UMUC

University of Maryland University College

2001–2002 Undergraduate Catalog

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OVERVIEW

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. For more than 50 years, UMUC has served primarily adult, part-time students through both traditional and innovative instruction. Today UMUC offers degree programs from the associate of arts through the doctor of management, undergraduate and graduate certificates, and leadership development programs that respond to the needs of the lifelong learner. Undergraduate degree programs are offered in the arts and humanities, behavioral and social sciences, business and management, computing, and technology; graduate programs are available in education, management, and technology.

In its official mission statement (which may be read online at *www.umuc.edu/gen/vision),* UMUC proclaims its statewide goal "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. Globally, the university's mission is "to sustain international eminence by extending access to American postsecondary degrees 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.

University of Maryland University College is one of 11 degree-granting institutions within the University System of Maryland:

 Bowie State University

 Coppin State College

 Frostburg State University

 Salisbury State University

 Towson University

 University of Baltimore

 University of Maryland, Baltimore

 University of Maryland, Baltimore County

 University of Maryland, College Park

 University of Maryland Eastern Shore

 University of Maryland University College

In addition to these 11 institutions, there are two University System of Maryland research and service units:

 University of Maryland Biotechnology Institute

 University of Maryland Center for Environmental Science

ACADEMIC QUALITY

UMUC pursues its mission through its commitment to meeting students' needs for lifelong learning, innovative delivery of high-quality educational programs, and substantive and relevant curricula.

Students choose UMUC because of the excellence of its academic programs, which combine educational breadth with the skills and competencies needed by adults in the workforce. Undergraduate degree students gain a solid foundation in general education as well as effective writing skills, global and historical awareness, competence in information technology, and understanding of the responsibilities of adult citizenship. For their core academic studies, students may choose one of 21 academic majors and one of 36 minors. Recognizing the importance of lifelong learning, UMUC offers a wide range of undergraduate certificate programs; courses taken for a certificate may also be applied toward the bachelor's degree. (A chart showing options for majors, minors, and certificates is on pp. 22–23.) In keeping with its understanding of the needs of adult students, UMUC also provides innovative approaches to learning, such as interdisciplinary programs, cooperative education (details on p. 12), and portfolio assessment (details on p. 12).

UMUC's commitment to academic strength, currency, and quality remains consistent throughout all the university's programs, class locations, and delivery formats. The university works closely with its faculty, and with businesses and other organizations, to develop and maintain the currency and relevance of its curricula. The university's academic degrees and programs have the same structure and requirements whether they are offered in Maryland classrooms, at overseas locations, or through distance delivery.

UMUC is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (3624 Market Street, Philadelphia, PA 19104; phone 215-662-5606).

Almost from its inception, UMUC looked beyond state boundaries to serve a global audience, bringing classes to servicemembers in Europe (since 1949) and Asia (since 1956). Today, students take UMUC courses in classrooms at more than 25 locations in Maryland and the national capital region; at more than 160 military installations throughout Europe and Asia through long-standing partnerships with overseas military commands; at residential campuses in Mannheim and Schwäbisch Gmünd, Germany; and at work sites through contractual arrangements with employers.

Students anywhere in the United States and throughout the world also take UMUC courses via the Internet. By January 2001, UMUC had served more than 40,000 students through nearly 300 courses offered via the Internet, making UMUC the largest online university in the country. The numbers continue to grow.

UMUC is a "virtual university," recognized as a leader in distance education, particularly in courses delivered online via the Internet. Having provided open and alternative education opportunities to adult learners for over 25 years, UMUC became an early leader in distance education and has won many awards for innovations in that area. Fifteen of UMUC's 21 majors for the bachelor's degree, 16 of its 36 minors, and 11 of its 41 undergraduate certificates are available entirely online. UMUC continues to innovate in the online environment by adding to its online programs and courses.

UMUC is also committed to providing comprehensive services for all its students, wherever they may be, and has been a pioneer in the development of support for students at a distance. UMUC offers its 70,000 students full Web-based services from orientation to registration, from financial aid counseling to career advising, and from book ordering to grade retrieval. Through the Office of Information and Library Services, UMUC provides a state-of-the-art digital library, with electronic reserves, online databases (many of which are full text), and online help. Other services are available through the Interactive Registration and Information System (IRIS), which may be accessed via touch-tone telephone. All these services enable students to sample an online course, meet the faculty, access student services, register, and obtain the syllabus without ever coming to a UMUC site.

UMUC is dedicated to the fundamental tenets of collaboration and cooperation with other Maryland educational institutions, both public and private, and actively seeks partnerships with those institutions to benefit Maryland citizens. Indeed, UMUC is an "academic inte-

grator," bringing other Maryland institutions into its half-century partnership with the U.S. military in Europe and Asia.

