>
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<tr>
<td>HIST 115</td>
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<td>HIST 141</td>
<td>Western Civilization I</td>
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<td>HIST 284</td>
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<td>HIST 305</td>
<td>The Pacific Century</td>
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<tr>
<td>HIST 324</td>
<td>Classical Greece</td>
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<tr>
<td>HIST 325</td>
<td>Alexander the Great and the Hellenistic Age</td>
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<td>HIST 326</td>
<td>The Roman Republic</td>
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<td>HIST 327</td>
<td>The Roman Empire</td>
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<tr>
<td>HIST 330</td>
<td>Europe in the Early Middle Ages: 300 to 1000</td>
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<td>HIST 331</td>
<td>Europe in the High Middle Ages: 1000 to 1450</td>
</tr>
<tr>
<td>HIST 332</td>
<td>Europe During the Renaissance and Reformation I</td>
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<tr>
<td>HIST 333</td>
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<tr>
<td>HIST 334</td>
<td>The Age of Absolutism</td>
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<td>HIST 335</td>
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<td>HIST 336</td>
<td>Europe in the 19th Century: 1815 to 1919</td>
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<td>HIST 337</td>
<td>Europe in the World Setting of the 20th Century</td>
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<tr>
<td>HIST 341</td>
<td>African Civilization to 1800</td>
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<td>HIST 342</td>
<td>Sub-Saharan Africa since 1800</td>
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<td>HIST 353</td>
<td>Latin American History I</td>
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<td>HIST 354</td>
<td>Latin American History II</td>
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<td>HIST 374</td>
<td>Women in Medieval Culture and Society</td>
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<tr>
<td>HIST 380</td>
<td>American Relations with China and Japan: 1740 to the Present</td>
</tr>
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<td>HIST 381</td>
<td>America in Vietnam</td>
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<tr>
<td>HIST 383</td>
<td>Korean History</td>
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<td>HIST 390</td>
<td>The Rise of Islam to 1300</td>
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<td>HIST 391</td>
<td>History of the Ottoman Empire</td>
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<td>HIST 392</td>
<td>History of the Contemporary Middle East</td>
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<td>HIST 414</td>
<td>History of European Ideas I</td>
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<td>HIST 415</td>
<td>History of European Ideas II</td>
</tr>
<tr>
<td>HIST 422</td>
<td>The Byzantine Empire</td>
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<td>HIST 423</td>
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<td>HIST 430</td>
<td>Tudor England</td>
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<td>HIST 431</td>
<td>Stuart England</td>
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<td>HIST 432</td>
<td>Britain in the 18th Century</td>
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<td>HIST 433</td>
<td>Victorian Britain</td>
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<td>HIST 434</td>
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<tr>
<td>HIST 436</td>
<td>The French Revolution and Napoleon</td>
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<td>HIST 437</td>
<td>Modern France Since 1815</td>
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<td>HIST 439</td>
<td>Early Modern Germany</td>
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<td>HIST 440</td>
<td>Germany in the 19th Century: 1815 - 1914</td>
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<td>HIST 441</td>
<td>Germany in the 20th Century: 1914 to the Present</td>
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<td>HIST 443</td>
<td>Modern Balkan History</td>
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<td>HIST 445</td>
<td>20th-Century European Diplomatic History</td>
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<tr>
<td>HIST 448</td>
<td>20th-Century Russia</td>
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<td>HIST 450</td>
<td>History of Traditional China</td>
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<td>HIST 481</td>
<td>A History of Modern China</td>
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<td>HIST 482</td>
<td>History of Japan to 1800</td>
</tr>
<tr>
<td>HIST 483</td>
<td>History of Japan Since 1800</td>
</tr>
<tr>
<td>HIST 485</td>
<td>History of Chinese Communism</td>
</tr>
<tr>
<td>HIST 496</td>
<td>Africa Since Independence</td>
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<td>HIST 497</td>
<td>Islam in Africa</td>
</tr>
<tr>
<td>HMG 498C</td>
<td>Comparative International Health Systems: Analysis: A Managerial Perspective</td>
</tr>
<tr>
<td>HMHN 490</td>
<td>International Human Resource Management</td>
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<tr>
<td>HUMN 102</td>
<td>Classical Foundations</td>
</tr>
<tr>
<td>HUMN 103</td>
<td>Greek and Roman Mythology</td>
</tr>
<tr>
<td>HUMN 301</td>
<td>Crossing Cultures: World Views in the Humanities</td>
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# UMUC Bachelor's Degrees

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| American Studies | *www | *www | |
| Art | *www | *www | |
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*www – www.ed.umuc.edu/ungrad/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:

- Employ critical-thinking, analytical, and problem-solving skills when resolving complex business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the intended audience so that they can make informed decisions and take action.
- Utilize technology (such as computers, accounting software, information databases, and the World Wide Web) to facilitate and enhance accounting and financial reporting processes.
- Identify the appropriate managerial and business issues critical to analyzing accounting data and other information used for identifying and assessing opportunities and risks, developing organizational plans, allocating resources, and accomplishing objectives.
- Apply relevant accounting principles and standards to specific business activities and workplace situations.
- Employ national, international, and historical perspectives when considering accounting and business issues.
- Identify ethical issues and apply principles of ethics and civic responsibility when considering accounting and business situations.
- Use analytical and research tools to monitor evolving accounting standards and practices and to maintain professional skills in a changing business environment.
- Apply the interpersonal and leadership skills expected of today’s accounting professional.

Requirements for the Major

A major in accounting requires the completion of 36 semester hours of coursework in accounting; at least 18 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 220</td>
<td>Principles of Accounting I (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 221</td>
<td>Principles of Accounting II (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 310</td>
<td>Intermediate Accounting I (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 311</td>
<td>Intermediate Accounting II (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 321</td>
<td>Cost Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 323</td>
<td>Taxation of Individuals (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 422</td>
<td>Auditing Theory and Practice (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 495</td>
<td>Contemporary Issues in Accounting Practice (3)</td>
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</tbody>
</table>

Supplemental Major Courses (12 s.h.)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 326</td>
<td>Accounting Information Systems (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 328</td>
<td>Accounting Software (3)</td>
<td></td>
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<tr>
<td>ACCT 410</td>
<td>Accounting for Government and Not-for-Profit Organizations (3)</td>
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<tr>
<td>ACCT 411</td>
<td>Ethics and Professionalism in Accounting (3)</td>
<td></td>
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<tr>
<td>ACCT 417</td>
<td>Taxation of Corporations and Other Entities (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 424</td>
<td>Advanced Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>ACCT 425</td>
<td>International Accounting (3)</td>
<td></td>
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<tr>
<td>ACCT 426</td>
<td>Advanced Cost Accounting (3)</td>
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<tr>
<td>ACCT 427</td>
<td>Advanced Auditing (3)</td>
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<tr>
<td>ACCT 436</td>
<td>Internal Auditing (3)</td>
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<tr>
<td>ACCT 486A</td>
<td>Internship in Accounting Through Co-op (3)</td>
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<tr>
<td>ACCT 486B</td>
<td>Internship in Accounting Through Co-op (6)</td>
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</tbody>
</table>

Required Business Coursework (18 s.h.)

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

Students must take the following business courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BMGT 230</td>
<td>Business Statistics (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 340</td>
<td>Business Finance (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 364</td>
<td>Management and Organization Theory (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 380</td>
<td>Business Law I (3)</td>
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<tr>
<td>M KRT 310</td>
<td>Marketing Principles and Organization (3)</td>
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</tbody>
</table>

Students must choose one of the following ethics courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 411</td>
<td>Ethics and Professionalism in Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>BMGT 496</td>
<td>Business Ethics and Society (3)</td>
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</tr>
</tbody>
</table>

Additional Required Coursework (12 s.h.)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Economics I (3)</td>
<td></td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Economics II (3)</td>
<td></td>
</tr>
<tr>
<td>MATH 107</td>
<td>College Algebra (3)</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 326</td>
<td>Accounting Information Systems (3)</td>
<td></td>
</tr>
<tr>
<td>I FSM 300</td>
<td>Information Systems in Organizations (3)</td>
<td></td>
</tr>
</tbody>
</table>
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 the following writing courses:

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

Minor in Accounting

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

Objectives

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

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

Requirements for the Minor

A minor in accounting requires the completion of 15 semester hours of coursework in accounting; at least 9 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 semester hours for the minor. Any course used to replace an upper-level 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, organizational behavior, marketing and sales, e-commerce and technology management, and statistical analysis. A major in business administration prepares graduates for business- and management-related careers in for-profit and not-for-profit organizations and the public sector, encouraging critical thinking and problem solving.

Objectives

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

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

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

Business Administration Coursework (36 s.h.)

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

Students must take the following accounting courses:
ACCT 220 Principles of Accounting I (3)
ACCT 221 Principles of Accounting II (3)

Students must choose one of the following statistics courses:
BMGT 230 Business Statistics (3)
STAT 200 Introduction to Statistics (3)

Required Core Courses (18 s.h.)
Students must take the following core courses:
BMGT 340 Business Finance (3)
BMGT 364 Management and Organization Theory (3)
BMGT 380 Business Law I (3)
BMGT 495 Strategic Management (3)*
HRMN 300 Human Resource Management (3)
MKT 310 Business Statistics (3)

* Strongly recommended

Supplemental Major Courses (6–9 s.h.)
Students must choose two or more courses from the following lists to complete the 36 required semester hours for the major. Courses are organized by topic area.

Business Law, International Business, and Public Policy
BMGT 381 Business Law II (3)
BMGT 392 International Business Management (3)
BMGT 481 Public Utilities and Public Policy (3)
BMGT 482 Business and Government (3)
BMGT 486A Internship in Business Management Through Co-op (3)
BMGT 486B Internship in Business Management Through Co-op (6)
BMGT 496 Business Ethics and Society (3)
BMGT 498F Environmental Management and Business (3)
BMGT 498J Law and Technology in the Information Age (3)
BMGT 498L International Business Contract Management (3)
BMGT 498P International Business Law (3)

HRMN 462 Labor Relations Law (3)

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

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

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

Health Care Administration
HMGT 310 Health-Services Policies (3)
HMGT 320 Health Services Management (3)
HMGT 322 Healthcare Financial Management (3)
HMGT 325 Health Services Economics (3)
HMGT 330 Issues in Health-Services Management (3)
HMGT 398C Research Issues and Methods in Health-Services Management (3)
HMGT 398D Managed Care in Health Services Management (3)
HMGT 398F Regulation of Health Services Professionals and Delivery Systems (3)
HMGT 398G Management of Tele-Health Programs (3)
HMGT 398H Pharmacy Practice Management (3)
HMGT 398I Integrated Health Systems Management (3)
HMGT 410 Introduction to Health-Services Planning (3)
HMGT 415 Ethical Considerations in Health Services (3)
HMGT 416 Legal Aspects of Health Care Administration (3)
HMGT 430 Health-Services Marketing and Strategic Management (3)
HMGT 486A Internship in Healthcare Management through Co-op (3)
HMGT 486B Internship in Healthcare Management through Co-op (6)
HMGT 498B Managing Quality in Health-Services Systems (3)
HMGT 498C Comparative International Health Systems Analysis: A Managerial Perspective (3)
HMGT 498D Health Insurance Analysis and Issues in Health Systems Management (3)
HMGT 498E Practice Management (3)
HMGT 498V Health Information Systems (3)

Human Resource Management
BMGT 312 Women in Business (3)
BMGT 313 Women as Entrepreneurs (3)
BMGT 314 Women as Leaders (3)
BMGT 398Z Creative Problem Solving (1)
BMGT 484 Managing Teams in Organizations (3)
HRMN 302 Organizational Communication (3)
HRMN 362 Labor Relations (3)
HRMN 390 Contemporary Compensation Management (3)
HRMN 392 Stress Management in Organizations (1)
HRMN 400 Human Resource Management: Analysis and Problems (3)
HRMN 404 Managing Diversity in Organizations (3)
HRMN 406 Employee Training and Development (3)
HRMN 408 Employment Law for Business (3)
HRMN 463 Public-Sector Labor Relations (3)
HRMN 486A Internship in Human Resource Management through Co-op (3)
HRMN 486B Internship in Human Resource Management through Co-op (3)
HRMN 490 International Human Resource Management (3)
HRMN 494 Strategic Human Resource Management (3)

Marketing
MRKT 312 Services Marketing (3)
MRKT 314 Nonprofit Marketing (3)
MRKT 318 Exploring Internet Marketing (1)
MRKT 323 Fundamentals of Direct Marketing (1)
MRKT 353 Retail Management (3)
MRKT 354 Integrated Marketing Communications (3)
MRKT 357 Marketing Public Relations (3)
MRKT 371 Professional Selling (3)
MRKT 373 Marketing Channels (3)
MRKT 410 Consumer Behavior (3)
MRKT 412 Marketing Research Applications (3)
MRKT 454 Global Marketing (3)
MRKT 456 Advertising (3)
MRKT 457 Web Marketing (3)
MRKT 471 Business Marketing (3)
MRKT 475 Sales Management (3)
MRKT 486A Internship in Marketing through Co-op (3)
MRKT 486B Internship in Marketing through Co-op (6)
MRKT 495 Marketing Policies and Strategies (3)

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

Additional Required Coursework (12 s.h.)
Students must take the following courses, credit may be applied to general education, minor, or elective requirements, as appropriate. As basic courses for students majoring in business administration, they should be taken early in the program.
ECON 201 Principles of Economics I (3)
ECON 203 Principles of Economics II (3)
MATH 107 College Algebra (3) or a higher numbered mathematics course from mathematics sequence I (listed on p. xx81).

Students must take one of the following courses to complete the general education requirement in computing:
ACCT 326 Accounting Information Systems (3)
IFSM 300 Information Systems in Organizations (3)

Recommendations
The following courses are recommended to fulfill general education requirements or as additional electives:
COMM 390 Writing for Managers (3)
COMM 393 Technical Writing (3)
COMM 394 Business Writing (3)
ENMT 301 Environment and Ecosystems Management (3)

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

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

Think critically and constructively while conducting research in business and management.

Apply analytical and problem-solving methods in resolving business management problems and issues.

Use key concepts and theories in business and management.

Employ effective written and oral communication skills consistent with the business and professional environment.

Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

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

Business Administration Coursework (15 s.h.)

Foundation Courses (3-6 s.h.)
Students without previous business experience must take the following course:
BMGT 110 Introduction to Business and Management (3)

Students must take the following course:
BMGT 364 Management and Organization Theory (3)

Supplemental Minor Courses (9-12 s.h.)
Students must choose three or more courses from those listed as fulfilling the major in business administration to complete the 15 semester hours required for the minor.

Business Law and Public Policy
Students may seek an academic minor in business law and public policy.

Minor in Business Law and Public Policy
The business law and public policy minor complements the skills the student gains in his or her major discipline through the study and analysis of legal, social, environmental, technological, and ethical issues affecting business, industry, and government.

Objectives
The student who graduates with a minor in business law and public policy will be able to

- Discuss and analyze legal theories, concepts, and issues involving the conduct of business transactions.
- Describe the integral and complex interactions among law, business, and public policy variables and their significant societal and ethical considerations.
- Employ critical-thinking, analytic, and effective communication and writing skills — developed through case briefings, presentations, and discussions — when engaged in problem solving.
- Participate in collaborative strategies via group assignments to encourage cooperative team efforts and enhance problem-solving skills.
- Undertake pertinent research at a professional level using multiple capabilities and technologies, including computer-based technology aimed at promoting information literacy.

Requirements for the Minor
A minor in business law and public policy requires the completion of 15 semester hours of coursework in business law and public policy; 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 semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

Business Law and Public Policy Coursework (15 s.h.)

Required Courses (6 s.h.)
Students must take the following courses:
BMGT 380 Business Law I (3)
BMGT 496 Business Ethics and Society (3)

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 Legal Environment of Business (3)
BMGT 381 Business Law II (3)
BMGT 481 Public Utilities and Public Policy (3)
BMGT 482 Business and Government (3)*
BMGT 498F Environmental Management and Business (3)
BMGT 498J Law and Technology in the Information Age (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 communication.
- 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 Course (3 s.h.)
COMM 300 Communication Theory (3)

Writing Course (3-6 s.h.)
Students must choose one of the following writing courses:
COMM 390 Writing for Managers (3)
COMM 393 Technical Writing (3)
COMM 394 Business Writing (3)
ENGL 303 Critical Approaches to Literature (3)
ENGL 391 Advanced Composition (3)
ENGL 396 Critical Analysis in Reading and Writing (6)
LGST 401 Advanced Legal Writing (3)

Speech or English Language Course (3 s.h.)
Students must choose one of the following speech or English language courses:
COMM 380 Language in Social Contexts (3)
ENGL 278F Introduction to Principles of Text Editing (3)
ENGL 281 Standard English Grammar, Usage, and Diction (3)
ENGL 384 Advanced Grammar and Style (3)
SPCH Any 300- or 400-level course

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:

Business Communication Track
COMM 495 Seminar in Workplace Communication (3)

General Study or Journalism Track
COMM 490 Seminar in Technical Communication (3)
COMM 495 Seminar in Workplace Communication (3)

Speech Communication Track
SPCH 397 Organizational Presentations (3)

Technical Communication Track
COMM 490 Seminar in Technical Communication (3)

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:
COMM 293 Technical Report Writing (3)
COMM 380 Language in Social Contexts (3)
COMM 390 Writing for Managers (3)
COMM 393 Technical Writing (3)
COMM 394 Business Writing (3)
COMM 395 Writing in the Health Professions (3)
COMM 400 Communication and the Law (3)
COMM 490 Seminar in Technical Communication (3)
COMM 491 Technical Editing (3)
COMM 492 Grant and Proposal Writing (3)
COMM 493 Graphics/Text Integration (3)
COMM 494 Publishing a Newsletter (3)
COMM 495 Seminar in Workplace Communication (3)
COMM 496 Writing for the Computer Industry (3)
ENGL 278F Introduction to Principles of Text Editing (3)
ENGL 396 Critical Analysis in Reading and Writing (6)
ENGL 493 Advanced Expository Writing (3)
HRMN 302 Organizational Communication (3)
HUMN 370 Humanity of Language (3)
JOUR 201 Writing for the Mass Media (3)
JOUR 202 Editing for the Mass Media (3)
JOUR All 300- and 400-level courses
PSYC 462 The Psychology of Advertising (3)
SPCH 101 Introduction to Public Speaking (3) or
SPCH 108 Technical Speech Communication (3)
SPCH 125 Introduction to Interpersonal Communication (3)
SPCH 200 Advanced Public Speaking (3)
SPCH 222 Interviewing (3)
SPCH All 300- and 400-level courses

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:

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 (9 s.h.)

Students must take the following courses:

COMM 400 Communication and the Law (3)
JOUR 201 Writing for the Mass Media (3)
JOUR 202 Editing for the Mass Media (3)

Supplemental Courses (9 s.h.)

Students must choose three of the following courses for a total of 9 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 in the Digital Age (3)
JOUR 371 Magazine Article and Feature Writing (3)
JOUR 380 Science Writing for Magazines and Newspapers (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 101 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 Organizational Presentations (3)
SPCH 420 Group Discussion and Decision Making (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

In fulfilling the requirements for the communication studies major, students with a track in technical communication must complete the following requirements:

Required Courses (9 s.h.)

Students must take the following courses:

COMM 100 Communication and the Law (3)
JOUR 201 Writing for the Mass Media (3)
JOUR 202 Editing for the Mass Media (3)

Supplemental Courses (9 s.h.)

Students must choose three of the following courses for a total of 9 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 in the Digital Age (3)
JOUR 371 Magazine Article and Feature Writing (3)
JOUR 380 Science Writing for Magazines and Newspapers (3)
JOUR 410 History of Mass Communication (3)
JOUR 459 Special Topics in Mass Communication (3)
Technical Communication Track Requirements (18 s.h.)
In fulfilling the requirements for the communication studies major, students with a track in technical communication 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)
- SPCH 470 Listening (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.

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

- Understand aspects of 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.
- 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.
- Develop an international perspective of communication practice through awareness of intercultural communication and international business conventions.

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 semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

Communication Studies Coursework (15 s.h.)

Required Foundation Course (3 s.h.)
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
The student who graduates with a major in computer and information science will be able to:

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

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

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

Required Core Courses (12 s.h.)
Students must take the following courses:

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

Breadth Courses (9 s.h.)
Students must choose at least one course in three of the following areas for a total of 9 semester hours:

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

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

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

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

Supplemental Major Courses (9 s.h.)
Students must choose at least two 400-level computer and information science courses (not including CMIS 486A and CMIS 486B) 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:

• Design and implement network and database administration solutions using appropriate technical skills.
• Produce proposals, reports, memos, briefings, and documentation using appropriate writing skills.
• Communicate effectively using oral and computer-based presentation techniques.
• Apply effective information research techniques.
• Comprehend information technology from an international and historical perspective.
• Apply ethical judgments and think critically and systematically about the impact of information technology on contemporary social, political, and economic issues.

Requirements for the Major
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. Specific course requirements are listed below.

Computer Information Technology Coursework (33 s.h.)

Required Courses (9 s.h.)
Students must take the following courses:

- CMIS 310 Computer Systems and Architecture (3)
- CMIS 370 Data Communications (3)
- CMIS 435 Computer Networking (3)
Technical Certification Courses (15 s.h.)
Students must take at least 15 semester hours in technical certification courses. Those pursuing the networking track must take the technical certification courses specified below.

Supplemental Major Courses (9 s.h.)
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 CMIT 486A or 486B Internship in Computer Information Technology Through Co-op 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) or a higher-numbered mathematics course

Track Option in Networking
Within the computer information technology major, students may choose a more structured track in networking. Students pursuing this track must take the following track courses within the overall requirements for the major.

Networking Track Courses (15 s.h.)

Required Technical Certification Courses (12 s.h.) *
Students must take one of the following technical certification courses:

- CMIT 366M Windows 2000 Professional (3)
- CMIT 499X Windows XP Professional (3)

Students must take the following technical certification courses:

- CMIT 367M Windows 2000 Server (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 these courses as appropriate.

Supplemental Technical Certification Courses (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)

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 major in computer science will be able to:

- Analyze the effects of computerization on the global workplace.
- Develop and present computer software and system designs effectively, both in speaking and in writing.
- Design and develop computer software using appropriate programming languages.
- Utilize effective computer organization and system architecture to enhance performance.
- Design and use efficient algorithms and data structures in writing computer programs.
- Apply the mathematical foundations of computer science in analyses of models of computation.
- 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 mathematics, the student must substitute a higher level mathematics course or another course in computer science to meet the minimum semester hours for the major.

Required Foundation Courses (9 s.h.)
Students must take the following foundation courses:

- CMSC 130 Computer Science (3)
- CMSC 150 Introduction to Discrete Structures (3)
- CMSC 230 Computer Science II (3)

Core Courses (9 s.h.)
Students must take three CMSC courses numbered 310 or higher for a total of 9 semester hours.

Supplemental Major Courses (12 s.h.)
Students must choose four courses chosen from the core courses above or the following list: for a total of 12 semester hours:

- CMSC 311 Computer and Organization (3)
- CMSC 330 Advanced Programming Languages (3)
- CMSC 335 Object-Oriented and Concurrent Programming (3)
- CMSC 411 Computer System Architecture (3)
CMSC 412 Operating Systems (3)
CMSC 415 UML and Design Patterns (3)
CMSC 420 Advanced Data Structures and Analysis (3)
CMSC 421 Introduction to Artificial Intelligence (3)
CMSC 424 Database Design (3)
CMSC 430 Theory of Language Translation (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 480 Advanced Programming in Java (3)
CMSC 498D Topics in Software Systems Engineering (3)
CMSC 498G Image Processing and Computer Graphics (3)

Recommendations
In addition to the courses listed previously, 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 and provide a critical analysis of alternatives in order to make informed decisions for organizations.
- Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.
- Design and produce accurate and precise written documentation in all phases of the system development life cycle from preliminary feasibility studies to end-user documentation and manuals.
- Analyze 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 Introduction to Problem-Solving and Algorithm Design (3)
CMST 300 Concepts in Computing (3)
IFSM 201 Introduction to Computer-Based Systems (3)

Foundation Courses (6 s.h.)
Students must choose two of the following foundation courses:
CMIS 240 Data Structures and Abstraction (3)
IFSM 300 Information Systems in Organizations (3)
IFSM 301 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)
IFSM 307 COBOL Programming II (3)

Supplemental Major Courses (18 s.h.)
Students must choose at least 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) or 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**
The student who graduates with a minor in computer studies will be able to:

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

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

### 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.
- Understand and describe the criminal justice system in the United States and in other countries.
- Analyze and describe the agencies of justice and the procedures used to identify and treat criminal offenders in various countries.
- 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 and methods of prevention in American society and in other societies.
- Understand the role of the courts in the administration of justice.
- Understand and apply techniques of prevention and treatment of international crimes.
- 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.
- Understand and describe the history and development of criminal justice organizations, the functions of police in modern society, and the rule of law in various countries.

**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 world issues coursework and 3 semester hours in developmental and historical period coursework. 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 100</td>
<td>Elementary Statistics and Probability (3)</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics (3)</td>
</tr>
</tbody>
</table>

**Introductory Courses (6 s.h.)**

Students must choose two of the following introductory courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJS 100</td>
<td>Introduction to Criminal Justice (3)</td>
</tr>
<tr>
<td>CCJS 105</td>
<td>Introduction to Criminology (3)</td>
</tr>
<tr>
<td>CCJS 230</td>
<td>Criminal Law in Action (3)</td>
</tr>
</tbody>
</table>

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

Students must choose three or more of the following core courses for a total of 9 semester hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJS 234</td>
<td>Criminal Procedure and Evidence (3)</td>
</tr>
<tr>
<td>CCJS 320</td>
<td>Introduction to Criminalistics (3)</td>
</tr>
<tr>
<td>CCJS 340</td>
<td>Law Enforcement Administration (3)</td>
</tr>
<tr>
<td>CCJS 357</td>
<td>Industrial and Retail Security Administration (3)</td>
</tr>
<tr>
<td>CCJS 360</td>
<td>Victimology (3)</td>
</tr>
<tr>
<td>CCJS 445</td>
<td>Introduction to Security Management (3)</td>
</tr>
<tr>
<td>CCJS 496</td>
<td>Computer Crime and Security (3)</td>
</tr>
<tr>
<td>CCJS 498</td>
<td>Selected Topics in Criminology/Criminal Justice (1-3)*</td>
</tr>
</tbody>
</table>

* Students may apply only one special topics course toward the core requirement.

**Issues in Criminal Justice Courses**

Students must choose at least one course from each of the following categories.

**Cross-Cultural and World Issues (3 - 6 s.h.)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEHS 336</td>
<td>The Middle East: An Interdisciplinary Perspective (6)</td>
</tr>
<tr>
<td>CCJS 351</td>
<td>Issues in Criminal Justice (6)</td>
</tr>
<tr>
<td>ECON 440</td>
<td>International Economics (3)</td>
</tr>
<tr>
<td>GVPT 200</td>
<td>International Political Relations (3)</td>
</tr>
</tbody>
</table>
GVPT 306  Global Ecopolitics (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)
SOCY 311  The Individual and Society (6)

GVPT 412  History of Political Theory: Middle Ages to the Present (3)
GVPT 442  Contemporary Political Theory (3)
GVPT 452  Inter-American Relations (3)
GVPT 453  Recent East Asian Politics (3)
GVPT 455  Contemporary Middle Eastern Politics (3)
HIST 266  The United States in World Affairs (3)
HIST 319A  A History of Terrorism (3)
HIST 319B  History of Violence in America (3)
HIST 319L  History of Drug Use in America (3)
HIST 372  Legacy of the Civil Rights Movement (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 through the study of crime, law enforcement, corrections, security, and forensics.

Objectives
The student who graduates with a minor in criminal justice will be able to:
- Analyze and describe the foundation, functions, policies, procedures, and critical issues in criminal justice.
- Articulate the principles of effective law enforcement, security administration, and systems of criminal justice in the United States.
- Articulate the causes of criminal behavior.
- Acquire a cohesive base of job-related skills, techniques, and principles related to criminal justice in various countries.
- Analyze patterns of crime in American society and in other societies.
- Understand and apply techniques of prevention and treatment of domestic and international crimes.
- Explain the functions of the criminal justice system and demonstrate a basic understanding of criminal law and its effect on both the public and private sectors.

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. 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 semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

Criminal Justice Coursework (15 s.h.)

Foundation Courses (6 s.h.)
Students must choose two of the following foundation courses:
- 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.)
Students must choose two of the following core courses:
- CCJS 320  Introduction to Criminalistics (3)
- 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.)
Students must choose one of the following courses:
- CCJS 351  Issues in Criminal Justice (6)
- CCJS 357  Industrial and Retail Security Administration (3)
- CCJS 430  Legal and Ethical Issues in Security Management (3)
- CCJS 496  Computer Crime and Security (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:
- Apply key concepts in customer service management.
- Analyze the relation of customer service activities and procedures to the overall organization.
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 semester hours for the minor. Any course used to replace an upper-level course should also be upper-level.

Customer Service Management Coursework (15 s.h.)
Required Foundation Course (3 s.h.)
Students must take the following foundation course:
BMGT 395 Customer Service 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:
ACCT 301 Managerial Accounting (3)
BMGT 230 Business Statistics (3)
BMGT 309 Operations Research and Management Decisions (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 Marketing 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)

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 developments in e-commerce and technology management.

Objectives
The student who graduates with a minor in e-commerce and technology management will be able to:
- Discuss current topics such as e-commerce, knowledge management, virtual management, Internet infrastructure, Web technology, computer-based systems, project management, systems performance, and futurology.
- Analyze 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 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 semester hours for the minor. Any course used to replace an upper-level 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 388 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 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 semester hours for the minor. Any course used to replace an upper-level 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):
STAT 100 Elementary Statistics and Probability (3)
STAT 200 Introduction to Statistics (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 and analyze literary works, primarily those written in English.
• Critically examine intellectual, moral, and ethical issues as they are presented or implied in works of literature.
• Apply techniques of 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 as being representative or unrepresentative of the culture within which these authors lived and wrote.
• Formulate ideas, especially for literary analysis, and convey them clearly in both written and spoken English.
• Write effectively and demonstrate superior understanding of the writing process and writing techniques.

Requirements for the Major
A major in English requires the completion of 33 semester hours of coursework in English, including 9 semester hours each in particular genres (drama, the novel, and poetry), historical periods (before and after 1800), and major authors (American and British); at least 17 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

*Please note: English 101 is prerequisite for higher-level English courses

English Coursework (33 s.h.)

Required Foundation Course (3 s.h.)
Students must take the following foundation course:
ENGL 303 Critical Approaches to Literature (3)

Genre Courses (9 s.h.)
Students must choose three of the following courses for a total of 9 semester hours. Choices must include at least one course covering each of the three genres: fiction, poetry, and drama. ENGL 240 or ENGL 340 may be substituted for only one of the genres.
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
ENGL 241 Introduction to the Novel (3)
ENGL 244 Introduction to Drama (3)
ENGL 246 The Short Story (3)
ENGL 250 Introduction to Literature by Women (3)
ENGL 340 Studies in Fiction, Poetry, and Drama (3)
ENGL 345 Modern Poetry (3)
ENGL 377 Medieval Myth and Modern Narrative (3)
ENGL 434 American Drama (3)
ENGL 441 The Novel in America Since 1914 (3)
ENGL 446 Postmodern British and American Poetry (3)
ENGL 454 Modern Drama (3)
ENGL 457 The Modern Novel (3)
ENGL 476 Modern Fantasy and Science Fiction (3)

Historical Period Courses (9 s.h.)
Students must choose three of the following courses, including at least one course focusing on literature written before 1800 (courses marked with an asterisk):
ENGL 201 Western World Literature: Homer to the Renaissance (3)*
ENGL 202 Western World Literature: Renaissance to the Present (3)
ENGL 211 English Literature: Beginning to 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 350 English and American Literature: Blake to Conrad (3)
ENGL 363 African American Literature to 1900 (3)
ENGL 364  20th Century African American Literature (3)
ENGL 425  Modern British Literature (3)
ENGL 433  American Literature: 1914 to the Present (3)
ENGL 437  Contemporary American Literature (3)
ENGL 466  The Arthurian Legend (3)

* Covers literature written before 1800.

**Major Author Courses (9 s.h.).**
Students must choose three of the following courses, including at least one course focusing on an English author or authors and one on an American author or authors.

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

**Supplemental Major Course (3 s.h.).**
Students must choose at least one other ENGL course to complete the 33 semester hours required for the major.

Except for the required foundation course (ENGL 303), students may apply three 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.

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

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

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

**Requirements for the Minor**
A minor in English requires the completion of 15 semester hours of English coursework; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead of satisfying the requirements in the student’s major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor.

Any course used to replace an upper-level course should also be upper level.

**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.
- 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 of understanding of multimedia environmental management, regulatory compliance, recent technological changes, emergency management, health and safety management, global resource conservation, and sustainable development.
- Discuss the history and development of theory and concepts in environmental management and how these theories and concepts can be applied in various environmental situations.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to environmental management, business operations, human factors, information systems, governmental regulation, and domestic and international ventures.
• Apply knowledge, concepts, and principles to changes in environmental management practices and information technology areas (including the use of databases, spreadsheets, accounting software applications, e-commerce, virtual and knowledge management approaches, and strategic and decision-making tools to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans).

Requirements for the Major
A major in 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:
- ENMT 301 Environment and Ecosystems Management (3)
- ENMT 320 Environmental Health and Safety M anagement (3)
- ENMT 340 Environmental Technology (3)
- ENMT 405 Pollution Prevention and Other Strategies (3)
- ENMT 493 Environmental Regulations and Policy (3)
- ENMT 495 Environmental Management Issues and Solutions (3)

Supplemental Major Courses (12 s.h.)
Students must choose four of the following courses:
- ENMT 305 Hazardous Materials Toxicology (3)
- ENMT 310 Emergency Planning and Operations M anagement (3)
- ENMT 315 Environmental Audits and Permits (3)
- ENMT 325 The Biosphere, Energy, and Sustainable Development (3)
- ENMT 330 Environmental Monitoring and Investigations (3)
- ENMT 350 Integrated Waste Management (3)
- ENMT 360 Water Environment Management and Use (3)
- ENMT 370 Environmental Communications and Information Systems (3)
- ENMT 380 Outdoor and Indoor Air Quality Management (3)
- ENMT 390 Environmental Risk Assessment (3)
- ENMT 486A Internship in Environmental Management Through Co-op (3)
- ENMT 486B Internship in Environmental Management Through Co-op (6)

Additional Required Coursework (23–24 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:
- BIOL 101 Concepts in Biology (3)
- BM GT 230 Business Statistics (3)
- CH EM 103 General Chemistry I (4)
- CH EM 104 Fundamental Organic and Biochemistry (4)
- MATH 115 Pre-Calculus (3)

Students must choose one of the following physics courses
- NSCI 100 Introduction to Physical Sciences (3)
- PHYS 121 Fundamentals of Physics I (4)

Students must take one of the following to complete the second general education requirement in computing:
- ACCT 326 Accounting Information Systems (3)
- IFSM 300 Information Systems in Organizations (3)

Recommendations
The following courses are recommended to fulfill general education requirements or as additional electives:
- BM GT 317 Problem Solving (3)
- BM GT 364 Management and Organization Theory (3)
- BM GT 487 Project Management I (3)
- CM ST 303 Advanced Features of Microcomputer Applications Software (3)
- COMM 293 Technical Report Writing (3)
- COMM 390 Writing for Managers (3)
- COMM 393 Technical Writing (3)
- COMM 394 Business Writing (3)

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
The student who graduates with a minor in environmental management will be able to:
• Apply and interpret the scientific principles, guiding regulations, and recommended practices of environmental management.
• Demonstrate knowledge of effective techniques for communicating scientific, technical, and legal information.
• Develop strategies and employ today's required skills in critical thinking, problem solving, project management, interpersonal relations, and team building.
• Incorporate information technology and international perspectives.
• Describe the new paradigm of environmental management and prevention and integrate it with multimedia environment and sustainable development.

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 semester hours for the minor. Any course used to replace an upper-level 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENMT 301</td>
<td>Environmental and Ecosystems Management</td>
<td>3</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:

- Identify 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.
- Describe 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 for the major in environmental management, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

### 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 disciplines in an interdisciplinary combination. It allows the student to construct a combination of disciplines that provides a body of knowledge appropriate to a specific focus (for example, 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. The general studies major requires the prior approval of an UMUC advisor. Students are required to identify specific course choices and objectives for the proposed course of study. Distribution requirements for each option are listed below.
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 advisor, the student may design a program of study around an interdisciplinary focus and clearly-defined academic goal that cannot reasonably be satisfied in an existing curriculum at the university.

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 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 semester hours for the minor. Any course used to replace an upper-level 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. An advisor can indicate which courses qualify.

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 he or she is uniquely affected by the U.S. historical experience.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Think and read critically and conduct research that includes identifying, evaluating, and presenting with integrity the primary and secondary sources of historical information.
- Demonstrate awareness of the ethical and social issues associated with the writing and interpreting of history.
- Demonstrate an increased awareness of current events and the ability to evaluate these events from a historical perspective.
- Use research opportunities to develop and refine technological skills.
- Write cogent, documented, historical papers that exhibit interpretative 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 History of the United States to 1865 (3)
- HIST 157 History of the United States Since 1865 (3)

Required Methodology Course (3 s.h.)
Students must take the following methodology course:
- HIST 309 Introduction to Historical Writing (3)

World History Sequence (6 s.h.)
Students must choose one of the following two-course sequences:
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 115 World History I (3)
- HIST 116 World History II (3)
- HIST 284 East Asian Civilization I (3)
- HIST 285 East Asian Civilization II (3)

Geographic Distribution Courses (18 s.h.)
Students must choose two courses in each of the following three areas: United States, Europe, World Regions (Asia, Africa, Latin America).

United States (6 s.h.)
- HIST 255 African American History (3)
- HIST 266 The United States in World Affairs (3)
- HIST 306 History of Religion in America (3)
- HIST 360 America in the Colonial Era: 1600 to 1763 (3)
- HIST 361 America in the Revolutionary Era: 1763 to 1815 (3)
- HIST 362 Ante-Bellum America: 1815 to 1861 (3)
- HIST 363 Civil War and New Industrial Society in the United States: 1860 to 1900 (3)
- HIST 364 Emergence of Modern America: 1900 to 1945 (3)
- HIST 365 Recent America: 1945 to the Present (3)
- HIST 372 Legacy of the Civil Rights Movement (3)
- HIST 376 Women and the Family in America to 1870 (3)
- HIST 377 Women in America Since 1870 (3)
- HIST 380 American Relations with China and Japan: 1740 to Present (3)
- HIST 381 America in Vietnam (3)
- HIST 451 Economic History of the United States (3)
- HIST 452 Diplomatic History of the United States to 1914 (3)
- HIST 453 Diplomatic History of the United States Since 1914 (3)
- HIST 460 African American Life: 1500 to 1865 (3)
- HIST 461 African American Life Since 1865 (3)
- HIST 462 The U.S. Civil War (3)
- HIST 467 History of Maryland (3)

Europe (6 s.h.)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 224 Modern Military History: 1494 to 1815 (3)
- HIST 225 Modern Military History: 1815 to the Present (3)
- HIST 324 Classical Greece (3)
- HIST 325 Alexander the Great and the Hellenistic Age (3)
- HIST 326 The Roman Republic (3)
- HIST 327 The Roman Empire (3)
- HIST 330 Europe in the Early Middle Ages: 300 to 1000 (3)
- HIST 331 Europe in the High Middle Ages: 1000 to 1450 (3)
- HIST 332 Europe During the Renaissance and Reformation I (3)
- HIST 333 Europe During the Renaissance and Reformation II (3)
- HIST 334 The Age of Absolutism (3)
- HIST 335 Revolutionary Europe (3)
- HIST 336 Europe in the 19th Century: 1815 to 1919 (3)
- HIST 337 Europe in the World Setting of the 20th Century (3)
- HIST 341 History of European Ideas I (3)
- HIST 342 History of European Ideas II (3)
- HIST 430 Tudor England (3)
- HIST 431 Stuart England (3)
- HIST 432 Britain in the 18th Century (3)
- HIST 433 Victorian Britain (3)
- HIST 434 Britain Since World War I (3)
- HIST 436 The French Revolution and Napoleon (3)
- HIST 437 Modern France Since 1815 (3)
- HIST 440 Germany in the 19th Century: 1815 to 1914 (3)
- HIST 441 Germany in the 20th Century: 1914 to the Present (3)
- HIST 443 Modern Balkan History (3)
- HIST 448 20th-Century Russia

World Regions (6 s.h.)
- HIST 115 World History I (3)
- HIST 116 World History II (3)
- HIST 284 East Asian Civilization I (3)
- HIST 285 East Asian Civilization II (3)
- HIST 305 The Pacific Century (3)
- HIST 341 African Civilization to 1800 (3)
- HIST 342 Sub-Saharan Africa Since 1800 (3)
- HIST 353 Latin American History I (3)
- HIST 354 Latin American History II (3)
- HIST 355 Modern Europe (3)
- HIST 391 History of the Ottoman Empire (3)
- HIST 392 History of the Contemporary Middle East (3)
- HIST 480 History of Traditional China (3)
- HIST 481 History of Modern China (3)
- HIST 482 History of Japan to 1800 (3)
- HIST 483 History of Japan Since 1800 (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 by developing critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

**Objectives**

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

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

**Requirements for the Minor**

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

**History Coursework (15 s.h.)**

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

Students must take the following methodology course:

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.

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**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 be able to:

- Demonstrate 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 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.
- Apply critical reasoning, judgment, and choice.
- 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 300 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 each of the following content areas, and another 12 semester hours in each of the three content areas. 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:

- 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)
- HUMN 360 Global Environmental Change (6)
  (also listed as BEHS 361 and NSCI 361)
- HUMN 380 Technology and the Individual (3)
- PHIL All courses
Language and Culture Courses
Students may choose from among any foreign language courses and the following courses:

ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3)
ANTH 401 Cultural Anthropology: Principles and Processes (3)
ANTH 402 Cultural Anthropology: World Ethnography (3)
ASTD All courses
BEHS 336 The Middle East: An Interdisciplinary Perspective (6)
COMM 380 Language in Social Contexts (3)
HUMN 119 American Adventure (3)
HUMN 120 America in Perspective (3)
HUMN 301 Crossing Cultures: World Views in the Humanities (6)
HUMN 360 Global Environmental Change (6) (also listed as BEHS 361 and NSCI 361)
HUMN 370 Humanity of Language (3)
SPCH 324 Communication and Gender (3)
SPCH 482 Intercultural Communication (3)
WMST 200 Introduction to Women's Studies: Women and Society (3)

Literature Courses
Students may choose any English literature or foreign language literature course.

History Courses
Students may choose from the following courses:
HIST All courses
HUMN 280 This Constitution: A History (3)
HUMN 375 Social History of Washington, D.C. (3)

Music, Art, and Theatre Courses
Students may choose from the following courses:
ARTH All courses
HUMN 334 Understanding Movies (3)
MUSC All courses
THET All courses

Track Options
Within the humanities major, students may choose general study that integrates study in humanities from across the world or a study of the humanities of a particular geographic area through a more structured track in American studies, European studies, or Asian studies. Students choosing any of the tracks must complete the distribution requirements already listed by selecting from the more limited course lists below. Courses listed in more than one content area may only be counted once towards degree requirements.

American Studies Track (30 s.h.)
In fulfilling the distribution requirements for the humanities major, students with a track in American studies must choose from among the following courses:

HUMN 350 The Religious Quest (6)
HUMN 351 Myth and Culture (3)
HUMN 360 Global Environmental Change (6) (also listed as BEHS 361 and NSCI 361)
HUMN 380 Technology and the Individual (3)
PHIL All courses in philosophy of America

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: Women and Society (3)

Literature Courses
ENGL All courses on American literature

History Courses
HIST All courses on American history
HUMN 280 This Constitution: A History (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
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 417 People and Cultures of the Far East (3)
ASTD All courses
HIST 305 The Pacific Century (3)
HUMN 370 Humanity of Language (3)
Or choose Any Asian language or language and culture course

Literature Courses
All Asian literature 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
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
- HUMN 370 Humanity of Language (3)
- Or choose: All courses on European life and culture or All European language courses

Literature Courses
- ENGL All literature courses except American literature
- Or choose: All European literature courses in translation or in the original language

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
A student graduating with a minor in humanities will be able to:
- Discuss some of the cultural traditions, major ideas, and historical developments of the human experience.
- Explain and critically assess the interrelationships of philosophy, language, literature, history, and the arts as forms of human expression.
- Interpret some of the major historical and cultural forces that influence and control European, Asian, or American societies.
- Apply critical reasoning, judgment, and choice.
- Write and speak effectively and clearly.
- Use computers for communication and research.

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, which are offered by the Society of Human Resource Management. In addition to the focus on human resource functions, the major includes courses in management and organization theory, organizational behavior and development approaches, labor relations theory and practice, interpersonal skill development and women's perspectives in management.

Objectives
The student who graduates with a major in human resource management will be able to:
- 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.
- Examine 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.

Apply knowledge, concepts, and principles to changes in human resource management practices and information technology areas (including the use of databases, spreadsheets, accounting software applications, e-commerce, virtual and knowledge management approaches, and strategic and decision-making tools to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans).

Interpret and apply human resource principles in a global setting.

Describe the history and development of theory and concepts in human resource management, employment law, strategic management, and related fields and how these theories and concepts can be applied in various situations.

Evaluate ethical, social, civic, cultural, and political issues as they relate to the environment of human resource management, organization, diversity and human factors, operations, information systems, governmental regulation, and domestic and international ventures.

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)
STAT 200 Introduction to Statistics (3)

Required Core Courses (18 s.h.)

Students must take the following core courses:

BMGT 364 Management and Organization Theory (3)
BMGT 495 Strategic Management (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 380 Business Law I (3)
BMGT 381 Business Law II (3)
BMGT 464 Organizational Behavior (3)
BMGT 465 Organizational Development and Change (3)
BMGT 484 Managing Teams in Organizations (3)
HRMN 302 Organizational Communication (3)
HRMN 362 Labor Relations (3)
HRMN 363 Negotiating Strategies (3)
HRMN 365 Conflict Management in Organizations (3)
HRMN 367 Organizational Culture (3)
HRMN 390 Contemporary Compensation Management (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 486A Internship in Human Resource Management Through Co-op (3)
HRMN 486B Internship in Human Resource Management Through Co-op (6)
HRMN 494 Strategic Human Resource Management (3)

Additional Required Coursework (12 s.h.)

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

ECON 201 Principles of Economics I (3)
ECON 203 Principles of Economics II (3)
MATH 107 College Algebra (3) or a higher numbered mathematics course from mathematics sequence I (listed on p. xxv)

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

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

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 463 Public-Sector Labor Relations (3)

Recommendations

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

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

Objectives
A student graduating with a minor 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-management 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.

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 semester hours in the minor. Any course used to replace an upper-level course should also be upper level.

Human Resource Management Coursework (15 s.h.)

Required Foundation Courses (6 s.h.)

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>HRMN 300</td>
<td>Human Resource Management</td>
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<td>HRMN 400</td>
<td>Human Resource Management: Analysis and Problems</td>
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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:

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<tr>
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<tbody>
<tr>
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</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>
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<td>BMGT 381</td>
<td>Business Law II</td>
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<td>BMGT 392</td>
<td>International Business Management</td>
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<td>BMGT 464</td>
<td>Organizational Behavior</td>
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<td>BMGT 465</td>
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<td>HRMN 392</td>
<td>Stress Management in Organizations</td>
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<td>HRMN 394</td>
<td>Motivation, Performance, and Productivity</td>
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<tr>
<td>HRMN 404</td>
<td>Managing Diversity in Organizations</td>
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<td>HRMN 406</td>
<td>Employee Training and Development</td>
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<td>Public-Sector Labor Relations</td>
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<td>International Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Information Systems Management

Students may seek an academic major in information systems management.

Major in Information Systems Management

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

Objectives

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

- Apply appropriate problem-solving methodologies to the analysis and solution of problems.
- Apply standard systems practices to the planning, implementation, management, and evaluation of information systems.
• Communicate effectively using oral, written, and multimedia techniques.
• Manage change in the dynamic and global environments of automated systems.
• Use technology to research information needed to produce informed decisions for organizations.
• 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 system 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 a course in a programming language (COBOL, C++, C, Java, or Visual Basic) and the following foundation courses:

IFSM 300 Information Systems in Organizations (3)
IFSM 310 Software and Hardware Concepts (3)
IFSM 410 Database Concepts (3)
IFSM 460 Systems Analysis and Design (3)

Core Courses (9 s.h.)
Students must take one of the following core courses:

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

Students must take two of the following core courses:

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

Supplemental Major Courses (6 s.h.)
Students must choose two upper-level courses from offerings in computer and information science, computer information technology, computer science, computer studies, and information systems management to complete the 30 semester hours required for the major. Students should be careful to ensure that all prerequisites have been met before choosing these courses.

Additional Required Coursework (6 s.h.)
Students must take the following courses; credit may be applied to general education, minor, or elective requirements as appropriate.