In support of the university's mission to extend access to educational opportunities, UMUC has formed alliances with seven Maryland community colleges, enabling students to earn an associate's degree at an allied community college and finish a bachelor's degree by completing upper-level coursework at UMUC. Participating colleges include Anne Arundel Community College, Carroll Community College, College of Southern Maryland, Frederick Community College, Hagerstown Community College, Montgomery College, and Prince George's Community College. These alliances offer students dual admission, simultaneous enrollment, seamless transition between curricula, and convenient locations to complete associate's and bachelor's degrees throughout Maryland and the Washington, D.C., metropolitan region. UMUC has also developed articulation agreements with a number of community colleges across the nation to enable students to complete their bachelor's degrees wherever they may live. (More information on community college alliances is provided on p. 290.) UMUC is also a charter member of MarylandOnline, a consortium of Maryland community colleges and universities formed to encourage collaboration among institutions across Maryland and to extend resources for the development and offering of online courses.

UMUC also works to develop strong strategic partnerships with local leaders in business and industry, government, and nonprofit organizations and is an important partner in the region's economic development. The university has developed a certificate program with the National Volunteer Firefighter Council and other customized pro-

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grams for employers and organizations. Consistent with its mission of bringing convenient and relevant learning opportunities to the workforce, UMUC has developed strong relationships with many prominent area businesses to assure that their education and training needs and those of their employees will be met.

UMUC is committed to advancing scholarship, particularly in adult and distance education. The university participates actively in educational associations and conferences to contribute its own expertise in adult and distance education, as well as to maintain staff and faculty academic contacts and scholarship. UMUC's Office of Distance Education and Lifelong Learning (ODELL) hosts conferences and workshops, develops resource materials, and seeks grants to further the technologies and pedagogies associated with lifelong learning. ODELL houses the Center for Teaching and

Learning, the Institute for Research and Assessment in Higher Education (IRAHE), the Center for Intellectual Property and Copyright in the Digital Environment, and the Institute for Distance Education.

DELIVERING THE VISION

UMUC is a visionary institution, on the forefront of education for the 21st-century workforce. It is an entrepreneurial and creative institution, committed to the exploration of knowledge, the construction of partnerships, and innovative academic delivery. It is a large and diverse institution, serving 70,000 students around the world. It is a substantive institution, committed to lifelong learning and education of adults in the workforce.

Under the leadership of UMUC President Gerald A. Heeger, the university enters the millennium prepared to deliver its vision even more effectively and to enable students in Maryland and worldwide to reach their academic goals.

At the beginning of each semester, UMUC holds open houses and orientations for new and prospective students. These events offer an opportunity to learn about UMUC and its programs; student services; academic, career, and self-improvement workshops; faculty members; and fellow students. Prospective students can be admitted and register for courses at these times.

For general information, or to be directed to specific offices, students may call the Information and Enrollment Team at 301-985-7000 (or 1-800-283-6832 for out-of-region students). Most offices are open weekdays from 8:30 a.m. to 5 p.m. eastern time. The Information and Enrollment Team may be reached Monday through Thursday from 8:30 a.m. to 8 p.m., Friday from 8:30 a.m. to 5 p.m., and Saturday from 8 a.m. to 12 noon.

ADMISSION

Admission Requirements

The admission procedures of UMUC were designed to meet the needs of adult, part-time students. Most applicants who have a high school diploma or the equivalent can be admitted and register for an undergraduate course either by mail, online via the Web, or in one visit during walk-in admission and registration. In most cases, neither transcripts nor test scores are required. By the end of the first semester, a student who plans to earn a degree at UMUC must make sure that official transcripts have been sent from each institution previously attended.

Student Status

Upon being admitted to UMUC, students are assigned to one of three status categories: regular, provisional, or semester-only. Admission of foreign-educated applicants is governed by requirements given on p. 6.

Regular

A qualified applicant who wants to receive credit for courses (whether he or she intends to receive a degree or not) is admitted as a regular student. For financial aid purposes, a regular student must be seeking a degree or certificate at UMUC. Admission as a regular student is granted to applicants who fulfill the following academic requirements that apply to their educational level:

- Graduation from a regionally accredited or state-approved high school in the United States

or

A total score of at least 225 on the General Education Development (GED) examination and no score below 40 on any of the five tests.

- A cumulative grade-point average of at least 2.0 (on a 4.0 scale) in all college-level work attempted at other regionally accredited colleges and universities, including other University System of Maryland institutions.