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

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 made 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 semester hours for the minor. Any course used to replace an upper-level 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 425</td>
<td>International Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 446</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 498L</td>
<td>International Business Contract M management</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 498O</td>
<td>The Global Manager and Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 498P</td>
<td>International Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 498R</td>
<td>Multinational Management</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 498S</td>
<td>Global Commerce</td>
<td>3</td>
</tr>
<tr>
<td>HRMN 490</td>
<td>International Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>M RKT 454</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 knowledge of management principles best gained from a holistic approach to decision making. The management studies curriculum includes a foundation in business, accounting, economics, statistics, communications, and management theory and focuses on analysis and decision making across a wide spectrum of management activities. It prepares students for a variety of management-related careers.

**Objectives**

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

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

**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 I (3)

Students must take one of the following introductory economics courses:

- ECON 201 Principles of Economics I (3)
- ECON 203 Principles of Economics II (3)

Students must take one of the following statistics courses:

- BMGT 230 Business Statistics (3)
- STAT 200 Introduction to Statistics (3)

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

Students must take the following foundation courses:

- BMGT 364 Management and Organization Theory (3)
- HRMN 302 Organizational Communication (3)

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

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

**BMGT 330** Entrepreneurship and New Venture Planning (3)
**BMGT 340** Business Finance (3)
**BMGT 365** Leadership and Change (3)
**BMGT 378** Legal Environment of Business (3)*
**BMGT 380** Business Law (3)*
**BMGT 381** Business Law II (3)
**BMGT 392** International Business Management (3)
**BMGT 464** Organizational Behavior (3)*
**BMGT 482** Business and Government (3)*
**BMGT 495** Strategic Management (3)
**BMGT 496** Business Ethics and Society (3)
**HRMN 300** Human Resource Management (3)*
**MGST 310** Managerial Leadership (3)*
**MRKT 310** Marketing Principles and Organization (3)
**MGST 486A** Internship in Management Studies Through Co-op (3)
**MGST 486B** Internship in Management Studies Through Co-op (6)*

* Strongly recommended.

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

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

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

**Recommendation**

The following course is recommended to fulfill General Education Requirements, or as an additional elective:

**COMM 390** Writing for Managers (3)

**Minor in Management Studies**

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

**Objectives**

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

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

**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 studies, or marketing to complete the 15 semester hours required for the minor.

**Recommendation for the Minor**

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

**BMGT 110** Introduction to Business and Management (3)

**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 and make informed marketing decisions.
- Identify information needs critical to the practice of marketing and articulate questions, gain access to relevant resources, evaluate and organize information sources, and integrate new information into the marketing decision-making process.
- Discuss 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.
- Explain the significance of global markets and the application of the eight universal marketing processes to develop global marketing plans.
- Trace the historic evolution of the marketing discipline and how marketing has contributed to the political, economic, and legal environments of today's global society.
- Develop competency in the technological applications used by the marketing profession to enhance the eight universal marketing processes.
- Describe the complex nature of corporate ethics and the social responsibility of organizations in the conduct of marketing activities, as well as the personal responsibility to understand other cultures and negotiate different perspectives.
- Examine the benefits and consequences of marketing activities on the physical environment and on the lives of others.
- Develop effective written and oral communications consistent with the professional marketing 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:

- **ACCT 301** Accounting for Nonaccounting Managers (3)
- **BMGT 230** Business Statistics (3)
- **BMGT 364** Management and Organization Theory (3)
- **BMGT 380** Business Law I (3)
- **BMGT 496** Business Ethics and Society (3)

Required Marketing Courses (12 s.h.)
Students must take the following marketing courses:

- **MRKT 310** Marketing Principles and Organization (3)
- **MRKT 410** Consumer Behavior (3)
- **MRKT 412** Marketing Research Applications (3)
- **MRKT 495** Marketing Policies and Strategies (3)*

* 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:

- **MRKT 311** Services Marketing (3)
- **MRKT 314** Nonprofit Marketing (3)
- **MRKT 353** Retail Management (3)
- **MRKT 354** Integrated Marketing Communications (3)
- **MRKT 357** Marketing Public Relations (3)
- **MRKT 371** Professional Selling (3)
- **MRKT 373** Marketing Channels (3)
- **MRKT 374** Small Business Marketing (3)
- **MRKT 415** Independent Marketing Study (3)**
- **MRKT 454** Global Marketing (3)
- **MRKT 456** Advertising (3)
- **MRKT 457** Web Marketing (3)
- **MRKT 471** Business Marketing (3)
- **MRKT 475** Sales Management (3)
- **MRKT 486A** Internship in Marketing Through Co-op (3)
- **MRKT 486B** Internship in Marketing Through Co-op (6)

** 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:

- **MRKT 317** Issues in Pricing (1)
- **MRKT 318** Exploring Internet Marketing (1)
- **MRKT 319** Contemporary Issues in Marketing (1)
- **MRKT 320** New Product Development (1)
- **MRKT 321** Analyzing the Competition (1)
- **MRKT 322** Evaluating Marketing Programs (1)
- **MRKT 323** Fundamentals of Direct Marketing (1)
- **MRKT 324** Developing Marketing Segments (1)
- **MRKT 325** Developing Channels for Relationship Marketing (1)

Additional Required Coursework (12 s.h.)
Students must take the following courses; credit may be applied to general education, minor, or elective requirements, as appropriate:

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

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

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

- MRKT 354 Integrated Marketing Communications (3)
- MRKT 456 Advertising (3)

Students must take one of the following courses within their supplemental major courses:

- MRKT 357 Marketing Public Relations (3)
- MRKT 457 Web Marketing (3)

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:

- MRKT 371 Professional Selling (3)
- MRKT 471 Business Marketing (3)
- MRKT 475 Sales Management (3)

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:

- MRKT 353 Retail Management (3)
- MRKT 373 Marketing Channels (3)
- MRKT 475 Sales Management (3)

Recommendations
Students are encouraged to take one of the following upper-level writing courses:

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

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

- Explain 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.
- Describe the complexities of global markets and how the eight universal marketing processes apply to global marketing.
- Develop basic skills in identifying, gaining access, and evaluating relevant resources, and integrating new information into the marketing decision-making process.
- Develop basic skills in the technological applications used by the marketing profession to enhance the eight universal marketing processes.
- Develop effective written and oral communications consistent with the professional marketing environment.

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 semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

Marketing Coursework (15 s.h.)

Required Foundation Course (3 s.h.)
Students must take the following foundation course:

- MRKT 310 Marketing Principles and Organization (3)

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.
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 semester hours for the minor. Any course used to replace an upper-level 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 130 Calculus A (3)
- MATH 131 Calculus B (3)
- MATH 132 Calculus C (3)
- MATH 140 Calculus I (4)
- MATH 141 Calculus II (4)

Lower-Level Course (3–4 s.h.)
Students must take one of the following courses:

- MATH 240 Introduction to Linear Algebra (4)
- MATH 241 Calculus III (4)
- MATH 246 Differential Equations (3)

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 and one in applied mathematics from the following lists.

Pure Mathematics
- MATH 301 Concepts of Real Analysis I (3)
- MATH 302 Concepts of Real Analysis II (3)
- MATH 402 Algebraic Structures (3)
- MATH 432 Point Set Topology (3)
- MATH 436 Modern Geometry (3)
- MATH 463 Complex Variables (3)

Applied Mathematics
- MATH 370 Actuarial Science (3)
- MATH 381 Operations Research (3)
- MATH 390 Mathematics of Communication (3)
- MATH 450 Logic for Computer Science (3)
- MATH 466 Numerical Analysis (3)
- MATH 475 Combinatorics and Graph Theory (3)

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)

Students must take one of the following statistics courses:

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

Natural Science Psychology Courses (9 s.h.)
Students must choose three of the following courses:

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

Social Science Psychology Courses (9 s.h.)
Students must choose three of the following courses:
PSYC 221 Social Psychology (3)
PSYC 345 Group Dynamics (3)
PSYC 354 Cross-Cultural Psychology (3)
PSYC 355 Child Psychology (3)
PSYC 357 Psychology of Adulthood and Aging (3)
PSYC 361 Survey of Industrial 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
A student who graduates with a minor in psychology will be able to:

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

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

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 major 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 gerontology, 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
A 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:

- BMGT 230 Business Statistics (3)
- ECON 321 Economic Statistics (3)
- PSYC 200 Statistical Methods in Psychology (3)
- SOCY 201 Introductory Statistics for Sociology (4)
- STAT 100 Elementary Statistics and Probability (3)
- STAT 200 Introduction to Statistics (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 (3)
- ECON 203 Principles of Economics II (3)
- GERO 100 Introduction to Gerontology (3)
- GERO 220 Psychological Aspects of Aging (3)
- SOCY 100 Introduction to Sociology (3)
- SOCY 105 Introduction to Contemporary Social Problems (3)

Civic and Social Responsibility Courses (3 s.h.)
Students must take one or more of the following courses:

- GVPT 306 Global Ecopolitics (3)
- GVPT 403 Law, Morality, and War (3)
- GVPT 405 Defense Policy and Arms Control (3)
- SOCY 432 Social Movements (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 World Issues (6 s.h.)

- ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3)
- ANTH 340 Outlooks in Anthropology (6)
- BEHS 336 The Middle East: An Interdisciplinary Perspective (6)
- BEHS 361 Global Environmental Change (6) (also listed as HUMN 360 and NSCI 361)
- ECON 380 Comparative Economic Systems (3)
- ECON 440 International Economics (3)
- GEOG 202 The World in Cultural Perspective (3)
- GVPT 200 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)
- 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 Middle Eastern Politics (3)
- GVPT 457 American Foreign Relations (3)
- HIST 372 Legacy of the Civil Rights Movement (3)
- PSYC 415 History of Psychology (3)
- SOCY 300 American Society (3)
- SOCY 311 The Individual and Society (3)

Upper-Level Supplemental Courses (3 s.h.)
Students must choose one or more upper-level courses for a total of 3 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 semester hours for the minor. Any course used to replace an upper-level 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)
- **SOCY 105** Introduction to Contemporary Social Problems (3)

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

Students must choose one of the following statistics courses:

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

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

Students must take three of the following courses to complete the 15 semester hours required for the minor:

- **ANTH 417** Peoples and Cultures of the Far East (3)
- **ASTD 300** The Chinese: Adapting the Past, Building the Future (3)
- **ASTD 301** The Japanese: Adapting the Past, Building the Future (3)
- **ASTD 302** The Two Koreas: Problems and Prospects (3)
- **ASTD 303** India: The Weight of Tradition in the Modern World (3)
- **ASTD 304** Southeast Asia: Development Amid Diversity (3)
- **CCJS 330** Contemporary Criminological Issues (3)
- **CCJS 454** Contemporary Criminological Theory (3)
- **SOCY** All courses not otherwise listed as a requirement for the minor

**Objectives**

The student who graduates with a minor in strategic and entrepreneurial management will be able to:

- 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 WideWeb, 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 today.

**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 semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

**Strategic and Entrepreneurial Management Coursework (15 s.h.)**

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

Students must take the following foundation course:

- **BMGT 364** Management and Organization Theory (3)

**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**

- **BMGT 304** Managing E-Commerce in Organizations (3)
- **BMGT 317** Problem Solving (3)
- **BMGT 330** Entrepreneurship and New Venture Planning (3)*
- **BMGT 334** Managing New Ventures (3)
- **BMGT 336** Managing Strategic Venture Growth and Maturation (3)
- **BMGT 337** Building the Entrepreneurial Team (3)
- **BMGT 339** Government and Business Contracting (3)
- **BMGT 365** Leadership and Change (3)
- **BMGT 366** Managing in the Public Sector (3)
- **BMGT 392** International Business Management (3)
- **BMGT 464** Organizational Behavior (3)
**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 semester hours for the minor. Any course used to replace an upper-level 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMST</td>
<td>Introduction to Women's Studies: Women and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Students must choose at least three 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>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEHS</td>
<td>Parenting Today</td>
<td>3</td>
</tr>
<tr>
<td>BEHS</td>
<td>Domestic and Family Violence</td>
<td>3</td>
</tr>
<tr>
<td>BMGT</td>
<td>Women in Business</td>
<td>3</td>
</tr>
<tr>
<td>BMGT</td>
<td>Women as Entrepreneurs</td>
<td>3</td>
</tr>
<tr>
<td>BMGT</td>
<td>Women as Leaders</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>Introduction to Literature by Women</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>20th Century American Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>20th Century British Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>Feminist Critical Theory</td>
<td>3</td>
</tr>
<tr>
<td>GVPT</td>
<td>Legal Status of Women</td>
<td>3</td>
</tr>
<tr>
<td>HLTH</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>HLTH</td>
<td>Women's Health</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>Women and Industrial Development</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>Modern European Women's History</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>Women and the Family in America to 1870</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>Women in America Since 1870</td>
<td>3</td>
</tr>
<tr>
<td>HUMN</td>
<td>Contemporary Sexual Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology of Interpersonal Relationships</td>
<td>3</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>Sociology of Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>Family Demography</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>The Sociology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>Gender Roles and Social Institutions</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>Social Structure and Identity</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>The Family and Society</td>
<td>3</td>
</tr>
<tr>
<td>SOCY</td>
<td>Women in the Military</td>
<td>3</td>
</tr>
<tr>
<td>SPCH</td>
<td>Communication and Gender</td>
<td>3</td>
</tr>
</tbody>
</table>

Special topic courses offered in various disciplines may also be used to fulfill this requirement if approved in advance.
Curricula
Certificates are available in the following areas:
- Accounting – Introductory
- Accounting – Advanced
- Computer Applications
- Database Management
- E-Commerce Management
- Environmental and Occupational Health and Safety Management
- Human Resource Management
- Information Management
- Internet Technologies
- Management Foundations
- Object-Oriented Design and Programming
- Project Management for IT Professionals
- Public Fire-Protection Management and Administration
- Systems Approach to Fire Safety
- Technology and Management
- Visual Basic Programming
- Web Programming
- Workplace Communications
- 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. At least half of the total credits for any certificate must earned through UMUC.

Unless otherwise specified or necessitated by prerequisites, certificate sequences suggest but do not require that courses be taken in a prescribed order.

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 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.

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.

Program Courses
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 Elective
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.
Program Courses

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 424 Advanced Accounting (3)
- ACCT 426 International 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)

Computer Applications
The certificate in Computer Applications is designed for entry-level students and nontechnical professionals who are seeking an array of microcomputer application skills such as word processing, spreadsheet development and maintenance, database development and maintenance, and presentation. The certificate is awarded to the student who successfully completes six courses (four required and two electives) for a total of 18 semester hours.

Program Courses

Required Courses
Students must take the following courses:
- CMST 103 Introduction to Microcomputer Software (3)
- CMST 303 Advanced Features of Microcomputer Application Software (3)
- CMST 340 Computer Applications in Management (3)

Students must take one of the following courses:
- CMST 300 Concepts in Computing (3)
- IFSM 201 Introduction to Computer-Based Systems (3)

Supporting Electives
Students must choose two of the following courses:
- IFSM 300 Information Systems in Organizations (3)
- IFSM 302 Workplace Productivity (3)
- IFSM 303 Human Factors in Information Systems (3)
- IFSM 320 Office Automation (3)

Database Management
This certificate offers an introduction to the design and management of database systems in a business environment. In-depth practice in the use of Structured Query Language (SQL) is provided in the context of business-related case studies. Advanced database concepts, including database administration, database technology, and selection and acquisition of database management systems, are addressed. In the elective component of the certificate, courses addressing database mining or the system analysis required to begin developing the IT infrastructure in a business environment can be taken. The certificate is awarded to the student who successfully completes six courses (one introductory, three required, and two electives) for a total of 18 semester hours.

Program Courses

Introductory Course
Students must choose one of the following courses (Previous coursework or workplace experience with C, C++, Visual Basic, Ada, COBOL, or another high-level language may be applied.):
- CMST 305 Introduction to Visual Basic Programming (3)
- CMST 102 Introduction to Problem Solving and Algorithm Design (3)

Required Courses
Students must take the following courses:
- IFSM 296 COBOL Programming I (3)
- IFSM 307 COBOL Programming (3)

Supporting Electives
Students must choose two of the following courses:
- IFSM 304 Ethics in the Information Age (3)
- IFSM 461 Systems Analysis and Design (3)
- IFSM 498D Data Mining: Introduction and Application (3)
- IFSM 498O PL/SQL (3)

E-Commerce Management
The certificate in E-Commerce Management prepares managers to develop strategy, planning, organizational structures, supportive organizational culture, control systems, customer service infrastructure, and management of teams for implementation of e-commerce. It enables non-IT managers, project team members, and other employees assigned to work on e-commerce projects to upgrade their skills with the theory and practical knowledge necessary to organize the e-commerce effort within the firm. Students must complete six courses (four required and two electives) for a total of at least 16 semester hours.

Program Courses

Required Courses
Students must take the following courses:
- IFSM 300 Information Systems in Organizations (3)
- BMGT 304 Managing E-Commerce in Organizations (3)
- BMGT 491 Exploring the Future (3)
- BMGT 395 Customer Service Management (3)

Supporting Electives
Students must choose two of the following courses:
- BMGT 411 Systems Performance (3)
- BMGT 412 Program Analysis and Evaluation (3)
- BMGT 487 Project Management I (3)
- BMGT 488 Project Management II (3)
- M RKT 318 Exploring Internet Marketing (1)
Environmental and Occupational Health and Safety Management

This certificate program provides environmental and business personnel the education they need to manage health and safety issues effectively. Students learn to recognize and appreciate the characteristics of hazardous materials; to deal with the health and safety issues in a cost-effective way; to understand and apply federal, state, and local health and safety regulations; and to communicate risk and be prepared for emergencies. The certificate is awarded to students who successfully complete six courses for a total of 18 semester hours.

Program Courses

Students must take the following courses:

- ENMT 493 Environmental Regulations and Policy (3)
- ENMT 305 Hazardous Materials Toxicology (3)
- ENMT 320 Environmental and Occupational Health and Safety Management (3)
- ENMT 310 Emergency Planning and Operations Management (3)
- ENMT 340 Environmental Technology (3)
- ENMT 390 Environmental Risk Assessment (3)

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 within a private- or public-sector organization to upgrade their skills with the theory and practical knowledge to advance to a higher level. This certificate prepares the student for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations. A total of 18 semester hours is required for completion of the certificate.

Program Courses

Required Courses

Students must take the following courses:

- HRMN 300 Human Resource Management (3)
- HRMN 400 Human Resource Management: Analysis and Problems (3)
- HRMN 362 Labor Relations (3)
- BMGT 364 Management and Organization Theory (3)

Supporting Electives

Students must choose two of the following courses:

- BMGT 464 Organizational Behavior (3)
- BMGT 465 Organization Development and Change (3)
- BMGT 484 Managing Teams in Organizations (3)
- HRMN 367 Organizational Culture (3)
- HRMN 390 Contemporary Compensation Management (3)
- HRMN 394 Motivation, Performance, and Productivity (3)
- HRMN 406 Employee Training and Development (3)
- HRMN 463 Public Sector Labor Relations (3)
- HRMN 490 International Human Resource Management (3)
- HRMN 494 Strategic Human Resource Management (3)

Information Management

This certificate offers an overview of information systems, their role in organizations, and the relation of information systems to the objectives and structure of an organization. An introduction to the design and management of database systems in a business environment is provided. A study of the methods used in analyzing needs for information and specifying requirements for an application system is complemented with a study of the concepts and techniques used in specifying the physical design of the targeted system. The certificate is awarded to the student who successfully completes a minimum of six courses (one introductory, three required, and two electives) for a total of 18 semester hours.

Program Courses

Introductory Course

Students must take one of the following courses. (Previous coursework or workplace experience with C, C++, Visual Basic, Ada, COBOL, or another high-level language may be applied.)

- CMST 305 Introduction to Visual Basic Programming (3)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- IFSM 296 COBOL Programming I (3)
- IFSM 307 COBOL Programming II (3)

Required Courses

Students must take the following courses:

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

Supporting Electives

Students must choose one of the following courses:

- IFSM 302 Workplace Productivity (3)
- IFSM 303 Human Factors in Information Systems (3)
- IFSM 304 Ethics in the Information Age (3)
- IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3)
- IFSM 395 Advanced Databases Concepts (3)
- IFSM 338 Project Management (3)
- IFSM 466 Object-Oriented Systems Development (3)
- IFSM 455 IT Infrastructure of E-Commerce (3)
Internet Technologies
The certificate in Internet Technologies is designed for students concentrating on Internet and Web technologies for workplace and academic objectives. Hands-on experience is provided in several areas, with an emphasis on subject-related projects. A certificate is awarded to students who complete six courses (four required and two electives) for a total of 18 semester hours.

Program Courses
Required Courses
Students must take the following courses:
CMST 385 Internet: A Practical Guide (3)
CMST 386 Internet: An Advanced Guide (3)
CMST 430 Web Site Management (3)
CMST 450 Web Design Methodology and Technology (3)

Supporting Electives
Students must choose two of the following courses:
CMIS 240 Data Structures and Abstractions (3)
CMIS 345 Object-Oriented Design and Programming (3)
CMIS 375 Programming in Perl (3)
CMSC 480 Advanced Programming in Java (3)
IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3)
IFSM 446 Java-Based Information Systems Applications (3)
IFSM 455 IT Infrastructure of E-Commerce (3)

Object-Oriented Design and Programming
This certificate is designed for technical professionals who will be working as programmer/analysts or application developers. Students are taught introductory and advanced features of object-oriented languages, as well as concepts in the object-oriented design of programs. A total of 18 semester hours is required for completion of the certificate.

Program Courses
Required Courses
Students must take the following courses:
CMIS 140 Introductory Programming (3)
CMIS 240 Data Structures and Abstraction (3)
CMIS 345 Object-Oriented Design and Programming (3)

Supporting Electives
Students must choose three of the following courses. (Students should check the course descriptions to ensure that they have taken all prerequisites for each course.)
CMIS 330 Software Engineering Principles and Techniques (3)
CMIS 340 Programming in Java (3)
CMIS 440 Advanced Programming in Java (3)
CMIS 455 Requirements Development (3)
CMIS 460 Software Design and Development (3)
CMIS 465 Software Verification and Validation (3)

Management Foundations
The Management Foundations certificate program prepares students for entry-level supervisory and midlevel management positions and enables employees already working in a private- or public-sector organization to upgrade their skills with the theory and practical knowledge to advance to a higher level. Students earn the certificate on completion of six courses (five required and one elective) for a total of 18 semester hours.

Program Courses
Required Courses
Students must take one of the following finance courses:
BMGT 340 Business Finance (3)
BMGT 341 Finance for the Nonfinancial Manager (3)

Students must take the following courses:
BMGT 364 Management and Organization Theory (3)
HRMN 300 Human Resource Management (3)
MRTK 310 Marketing Principles and Organization (3)
IFSM 300 Information Systems in Organizations (3)

Supporting Elective
Students must choose one of the following courses:
BMGT 365 Leadership and Change (3)
BMGT 380 Business Law I (3)
BMGT 383 Planning and Control of Services (3)
BMGT 464 Organizational Behavior (3)
BMGT 496 Business Ethics and Society (3)

Project Management for IT Professionals
This certificate offers an overview of information systems, their role in organizations, and the relationship of information systems to the objectives and structure of an organization. The planning, scheduling, and controlling of a system project during its life cycle is explored. A survey of techniques for improving the productivity of practices and procedures in the workplace is included. The certificate is awarded to the student who successfully completes six courses (four required and two electives) for a total of 18 semester hours.

Program Courses
Required Courses
Students must take the following courses:
IFSM 201 Introduction to Computer-Based Systems (3)
IFSM 300 Information Systems in Organizations (3)
IFSM 438 Project Management (3)
IFSM 461 Systems Analysis and Design (3)

Supporting Electives
Students must choose two of the following courses:
IFSM 302 Workplace Productivity (3)
IFSM 303 Human Factors in Information Systems (3)
IFSM 304 Ethics in the Information Age (3)
IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3)
IFSM 430 Information Systems and Security (3)
IFSM 455 IT Infrastructure of E-Commerce (3)
Public Fire-Protection Management and Administration

The Public Fire-Protection Management and Administration certificate program prepares students for supervisory and midlevel management positions in public fire service management. It also enables employees within public fire-protection organizations to upgrade their skills with administrative, management, planning, and legal knowledge to advance to a higher level. Students must complete six required courses for a total of 18 semester hours to earn the certificate.

Program Courses
Students must take the following courses:
FSCN 302 Advanced Fire Administration (3)
FSCN 304 Fire-Personnel Management (3)
FSCN 305 Fire Prevention Organization and Management (3)
FSCN 401 Disaster and Fire Defense Planning (3)
FSCN 412 Political and Legal Foundations of Fire Protection (3)
FSCN 413 The Community and Fire Threat (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.

Program 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 courses (four required and two electives) for a total of 18 semester hours to earn the certificate.

Program Courses

Required Courses
Students must take the following courses:
BMGT 317 Problem Solving (3)
BMGT 487 Project Management I (3)
BMGT 488 Project Management II (3)
CMST 385 Internet: A Practical Guide (3)

Supporting Electives
Students must choose two of the following courses:
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
CMIS 240 Data Structures and Abstractions (3)
CMIS 340 Programming in Java (3)
CMIS 345 Object-Oriented Design and Programming (3)
CMIS 385 Internet: A Practical Guide (3)
CMIS 386 Internet: An Advanced Guide (3)
IFSM 410 Database Concepts (3)
IFSM 420 Advanced Database Concepts (3)
IFSM 455 IT Infrastructure for E-Commerce (3)
CMSC 480 Advanced Programming in Java (3)
Web Programming
This certificate is designed for technical professionals who want to learn some of the important tools used in Web programming. Students are taught introductory and advanced features of Perl and Common Gateway Interface (CGI) programming, and will have the opportunity to learn skills in databases, UNIX, JavaScript, and Web site management and design. A total of 18 semester hours is required for completion of the certificate.

Program Courses
Required Courses
Students must take the following courses:
CMIS 140 Introductory Programming (3)
CMIS 375 Programming in Perl (3)
CMIS 475 Advanced Programming in Perl (3)

Supporting Electives
Students must choose three of the following courses. (Students should check the course descriptions to ensure that they have taken all prerequisites for each course.)
CMIS 320 Relational Databases (3)
CMIS 325 UNIX with Shell Programming (3)
CMST 385 Internet: A Practical Guide (3)
CMST 386 Internet: An Advanced Guide (3)
CMST 430 Web Site Management (3)
CMST 450 Web Site Management and Technology (3)
IFSM 455 IT Infrastructure of E-Commerce (3)

Workplace Spanish
This certificate combines language and professional study to give students a language foundation that will prepare them to work and communicate in a Spanish-speaking environment. 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.

Program Courses
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)
SPAN 318 Commercial and Workplace Spanish (4)

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.

Workplace Communications
The certificate in Workplace Communications is designed to prepare students in the basics of communication vehicles and modes in the modern workplace. It introduces them to the vocabulary of the field and to the tools and techniques of workplace documents. Students receive the certificate on successful completion of 18 semester hours of coursework.

Program Courses
Students must take the following courses:
ENGL 101/ENGL 101X Introduction to Writing (3)
IFSM 201 Introduction to Computer-Based Systems (3)
CMST 310 Desktop Publishing (3)
CMST 495 Seminar in Workplace Communication (3)

Students must take one of the following writing courses:
COMM 393/COMM 393X Technical Writing (3)
COMM 394/COMM 394X Business Writing (3)

Students must take one of the following editing courses:
COMM 491 Technical Editing (3)
ENGL 278F Introduction to Principles of Text Editing (3)
UMUC General Course Information

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 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

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 course material 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.

Some courses can be taken for credit only in a specific sequence; 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 and mathematics.

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). Mathematics 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, audiovisual 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 UMUC-Europe Distance Education program. The Distance Education Web site at www.ed.umuc.edu/deprovides 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 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 videotaped 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.

2002/2003 Undergraduate Catalog
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 www.umuc.edu.

Accounting
Courses in accounting (designated ACCT) may be applied as appropriate (according to individual program requirements) toward:

- a major in accounting, business administration, human resource management, management studies or marketing;
- a minor in accounting, business administration, 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 (emphasis accounting for liabilities, equity, and corporate forms of ownership) followed by an introduction to managerial accounting. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and variances. Emphasis is on management reporting. Students may receive credit for only one of the following courses: ACCT 221, BMGT 221, MGST 301, or MGMT 301.

ACCT 310 Intermediate Accounting I (3)
(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisites: BMGT 110 or at least two years of business or management experience; and ACCT 221 or equivalent. A comprehensive analysis of financial accounting topics involved in preparing financial statements and in external reporting. Students may receive credit for only one of the following courses: ACCT 310 or BM GT 310.

ACCT 311 Intermediate Accounting II (3)
(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisites: ACCT 310 or equivalent. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. Students may receive credit for only one of the following courses: ACCT 311 or BM GT 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 BM GT 321.

ACCT 323 Taxation of Individuals (3)
(Formerly Income Tax Accounting.) Prerequisite: ACCT 220 or equivalent. An introduction to federal taxation of the income of individuals. Tax laws are examined by means of illustrative examples and problems. Computer applications may be used to analyze specific examples. Students may receive credit for only one of the following courses: ACCT 323 or BM GT 323.

ACCT 422 Auditing Theory and Practice (3)
Prerequisite: ACCT 311 or equivalent. A study of the independent accountant's attest function, generally accepted auditing standards, tests of controls and substantive tests, and report forms and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 422 or BM GT 422.

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 responsibility or 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 minor in art;
- a major or 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 or international perspective requirement.) 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 or international perspective requirement.) 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 toward:
- the general education requirement in the biological and physical sciences;
- the minor in natural science; 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, or GNSC 125.

ASTR 110 Astronomy Laboratory (1)
(Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. Not for students majoring or minoring in science.) Prerequisite or corequisite: ASTR 100 or equivalent. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy. Experiments to demonstrate instruments and principles of astronomy. Daytime and nighttime observations of celestial objects and phenomena. Use of photographs of moon, stars, and galaxies and spectra.

Biology
Courses in biology (designated BIOL) may be applied as appropriate (according to individual program requirements) toward:
- the general education requirement in the biological and physical sciences;
- a minor in biology, microbiology or natural science;
- a certificate in bio-security; and
- electives (including related requirements for the environmental management major).

BIOL 101 Concepts of Biology (3)
(For students not majoring in a 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)
(For students not majoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101 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.

Multi-residency course that can be applied toward the residency requirement of College of Southern Maryland
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)
(For students not majoring in a science.) An introduction to genetics, focusing on the human organism. Topics include transmission and biochemical genetics, mutation, the behavior of genes in populations, and genetic engineering. The roles of recent discoveries in the treatment of genetic diseases, cancer, and organ transplantation are examined. Students may receive credit for only one of the following courses: BIOL 220, BIOL 346, ZOOL 146, or ZOOL 346.

Business and Management
Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward:
- a major 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 as BMGT. Students may not receive credit for the same course under both listings.

BIOL 160 through BMGT 380—UMUC Course Descriptions

BMGT 110 Introduction to Business and Management (3)
(For students with little or no business background. Recommended preparation for many other BMGT courses.) Provides the 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, financial 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, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 378 Legal Environment of Business (3)
(Fulfills the civic responsibility requirement.) An overview of fundamental legal concepts and principles that affect business in the relevant functional and regulatory environments. Emphasis is on the definition and application of legal principles and concepts through illustrative examples and cases. Primary topics include the legal, ethical, and social environment of business, agencies, and regulatory environments. Emphasis is on solving problems of transactional aspects of business are defined; these include contracts and business organizations, property, and government regulations in the human resource, marketing, and financial dimensions of business. Important global concepts are discussed. Assignments include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BMGT 378 or BMGT 480.

BMGT 380 Business Law I (3)
(Fulfills the civic responsibility requirement. Strongly recommended for students seeking careers as CPAs, attorneys, 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, and 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.
BMGT 381 Business Law II (3)
(Fulfills the civic responsibility requirement. 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 (baiiments, 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 may include conducting relevant research using computer databases and networks (such as LEXIS—NEXIS and the World Wide Web) as well as other methods for accessing information.

BMGT 385 Production and Operations Management (3)
Prerequisites: BMGT 364 and BMGT 230 or STAT 200 or equivalent. An overview of the operations of manufacturing and service enterprises, concentrating on production management, planning, and control. Topics include demand forecasting, materials planning and control, and capacity planning. Case studies are examined to analyze the manufacturing and service environments in terms of operational planning, the use of teamwork, decision making regarding problems commonly confronting managers and supervisors. Fundamentals of the analytical method are introduced early to help solve problems in the design, operation, and control of systems. Students may receive credit only once under this course number and for only one of the following courses: BMGT 383, BMGT 385, MGMT 340, MGMT 318, or TEMN 318.

BMGT 392 International Business Management (3)
(Fulfills the international perspective requirement.) Prerequisites: BMGT 110 (or at least two years of business and management experience) and ECON 203 or equivalent. Examination and analysis of the nature and composition of international business in its historical, theoretical, environmental, and functional dimensions. Focus on understanding the growing economic interdependence of nations and the impact on managerial and corporate policy decisions that transcend national boundaries. Topics include the nature and scope of international business; the institutional, sociocultural, political, legal, ethical, and economic environments; trade, foreign investment, and development; transnational management, including global operations, strategic planning, human resources, marketing, and finance; and international business diplomacy and conflict resolution. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 340.

BMGT 464 Organizational Behavior (3)
Prerequisites: BMGT 110 (or at least two years of business and management experience) and BMGT 364 or equivalent. An examination of research and theory on the forces underlying the way members of an organization behave. Topics include the behavior of work groups and supervisors, intergroup relations, employees’ goals and attitudes, problems in communication, the circumstances of change in an organization, and the goals and design of an organization.

BMGT 482 Business and Government (3)
(Fulfills civic responsibility or the international perspective requirement.) Prerequisites: BMGT 110 (or at least two years of business and management experience) and ECON 201 or ECON 203 or equivalent. A study of the role of government in the modern economy and the intricate relationships between the public and private sectors. Emphasis is on the regulatory and public policy dimensions of government intervention, the promotion of business, and corporate responses to government action in the changing domestic and global marketplaces. Students may receive credit for only one of the following courses: BMGT 482 or TMGT 340.

BMGT 496 Business Ethics and Society (3)
(Fulfills the civic responsibility requirement.) A study of the relationship of business ethics and social responsibility in both domestic and global settings. Ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies are explored. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public consequence in both the domestic and global environments.

Chemistry
Courses in chemistry (designated CHEM) 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;
• electives (including related requirements for the environmental management major).

CHEM 103 General Chemistry I (4)
(For students majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: MATH 107 or MATH 115 or equivalent. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.

CHEM 113 General Chemistry II (4)
(Fulfills the laboratory science requirement.) Prerequisite: CHEM 103 or CHEM 105. Further study of the nature and composition of matter. Topics include: kinetics, homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 121 Chemistry in the Modern World (3)
(For students not majoring or minoring in science.) An exploration of 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 121, or GNSC 140.

Multi-residency course that can be applied toward the residency requirement of College of Southern Maryland
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.

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 390 or HUMN 390.

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 393X, or ENGL 394.

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;
- 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 and Algorithm Design (3)  
(May not be applied to a major in computer and information science.) A study of techniques for finding solutions to problems through structured programming and step-wise refinement.
Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive whole. Algorithms are used to demonstrate programming as an approach to problem solving, and basic features of the C++ language are illustrated.

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/quarters is recommended.) Prerequisite: CMIS 102 or equivalent knowledge. A study of structured programming using the C++ language. The discipline, technologies, 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 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)
(Strongly recommended for students majoring in CMIS. Not open to students who have completed CMSC 311.) Prerequisite: CMIS 140; CMIS 160 strongly recommended. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. Topics include data representation and the design and analysis of combinational and sequential circuits. Focus is on how hardware components (multiplexers, decoders, memories, arithmetic-logic units, etc.) are built. Hard-wired and microprogrammed design of control units will be discussed. Concepts such as pipelining and memory hierarchy are introduced. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 320 Relational Databases (3)
Prerequisite: CMIS 140 or equivalent; CMIS 310 or equivalent recommended. A study of the functions and underlying concepts of relationally organized database systems. Data models are described and their application to database systems is discussed. The entity/relationship (E/R) model and Codd's relational theory—including relational algebra, normalization and integrity constraints, and the SQL language—are emphasized. Physical design and data administration issues are addressed. Projects include hands-on work with E/R and relational models (using Oracle). Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 325 UNIX with Shell Programming (3)
Prerequisite: CMIS 140 or equivalent. A study of the UNIX operating system. Topics include file structures, editors, pattern matching facilities, shell commands, and shell scripts. Shell programming is presented and practiced to interrelate system components. Projects give practical experience with the system.

CMIS 330 Software Engineering Principles and Techniques (3)
Prerequisite: CMIS 240, CMIS 315, or equivalent; CMIS 310 or equivalent recommended. A study of the process of software engineering from initial concept through design, development testing, and maintenance to retirement of the product. Development life-cycle models are presented. Issues in configuration management, integration and testing, software quality, 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.

CMIS 342 Windows User Interface Programming (3)
(Formerly CMIS 398W Windows NT Programming.) Prerequisite: CMIS 240, CMIS 315, 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, CM SC 370, or IFSM 450.

CMIS 375 Programming in Perl (3)
(Formerly CMIS 398P.) 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. Students may receive credit for only one of the following courses: CMIS 375 or CMIS 398P.

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 415 Advanced UNIX and C (3)
Prerequisites: CMIS 240 (or CMIS 315) and CMIS 325; CMIS 310 or equivalent recommended. An investigation of the interaction between the UNIX operating system and the C programming language. The features of UNIX that support C, including library and system calls, UNIX utilities, debuggers, graphics, and file structure, are presented. Programming projects in C that implement UNIX command features are assigned.

CMIS 420 Advanced Relational Databases (3)
Prerequisite: CMIS 320 or equivalent. A study of advanced logical and physical design features and techniques of relational databases appropriate to the advanced end user, database designer, or database administrator. Topics include object-relational concepts, data modeling, challenge areas, physical design in relation to performance, and relational algebra as a basis of optimizer strategies. Future trends, advanced concurrency control mechanisms, and maintenance issues such as schema restructuring are addressed. Projects include hands-on work (using Oracle) in designing and implementing a small database, creating triggers, loading through forms and utility, querying through interactive and embedded Structured Query Language (SQL), restructuring schema, and analyzing performance. Students may receive credit for only one of the following courses: CMIS 420, IFSM 411, or IFSM 498I.

CMIS 435 Computer Networking (3)
Prerequisite: CMIS 370 or equivalent. An overview of communication topics such as routing conventions, encoding schemes, and error detection and correction. Emphasis is on routing protocols for messages within various kinds of networks, as well as on methods that network entities use to learn the status of the entire network. Students may receive credit for only one of the following courses: CMIS 435 or CM SC 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 240 and 310 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.

CMIS 490 Advanced UNIX System Administration (3)
(Formerly CMIS 498U.) Prerequisite: CMIS 390. A continuation of the study of UNIX system Administration. Topics such as printer administration, mail server configuration and maintenance, storage and backup strategies, Domain Name Service (DNS), kernel configurations and UNIX internet server design and setup are explained in detail, covering both theory and implementation. Advanced topics include network file servers (NFS), network information service (NIS), UNIX internet protocols, user and system security, and in-depth troubleshooting techniques. Automation of administration tasks and the writing of shell scripts to augment the boot process are also discussed. Students may receive credit for only one of the following courses: CMIS 490 or CMIS 498U.
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:

- 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)
(Designed to prepare students to take the Network+ Certification Exam from Comp TIA.) An introduction to networking technologies for individual workstations, local area networks, wide area networks, and the Internet, with emphasis on security and protocols. A general knowledge of networking, including Microsoft operating systems, such as 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 a 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 domain. Hands-on exercises are included.

CMIT 367M Windows 2000 Server (3)
(Designed to help prepare students to take Installing, Configuring, and Administering a 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 367M 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 367M 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.) Prerequisite: CMIT 367M. 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 System 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 in computer studies;
- a minor in computer studies;
- a certificate in various computer-related areas, and
- electives.

Students who have already received credit for courses designated CMST may not receive credit for comparable courses designated CMST.

CMST 100A Introduction to Microcomputers: Hardware and Software (1)
(Formerly CAPP 100A. This course is graded on a satisfactory/fail basis only.) 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, CM ST 103, or CM ST 100B.

CMST 100D Introduction to Microcomputers: Presentation Graphics (1)
(Formerly CAPP 100D. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 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 slideshows. Hands-on practice with typical presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D or CM ST 100D.

CMST 100E Introduction to Microcomputers: Networks and Communication (1)
(Formerly CAPP 100E. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 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 CM ST 100E.

CMST 100F Introduction to Microcomputers: Databases (1)
(Formerly CAPP 100F. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 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, CM ST 103, or CM ST 100F.

CMST 100G Introduction to Microcomputers: Spreadsheets (1)
(Formerly CAPP 100G. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 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, CM ST 103, or CM ST 100G.

CMST 100J Introduction to Microcomputers: Security (1)
(Formerly CAPP 100J. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 100A or equivalent. An introduction to computer security. Both physical and software security and the types of computer viruses that afflict modern information systems are examined. Discussion covers the use of the operating system and antivirus software tools 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 100J or CM ST 100J.

CMST 100K Introduction to Microcomputers: Accessing Information via the Internet (1)
(Formerly CAPP 100K. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 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 issues, 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, CM ST 385, or CM ST 386 cannot earn credit for CM ST 100K. Students may receive credit for only one of the following courses: CAPP 100K, CAPP 101C, or CM ST 100K.

CMST 100L Introduction to Microcomputers: Web Page Design (1)
(Formerly CAPP 100L. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 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 100L or CM ST 100L.

CMST 100M Introduction to Microcomputers: HTML (1)
(Formerly CAPP 100M. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CM ST 100A or equivalent. An introduction to the use of HTML to create basic and advanced World Wide Web-enabled documents. Topics include 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 Introduction 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.

* Indicates extensive computer use by students.
CMST 100P Introduction to Microcomputers: Using UNIX/Linux (1)
(Formerly CAPP 100P. This course is graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to configuring and using UNIX and 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-Windows 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 CMST 100P.

CMST 100Q Introduction to Microcomputers: Personal Digital Assistants (1)
(Formerly CMST 198A. This course is graded on a satisfactory/D/fail basis only.) An introduction to personal digital assistants (PDAs). Focus is on the two major operating systems for PDAs: Palm and Pocket PC. Topics include understanding the functions of PDAs, comparing the two operating systems, using built-in and typical third-party applications, and connecting and exchanging information with desktop computers. Students are encouraged to bring their own PDAs to class. Students may receive credit for only one of the following courses: CMST 100Q or CMST 198A.

CMST 303 Advanced Features of Microcomputer Application Software (3)
(Formerly CAPP 303.) Prerequisite: CMST 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 CMST 303.

CMST 305 Introduction to Visual Basic Programming (3)
(Formerly CAPP 305.) Prerequisite: CMST 102 or equivalent. A structured approach to developing programs using the Visual Basic language with Windows. Hands-on experience in implementing features of this event-driven, visual interface for program design is provided. Programming projects in Visual Basic are included. Students may receive credit for only one of the following courses: CAPP 305 or CMST 305.

CMST 310 Desktop Publishing (3)
(Formerly CAPP 310.) Prerequisite: Basic familiarity with personal computers and experience with a word-processing or text-editing program. An introduction to concepts and methods of desktop publishing. Highlights include the design and layout of a publication, the choice of computer hardware and software, the integration of computer graphics, the drafting and editing of a publication, and methods of interacting with high-level printing equipment to produce a final document. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 340 Computer Applications in Management (3)
(Formerly CAPP 340.) Prerequisite: CMST 300 or 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, CMIS 350, or CMST 340.

CMST 385 Internet: A Practical Guide (3)
(Formerly CAPP 385.) Prerequisite: CMST 300 or 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 News readers; finding and retrieving information on the World Wide Web; and the use of portals and search engines. HTML and Web page design are introduced. Discussion covers Internet security measures as well as social, ethical, and legal issues related to the growth of the Internet. Assignments include designing and publishing a Web page. Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Internet: An Advanced Guide (3)
(Formerly CAPP 386.) Prerequisite: CMST 385 or equivalent. A study of advanced applications for the Internet and the World Wide Web. Focus is on Web page design, including features such as frames, animation, and cascading style sheets. Dynamic HTML and JavaScript are introduced. Assignments include publishing a Web page. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

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 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. 13.

Indicates extensive computer use by students.
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 apply);
- a major in criminal justice or legal studies;
- a minor in criminal justice or sociology;
- a certificate in various security-related areas; and
- electives.

Students who previously received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

CCJS 331 Contemporary Legal Policy Issues (3)
Prerequisite: CCJS 230 or CCJS 234. Thorough examination of selected topics: criminal responsibility, alternative sociolegal 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)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. 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 330.

CCJS 352 Drugs and Crime (3)
Prerequisite: CCJS 100 or 105. 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)
Prerequisite: CCJS 100 or 105. 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 requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities (when appropriate); and
- electives.

DTCH 111 Elementary Dutch I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Dutch. 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.

DTCH 112 Elementary Dutch II (3)
(Fulfills the international perspective requirement.) Prerequisite: DTCH 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 Dutch through a knowledge and understanding of the customs, habits, and culture of the Dutch-speaking world.

DTCH 211 Intermediate Dutch (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 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 211 or DTCH 114.

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 212 or DTCH 115.
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 on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

**ECON 203 Principles of Economics II (3)**

Recommended: ECON 201. Analysis of the principles underlying the behavior of individual consumers and business firms. Topics include problems of international trade and finance, distribution of income, policies for eliminating poverty and discrimination, problems of environmental pollution, and effects of various market structures on economic activity.

**ECON 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 international perspective requirement.) 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 441.

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 SOC ED 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 EDCU.

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)**

(Formerly ENGL 100. Does not fulfill the general education requirement in communications. Recommended as preparation for ENGL 101. Elective credit only.) 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)
(Exchange 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 108G or ENGL 100D.

EDCP 108G College Study for Adults (1)
(Exchange 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 services 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 EDHD) may be applied toward electives.

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 EDHD 320.

EDHD 420 Cognitive Development and Learning (3)
Prerequisite: EDHD 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, EDHD 460, PSYC 309J, or PSYC 339.

EDPA 210 Historical and Philosophical Perspectives on Education (3)
(Exchange credit only.) 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: EDUC 316 or 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, ENGL 278F, 281, 281X, 291, 294, 384, 480, 481, 482, 483, 485, 487, 488, and 493 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 394X, 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 the general education requirement in Communications.

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 a 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.

Multi-residency course that can be applied toward the residency requirement of Montgomery College or College of Southern Maryland.

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ENGL 106 Introduction to Research Writing (1)

Designed to help students enhance their research and writing skills. Instruction and practice in the fundamentals of the research and writing process: planning and beginning a paper, composing the paper, citing sources, and presenting the paper in manuscript form. Both the MLA and APA styles of documentation are used.

ENGL 201 Western World Literature: Homer to the Renaissance (3)

(Fulfills the historical or international perspective requirement.) Prerequisite: ENGL 101 or equivalent. A survey of classic writings from Greek, biblical, Roman, and medieval civilizations. Literary forms and the ways the works reflect the values of their cultures are discussed. Readings may include selections from the Bible and the writings of Homer, Sophocles, Virgil, Dante, and Chaucer. Selections may vary each semester.

ENGL 202 Western World Literature: Renaissance to the Present (3)

(Fulfills the historical or international perspective requirement.) Prerequisite: ENGL 101 or equivalent. A survey of European classic writings from the Renaissance to the modern age. Literary form and the way the works reflect the changing ideas and values of European civilization are discussed. Readings may include works by Shakespeare, Moliere, Voltaire, Goethe, Dostoyevsky, and Camus. Selections may vary each semester.

ENGL 205 Introduction to Shakespeare (3)

(Fulfills the historical or international perspective requirement.) Prerequisite: ENGL 101 or equivalent. An examination of representative Shakespearean plays from each genre (comedy, history, tragedy, and romance).

ENGL 211 English Literature: Beginning to 1800 (3)

(Fulfills the historical or international perspective requirement.) 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 arlowe, and Milton.

ENGL 212 English Literature: 1800 to the Present (3)

(Fulfills the historical or international perspective requirement.) Prerequisite: ENGL 101 or equivalent. 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)

(Fulfills the historical perspective requirement.) Prerequisite: ENGL 101 or equivalent. A close study of some milestones of American literature, covering the period from the beginning of American literature to 1865.

ENGL 222 American Literature: 1865 to the Present (3)

Prerequisite: ENGL 101 or equivalent. A survey of American literature since the Civil War, emphasizing representative authors and works. Genres investigated include stories and poems as well as novels and plays. Novels may be chosen from works of Mark Twain, Henry James, Edith Wharton, F. Scott Fitzgerald, Kurt Vonnegut, and William Faulkner; plays may be chosen from works of Eugene O’Neill, Arthur Miller, and Tennessee Williams. Significant films may be viewed.