An academic probation or dismissal that occurred at least two years before the date when the student applies for admission has no bearing on the student's admission status.

Students are not required to submit official transcripts for admission. However, students must have all official documents of their educational background on file by the end of the first semester of attendance. Students who present at least 24 semester hours of transferable college credit are not required to submit official high school transcripts or GED scores.

Provisional

Two types of students are admitted with provisional status: transfer students who had a cumulative grade-point average at their last institutions of less than 2.0 (on a 4.0 scale) within the previous two years, and those who were academically dismissed within the past two years from any institution regardless of their cumulative grade-point average. Students who were dismissed must wait at least one semester (fall, spring, or summer) after their dismissal to apply for admission to UMUC.

Provisional students may enroll for a maximum of 7 semester hours during a fall, spring, or summer semester. During their first semester of enrollment at UMUC, provisional students must submit transcripts from all colleges and universities they have attended.

If a provisional student's grade-point average at UMUC is less than 2.0, the student is placed on probation. If, while on probation, the student's semester grade-point average is 2.0 or better, she or he returns to provisional status. If, while on probation, the student's semester grade-point average is less than 2.0, he or she is dismissed and must follow the standard reinstatement procedures that apply to all dismissed students. A provisional student's status is automatically changed to regular after the student has successfully completed 15 semester hours of graded coursework with a cumulative grade-point average of 2.0 or higher.

Semester-Only

International students in the following categories may be admitted for one semester only: foreign-educated students who have not completed at least 24 semester hours of transferable college coursework and F-1, J-1, or B visa holders (except in the circumstances described below).

To be eligible to register for a subsequent semester, these students must meet the following criteria:

- Foreign-educated students who have not completed at least 24 semester hours of transferable college coursework must submit official transcripts verifying completion of the equivalent of a U.S. secondary education. While admitted for one semester only, these students must follow the same restrictions as provisional students.

- F-1 or J-1 visa holders attending other schools must submit a letter of permission from their sponsoring institutions before registration each semester.

Current F-1 visa holders who are attending one of UMUC's alliance schools or students in a UMUC program at the Universities at Shady Grove must request an I-20 from UMUC.

Admission requirements for international students are given at right.

Procedures for Admission

To apply for admission, students must complete an undergraduate admission application and pay the nonrefundable $30 fee. Before attempting to register, students must have been officially admitted to the university. Applications for admission may be submitted by mail, by fax (to 301-985-7978), online, or in person, at any time before or during registration. The admission form is available on p. 299 of this *Catalog,* in the *Undergraduate Schedule of Classes,* and on the Web at *www.umuc.edu/studserv/isis/ugradappn.html.*

To allow time for processing, applicants who wish to take advantage of touch-tone or Web registration must ensure that their applications reach Undergraduate Admissions at least one week before the touch-tone and Web registration deadlines.

Determination of Residency for Tuition Purposes

An initial determination of in-state or out-of-state status for tuition purposes is made when a student applies for admission. The determination made at that time remains in effect thereafter unless it is successfully challenged. The student is responsible for providing the information necessary to establish eligibility for in-state status. Official criteria for determining residency are in the appendices.

Full information on tuition and fees may be found on p. 9.

Reenrollment

Students who have not attended UMUC for two years and students who previously attended UMUC overseas must file a new application with Undergraduate Admissions before they will be allowed to register. However, they need not pay another application fee.

Forwarding of Overseas Students' Records

Records of students formerly enrolled in UMUC–Europe, UMUC–Asia, at the Schwäbisch Gmünd campus, or at the two-year residential campus in Germany (now located in Mannheim) are retained in the Office of Admission and Registration of that program or campus.

If such a student later enrolls in UMUC stateside, the student's records are then requested by Undergraduate Student Affairs.

Admission of College Graduates

A student who has received a bachelor's degree from a U.S. institution is automatically admissible to UMUC as a regular (undergraduate) student upon submission of the admission application and fee. A former graduate student in the University System of Maryland whose time limit in a program has expired may also be admitted as a regular (undergraduate) student. Students who have been admitted to UMUC as graduate students may take undergraduate courses at the undergraduate rate of tuition. Courses taken while in regular (undergraduate) status, however, cannot ordinarily be applied to a graduate degree program.

Students from Other USM Institutions

Undergraduate students from other institutions of the University System of Maryland may take undergraduate courses without applying to UMUC. Instead, they must either submit a letter of permission from their department or complete a "Notification of Registration with University of Maryland University College" form, certifying good standing and eligibility to return to the last institution attended. Graduate students from other institutions of the University System of Maryland may also take undergraduate courses without applying to UMUC, but must pay graduate tuition and related fees. Transferability of academic work completed at UMUC is determined by the student's home institution. Undergraduate courses taken by graduate students may not be applied toward graduate degree requirements.