ENGL 234 Introduction to African American Literature (3)

Prerequisites: ENGL 101 or equivalent. A survey of African American literature from the late 18th century to the present.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisite: ENGL 101 or equivalent. An introduction to fiction, poetry, and drama, with emphasis on developing critical reading skills. Study may be organized either by genre or by theme. Writers covered may 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)

Prerequisite: ENGL 101 or equivalent. A survey of the development of the genre, with emphasis on the techniques and styles of representative novelists. Six to eight novels (depending on length) are studied, in English or in English translation.

ENGL 246 The Short Story (3)

Prerequisite: ENGL 101 or equivalent. 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)

Prerequisite: ENGL 101 or equivalent. 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, but is not a writing course.) 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 or equivalent. 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)

Prerequisite: ENGL 101 or equivalent. 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)
(Fulfills the historical perspective requirement.) Prerequisite: ENGL 101 or equivalent. 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 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 is on developing skills fundamental to both workplace and academic writing. Published writings are discussed and evaluated. Assignments include composing a total of 6,000 words (approximately 25 pages).

ENGL 403 Shakespeare: The Early Works (3)
(Fulfills the historical or international perspective requirement.) Prerequisite: ENGL 101 or equivalent. 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 The Taming of the Shrew. 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)
(Fulfills the historical or international perspective requirement.) Prerequisite: ENGL 101 or equivalent. 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)
(Fulfills the international perspective requirement.) Prerequisite: ENGL 101 or equivalent. An examination of representative authors in the development of modern drama, from Ibsen to the present. Plays are generally drawn from the works of Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Miller, Williams, Brecht, Pirandello, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, and Shepard. Film and television adaptations of some of the plays may be included.

ENGL 457 The Modern Novel (3)
(Fulfills the international perspective requirement.) Prerequisite: ENGL 101 or equivalent. An analysis 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 Thomas Hardy, Henry James, Theodor Reise, 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.) Prerequisite: ENGL 101 or equivalent. Discussion and critical examination of students' 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, formal admission to the program, and either having taken college writing courses or qualified for ENGL 101 or better on the English placement examination. (Visit www.umuc.edu/priorlearning for information and 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.

**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 also discussed and read.
GERM 112 Elementary German II (3)  
(Fulfills the international perspective requirement.) Prerequisite: GERM 111. 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 112 or GERM 212.

GERM 211 Intermediate German I (3)  
(Fulfills the international perspective requirement.) Prerequisite: GERM 112. Further development of language skills in German. 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 German. Cultural topics related to customs are discussed. Students may receive credit for only one of the following courses: GERM 211 or GERM 212.

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 211 Intermediate Conversation (3)  
(Fulfills the international perspective requirement.) Prerequisite: GERM 211. Further development of conversational skills in German. 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 the use of maps in geologic interpretations.

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 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 geologic 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.
Rhetorical forms is also covered. Basic as well as figurative meanings of words. The refinement of compounds, derivatives, and word-fields, with emphasis on the basic as well as 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 Hildbrandslied 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 or international perspective requirement.) 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 or international perspective requirement.) A study of the historical, literary, and cultural traditions of Germany during the 19th and 20th centuries. Field trips are included.

GERM 401 Advanced Composition I (3)
(Conducted in German. 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)
(Conducted in German. 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 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 German realism from Hebbel to Fontane.

GERM 461 German Literature in the 20th Century I (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 462 German Literature in the 20th Century II (3)
(Conducted in German. Fulfills the international perspective requirement.) A study of late 20th century German literature, focusing on literary and philosophical movements from Expressionism to the present.

Government and Politics

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

- the general education requirement in the social and behavioral sciences;
- a minor in government and politics, African American studies, American studies, criminal justice, or social science;
- a major in criminal justice or social science; and
- electives.

GVPT 100 Principles of Government and Politics (3)
A study of the basic principles and concepts of political science.

GVPT 170 American Government (3)
A comprehensive study of government in the United States — national, state, and local.

GVPT 200 International Political Relations (3)
(Fulfills the civic responsibility or 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 GVPT 300.
GVPT 210 Introduction to Public Administration and Policy (3)
An introduction to the study of the administrative process in the executive branch. The concepts and principles of administration are examined, then placed in the context of their relationship to public policy. 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 an analysis of the leading ideologies of the modern world. Topics include anarchism, communism, socialism, fascism, nationalism, and democracy.

GVPT 280 Comparative Politics and Government (3)
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 or international perspective requirement.) 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 requirement.) 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)
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 or international perspective requirement.) 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 or international perspective requirement.) 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 Renaissance 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.

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 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 1960's 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 1914 (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 aims and policies of Germany during World War I, the country's condition and policies in the period between the wars, the rise of national socialism, the outbreak of World War II, and postwar conditions.

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 H RM N ) 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, H R M N 300, or TMGT 360.

HRMN 302 Organizational Communication (3)
(Formerly BMGT 398N and MGST 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, H R M N 302, MGST 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)
(Formerly BMGT 362.) A study of the development and methods of organized groups in industry, with reference to the settlement of labor disputes. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Specific attention is focused on collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Students may receive credit for only one of the following courses: BMGT 362 or H R M N 362.
Information Systems Management

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirements 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: BM GT 301, CAPP 101, CAPP 300, CM ST 300, IFSM 201, or TM GT 201.

IFSM 300 Information Systems in Organizations (3)

Prerequisite: IFSM 201 or equivalent. An overview of information systems, their role in organizations, and the relation of information systems to the objectives and structure of an organization. Human aspects of computing, types of computer systems, and general theory of systems are discussed.

IFSM 302 Workplace Productivity (3)

Prerequisite: IFSM 201 or equivalent. A survey of techniques for improving the productivity of practices and procedures in the workplace. Teaming (e.g., encouraging employees' participation in group activities, brainstorming, and making meetings more effective) and problem solving (e.g., simplifying work; charting work-flow processes; diagramming causes and effects; and using Pareto analysis, histograms, and total quality management) are the two major approaches emphasized.

IFSM 303 Human Factors in Information Systems (3)

Prerequisite: IFSM 201 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 307 COBOL Programming (3)

Prerequisite: CM IS 102 or equivalent. A comprehensive course in COBOL concepts intermingled with structured programming methodology and problem solving. Practice in designing and implementing control logic, file structures, and user interfaces for business applications. A programming style is developed that minimizes errors and facilitates modification and maintenance. The basic concepts of object-oriented COBOL are introduced. Students who have completed both IFSM 296 and IFSM 297 may not receive credit for IFSM 307.

IFSM 310 Software and Hardware Concepts (3)

Prerequisites: IFSM 201 and MATH 012, or equivalent. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. Architecture of processors and storage systems are explored. Implications for system software design are covered. The effects of the design of hardware and system software in the development of application programs in a business environment are discussed. Students may receive credit for only one of the following courses: CM IS 270, CM IS 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 410 Database Concepts (3)
(Formerly Database Program Development.) Prerequisites: IFSM 300 and IFSM 310. An introduction to the design and management of database systems in a business environment. Topics include the role of databases in organizations; the management of information as a critical business resource; types and functions of database management systems; conceptual data modeling and entity/relationship and semantic data models; and the fundamental principles of relational and object-oriented database design. The implementation and maintenance of database management systems and the role of the database administrator are discussed. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

IFSM 411 SQL (3)
Prerequisite: IFSM 410 or CMIS 320 or equivalent. In-depth practice using Structured Query Language (SQL), the most common database manipulation language. The various uses of SQL are illustrated through business-related case studies. The underlying theory of relations (including relational operators, keys, and entity and referential integrity) is discussed. Students may receive credit for only one of the following courses: CMIS 420, IFSM 411, or IFSM 498I.

IFSM 425 Decision Support and Expert Systems (3)
Prerequisites: IFSM 300. An analysis of information support systems that serve the management user at all levels of the decision-making process. The information provided by such systems is derived from multiple models and databases within and/or external to an organization. Theoretical concepts are related to examples from specific organizations. Research on the development of expert systems and commercially available applications is included.

IFSM 430 Information Systems and Security (3)
Prerequisite: IFSM 300 or equivalent. A survey covering aspects of establishing and maintaining a practical information-security program. The security aspects and implications of databases, telecommunication systems, and software are examined, along with techniques used to assess risks and discover abuses of systems.

IFSM 435 Information Security and E-Commerce (3)
(Formerly IFSM 498H.) Prerequisite: IFSM 300 or equivalent. An introduction to the four essential elements of safe electronic commerce: the data transaction, the server, the client, and the host network. Topics include encryption, firewalls, transaction security, securing Web commerce, and Web security risk management. Students may receive credit for only one of the following courses: IFSM 435 or IFSM 498H.

IFSM 438 Project Management (3)
Prerequisite: IFSM 300 or equivalent. An exposition of planning, scheduling, and controlling a system project during its lifecycle. The use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts is examined, along with other techniques of planning, scheduling, and controlling projects. Demonstrations and exercises in using project-management software are provided. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 450 Telecommunication Systems in Management (3)
Prerequisites: IFSM 300 and 310. An analysis of technical and managerial perspectives on basic concepts and applications in telecommunication systems. An overview of data communication protocols and standards; local area networks, wide area networks, and internetworks; and trends in telecommunication is provided. The implications of the regulatory environment and communications standards on transmission of voice, data, and image are examined. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

IFSM 455 IT Infrastructure of E-Commerce (3)
(Formerly IFSM 498F.) Prerequisites: IFSM 300 and IFSM 310 or equivalent. An introduction to both the theory and practice of doing business over the Internet and World Wide Web. 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. Students may receive credit for only one of the following courses: CMIS 455 or IFSM 498F.

IFSM 461 Systems Analysis and Design (3)
Prerequisite: IFSM 300. A study of the methods used in analyzing needs for information and in specifying requirements for an application system. 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, IFSM 460, or IFSM 461.

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 is 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 111 Elementary Italian I (3)
(Fulfills the international perspective requirement.) Prerequisite: ITAL 110. Students who have had previous exposure to Italian may receive credit for only one of the following courses: ITAL 111 or ITAL 211.

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 oral 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 Italian. 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 historical or 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 historical or international perspective requirement.) Conducted in English. A study of Italian life and culture from the Renaissance to the present.

Library Skills
Courses in library skills (designated LIBS) may be applied towards:
- the general education requirement in information literacy;
- and
- electives

LIBS 150 Information Literacy and Research Methods (1)
An introduction to the research process and methods for retrieving information in a library or through online sources. Experience in approaching research, selecting a topic, and retrieving information on topics of professional or personal interest is provided. Focus is on developing the following information literacy skills: understanding the research process, selecting relevant print and electronic sources to answer research questions; effectively using Web search engines and UMUC Information and Library Services electronic resources to find information; and evaluating, organizing, and correctly citing the information found. Students may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

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 MGST) 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)
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 supervise and manage employees in organizations, such as knowing how to plan, organize, and control the work load and understanding worker behavior. Topics include the role and function of supervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management.

MGST 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.

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 methods and techniques of effective leadership (motivation, delegation, conflict resolution, employee performance evaluation, etc.) are emphasized. Students may receive credit for only one of the following courses: BMGT 365, MGMT 310, or TEMN 310.

MGST 320 Governmental Accounting (3)
Prerequisites: BMGT 110 (or equivalent business or management experience) and ACCT 221. An examination of both accounting and reporting concepts and standards, and procedures that apply to state and federal organizations. Financial management factors are examined, along with problems peculiar to the not-for-profit sector.

Marketing

Courses in marketing (designated MRKT) may be applied as appropriate (according to individual program requirements) toward:

- a major or minor in marketing, business administration, or management studies;
- a certificate in various business-related areas; and
- electives.

MRKT 310 Marketing Principles and Organization (3)
(Formerly BMGT 350.) Prerequisite: ECON 203 or equivalent. An introduction to the field of marketing, intended to develop a general understanding and appreciation of the forces, institutions, and methods involved in marketing a variety of goods and services. Topics include segmentation, target marketing, positioning, developing new products, pricing, distributing and promoting goods and services, and sales and marketing management. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 318 Exploring Internet Marketing (1)
(Formerly BMGT 3980.) MRKT 310 recommended. An exploration of various potential uses and goals of Internet marketing in addition to its obvious role of inducing sales or generating sales leads. Topics include the role of electronic commerce in the marketing mix, advantages of using the Internet as a marketing tool, the ethical and legal constraints of Internet marketing, and creative strategies for implementing Internet marketing campaigns. Current publications, online computer exercises, and class discussions are used to examine marketing via the Internet. Students may receive credit for only one of the following courses: BMGT 3980, BMGT 398R, MGMT 3980, MGMT 398R, or MRKT 318.
**Mathematics**

Courses in mathematics (designated MATH) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirement in mathematics (with the exception of MATH 001);
- a minor in mathematical science;
- 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. Yields elective 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 employed to solve applied problems. Strategies to build confidence in mathematics are offered for students whose academic progress is blocked by anxiety about their mathematics coursework. 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. Yields elective 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. Yields elective 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, exponential and logarithmic functions, 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 and 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.) Prerequisites: 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.) Prerequisites: 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 220.

**MATH 131 Calculus B (3)**

(A continuation of MATH 130.) Prerequisite: MATH 130 or equivalent. A study of definite and indefinite integrals. Topics include calculations of area between curves, applications of integrals (including volumes, arc length, surface, work, and moments; area in polar coordinates; exponential, logarithmic, inverse trigonometric, and hyperbolic functions; and integration by parts. Students may receive credit for only one of the following courses: MATH 131, MATH 140, MATH 141, MATH 220, or MATH 221.

**MATH 132 Calculus C (3)**

(A continuation of MATH 131.) Prerequisite: MATH 131 or equivalent. Further study of integrals. Topics include techniques of integration (including parts, trigonometric substitution, and partial fractions); improper integrals; sequences and series (including convergence tests, Taylor polynomials, and Taylor's theorem); conic sections; and vectors (including dot and cross products). Students may receive credit for only one of the following courses: MATH 132, MATH 141, or MATH 221.

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*Multi-residency course that can be applied toward the residency requirement of College of Southern Maryland*
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 idiomatic expressions. No prior exposure to Greek is assumed. Focus is on oral communication. Practice in using common speech patterns is provided. Cultural topics are also read and discussed.

MGRK 112 Elementary Modern Greek II (3)
(Fulfills the international perspective requirement.) Prerequisite: MGRK 111. Continued development of vocabulary and understanding, as well as use of grammatical structures. Focus is on achieving oral proficiency and communication skills in Modern Greek through a knowledge and understanding of the customs, habits, and culture of the Modern Greek-speaking world.

MGRK 211 Intermediate Modern Greek I (3)
(Fulfills the international perspective requirement.) Prerequisite: MGRK 112. 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 212 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 historical or 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 historical or 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;
- a major or minor in 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 (designated NSCI) 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 sciences; and
- electives.

NSCI 100 Introduction to Physical Science (3)
(Formerly GN SC 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 the various physical sciences, and the role of the physical sciences in interpreting the natural world. Students may receive credit for only one of the following courses: GN SC 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 philosophic thought or by considering some central, recurring problems of philosophy. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 140 Contemporary Moral Issues (3)
(Fulfills the civic responsibility requirement.) An exploration of how philosophical analysis can be a foundation for thinking clearly about moral issues. Problems approached analytically include such widely debated issues as abortion, euthanasia, the death penalty, homosexuality, pornography, reverse discrimination, business ethics, sexual equality, and economic equity. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 142 Introduction to Ethical Theory (3)
A 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 or international perspective 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 civic responsibility or historical perspective requirement.) A critical examination of classical political theories. Examples are drawn from the work of Plato, Hobbes, Locke, Rousseau, Mill, and Marx. Contemporary theories (such as those of Hayek, 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)
(Fulfills the historical or international perspective requirement.) A study of major philosophical issues of the 16th, 17th, and 18th 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 108, MATH 115, or knowledge of college-level trigonometry. An exploration of mechanics. 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. Elementary trigonometric and vector properties are introduced. Topics include length, time, mass, motion, force, momentum, and energy.

PHYS 122 Fundamentals of Physics II (3)
Prerequisite: PHYS 121. Further study of general physics covering thermal physics, electric and magnetic fields, circuits, waves, sound, radiation, and light.

PHYS 161 General Physics: Mechanics and Particle Dynamics (3)
Prerequisite or corequisite: MATH 131 or MATH 141. A study of the laws of motion, force, and energy. The principles of mechanics, collisions, linear momentum, rotation, and gravitation are investigated. Students may receive credit for only one of the following courses: PHYS 161, PHYS 141, PHYS 171, or PHYS 191.

PHYS 195 Introductory Physics Laboratory (1)
(Fulfills the laboratory science requirement.) 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; 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. 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 and sentence structures 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 and Culture I (3)
(Conducted in English. Fulfills the historical or 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 sciences; 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 309N.

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 views 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 309J. 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 309J, 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 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)
(Fulfills the civic responsibility or international perspective requirements.) Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An exploration of 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 psychosocial development, from conception through childhood. Physiological, conceptual, and behavioral changes are addressed, with attention to the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 333, PSYC 355, or PSYC 433.

PSYC 356 Psychology of Adolescence (3)
Prerequisites: PSYC 100 and 355; PSYC 200 and 305 recommended. A description of adolescent development according to research and theory. The physiological, intellectual, and social changes of the teen years are viewed as interrelated, and the systems dealing with those changes are examined.

PSYC 357 Psychology of Adulthood and Aging (3)
Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An overview of the development of physiological, Intellectual, and interpersonal social functioning from early adulthood through the aging years. The dual theme is that of stability and change. Theory and research are studied, and their implications are discussed.

PSYC 361 Survey of Industrial and Organizational Psychology (3)
Prerequisite: PSYC 100; PSYC 200 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 353 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)
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 stresses produced by work organizations, political climate, definitions of achievement, socioeconomic pressures, and the conflicts of those circumstances with ethical and moral values. Practical applications discussed include the constructive use of stress management 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 survey of major theories and perspectives on personality, including trait, psychodynamic, behavioralistic, 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)
Prerequisites: 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)
Prerequisites: PSYC 100; PSYC 200 and 305 recommended. A review and analysis of major phenomena and theories of human learning. Conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research are also presented.

PSYC 446 Death and Dying (3)
Prerequisites: PSYC 100 and 432 (or PSYC 436); PSYC 357 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 RUSS) 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.

RUSS 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.

RUSS 112 Elementary Russian II (3)
(Fulfills the international perspective requirement.) Prerequisite: RUSS 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 historical or 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 historical or international perspective requirement.) A study of Russian culture as embodied in literature, art, and social traditions. Emphasis is on contemporary Russia.

Serbo-Croatian
Courses in Serbo-Croatian (designated SECR) 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.

SECR 111 Elementary Serbo- Croatian I (3)
(Fulfills the international perspective requirement.) An introduction to basic vocabulary, simple sentence structures, and tenses of idiomatic Serbo- Croatian. 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.
SECR 112 Elementary Serbo- Croatian II (3)
(Fulfills the international perspective requirement.) Prerequisite
SECR 111. Continued development of vocabulary and understanding, as well as use of grammatical structures of Serbo-
Croatian. Focus is on achieving oral proficiency and communication skills in Serbian through a knowledge and understanding of the customs, habits, and culture.

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.

SECR 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.

SECR 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.

SECR 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.

SECR 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.

SECR 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, socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

SECR 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.

SECR 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.

SECR 423 Ethnic Minorities (3)
(Fulfills the civic responsibility or international perspective requirement.) 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.

SECR 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.

SECR 434 Sociology of Personality (3)
Prerequisite: SOCY 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.

SECR 443 The Family and Society (3)
Prerequisite: 3 credits in sociology. An exposition 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.

SECR 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.

SECR 464 Military Sociology (3)
Prerequisite: 3 credits in sociology. An overview of social change and its effect 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 explored. The interrelations of military institutions, civilian communities, and society are explored.

SECR 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 a knowledge and understanding of the customs, habits, and culture of the Spanish-speaking world. Students may receive credit for only one of the following courses: SPAN 112 or SPAN 211.

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 101, SPAN 112, 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 and sentence structures are introduced, with emphasis on idiomatic expressions. Practice in oral communication and in writing using culturally accurate expressions in Spanish is provided. Students may receive credit for only one of the following courses: SPAN 211, SPAN 212, or SPH 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)
(Fulfills the international perspective requirement.) 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)
(Fulfills the international perspective requirement.) 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)
Conducted in English. Fulfills the historical or international perspective requirement.) A study of Spanish culture as embodied in its literary, artistic, and social traditions. Emphasis on historical development. Field trips are included.

SPAN 334 Spanish Life and Culture II (3)
Conducted in English. Fulfills the historical or 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 on building skills in effective oral discourse in particular the design and delivery of formal speeches. Assignments include a minimum of three oral 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.

Multi-residency course that can be applied toward the residency requirement of College of Southern Maryland
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: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 200 Advanced Public Speaking (3)
Prerequisite: SPCH 100-level speech performance course. 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 or international perspective requirement.) 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 (designated STAT) may be applied as appropriate (according to individual program requirements) toward:
- a minor in mathematical sciences
- the statistics requirement for a variety of majors and minors
- and
electives.

STAT 200 Introduction to Statistics (3)
Prerequisite: MATH 107. An introduction to statistics. Topics include descriptive statistics, methods of sampling, tables, graphs, percentiles, concepts of probability, normal and chi-square distributions, sampling distributions, confidence intervals, hypothesis testing of one and two means, proportions, binomial experiments, sample size calculations, correlation, and regression. Applications in business, social sciences, and other fields are discussed. Students who receive credit for STAT 200 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, OR STAT 100.

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 requirement 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. Students may receive credit for only one of the following courses: TURK 114 or TURK 211.
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. Students may receive credit for only one of the following courses: TURK 115 or TURK 212.

TURK 333 Turkish Life and Culture I (3)
(Conducted in English. Fulfills the historical or 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 and Culture II (3)
(Conducted in English. Fulfills the historical or 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 Introduction 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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Heidelberg Office

Addresses
University of Maryland University College
Unit 29216
APO AE 09102

University of Maryland University College
Im Bosseldorn 30
69126 Heidelberg
Germany
(for non-U.S. post)

E-mail
edstudent_svc@ed.umuc.edu

World Wide Web Home Page
www.ed.umuc.edu

Telephone numbers
Military: DSN 370-6762
Civilian: 06221-3780
International: +49-6221-3780

Fax
+49-(0)6221-378300

London Office

Theresa Jonke, M.A., Associate Director, United Kingdom

Addresses
University of Maryland University College
European Division
United Kingdom Office
PSC 821, Box 99
FPO AE 09421-0010

University of Maryland University College
Box 99
RAF West Ruislip
Ickenham Road
Ruislip, Middlesex HA4 7DW
England
(for non-U.S. post)

Telephone numbers
Military: DSN 235-5481/5482
Civilian: 020-8868-9638/7689
International: +44-20-8868-9638/7689

Fax
+44-(0)20-8868-7637

E-mail
eduk@ed.umuc.edu

Mannheim Campus

Mary Fiedler, Ed.D., Resident Dean

Addresses
University of Maryland University College
Mannheim Campus
Unit 24560
APO AE 09183

University of Maryland University College
Gebäude 485
Grenadierstrasse 4
68167 Mannheim
Germany
(for non-U.S. post)

Telephone numbers
Military: DSN 380-4877/4878/4879
Civilian: 0621-33740
International: +49-621-33740

Fax
+49-(0)621-3374-103

World Wide Web Home Page
http://www.ed.umuc.edu/mannheim/campus
E-mail
mcadmissions@ed.umuc.edu
UMUC-Europe Locations

At these locations there may be one or more Education Centers sponsoring Maryland classes.

Austria
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Yokota Addresses
University of Maryland
University College
Unit 5060, Box 0100
APO AP 96328-0100
(from the U.S. and overseas commands)

Telephone numbers
Military: (315) 225-3680
Civilian (international): (81) 42-552-2511
Ext. 5-3680
International Direct: (81)-3117-55-3680
Fax
Civilian (international): (81) 42-551-8305

World Wide Web
http://www.ad.umuc.edu

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Camp Fuji
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UMUC Headquarters

University of Maryland University College
3501 University Boulevard East
Adelphi, Maryland 20783

Telephone: (301) 985-7000
Fax: (301) 985-7678
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Faculty

Abrahamson, Robert L., English; B.A., Amherst College, M.A., Ph.D., Rutgers University

Adams, Richard J., Economics; Psychology; B.S., Spring Hill College, B.Phil., Haythrop College, M.P.A., M.S., Jacksonville State University

Adelman, Vanessa, Bus & Mgmt.; English; B.A., University of Massachusetts; J.D., Western New England Law School

Affleck, Molly S., German; M.A., University of Minnesota

Ahlers, Christopher H., Physics; B.S., Pacific Lutheran University; M.S., University of Denver

Aiello, Rosa, Biology; B.S., University of Kentucky; M.S., Western Illinois University; M.A., University of Catania, Ph.D., University of Illinois

Ahmed, Rashed, B.A., Philippine Christian University; M.A., Rapides Baptist College and Seminary; M.A., University of California, M.A., University of Washington

Allen, Bruce B., Philosophy, Anthropology; B.A., M.A., University of Melbourne; B.S., University of Wisconsin

Atchison-Day, Susan L., Speech; B.A., Grand Rapids Baptist College and Seminary; M.A., Ed.D., Western Michigan University

Atkins, Mamie L., English; B.A., M.A., Ph.D., Purdue University

Atkins, Scott T., Bus & Mgmt.; B.S., M.S., Ph.D., Purdue University

Azcue, Jose M., Biology; B.S., University of Bilbao; M.Sc., University of Rio de Janeiro; Ph.D., University of Waterloo

Avery, Clarence G., Bus. & Mgmt.; B.S., University of Nebraska; M.S., Ph.D., University of Illinois

Avidan, A., University of Michigan; M.A., University of Washington; M.A., University of California, M.A., University of Illinois

Avidan, M., University of Michigan; M.A., University of Wisconsin

Baes, Annick D., French; M.A., Free University of Brussels

Baldwin, Virginia C., Psychology; B.A., University of Colorado; M.A., Ph.D., Kansas State University

Baker, P. Claire, Art History; Theater; B.A., Chicago State University; M.A., Fairleigh Dickinson University; Ph.D., University of London

Balla, Gabor, Bus. & Mgmt.; B.A., Southwest Texas State University; B.A., M.A., Trinity University; M.A., B.A., University of Washington

Ballantine, Keith R., Mathematics; A.B., Occidental College; M.A.T., University of Chicago

Barbato, John L., Bus. & Mgmt.; B.S., University of Colorado

Barbato, John, Speech, English; B.S., University of Missouri; M.A., M.A., The American University

Bassett, Eli, Govt. & Pol.; B.A., M.A., West Virginia University; LL.B., Yale University; LL.M., New York University

Bastidas, Eduardo J., Sociology; B.S., Old Dominion University; M.A., Norfolk State University

Beachboard, Martine R., Bus. & Mgmt.; B.S., Northern Arizona University; B.S., University of Maryland; M.A., University of Colorado; M.A., Ph.D., University of Michigan

Beierschmitt, Waltraud M., German; B.A., George Mason University; M.Ed., Boston University

Bennett, D. Michael, English; B.S., University of Maryland; M.S., University of Nebraska

Birbir, Mehmet, Turkish; Ph.D., Istanbul Technical University

Blachly, Cynthia, Art; B.A., Central Washington University; M.A., Oregon State University

Block, William, Psychology; B.S., State University of New York; B.A., University of Michigan

Bolton, John A., Philosophy; B.A., M.A., University of Exeter

Booth, John F., Psychology; B.A., University of Maryland; University of Virginia

Borah, Mihir K., Mathematics; B.S., University of Calcutta; M.S., Indian Institute of Technology; Ph.D., University of Cambridge

Boros, Nicholas, Economics; B.S., University of Lowell

Borrelli, Scott E., Psychology; Ed.M., Salem State College; B.A., Ed.D., Boston University

Bott, Carlos W., Information Systems; Bus. & Mgmt.; B.S., M.A., M.B.A., Embry-Riddle Aeronautical University

Bouchie, James S., English; B.A., University of Maryland; B.A., B.A., University of New Hampshire

Bowen, Peter, Biology; B.A., Carleton University; M.Sc., University of Western Ontario; D.Phil., University of Oxford

Boyd, Kathy J., Public Administration; B.S., B.S.W., M.P.A., University of Wyoming; D.P.A., Arizona State University

Boyd, Michael K., Computer Studies; B.S., Kent State University; B.S., University of Maryland; M.S.C.I.S., Boston University

Boyd, Stacy H., Bus. & Mgmt.; Spanish; B.A., Colorado State University; M.A., University of Arizona

Boyd, Ted W., Information Systems; Criminal Justice; B.A., University of Texas; A.A., Webster University

Bray, James R., Mathematics; B.S., University of Texas; M.S., Texas A&M University; Ph.D., Texas A&M University

Brewer, Paul W., History; Govt. & Pol.; B.A., Rice University; M.A., University of Virginia; Ph.D., Washington University

Breza, Jiri, Geology; Ph.D.; Charles University, Prague

Bridger, Frederick W., English; B.A., State University of New York; B.S., State University of New York

Brisco, James B., Computer Studies; History; B.S., Stanford University; M.A., Columbia University; M.B.A., M.P.H., University of Oklahoma

Brodnax, M., Bus. & Mgmt.; B.A., Houghton College; M.A., The Fletcher School of Law and Diplomacy; J.D., University of Michigan

Brown, Sidney A., History; B.A., University of Hull; M.A., University of Maryland; Ph.D., University of Pennsylvania

Brownstone, Larry, Sociology; B.A., M.A., Ph.D., University of Pittsburgh
Faculty

Brudowski, John M., Mathematics; A.B., University of California, Berkeley; Diplom, University of Karlsruhe

Bryan, Edward P., Computer Studies; Information Systems; B.S., Austin Peay State University; M.A., Webster University

Buchmann, Otto G., German; Staatsexamen, University of Münster

Buchner, Carl H., English; A.B., M.A., Cornell University

Bullis, David J., Psychology; B.A., M.S., State University of New York, Plattsburgh; Ph.D., Harvard University

Bunch, Cameron D., Computer Studies; B.S., University of Maryland University College; M.S., Bowie State University

Burda, Robert W., English; Speech; B.S., Northwestern University; M.A., San Francisco State University; M.Div., Union Theological Seminary

Burgess, William J., Geology; A.B., Saint Peter’s College; A.M., Ph.D., Columbia University

Burnham, Larry L., Govt. & Pol.; Geography; B.A., M.A., University of Colorado, Boulder

Butts, Duncan R., Bus. & Mgmt., Mathematics; B.S., Arizona State University; M.B.A., Eastern New Mexico University; Ed.D., College of William and Mary

Cahill, Jeanne, Library Research; B.A., University of London

Calabresi, Leonello, Computer Studies; Laurea, University of Rome

Caldwell, Dean S., Govt. & Pol.; Public Administration; B.A., Western State College; M.P.A., D.A., Idaho State University

Calnon, Richard K., Mangement Information Systems; B.S., University of Maryland University College; M.S., Bowie State University

Cameron, Janice K., Computer Studies; M.B.A., University of Warwick

Campbell, Helen S., Bus. & Mgmt.; Criminal Justice; M.M., Yale University; M.S.W., California State University, Los Angeles; J.D., Temple University

Campbell, Leslie W., Computer Studies; Bus. & Mgmt.; B.S., University of West Florida; Ph.D., Nova University

Campbell, Philip C., Sociology; B.S., Eastern Michigan University; M.A., Ph.D., University of Iowa

Canfield, Brian, Mathematics; B.Sc., University of Warwick; M.E., University of Sheffield; P.G.C.E., University of Sussex

Canton, Roberto, Italian; Laurea, University of Venice

Carder, Jennifer B., Biology, Chemistry; B.S., Towson University; M.S., University of Tennessee, Knoxville; Ph.D., University of Hawaii

Cardwell, Kevin F., Computer Studies; B.S., National University; M.S., Southern Methodist University

Cariaga, Luis H., German; M.A., American Graduate School of International Management

Carias, Tiberico, Spanish; B.A., University of Valladolid, Lic., National Autonomous University of Honduras

Carlson, Barbara R., Mathematics; B.S., Mississippi State University; M.A., University of Maryland University College

Carlton, Pamela D., Psychology; B.A., Ph.D., University of South Carolina

Carlucci, Michele, Italian; B.S., Georgetown University

Carne, Roger S., Computer Studies, Mathematics; B.A., University of San Diego; M.S., Stanford University; M.B.A., University of California, Berkeley

Carter, Andrea, Biology; M.D., Comenius University, Bratislava

Cembrowicz, Peter K., German; B.A., Technical University of Berlin

Chandra, Madhukar, Mathematics; Physics; B.Sc., Delhi University; B.Sc., University of London; Dr.phil., University of Salford

Chase, Patrick J., Govt. & Political Science; Public Administration; B.A., University of California; M.A., University of Southern California; Ph.D., University of Hawaii

Cleet, Rebecca, Sociology; Criminal Justice; Central Connecticut State University; M.A., University of Connecticut; J.D., Quinnipiac University

Cobb, Laura A., Sociology; B.S.E., M.A., Emporia State University

Cobb, Melvin N., Computer Studies & Mathematics; B.S., University of California, Berkeley; M.S.E.E., Santa Clara University; M.S., University of Hawaii

Cole, Trafford R., Psychology; Dottore in Psicologia, University of Padua

Colegrove, Doris W., Bus. & Mgmt.; Economics; B.S., Roger Williams College; M.B.A., Ph.D., Salve Regina University

Conquest, Robert A., Psychology; Counseling B.S., Pennsylvania State University; M.S., Ph.D., Case Western Reserve University

Cooley, Michael E., Psychology; B.S., University of Cincinnati; M.A., Lehigh College

Corfe, Gabrielle, German; B.A., University of East Anglia

Costaglioni, Gennaro, Computer Studies; Laurea, University of Salerno; M.S., University of Pittsburgh

Council, James T., Art History; B.A., California State University; M.A., Columbia University; M.A., Union Theological Seminary

Court, Lindsey, Mathematics; Physics; B.Sc., University of Essex; M.S., Boston University; P.G.C.E., Hertford College

Cox, Leslie A., Biology; B.Sc., North London Polytechnic University; Ph.D., Hatfield Polytechnic

Cuzzolo, Joseph M., Italian; B.A., University of Rhode Island; M.A., Wayne State University; Laurea, M.D., University of Padua

Crooks, Alan, English; B.A., College of Idaho; M.A., Utah State University; Ph.D., University of Utah

Crosbie, Kristen A., English; B.S.E., M.A., Emporia State University

Crotty, Mary Jane, English; B.A., University of New Hampshire; M.Ed., Boston University; M.S., University of Southern Maine; Ph.D., Union Institute

Cutello, Vincenzo, Computer Studies; Information Systems; Laurea, Dottore, University of Catania; M.S., Ph.D., New York University

Cutting, Laurence, Art History; M.A., Royal College

Czendaus, Gary W., Computer Studies; B.S., Chapman University; M.S., University of Nebraska

Danser, Roger G., Computer Studies; B.S., University of Maryland University College

Dansis, Alan P., Bus. & Mgmt.; M.A., Ball State University; B.S., Indiana University

Darab, Thomas J., Bus. & Mgmt.; B.A., John J. Pershing College; M.A., University of Southern California; M.J.M., American Graduate School of International Management

Dauphine, Douglas H., Computer Studies; B.S., Northeastern University; M.S., Salve Regina University

Davies, David W., Bus. & Mgmt.; B.S., University of Wales; M.S., University of Birmingham; M.S., University of Warwick

Davies, Eunice M., Sociology, Anthropology; B.S., Niagara University; Ed.D., Ph.D., State University of New York, Buffalo

Dawis-Gruber, Wendy S., Computer Studies; B.S., University of Wisconsin; M.S., University of Southern California

De Fisi, Thomas C., English, Speech; B.A., M.A., San Jose State University

De Los Santos, Melissa L., Psychology; B.A., Yale University; M.S., University of California, San Diego

De Mora, John E., English; B.A., M.A., University of Kansas

Deen, Susan T., Information Systems; Computer Studies; M.S., Ph.D., University of Alabama, Birmingham

Denton, Edmund I., Computer Studies; Bus. & Mgmt.; B.A., M.S., Simmons University; M.A., Ph.D., University of Texas

Dockert, Manfred M., History; B.S., B.A., M.Phil., Columbia University

Dexter, Fred R., Computer Studies, Information Systems; B.A., Wichita State University; M.S., Boston University
Debie, Charles S., Information Systems; Math; B.S.E., University of Alabama, Huntsville; M.S.E.E.; M.S.E.M., Florida Institute of Technology

Denison, Barry, Math; B.A., St. Andrews Presbyterian University; Diplom, University of Heidelberg

Dee, Margaret A., English; Bus. & Mgmt.; B.A., M.A., University of Nebraska, Kearney; J.D., Vermont Law School

Diefendorf, John C., Bus. & Mgmt.; B.B.A., M.B.A., Pace University

Diflato, Anthony L., Italian; Laurea, University of Naples

Diflato, Vincenzo, Math; Laurea, University of Naples

Dix-Buzon, Olga M., Spanish; B.A., University of Cadiz

Dickinson, Ronald B., Bus. & Mgmt.; Computer Studies; M.A., University of Arizona; Ph.D., University of Mississippi

Dierendfield, Cindi L., Computer Studies; B.S., Woodbury University; M.S., Montana State University

Dighello, Robert M., Computer Studies; B.S., University of Maryland University College; M.S., Bowie State University

Difeambo, Deneise M., Paralegal Studies, Criminal Justice; B.A., The American University

Dittmer, Daniel T., Bus. & Mgmt.; B.A., University of New Hampshire; M. A.; M.B.A., Golden Gate University

Doerr, William, Sociology; B.A., Hunter College; M.S.W., University of California, Berkeley; Ed.D., University of Southern California

Dolan, Carol A., Psychology; Sociology; B.A., Saint Michael's College; M.A., Ph.D., University of North Carolina, Greensboro

Dorny, Mark R., English; B.A., M.A., University of Utah

Drake, D. Loren, Psychology; B.S., M.S., Jacksonville State University

Drout, Joel, Spanish; French; B.A., Northeast Louisiana University; M.A., University of Oklahoma

Dua, Patrick, Govt. & Pol.; M.A., Dr.phil., University of Heidelberg

Dummett, Therese M., Bus. & Mgmt.; B.A., M.S., University of Wisconsin

Ebla, Michael O., Math; B.S.c., University of Wisconsin, Green Bay; M.A., University of Wisconsin, Milwaukee; M.S., University of Colorado, Denver

Eftelioglu, Mustafa, Geology; Math; B.S., Aegean University; M.S., D. Okuluz Eylul Universitesi; Ph.D., West Virginia University

Eggleston, Latanya, English; Speech; B.A., Tennessee State University; M.A., Washington State University

Eisenbeis, Juliet, Information Systems; B.S., University of Maryland University College; M.S., Bowie State University

Elliot, Matthew T., Criminal Justice; B.S., Lyndon State College; M.S., University of New Haven

Erd, Nejat, Economics; M.S., Arizona State University; B.S., Ph.D., Adana Academy

Ertl, Alan W., Economics; B.A., Western State College; M.A., University of Exeter; Ph.D., University of St. Andrews

Ethington, Arthur L., Emergency Medical Services; B.S., University of Oklahoma; M.S., University of Nebraska

Ethington, Christopher, Computer Studies; B.A.L., University of Rio de Janeiro; M.S., University of Maryland

Ferrell, Karen E., English; B.A., M.A., University of Pennsylvania

Fisch, Mark, Sociology; M.A., University of Illinois, Chicago; Ph.D., University of North Carolina

Fisher, George D., Computer Studies; B.B.A., Pace University; M.S., Troy State University

Flagg, Eva-Maria, Spanish; B.S., M.S., West Chester University

Flaherty, Ken L., Bus. & Mgmt.; B.S., Southern Illinois University; M.S., Chapman University

Fletcher, Christine M., Computer Studies; A.B., Albright College; B.A. M.A., University of Oxford

Foley, Cathy L., Psychology; Bridgewater State College; M.A., Vermont College of Norwich University

Foss, Kenneth A., Criminal Justice; Paralegal Studies; B.A., University of California, Berkeley; M.A., Golden Gate University

Fournier, Constance A., English; History; M.A., Ph.D., University of Hawaii

Fowler, James F., Mathematics; B.S., University of Reading; P.G.C.E., University of Cambridge

Fox, Raymond G., History; Anthropology; B.A., M.A., Florida State University; M.A.T., University of Florida

Franco, Stephen L., Psychology; Mathematics; B.A., California State University, Northridge; M.A., Ph.D., University of Texas

Franzblau, Sandra, Paralegal Studies; B.S., Florida State University; J.D., Widener University

Frasca, James P., English; M.F.A., Southern Vermont College

Freed, James L., Govt. & Pol.; B.A., Honover College; M.A., Naval Postgraduate School

Freed, Mark A., Computer Studies; Information Systems; B.S., Park College; M.B.A., Averett College

Freese, Klaus J., German; Diploma, University of Regensburg

Fromme, Donald K., Psychology; M.usic; B.M us, Boston University; Ph.D., University of Iowa

Fry, Pauline J., English; B.A., University of Oregon; M.A., Kent State University

Fry, Ronald P., Biology; B.Sc., University of Stirling

Furler, Leonard B., Computer Studies; Information Systems; B.A., N ewberry College; M.A., Webster University

Gagnon, Ronald E., Criminal Justice; Paralegal Studies; B.A., University of Central Florida; M.Ed., Northern Montana College; J.D., Barry University

Gall, Mary E., Emergency Medical Services; B.S.Ed., Pennsylvania State University

Gallo, Francesco, Biology; B.S., St. John's University; Dottore in Medicina e Chirurgia, University of Padua

Gardiner, William S., Mathematics; Biology; B.Sc., P.G.C.E.; Bristol Polytechnic

Gaymon, Carl R., Bus. & Mgmt.; B.A., Howard University; M.A., Ball State University; M.B.A., Southern Illinois University, Edwardsville

Gaymon, Zora N., Early Childhood Development; B.A., George Washington University; M.A., Michigan State University

Gebara, Nikli L., Psychology; B.S., University of Maryland University College; M.A., Louisiana Tech University

Geuter, Mary, History; B.S., University of Maryland University College; M.P.H., University of Leeds; Ph.D., University of Cambridge

Gewertz, Aaron A., Bus. & Mgmt.; B.A., M.B.A., University of West Florida

Glass, Frank P., English; Theater; B.A., M.A., Oklahoma State University; Ph.D., University of Texas

Glover, Jeremy, Bus. & Mgmt.; LL.B., L.L.M., University of Wyoming; L.L.M., University of Toronto

Glover, Richard P., Computer Studies; B.S., State University of New York, Albany; M.S.A.E., M.S.E.E., Naval Postgraduate School

Goekke, Josef, History; M.A., Pennsylvania State University; D.Phi.l., University of the Ruhr

Goeller, Alison D., English; B.A., West Chester University; M.A., Villanova University; Ph.D., Temple University

Goldman, Harvey E., Bus. & Mgmt.; B.S., Ed.M., Temple University

Golembe, John C., History; A.B., Columbia College; M.A., Columbia University Teachers College; Ph.D., University of Maryland, College Park

Gorter, Susan M., Mathematics; B.A., Montclair State College; M.S., Delft University of Technology

Greiling, Helmut, Psychology; B.A., M.A., Ph.D., University of Michigan

Grey, Robert A., German; B.A., Brigham Young University

Griggs, Deborah K., English; Communications; B.A., M.A., San Francisco State University
Gropas, Spiros P., Mathematics; B.S., University of Athens; M.S., George Washington University

Gross-Roath, Claudia C., Art History; M.A., Ph.D., University of Bonn

Guerrero, Richard C., Art History; A.B., Occidental College; M.F.A., Claremont Graduate School

Gualtieri, Paolo, Biology; Computer Studies; Laurea, University of Pisa

Gudjonsson, Oskar, Library Research; B.A., University of Iceland; M.A., Rutgers University

Guenther, Norman H., Gov. & Pol.; Bus. & Mgmt.; B.S., M.B.A., College of William and Mary

Güngördu, Nafia F., Computer Studies; B.S., M.S., University of Bosphorus

Habil, John S., Gov. & Pol.; M.A., Ph.D., University of M ichigan; Ph.B., University of Detroit

Hadadakis, Spyros, Economics; B.A., Deree College; M.A., Ph.D., University of Reading

Hady-Robson, Barry, Bus. & Mgmt.; B.A., University of Durham; M.S., University of Leeds

Hagerty, Lillian G., Bus. & Mgmt.; B.B.A., University of Texas; M.A., University of West Florida

Haigler, Thomas F., Emergency Medical Services; B.S., University of Oklahoma, Health/Science Center; B.A., University of North Texas; J.D., South Texas College of Law

Heil, Renate C., German; Certificate, University of Cambridge; Dolmetscher, Kaiserslautern Language College

Heideman, Tracy S., Psychology; B.A., Hartwick College; M.A., Ph.D., University of Connecticut

Hedrick, William M., Bus. & Mgmt.; Speech; B.A., University of North Texas; J.D., South Texas College of Law

Helfferich, Klaus, German; D.Phil., University of Wuerzburg

Hoffen, Lori A., Computer Studies; B.S., Peru State University; M.S., N ational University

Holladay, Gae A., English; Communications; B.A., B.S., University of Nevada, Las Vegas; M.Ed., Temple University; Ph.D., Arizona State University

Holweg, Robert E., Bus. & Mgmt.; B.S., Stanford University; J.D., University of Michigan

Hopkins, Jr., David E., English; B.A., University of Maryland University College

Hopkins-David, Melissa M., Emergency Medical Services; B.A., University of California, Irvine

Horvath, Mary L., Psychology; B.S.W., Longwood College; M.S.W., University of Tennessee, Memphis

Housden, Richard J., Computer Studies; B.A., University of Cambridge; Ph.D., University of London

House, Frank C., Astronomy; Computer Studies; B.S., Trinity College, Dublin; Ph.D., York University

Houston, Emine, Mathematics; B.S., M.S., Fayetteville State University

Huffman, William H., Counseling; B.A., M.A.Ed., East Carolina University; Ed.S., Ph.D., Duke University

Hull, Bruce W., History; B.A., M.A., University of California, Riverside

Hunsberger, L. Roger, English; B.A., Arizona State University; M.A., Indiana State University; M.S., Vanderbilt University; Ph.D., University of East Anglia

Hutchings, Andrew, Bus. & Mgmt.; H.N.D., Stockport College; B.A., University of Strathclyde; P.G.C.E., University of Durham

Ingram, Ismail M., Spanish; B.A., University of East Anglia

Jackson, Jeffery E., Public Administration; Bus. & Mgmt.; B.S., Jacksonville State University; M.A., University of Oklahoma

Jackson, Thomas S., History; B.A., Colgate University; M.A., Case Western Reserve University; Ph.D., University of California, Los Angeles

Jadali, Iftikhar M., Arabic; B.A., University of Manitoba; M.A., University of Oklahoma

Jenkins, John E., Criminal Justice; B.S., University of Nebraska, Omaha

Jeske, Kathy S., German; B.A., Valparaiso University; M.A., State University of New York, Buffalo

John, Mervyn R., Economics; B.Sc., Certificate, University of London

Johnson, David D., Accounting & Bus Mgmt.; M.S., Florida State University; M.Ed., Northeastern University

Johnson, Donna F., Sociology; M.A., University of Akron; B.A., Ph.D., Louisiana State University

Johnson, David D., Accounting & Bus Mgmt.; M.S., Florida State University; M.Ed., Northeastern University

Johnson, Donna F., Sociology; M.A., University of Akron; B.A., Ph.D., Louisiana State University

Johnson, David D., Accounting & Bus Mgmt.; M.S., Florida State University; M.Ed., Northeastern University