Noncitizens and Foreign-Educated Students

Prospective students who are not U.S. citizens or who were educated abroad will need to complete the following steps:

1. If English is not the student's native language, the student may not be admitted until college-level proficiency in written English is demonstrated in one of the following ways:

- A score of at least 550 on a written version or 213 on a computerized version of the TOEFL (Test of English as a Foreign Language),
- A grade of C or higher in an English composition course from an accredited U.S. college or university, or
- Graduation from a U.S. high school or university.

2. If the applicant has earned fewer than 24 semester hours at a U.S. college or university, completion of the equivalent of a U.S. secondary education must be verified by

- An evaluation from any one of several approved international credential agencies (listed online at *www.umuc.edu/studserv/credeval.html)*

or

- Official transcripts showing completion of the U.S. GED exam with a total score of at least 225 and no score below 40 on any of the five tests.

Until this verification is received by UMUC, the student is admitted provisionally, for one semester only, and may register for a maximum of 7 semester hours. Once verification is received, the student's status is changed to regular and he or she may register for up to 18 semester hours. Students are not permitted to register for subsequent semesters until verification is received.

3. An applicant who is not a U.S. citizen must provide information on visa or immigration status. To do so, the student should enclose a copy of either the permanent resident card, visa and I-94 departure card, or employment authorization card and I-94 departure card with the admission application.

Applicants Previously Suspended or Dismissed

An academic probation or dismissal from another institution that took place at least two years before the date when a student applies for admission has no bearing on the student's admission status. However, all students previously dismissed from UMUC must apply for reinstatement.

Applicants academically suspended or dismissed from other institutions within the previous two years, regardless of their cumulative grade-point average, may be admitted as provisional students. These students may apply for admission if at least one semester (fall, spring, or summer) has passed since they last attended any institution. They must fulfill the requirements for provisional status. Details are given on p. 5.

An applicant who has received a disciplinary suspension or dismissal from another institution within the last three years may not be considered for admission to UMUC until officials have thoroughly reviewed the case. Such an applicant must make certain that the institution where the action was taken sends all records explaining the circumstances directly to Undergraduate Admissions. The length of time necessary for the documents to be sent and reviewed may preclude the student's registering during the term of initial application.

Concurrent Secondary Enrollment

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

Golden Identification Card for Senior Citizens

Senior citizens may qualify for admission and a Golden Identification Card. Participants in the Golden Identification Card program may register for up to 7 semester hours each semester for credit, on a space-available basis, without paying tuition. They may enroll at late registration only. Although the late-registration fee is waived for senior citizens, they must pay all other fees. Credits and fees associated with EXCEL Through Experiential Learning are excluded.

To qualify for the Golden Identification Card, the prospective student must meet the following criteria:

- Be a resident of Maryland,
- Be a U.S. citizen or produce a resident alien card (formerly an alien registration card),
- Be 60 years of age by the beginning of the term being applied for,

and

- Not be employed more than 20 hours a week.

The applicant must specify date of birth and place of residence on the application form. Those data, plus retirement status, are required on a certification form to prove eligibility for a Golden Identification Card. Both forms are to be filled out at the time of application. The certification form must be completed each semester of enrollment at UMUC.

Students who previously obtained a Golden Identification Card at another institution in the University System of Maryland should present that card before registration, and must complete two forms and have them approved:

- A new certification of eligibility for a Golden Identification Card,

and

- A notification of registration with UMUC.

Ways to Register

Registration begins each semester as soon as the course schedule becomes available on the Web and continues through the first week of classes. A late fee is charged for registering after the regular registration period. Students should check the current *Undergraduate Schedule of Classes* for the deadlines for regular and late registration.

UMUC offers five ways to register for most courses: by phone via the Interactive Registration and Information System (IRIS), by mail, by fax, online, and on site (either during an advising session or at a walk-in admission and registration).

By Telephone via IRIS

Students are eligible to register by phone via the Interactive Registration and Information System (IRIS) if they have already been admitted to UMUC as an undergraduate. (Note: Former students who have not registered for courses within the last two years must first be readmitted.) Through IRIS, students may register by entering all pertinent information via their touch-tone telephone. IRIS provides immediate feedback on course availability and the student's registration, student account, and financial aid status.