Johnson, Donna F., Sociology; M.A., University of Akron; B.A., Ph.D., Louisiana State University
Johnson, James L., Computer Studies; B.S., Wayland Baptist University; M.A., Webster University
Johnson, Swen E., Sociology; B.A., James Madison University; M.S., Ph.D., Florida State University
Johnson, Warren R., Sociology; B.A., M.A., Northern Illinois University
Jones, Mary C., English; M.A., Fairleigh Dickinson University; M.Ed., Framingham State College
Jones, Thomas M., Information Systems; Computer Studies; B.S., University of Maryland University College
Jones, Vincent H., Economics; B.A., Emory University
Jones-Palm, Diane, Sociology; B.A., University of Illinois; M.S., Portland State University; Ph.D., Pennsylvania State University
Kahla, Turid, English; M.A., University of New York, Plattsburgh; M.A., University of Arizona
Kappes, Turgut, Computer Studies; B.S., Elmira College; M.Ed., Ege University, Turkey
Karp, Wanda F., Emergency Medical Services; A.A., Arkansas State University; B.S., Webster University; M.S., Misisipi University for Women
Kavadarli, Gungor, Turkish; B.A., M.A., Robert College University, Turkey; M.S., University of Nottingham
Keller, William S., Bus. & Mgmt.; B.B.A., University of Massachusetts; M.A., University of Maine
Kendall, Walter A., Bus. & Mgmt.; Computer Studies; B.A., University of Texas, Arlington; M.S., Naval Postgraduate School
Kennedy Jr., Michael J., Mathematics; B.A., State University of New York, Plattsburgh; M.S., University of Vermont
Keohane, John J., Computer Studies; B.A., Bowdoin College; M.S., Ph.D., State University of New York, Stony Brook
Kerr Jr., William O., Philosophy; B.A., Saint Bonaventure University; M.A., Antioch University; M.A., Ph.D., State University of New York, Buffalo
Kim, Pilkyu, Govt. & Pol.; B.A., Hankuk University of Foreign Studies; M.A., East Carolina University; Ph.D., University of Arizona
King, Barry G., Economics; B.B.A., M.A., Harkin-Simmons University; Ph.D., Ohio State University
Kippola, Trecia A., Mathematics; B.S., Old Dominion University; M.A., State University of New York College, Potsdam
Kissick, Gary R., English; B.A., Miami University; M.F.A., University of Iowa
Kittel, Douglas S., Mathematics; B.S., University of Wisconsin; M.A., Louisiana State University
Knight, Christopher, Astronomy; B.S., University of Exeter; Ph.D., University of Manchester
Knight, Susan P., Early Childhood Development, English; B.S., Auburn University; M.Ed., Virginia Commonwealth University
Komar, Raymond E., English, Speech; B.A., La Salette Seminary; B.A., University of Houston; M.A., University of Texas
Kopan, Sandra, English; B.A., Dartmouth College; M.A., Universite du Maine
Kovach, Kenneth J., Bus. & Mgmt.; B.S., University of Tennessee, Knoxville; M.A., Wayne State University; Ed.D., Nova University
Kranz, Beryl L., Art History; B.A., Adelphi University; M.F.A., Pratt Institute
Krouth, Homer, Computer Studies; B.A., Park College; M.S., Ed.S., Ph.D., Florida Institute of Technology
Kuenne, Brunhilde M., German; B.A., University of Colorado; M.S., University of Southern California
Kunz, Christine L., Speech; B.S., Long Island University; M.A., University of Wyoming
Kurman, Werner G., German; Stateexamen, University of Erlangen
Kurz, Manfred A., German; Lehramtsprufung, University of Munich
Kusiedi, Richard, Mathematics; B.S., Ohio State University; M.S., Pennsylvania State University
Labuda, Jennifer A., Psychology; B.A., University of Michigan; M.S., Ph.D., University of Detroit
Lacey, John W., Bus. & Mgmt.; Public Administration; B.S., Wayne State College; M.A., Golden Gate University; M.S., West Virginia University
Ladefogd, Joseph, Computer Studies; B.S., St. John Fisher College
Langendorf, Dietmar J., German; Staatsexamen, Technical University of Deggendorf
Langenfeld, Rick W., Bus. & Mgmt.; B.S., M.B.A., Nova University
Larock, Mark T., English, Speech; B.A., Kenyon College; M.A., San Francisco State University
Larsen, Katrina C., English; B.A., Eckerd College; M.A., Colorado State University
Latham, Frank H., Bus. & Mgmt.; Computer Studies; B.A., M.A., University of Cambridge; M.B.A., Cranfield Institute of Technology
Latin, Elton S., Hospitality Management; A.A.S., Central Texas College
Lauchengco, Pamela M., Bus. & Mgmt.; B.S.B.A., Appalachian State University; M.B.A., University of Florida
Lehle, Anna, Italian; Laurea di Dottore, University of Naples
Leche, Mary C., English; B.A., Eastern New Mexico University; M.A., Ph.D., University of Southwestern Louisiana
Lee, Anna C., Psychology; B.A., Emory University; M.S., Florida State University; Ph.D., Adelphi University
Lee, Charleen A., Bus. & Mgmt.; B.S., M.S., Howard University; M.B.A., University of Connecticut; Ph.D., New York University
Leinenbach, Guenter, German; Staatsexamen, University of the Saar
Leitch, Gordon A., Economics; B.A., Hillsdale College; M.A., Ph.D., Tulane University
Leon, Donald E., Public Administration, Govt. & Politics; B.A., University of Maryland; Ph.D., Trinity College, Dublin
Lerner, Bruno, History; German; Dr. phil., University of Vienna
Leshay, Maxine K., Sociology; B.A., Brooklyn College; M.S.W., Barry University
Leshay, Steven V., Bus. & Mgmt.; Speech; B.A., Lenoir-Rhyne College; M.A., Glassboro State College; Ph.D., Temple University
Levin, Tobe J., English; B.A., Ithaca College; M.A., University of Paris; M.A., Cornell University; M.A., New York University in Paris
Liddorf, Barbara L., Art; B.A., Bethel College; M.A., Vermont College of Norwich University
Limburg, Walter C., German; Staatsexamen, University of Mainz
Lindquist, Sheryl R., English; B.A., University of Wisconsin, Platteville; M.A., Loras College
Linsen, Ivo M., Dutch; B.A., Normal School, Borkrijk
Lowe, Christopher J., Criminal Justice; Paralegal Studies; B.A., University of Kansas; J.D., Marquette University
Lowe, Virginia A., English; B.A., Portland State University; M.A., University of Oregon
Luscomb, Colette A., Psychology; B.A., University of Maryland University College; M.Ed., University of Maryland, College Park
Lustgarten, Hennie, Bus. & Mgmt.; B.A., City University of New York, Lehman College; M.U.P., New York University
Macdonald, Michael, English; B.S., M.A., Northern Michigan University
Maca, Greg M., Criminal Justice; B.A., University of New Orleans; Certificate; J.D., Loyola University
MacGregor, James W., English, Speech; B.S., Columbia College; M.A., Indiana University; M.Ed., Johns Hopkins University
Mackles, Joshua, Mathematics; B.A., State University of New York, Binghamton; M.A., University of Wisconsin
<table>
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<tr>
<th>Name</th>
<th>University &amp; Location</th>
<th>Studies &amp; Degrees</th>
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<td>Madiedo, Elena</td>
<td>Mathematics, Information Systems; B.S., Florida Atlantic University; M.S., Massachusetts Institute of Technology</td>
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<tr>
<td>Mageno, William</td>
<td>B.A., University of California, Los Angeles; M.A., Wroxton College of Farleigh Dickson University</td>
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<td>Mahan, Alan D.</td>
<td>B.S., M.G.A.; University of Maryland University College</td>
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<td>Mainka, Christina A.</td>
<td>Chemistry; Mathematics; M.S., Ph.D.; University of Heidelberg</td>
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<td>Alinsky, John</td>
<td>Geology; B.A., Franklin &amp; Marshall College; M.S., Ohio University; Ph.D.; University of Iowa</td>
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<td>Malloy, Edwin A.</td>
<td>Computer Studies; B.S., University of Maryland University College</td>
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<td>Malloy, Terence M.</td>
<td>Computer Studies; B.S., North London Polytechnic University</td>
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<td>Madelbaum, Schmid</td>
<td>English; A.B., M.S., Boston University</td>
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<td>Mandola, Mary M.</td>
<td>Art History; B.A., M.A.; Michigan State University</td>
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<td>Manley, Craig A.</td>
<td>English; B.A., M.A.; University of Maryland University College; M.A., California State University</td>
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<tr>
<td>Mann, Robert E.</td>
<td>Bus &amp; Mgmt.; B.S., Montana State University; M.Ed., M.S. Brown University; Ed.D., University of Southern California</td>
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<td>Marcantonio, Clement</td>
<td>Counseling; M.A., Long Island University; Ed.D., University of Colorado</td>
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<td>Archesani, Domenic D.</td>
<td>Automotive Technology; B.S., Florida Atlantic University</td>
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<td>Marenta, Jr., Stephen</td>
<td>Computer Studies; B.S., University of Maryland, College Park; M.B.A., St. Mary's University; M.S., Bowie State University</td>
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<tr>
<td>Marettta, Samuel A.</td>
<td>History; B.A., Ph.L., M.A.; Loyola University of Chicago; Cand.Phil., University of Michigan</td>
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<td>Marrriott, Elizabeth A.</td>
<td>Early Childhood Development; B.S., Oakland University; M.S., Wayne State University</td>
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<td>Martin, Carroll Q.</td>
<td>German; B.A., H. Endrix College; M.A., University of Arkansas</td>
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<td>Martinez, Norma I.</td>
<td>Computer Studies; A.S., Florida State University</td>
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<td>Maselli, Felice</td>
<td>Italian; Laurea, University of Bari</td>
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<td>Mason, Michael J.</td>
<td>Mathematics; Biology; B.S., United States Air Force Academy; M.S., Colorado State University</td>
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<td>Massey, Barry H.</td>
<td>Bus. &amp; Mgmt.; M.B.A., INSEAD; Ph.D., Brunel University</td>
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<td>Maltick, John F.</td>
<td>Criminal Justice; History; B.A., Baylor University; M.A., Vanderbilt University; J.D.; University of Mississippi</td>
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<tr>
<td>Matthews, Jeffrey</td>
<td>English, M.inst; B.A., University of Maryland; M.A., University of Hawaii</td>
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<td>Mauldin, Jean K.</td>
<td>English, Speech; B.A., M.A.; Texas A &amp; I University</td>
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<td>Maurer, Michael S.</td>
<td>Bus. &amp; Mgmt.; B.A., Sangamon State University; M.B.A., University of Illinois; M.S., Bowie State University</td>
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<tr>
<td>Maua, Marilyn E.</td>
<td>Bus. &amp; Mgmt.; B.A., B.S., M.S., Moorhead State University; D.B.A., Mississippi State University</td>
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<td>McAllister, Anne V.</td>
<td>History; B.A., University of New York; Regents College M.A.; University of Colorado, Denver</td>
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<td>McCord, Mark C.</td>
<td>Bus &amp; Mgmt.; M.A., B.S., University of Maryland University College; B.A., East Texas State University</td>
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<td>McFarland-Icke, Bronwyn R.</td>
<td>History; Philosophy; B.A., Brandeis University; M.A., Ph.D., University of Chicago</td>
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<td>McGibbon, Henry M.</td>
<td>Computer Studies; B.S., University of Utah; M.A., Naval Postgraduate School; Ph.D. Columbia Southern University</td>
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<td>McKenna, Thomas D.</td>
<td>Computer Studies; B.S., University of South Carolina; M.A.; Webster University; M.S., Emporia State University; Ph.D., Tulane University</td>
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<td>McElhinney, Victor L.</td>
<td>Speech; B.A., M.Sc., Auburn University</td>
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<td>Mckenna, Thomas D.</td>
<td>Computer Studies; B.S., University of South Carolina; M.A., Webster University; M.S., Naval Postgraduate School</td>
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<td>Mcloone, Grant</td>
<td>Bus &amp; Mgmt.; B.S., J.D., University of Missouri; St. Louis; L.L.M., University of Virginia</td>
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<td>McMahon, Carol</td>
<td>Psychology, Counseling; B.S., University of Maryland University College; M.Ed., Boston University; Diplom, Ph.D., University of Munich</td>
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<td>McMahon, William E.</td>
<td>Philosophy; B.A., M.A., Ph.L., Saint Louis University; Dr.phil., University of Innsbruck</td>
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<td>McMinn, John R.</td>
<td>Mathematics; B.S., Bucknell University; M.S., Tulane University; Dr. rer.nat., University of Cologne</td>
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<td>Mchabb, David E.</td>
<td>Bus &amp; Mgmt.; B.A., California State University; Fullerton; M.A., University of Washington; M.S., Oregon State University</td>
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<td>McTulle, James P.</td>
<td>Computer Studies; B.S., University of Maryland University College; M.S., University of Maryland, College Park; M.Ed. Troy University</td>
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<td>Meinke, John G.</td>
<td>Mathematics; B.A., Ed.M., State University of New York, Buffalo; M.A.T., University of Montana; M.S., Illinois Institute of Technology</td>
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<td>Miley, Christopher D.</td>
<td>English; Philosophy; B.A., Marist College; M.A., Columbia University; Dr.phil., University of the Saar</td>
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<td>Menezes, George H.</td>
<td>English, Portuguese; B.A., California State College; Stanislaus; M.A., University of California, Davis</td>
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<td>Metz, Richard S.</td>
<td>Computer Studies; B.A., State University of New York; Albany; M.S., George Washington University</td>
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<td>Milan, Enzo</td>
<td>Italian; Laurea, Oriental Institute, Naples</td>
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<td>Economics; B.A., LaVerne College; M.B.A., City University</td>
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<td>Miller, Little G.</td>
<td>Psychology; B.A., Haverford University; M.S., Ph.D., Amherst College</td>
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<td>Milligan, Edward T.</td>
<td>Bus. &amp; Mgmt.; B.A., Northwestern State University; M.S., Central Michigan University</td>
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<td>Millington, Walter S.</td>
<td>Bus. &amp; Mgmt.; B.A., University of Oklahoma; M.B.A., Syracuse University</td>
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<td>Mills, Dee A.</td>
<td>English; B.A., M.A., Mississippi State University</td>
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<td>Mintz, Barbara</td>
<td>English; A.B., Illinois College; M.A., Ohio State University</td>
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<td>Minunno, Saverio</td>
<td>Italian; Laurea, University of Siena</td>
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<td>Mircheva, Marion S.</td>
<td>Mathematics; Diplom, Ph.D., University of Sofia</td>
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<td>Mitchel, Lynn D.</td>
<td>Criminal Justice, Paralegal Studies; B.A., University of California; Irvine J.D., Antioch University</td>
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<td>Mitranu, Mena</td>
<td>English; M.A., Ph.D., Rutgers University</td>
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<td>Mitras, Joo L.</td>
<td>English; B.A., University of the Rand; B.A., University of the Witwatersrand; B.A., M.A., University of South Africa</td>
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<tr>
<td>Mock, Valerie E.</td>
<td>Bus &amp; Mgmt.; B.A., University of Chicago; M.B.A., Emory University; Ph.D., Georgia State University</td>
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<tr>
<td>Mohaghegh, Mehdi E.</td>
<td>Economics &amp; Bus. &amp; Mgmt.; B.A., Rahat College of Business; M.A., University of Teheran; Ph.D., Clark University</td>
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<tr>
<td>Montelone, Emanuela</td>
<td>Italian; Laurea, Oriental Institute, Naples</td>
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<tr>
<td>Mood, William</td>
<td>History; B.A., University of Massachusetts, Amherst</td>
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<td>Moorish, Amy J.</td>
<td>Psychology, Early Childhood Development; B.A., M.S.W., Michigan State University</td>
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<td>Moorish, Jason S.</td>
<td>Social Work; B.S., M.S.W., Syracuse University</td>
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<td>Moore, Elizabeth R.</td>
<td>Psychology, Bus. &amp; Mgmt.; M.A., California State University; Los Angeles; Ph.D., Fielding Institute</td>
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<tr>
<td>Moore, William J.</td>
<td>Bus. &amp; Mgmt.; B.S., California State University; Northridge</td>
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<td>Morgan, Michael G.</td>
<td>Gov't. &amp; Pol.; B.S., Auburn University; M.A., Georgetown University</td>
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<tr>
<td>Morgan, William R.</td>
<td>Bus. &amp; Mgmt.; B.S., Fresno City College; M.B.A., University of California, Los Angeles</td>
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</tr>
</tbody>
</table>
Moss, James, English, Philosophy; A.B., College of William and Mary; M.A., St. John’s College
Mousalimas, Terry A., Anthropology; B.A., Hellenic College; M.Div., Holy Cross College
D. Phil., University of Oxford
Mulligan, George J., Criminal Justice; A.B., Western Kentucky State College; Ed.M., Boston University
Murphy, Thomas K., History; B.A., M.A., Catholic University of America; Ph.D., University of Illinois, Chicago
Muscini, Aliero, Italian; Laurea, University of Perugia
Naas, Joseph W., English, Speech; B.S., M.A., J.D., University of Kansas
Ethington, Cristina, Computer Studies; B.A.I., University of Rio de Janeiro; M.S.C., University of Madrid
Navarra, James C., Mathematics; B.S., United States Air Force Academy; M.S., University of California, Los Angeles
Neal, Henriette E., German; M.A., University of Heidelberg
Nebi, George C., Gov’t. & Pol.; Economics; B.A., M.A., Arizona State University; Dr.phil., University of Wuerzburg
Nedlin, Gennady M., Mathematics; Diplom, Chernishovsky University; Ph.D., A. Ioffe Physical-Technical-Institute
Neubert, Gunter H., Mathematics; B.S., University of Michigan; M.S., University of Texas, El Paso
Nuess, Lee A., Computer Studies; B.Sc., Strayer College
Newkirk, Charles R., Gov’t. & Pol.; B.S., United States Naval Academy; M.A., University of Maryland University College
Newkirk, Maria T., English, Education; B.A., California State University, Los Angeles; M.S., University of Southern California
Newsome, Deann P., Criminal Justice; B.A., Drexel University; M.P.A., Troy State University
Niccoli Jr., Frank C., Italian; B.A., San Francisco State University
Nickens, Susan J., English; B.A., North Carolina Wesleyan College; M.A., Ph.D., University of Maryland, College Park
Noble, Andrea B., Criminal Justice; Paralegal Studies; B.S., University of Connecticut; J.D., University of New Mexico
Nolan, John S., History; B.A., Centre College; M.A., Ph.D., Tulane University
Norman, Christopher P., Computer Studies; A.A.S., Community College of the Air Force; B.S., University of Maryland University College
O’Conner, Barbara D., Italian; B.A., M.A., University of Salerno; M.S., University of West Florida
O’Brien, Linda K., Art History; Lic., Free University of Brussels
O’Loughlin, Martha A., Bus. & Mgmt.; B.S., B.A., M.B.A., Ohio State University
Ochs-Oliver, Diane, Gov’t. & Pol.; B.A., University of Maryland University College; M.A., Boston University
Ofosowit, Michael S., Psychology, Sociology; B.A., University of North Carolina; M.S., Tulane University
Olsen, Karen Y., English, Library Research; B.A., Stanford University; M.A., University of Chicago; Ph.D., University of Cincinnati
O’Leary, Lindsay, Kofi A., Economics; B.A., University of Sussex; M.B.A., University of Pennsylvania; Ph.D., Cranfield Institute of Technology
Painter, Kerry C., Computer Studies; B.A., University of Hawaii; M.S., Drexel University
Pantano, Julie A., English; B.A., Fitchburg State College; M.Ed., Ph.D., University of New Hampshire
Park, Ralph E., Gov’t. & Pol.; B.A., Lock Haven University; M.A., Troy State University
Paulin, Harvey J., Botany, Biology; B.S., M.S., Southern Connecticut State University
Payne, Christopher, Computer Studies; B.Sc., University of London; M.Sc., University of Essex; Upton University; Ph.D., University of Liverpool
Perkins, Leasa L., Computer Studies; B.A., University of Maryland College Park
Pepper, Alan S., Bus. & Mgmt.; B.A., University of Maryland University College, B.S., University of Illinois; M.S.B.A., Boston University
Personius, Mark A., Bus. & Mgmt.; Criminal Justice; B.A., University of California, Los Angeles; M.A., University of Southern California; J.D., University of California
Peterson, James W., Bus. & Mgmt.; B.S., University of Virginia; M.B.A., Golden Gate University
Phillips, Bonnie L., Early Childhood Development; B.S., State University of New York; Empire State College; M.S., Nova University
Pickering, Andrew J., Computer Studies; B.A., M.S., University of Essex
Plassianc, Judy M., Psychology; B.A., Nichols State University; M.S., Ph.D., Colorado State University
Plonka, Cheryl D., Early Childhood Development; B.S., Lyndon State College; M.A., University of Colorado
Pohlmann, Debrah B., Early Childhood Development; A.A., Pensacola Junior College; B.A., University of West Florida
Polese, Giuseppe, Computer Studies; Laurea, University of Salerno; M.S., University of Pittsburgh; Dottorato di Ricerca, University of Salerno
Polaski, Diane E., Computer Studies; A.A., San Jacinto College; B.A., B.S., University of Florida; B.A., University of Maryland University College; M.S., Bowie State University
Powers, Richard J., English; B.A., Wake Forest University; M.A., New York University
Presler, Robert L., Criminal Justice, Paralegal Studies; B.S., Indiana University; M.A., Valparaiso University
Price, Brian K., Psychology; B.S., Central Missouri State University; M.S.Ed., University of Kansas; Ph.D., Iowa State University
Priestley, Sharon L., English; B.A., University of Washington; M.A., Ph.D., University of Nevada
Propst, Susan R., Computer Studies; B.S., Duke University; M.S., University of Colorado, Colorado Springs
Quiggle, Douglas W., Mathematics; B.S., M.S., University of Minnesota
Quigley, Thomas M., History; B.S., Saint Louis University; M.A., University of Missouri
Rader, John G., Gov’t. & Pol.; B.A., M.A., Southern State College; B.S., Pittsburg State University; Ph.D., University of Kansas
Rafael, Edgar R., Gov’t. & Pol.; State & Local Government; University of Alabama; Dr.phil., University of Munich
Rambow, Andreas, Bus. & Mgmt.; B.S., George Mason University; M.B.A., Marymount University
Raphael, Emanuele, Hikoe E., English; Diplom, University of Edinburgh; M.A., University of Louisville
Rappo, Jose A., Portuguese; B.S., University of Maryland University College; M.S., Troy State University
Ratcliffe, Billy G., History; B.A., M.S., Cameron University
Renschen, Paul S., History; B.S., United States Military Academy; M.A. University of Michigan
Reuterman, Francis W., Sociology, Computer Studies; B.A., Our Lady of the Snows College; B.A., B.S., University of Maryland University College; M.S., Saint Louis University
Richards, Stephen E., English, German; B.A., Ph.D., University of Cambridge; M.A., Cornell University
Richardson, Phillip, Bus. & Mgmt., Computer Studies; B.S., United States Air Force Academy; M.A., University of Hawaii; M.B.A., University of Arizona
Richardson, William M., Accounting; B.S., M.B.A., Anne Arundel Community College; B.S., M.B.A., University of Baltimore
Ritchmond, Peter, Accounting; B.A., Daniel Webster College; B.A., B.S., Amsom Tuck School of Business
Richter, Gregory, Psychology; B.A., Ph.D., University of Notre Dame; M.A., De Paul University
Richters, Gunther K., German; B.A., SUNY College of Environmental Science & Forestry; M.A., Adelphi University

Riege, Dennis A., Biology; Zoology; B.A., Amherst College; Certificate, Michigan State University; M.S., University of Wisconsin, Madison; Ph.D., University of Washington

Rietiet, Andreas, Dutch; M.Eng., Catholic University of Nijmegen

Riggs, John, Bus. & Mgmt.; Govt. & Pol.; B.A., M.A., Ph.D., University of Cincinnati

Rizzo, Maria, Economics; Sociology; Laurea, University of Naples; M.A., Ph.D., University of Cincinnati, University; M.S., University of Wisconsin, Madison; Ph.D., University of Naples

Rodríguez, Bill A., Management Studies; B.A., University of Puerto Rico; M.A., Ph.D., Webster University

Roosens, Paul A., Economics; Ph.D., Erasmus University, Rotterdam

Root, Jr., Charles A., Theater; Speech; B.S., M.S., Ph.D., Texas A&M University

Roper, Harold E., Bus. & Mgmt.; B.A., Arizona State University; M.S., Dominican College of San Rafael; Ph.D., United States International University

Rose, Paul J., Govt. & Pol.; B.A., University of Maryland University College; M.A., University of Arkansas, M.S., Troy State University; D.E.A., University of Paris

Rosenthal, Debra C., Govt. & Pol.; Sociology; B.A., Florida Atlantic University; M.A., Ph.D., State University of New York, Binghamton

Ross, Christopher, Biology; Diploma, Caufield Institute of Technology; M.D., University of Wuerzburg

Rowe, Colon H., Bus. & Mgmt.; Economics; B.A., University of North Carolina; M.S., University of Richmond

Rowe, Joyce M., Computer Studies; Management Studies; B.S., M.S., Ph.D., Virginia Commonwealth University

Rugg, Gerald D., Computer Studies; Information Systems; B.S., Texas A&M University; M.S., Boston University

Ruiz-Canavate, Antonio, Oceanography; M.S., Ph.D., Naval Postgraduate School

Rush, Diane H., Speech; B.S., M.A., University of Florida

Russell, John, Govt. & Pol.; B.Sc., University of Surrey; Ph.D., University of Birmingham

Russo, Roberto, Mathematics; Laurea di Dottore, University of Naples

Rysten, Felix S., English; B.A., B.S., University of MiamI; Ph.D., University of Southern California

Sagnella, Mary Ann T., Italian; B.A., M.A., Ph.D., Connecticut College

Sakmar, Ismail A., Mathematics; Physics; M.Sc., University of Istanbul; Ph.D., University of California, Berkeley

Sartain, Stephen P., Computer Studies; B.A., University of New York; Regents College

Saunders, David J., Mathematics; B.A., University of West Florida; M.S., Naval Postgraduate School

Schalich, Arlene H., German; B.A., Rutgers University; M.A., University of Kansas

Schindler, Frank, Mathematics; Computer Studies; B.S., M.S., Charles University, Prague; Ph.D., University of Utah

Schiope, Simonetta G., English; B.A., Pepperdine University; M.A., St. John’s College

Schultz, Walter W., Mathematics; B.S., Indiana Institute of Technology; M.S., University of Idaho

Schulz, Gerhard A., German; Dr.phil., Technical University of Frankfurt

Schumacher, Richard, Philosophy; English; B.A., University of California, Berkeley; Diploma, Maitrise, Lic., University of Paris, Sorbonne

Schwarz, Francis R., English; B.A., University of California, Los Angeles; M.A., University of Washington; Dr.phil., University of Hamburg

Schwarzkopf, Hartmut H., Bus. & Mgmt.; B.S., Wagner College; Dr.Jur., University of Hamburg; J.D., New England School of Law

Scott, Robert, Mathematics; South Carolina College; M.S., Arizona State University

Seeholzer, Roger V., Computer Studies; B.S., University of Southern Maine; M.S., Bowie State University

Seely, T. herner, Early Childhood Development; B.A., M.A., California State University, Sacramento

Seely, Andrew R., Computer Studies; B.S., University of Maryland University College

Seitz, Astrid K., Bus. & Mgmt.; B.S., M.S., M.Acc., Kansas State University

Seminar, Leila, Italian; Laurea, University of Catania

Senna, Teresa, Early Childhood Development; B.S., Franklin Pierce College; M.Ed., Rivier College

Sepanski, Stephen J., Bus. & Mgmt.; B.A., City College of New York; M.S.B.A., Boston University; M. Taxation, Georgia State University

Sepe, Joseph, Biology; B.S., Elmrina College; Dottore in Medicin e Chirurgia, University of Naples

Sogara, Tone E., English; B.A., MS., University of West Florida; Ph.D., University of Reading

Seward, Jerry E., Criminal Justice; B.A., California State University, Fullerton

Shamblin, Jennifer D., Computer Studies; B.S., University of Arkansas; M.S., Bowie State University

Sharoff, Steven A., History; Govt. & Pol.; B.A., State University of New York, Plattsburgh; M.A., M.A.T., State University of New York, Binghamton

Shaver, Glenn A., Automotive Technology; B.S., University of Maryland University College

Shaw, Jacqueline L., Bus. & Mgmt.; B.A., University of Washington; M.B.A., Arizona State University; M.I.M., American Graduate School of International Management

Shenk, Christine A., Criminal Justice; B.S., Southern Illinois University; Carbondale; M.S., University of Alabama

Sheriff, Chris A., Computer Studies; B.S., University of Pittsburgh; M.B.A., Ball State University

Shingler, John H., Computer Studies; Information Systems; B.S., M.S., University of Connecticut; M.A., University of Illinois, Chicago; M.A., Webster University

Sinnott, Dale P., Science; Physics; B.S., Bloomsburg University of Pennsylvania; M.A.S., Embry-Riddle Aeronautical University

Sirimanne, Quintus F., Mathematics; B.Sc., Hatfield Polytechnic

Sisler, Audrey K., Psychology; B.A., University of Illinois; M.A., Ph.D., University of Montana

Sisson, Amy K., Psychology; B.S., Loyola University Chicago; Ph.D., Illinois Institute of Technology

Sizemore, Kirsten I., Computer Studies; B.S., University of Southern Maine; M.S., Bowie State University

Sizemore, Kirsten I., Emergency Medical Services; A.A.S., Central Texas College

Skidmore, Wayne F., Office Technology; Computer Studies; B.A., Portland State University; Ed.M., Boston University

Skyldy, Lisa S., Early Childhood Development; B.S., M.S., Ohio State University

Skinner, Dorothy A., History; Archology; B.A., M.A., Ph.D., Bryn Mawr College; M.A., Texas A&M University

Smith, Brian E., Computer Studies; B.A., Western Illinois University; M.S., Bowie State University

Smith, Maggie, Bus. & Mgmt.; Computer Studies; B.S., Northern Arizona University; M.B.A., University of Nevada

Smith, John, Computer Studies; B.S., University of Maryland University College; M.S., Troy State University
Wark, Richard I., Psychology, Sociology; B.A., University of California, Berkeley; M.A., San Jose State University; Ph.D., University of Nevada, Reno

Warren, Martin K., Computer Studies; B.Sc., M.Sc., Cranfield Institute of Technology

Washkevich, Igor, Spanish, German; B.S., California State University, Los Angeles; M.S.Ed., University of Southern California; Ph.D., Ukrainian Free University

Watkins, Roy, English; B.A., University of Hull; M.F.A., Columbia University

Webb, Ronald G., Sociology; B.A., University of Hawaii; M.A., University of California, Los Angeles

Weiss, Therese B., History; B.A., M.A., Ph.D., University of Illinois

Wherry, Joann P., Sociology; B.A., Western Washington University; M.A., Fayetteville State University

Wichard, Kelly A., Communications; English; B.A., M.A.T., Indiana University

Wiley, Jeffrey J., Computer Studies; A.A., El Paso Community College; B.S., Park College; M.S., Bowie State University

Wiley, Stefania G., Italian; Laurea, University of Urbino

Williams, Brian P., Automotive Technology; A.A., University of Maryland University College; A.A.S., Central Texas College

Willis, Peter G., Geography, Philosophy; B.Sc., University of Sydney; M.Phil., Ph.D., University of Cambridge

Wilson, Christine A., Biology; B.S., M.S., University of Waterloo

Wilson, David A., Computer Studies; Information Systems; A.A., B.S., University of Maryland University College; B.S., M.S., Bowie State University

Wilson, William A., Music; B.S., M.A., University of Alabama

Wiswell, Grant A., Computer Studies; History; B.A., Stanford University; M.A., University of London

Woda, Barbara S., German; B.A., Manhattan College

Wolf, Allen E., Bus & Mgmt.; B.A., Lehigh University; J.D., Georgetown University

Wolthus, Stuart L., Computer Studies; B.S.E., Arizona State University; M.S.E., University of Florida

Worthington, Lucia A., Bus & Mgmt.; B.A., California Polytechnic University; M.A., Claremont Graduate School

Wray, Nada S., Mathematics; B.S., M.S., Oklahoma State University

Wright, Ben A., English; Speech; B.A., University of Pennsylvania; M.A., University of California, San Diego

Wright, Bradford W., History; B.A., University of Vermont; M.A., Ph.D., Purdue University Main Campus

Wright, Derrick F., Sociology; M.A., Ph.D., University of Aberdeen

York, James E., Management Information Systems; B.S., University of Maryland University College; M.A.S., Embry-Riddle Aeronautical University

Young, James C., Biology; B.S., Marshall University; D.O., West Virginia School of Osteopathic Medicine

Zatorski, Todd R., Computer Studies; B.S., University of Maryland University College

Zuern, Linda-Maria M., German; M.A., University of Wuerzburg; Dr.phil., University of Bayreuth

Zumbrunnen, Wanita, English; B.A., Coe College; M.A., Mills College; Ph.D., University of Iowa

Zwink, Monika, Speech, Sociology; B.A., Metropolitan State College of Denver; M.A., Ph.D., University of Colorado

Zyniewski, Alexander, German; B.A., Syracuse University; M.A., Middlebury College; Ph.D., Ukrainian Free University
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. Example: A transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.
   13. “Receiving institution” means the institution of higher education at which a transfer student currently desires to enroll.
   14. “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first two years of the baccalaureate degree.
   15. “Sending institution” means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
   16. “Social and behavioral sciences” means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. These 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 semester 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 in a particular professional or specialized program, admission decisions shall be:
   (a) Based on criteria developed and published by the receiving public institution; and
   (b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility

(1) The faculty of a receiving public institution 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, course work 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. 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 the:
   (a) Credit is from a college or university parallel course or program;
   (b) Grades in the block of courses transferred average 2.0 or higher; and
   (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student’s “D” grade in a specific course is acceptable in a program, then a “D” earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of “C” or better in a required course, the transfer student shall also be required to earn a grade of “C” or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:
   (1) 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.02.02.02. 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 wording of the credit shall be indicated on the student’s transcript by the receiving institution.

(4) The receiving institution shall inform a transfer student of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation

(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level coursework to be taken at the community college in fulfillment of the receiving institution’s lower division coursework requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VII. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions

(1) Community colleges shall encourage their students to complete the associate 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 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 ac-
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. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

IX. Transfer Mediation Committee

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 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 transfer 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 procedures governing the appeal of a denial of transfer credit; and
   (b) Respond to a student’s appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution’s reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in §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.
Appendix B
Policy of University of Maryland University College in Transferring Undergraduate College-Level Credits

University of Maryland University College actively subscribes to the policy of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (see Appendix A) and welcomes transfer students. UMUC is also of one of the designated two-year and four-year Servicemembers Opportunity Colleges (SOC); the SOC institutions have developed degree networks corresponding to Army, Navy, and Marine career specialties. UMUC grants transfer credit for courses graded C or higher if they are applicable to an Associate of Arts, a Bachelor of Arts, or a Bachelor of Science degree.

Credit earned elsewhere during a period of disciplinary dismissal or suspension may not be applied toward a degree from UMUC.

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 form 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 the 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 a combination of portfolio assessment, course challenge examinations or military occupational specialties (MOS, NER, etc).
- Up to 60 semester hours 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 (ECEP), if (1) there is no duplication of other academic credits and (2) the scores presented meet the standards of UMUC.
- Up to 15 semester hours cooperative education credit; however, no more than 6 of the 15 semester hours may be applied to an academic major. Students seeking a second bachelor's degree may receive up to 9 semester hours of cooperative education credit; however, no more than 6 of the 9 semester hours may be applied to an academic major.
- Up to 60 semester hours credit for study completed in military services schools, on the basis of the recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services.
- Up to 60 semester hours credit for professional (not technical) courses that have been evaluated by either (1) the ACE National Guide to Educational Credit for Training Programs or (2) the University of the State of New York National Program on Collegiate-Sponsored Instruction (PONS) College Credit Recommendations.


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 handout 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.

Up to 21 semester hours of coherently related vocational and technical credit from regionally accredited institutions, applicable as elective credit only toward the BS but not toward the BA.

Minimum Number of Credits Required for Instruction in the Major and for the Degree

UMUC requires students to complete 120 semester hours of credit for the bachelor’s degree. Regardless of the number of transfer credits they present, students must complete a minimum of 30 credits at UMUC. As a part of that minimum, students must earn at least one-half of the credits required for the major at UMUC.

Grade Level Applicable for Transfer

UMUC may accept transfer credits from regionally accredited two- and four-year colleges and universities for courses graded C or above, if they apply to the student’s curriculum. The grade of C-minus is not acceptable in transfer.

Statement on Transfer of General Education Requirements

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will have met UMUC’s general education requirement, as stated in Appendix A. For other students, courses are evaluated on a case-by-case basis.
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 benenified, upon written request, of 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.

C. Procedure

Requests for access should be made in writing to the appropriate official. UMUC will comply with requests for access within a reasonable time. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is 50 cents per page. UMUC will not provide copies of any transcripts in the student's records other than the student's current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

III. Amendment of Education Records

UMUC provides students with the opportunity to seek correction of their education records.

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or violative of privacy right or other rights may submit a written request to the appropriate official (see Article II, Section B.2, above) specifying the document(s) being challenged and the basis for the complaint. The request is then sent to the person responsible for any amendments to the record in question. Within a reasonable time after receipt of the request, UMUC decides whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and is advised of his or her right to a hearing. He or she may then exercise that right by written request to the Office of the President.

1. Conduct of the Hearing

All hearings are conducted by a staff member appointed by the University Registrar and Vice Provost, Student Affairs, who does not have a direct interest in the outcome. The student is given a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

2. Decision

Within a reasonable period of time after the conclusion of a hearing, UMUC will notify the student in writing of its decision. The decision is based solely upon evidence presented at the hearing and includes a summary of the evidence and the reasons for the decision. If UMUC decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, UMUC amends the records accordingly.

B. Right to Place an Explanation in the Records

If, as a result of the hearing, UMUC decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, UMUC informs the student of the right to place in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the decision. Any such explanation is kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

IV. Disclosures
UMUC will not disclose education records or the personally identifiable information contained therein unless allowed in accordance with FERPA and under the following circumstances:

A. Prior Written Consent - The Custodian of the Records will provide the education records or personally identifiable information contained therein if the student provides prior written consent that the information may be disclosed. The consent must:
1. Specify the records that may be disclosed,
2. State the purpose for the disclosure,
3. Identify to whom the disclosure is to be made, and
4. Be signed and dated by the student.

At the student's request and expense, a copy of the records disclosed can be provided.

B. Directory Information
1. UMUC designates the following categories of information as directory information:
   a. Name
   b. Major field of study
   c. Dates of attendance
   d. Degrees and awards received
   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.
   b. "Legitimate educational interests" include interests directly related to the academic environment.
2. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state educational authorities.
4. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid—but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
5. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
6. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is destroyed when it is no longer needed for those purposes.
7. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.
8. The disclosure is to the parent of a student who is dependent for income tax purposes. (Note: UMUC may require documentation of dependent status, such as copies of income tax forms.)
9. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless expressly prohibited by the subpoena, UMUC will make a reasonable effort to notify the student or parent of the order or subpoena in advance of compliance in order to give them time to seek protective action.
10. The disclosure is in connection with a health or safety emergency.
11. The disclosure is to an alleged victim of any crime of violence, of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.

D. Record of Disclosures
   UMUC maintains with the student's education records a record of each request and each disclosure, except for:
   1. Disclosures to the student himself or herself.
   2. Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
   3. Disclosures to USM instructional or administrative officials.
   4. Disclosures of directory information. This record of disclosures may be inspected by the student, the official custodian of the records, and other officials of UMUC and governmental officials.

V. Right to File Complaint
   A student alleging that UMUC has not complied with the
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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;
2. A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course;
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 still believes that the final grade is arbitrary and capricious, or if after the 30-day period the student has not received a response, the student may file a 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).

Disposal of the appeal for any of the reasons listed above constitutes the final UMUC action on the appeal and is not itself appealable. The student and faculty member will be notified of the decision in writing within 40 days of the receipt of the student's second appeal. This 40-day period may be extended for up to 35 days upon a written agreement signed by both the student and appeal administrator. The agreement will indicate the number of additional days required to complete the inquiry.

6. If the appeal is not dismissed, or the student has not received a response, within 40 days (or within the agreed upon extended number of days required to complete the inquiry) of the receipt of the student's second appeal, the appeal administrator will appoint a three-member ad hoc Arbitrary and Capricious Grade Appeal Committee (known as "Appeal Committee"). The appeal administrator or designee(s) will instruct this Appeal Committee to review the materials obtained during the inquiry conducted by the appeal administrator or designee(s). The Appeal
Committee will hold a fact-finding meeting or conduct an investigation in conjunction with the designee(s) to obtain additional information. The designee(s) will communicate with the student and faculty member and give them the opportunity to present any relevant evidence. If a fact-finding meeting cannot be held or the student is unable to attend the meeting, the student may submit questions in writing for the faculty member regarding how the grade was determined and the grading process. The student and faculty member will be entitled to be present during a fact-finding meeting. The Appeal Committee may be advised by legal counsel during this process, but neither the student nor faculty member may have advocates, representatives, or legal counsel present during interactions with the Appeal Committee. After the review is complete, the Appeal Committee will deliberate and render a recommendation to the appeal administrator. If the Appeal Committee finds the allegation of arbitrary and capricious grading to be supported by clear and convincing evidence, the Appeal Committee will recommend an appropriate remedy to the appeal administrator. The appeal administrator will review the recommendations and render a decision. Appropriate remedies include:

- directing the faculty member to grade the student's work anew;
- directing, if the student agrees to the action and the student has been made aware of the implications, that the course registration status be changed such that the grade does not affect the student's grade point average;
- directing the cancellation of the student's registration in the course with full tuition refund if no reasonable alternative is available; or
- directing that other action be taken.

7. If the appeal administrator does not determine that arbitrary and capricious grading has taken place, the student's appeal will be denied. This constitutes the final UMUC decision and is not itself appealable.

8. Within 75 days of the student's second appeal, the appeal administrator or designee will notify the student and faculty member of the decision in writing. A copy of the final decision will be submitted to the Registrar's Office and filed in the student's academic records and in the Provost's Office.

Appendix G
Code of Student Conduct

I. Introduction

A. 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.

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 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.

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.

II. Definitions

When used in this code:

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 (USM)-sponsored activities.

B. The term “cheating” means using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

C. The term “distribution” means sale or exchange for personal profit.

D. The term “fabrication” means falsification or invention of any information or citation in an academic exercise.

E. The term “plagiarism” means the presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; or using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator.

F. The term “reckless conduct” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal UMUC- or USM-sponsored activities.

G. The term “student” means a person who has been admitted to UMUC and is eligible to register for courses.

H. The term “UMUC premises” means buildings,
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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 program that may alter, damage, or disrupt 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 controlled substance, illegal drug, or alcohol on UMUC or USM premises, or at UMUC - or USM - sponsored activities. M. Unauthorized use, possession, or storage of any weapon on UMUC or USM premises or at UMUC - or USM - sponsored activities.

N. Intentional submission of false information to UMUC or USM.

O. Failure to comply with the directions of UMUC or USM officials, including UMUC or USM security officers, or the University of Maryland Campus Police, acting in performance of their duties.

P. Forging, unauthorized alteration, or unauthorized use of any UMUC or USM document or instrument of identification.

Q. Unauthorized use or possession of fireworks on UMUC or USM premises or at UMUC - or USM - sponsored activities.

R. Knowing violation of the terms of any disciplinary sanction imposed in accordance with this Code.

S. Violation of published UMUC or USM regulations or policies.

T. Guilt of any crime, other than a traffic violation, as determined in a court of law.

IV. Reporting Alleged Violations

A. Any person may report a violation to the Provost and Chief Academic Officer ("Provost"), or designee within a reasonable period of time of knowing of the alleged violation. All referrals will be treated as confidential. The Provost or designee may refer the case to another officer of UMUC or administrator according to the standards of due process described in Sec-
VI. Interim Suspension

A. The Provost may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on 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.

B. Any alleged violation, other than a traffic violation, that also may violate a United States, Maryland, or local law should be immediately reported to the proper authorities.

V. Interim Suspension

A. The Provost may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on 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.

B. 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 (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 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 complainant has failed to comply with procedure;
   - The allegations, even if true, do not constitute violation of this Code;
   - 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
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C. Appeals

2. The decision of the Provost is final and is not appealable.

3. The Provost will respond, in writing, within 28 calendar days of receipt 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.
II. Definitions

A. Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes but is not limited to: cheating; fabrication; 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 (see section II.D).

B. Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

C. Fabrication is falsification or invention of any in formation or citations in an academic exercise.

D. Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source, using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.

Appendix H

Academic Dishonesty and Plagiarism

I. Introduction

A. In accordance with the Board of Regents Policy III-1.00 Policy on Faculty, Student and Institutional Rights and Responsibility for Academic Integrity, approved on November 30, 1989, UMUC strives to promote an academic community that encourages personal and professional expression and growth. It is the responsibility of both faculty members and students to report suspected violations of academic dishonesty to ensure that appropriate action is taken in accordance with institutional regulations.

B. All charges of academic dishonesty will be brought in accordance with this Policy. In every case of alleged academic dishonesty, the burden of proof rests with the faculty member to demonstrate that the student committed an act of academic dishonesty.

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

II. Definitions

A. Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes but is not limited to: cheating; fabrication; 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 (see section II.D).

B. Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

C. Fabrication is falsification or invention of any in formation or citations in an academic exercise.

D. Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source, using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.

E. A conference is a communication between two or more individuals by telephone, in writing (including but no limited to e-mail, fax, or posted letter), through video conferencing or in person.

F. The "unit director" for undergraduate courses originating at UMUC- Adelphi is the Dean and Vice Provost, Undergraduate Programs. The unit director for graduate courses originating at UMUC - Adelphi is the Dean and Vice Provost, Graduate Programs. The unit director for courses originating in UMUC - Europe or UMUC - Asia is the respective Vice President.

III. Procedures for Charges of Alleged Academic Dishonesty

A. If a student suspects another student has committed academic dishonesty, the student should immediately report the violation to the faculty member teaching the course or to an administrator.

B. Once a faculty member suspects, or is informed that another faculty member, administrator, or student suspects that a student in the faculty member's course may have committed academic dishonesty, the faculty member should immediately request a conference with the accused student. Reasonable and considerable should be made by the faculty member to arrange this conference with the student. This conference should take place no later than 7 calendar days after the faculty member suspects or is informed of an alleged violation of this Policy. The student will not be permitted to withdraw from the course in which the act of academic dishonesty may have been committed.

C. If a conference is held within 14 calendar days, and the faculty member determines that an act of academic dishonesty was not committed, a decision will immediately be rendered in favor of the student.

D. If a conference is held within 14 calendar days of the alleged violation or the faculty member believes that an act of academic dishonesty was committed, the faculty member will immediately notify the unit director or designee. The unit director or designee will consult UMUC's central records in the Office of the Provost and Chief Academic Officer (or "Provost") to determine whether there is a previous record of academic dishonesty. The unit director or designee may then conference with the faculty member or
E. The student will be given the opportunity within 30 calendar days of the date of the unit director's letter to contact the unit director or designee to request a conference.

1. If the student contacts the unit director or designee within the 30 day calendar period, the unit director or designee and the student will have a conference within 14 calendar days of the student's request. The student will have the opportunity to present any relevant evidence and answer questions posed by the unit director or designee. The student may be accompanied by a representative, at the student's own expense, who may offer advice during the course of the meeting, but who will not personally participate. The unit director will render a decision and issue a sanction, if appropriate, within 10 calendar days. The unit director or designee will send a written decision to the student and faculty member informing them of the sanction, if appropriate, within 5 calendar days after a decision is rendered. Copies of this written decision will be kept in the central file in the Office of the Provost.

2. If the student does not contact the unit director or designee within 30 calendar days, the proposed sanction indicated in section III.D will be imposed. Copies of the letter sent in section III.D. will be kept in the central records file in the Office of the Provost.

IV. Appeal Process

A. If the student believes that the process and procedures outlined in this Policy were not followed, the student may appeal the unit director's determination and/or sanction within 30 calendar days of the unit director's written decision. All appeals should be addressed to the Provost. The faculty member and the unit director will be notified of the filing for the appeal.

B. Upon receipt of the appeal, the Provost or designee will inform the student, in writing, of the alleged violations and the unit director's proposed sanction. Potential sanctions are listed in Section V of this Policy.

C. The student, faculty member, and the unit director will be informed in writing of the Provost's ruling within 40 calendar days of receipt of the student's appeal. If the Provost upholds the ruling and sanction of the unit director, a copy of the letter will be filed in the central records file in the Office of the Provost. This constitutes the final UMUC decision and is not itself appealable.

V. Disciplinary Action in Cases of Academic Dishonesty

A. Throughout these procedures, the following is a list of the sanctions that may be imposed, depending upon the severity of the act and the student's prior history of academic dishonesty:

1. A zero or a grade of F on the work in question.
2. A grade of F in the course.
3. Suspension for Academic Dishonesty with a letter in the student's file (requires approval of the Provost).

B. Students who receive a sanction that prohibits them from registering at UMUC (Mandatory Withdrawal, Suspension, or Expulsion) may not subsequently transfer to UMUC credits earned elsewhere during the time in which they are prohibited from registering.

C. Students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

VI. Disciplinary Files and Records

A. An imposition of the sanctions above 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 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 record 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 and Chief Academic Offi cer. Denials of petitions to expunge disciplinary records shall be appealable to the President or designee.
D. The President or designee shall review the original petition and the factors outlined in section VI.B.1.-VI.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 the final and not appealable.

Appendix I

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
  - Reported crime statistics for the last three years by location.

• Notification of Rights under FERPA for Postsecondary Institutions

• Faculty, Staff and Student Responsibilities Regarding Drug and Alcohol, including:
  - A list of the University’s standards of conduct and sanctions;
  - The legal sanctions under federal, state, and local laws for violations of drug laws;
  - A list of the health risks associated with substance abuse;
  - A list of resources available to University students, staff, and faculty; and
  - Charts listing the federal drug trafficking penalties.

If you have any questions, please contact the Office of Human Resources (stateside or overseas) or Student Affairs (stateside or overseas).
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Term 2  28 October – 20 December
Term 3  20 January – 14 March
Term 4  31 March – 23 May
Term 5  9 June – 31 July
Commencement . . . . . . . . . . . 25 May

Contact us! CIV +49 (0)6221-3780,
DSN 370-6762, or www.ed.umuc.edu