Students may call IRIS at 301-985-7499 daily from 6 a.m. to 9 p.m. eastern time. Detailed instructions on IRIS registration are available each semester in the *Undergraduate Schedule of Classes* and online at *www.umuc.edu/studserv/iris/irisindex.html.*

By Mail

Students may mail their registration to University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783. Forms are available in the *Undergraduate Schedule of Classes* and online at *www.umuc.edu/register.*

By Fax

Students may fax their registration to 301-985-7364. Forms are available in the *Undergraduate Schedule of Classes* and online at *www.umuc.edu/register.*

Students who have an employer contract must be sure to fax their registration and employer contract at the same time. Any fees not covered by the contract must be charged to VISA or MasterCard.

Online

Students may register online at *www.umuc.edu/register.* Note: The process is not yet fully automated and requires manual processing by UMUC to complete.

On Site

During Advising

Resource teams can help students register during an academic advising session. The student must, however, be prepared to pay all tuition and fees at the time he or she registers.

During Walk-In Admission and Registration

Walk-in admission and registration is held in the Student and Faculty Services Center in Adelphi and at more than 15 other locations in the Baltimore/Washington metropolitan area. Students may register for any course offered (regardless of location or format) at any walk-in registration. Locations, dates, and times are listed each semester in the *Undergraduate Schedule of Classes.*

The Waiting List

If a class is already full at the time of registration, the student has the option of placing his or her name on a waiting list for that class. Students who register by mail, fax, or online (and list no alternate classes) are added to the waiting list automatically. Students who register by phone are prompted by IRIS to choose that option.

Waiting List Policies

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

- Students may put their name on the waiting list for only six courses or sections.
- Students may not attend a class for which they are on the waiting list.
- Faculty members and resource team advisors are not authorized to add students to a closed class. Authorization may be provided only through IRIS by following the waiting list process.
- If space in class becomes available, it will be held for the student (pending confirmation) for 48 hours only. After 48 hours, the space is released to another student. The student will not be contacted if a space being held for him or her in a course becomes available—it is the student's responsibility to check in regularly with IRIS to find out course status.

The easiest way for a student to confirm registration for a class is to register through IRIS (following directions from the list course menu) and pay by entering his or her credit-card (VISA or MasterCard) information.

Schedule Adjustment

Students may make certain adjustments to their schedule through the end of late registration. The schedule-adjustment options available include changing a section or exchanging one class for another (drop/add). Students may drop/add a course only within the same academic term or semester. A fee of $15 is charged for changing a section or exchanging one course for another. Students may add a course or change a grading option without charge.

Withdrawals or Dropped Courses

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 UMUC. Never attending or ceasing to attend class(es) does not constitute a withdrawal.

Students who officially withdraw from a course receive a mark of W (described on p. 219). Undergraduate students must officially withdraw no later than two weeks (14 days) before the final class. For accelerated courses, a withdrawal must be submitted before the close of business on the first day of class.

Students may withdraw from a course by three methods:

- Students may call IRIS at 301-985-7499 and follow the directions for dropping a course. The use of the student and personal identification numbers is considered an official "signature" authorizing the withdrawal, which is effective immediately.

- Students may complete a withdrawal form through their resource team. The withdrawal becomes effective the date the form is filed with UMUC.

- Students may request in writing to withdraw from a course or courses. The letter should specify the course, course number, and section, and include the student's full name, student identification number, and signature. The request should be addressed to the student's resource team, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783. The postmark on the envelope becomes the official date of withdrawal.

Students may send their withdrawal by fax (to 301-985-7364) provided that they meet the deadline, sign legibly, and follow up by mailing the original document.

UMUC cannot accept withdrawals verbally over the telephone. Failure to withdraw in the required manner results in the forfeiture of any refund and may result in a failing grade. For financial aid recipients, failure to withdraw in the required manner may result in cancellation/reversal of financial aid rewards.

Tuition and Fees

All tuition and applicable fees must be paid in full at registration, unless the student is enrolled in UMUC's interest-free monthly payment plan. Students registering by phone via the Interactive Registration and Information System (IRIS) are granted a certain number of days for payment to be received. (If payment is not received by the specified deadline, the registration is canceled—unless the student is a financial aid recipient.)

Payment may be made by cash, check, money order, or MasterCard or VISA credit cards. Checks should be payable to University of Maryland University College. Students who qualify for tuition assistance, financial aid, or veterans benefits should consult the appropriate sections. Students interested in the monthly payment plan, administered by Academic Management Services (AMS), should contact AMS at 1-800-635-0120 or visit *www.amsweb.com* on the Web.

Current Tuition and Fees

Tuition rates and fees are published each semester in the *Undergraduate Schedule of Classes* and are available on the Web at *www.umuc.edu/tuition.* Students should review the fee schedule carefully to see whether any apply. Fees are commonly charged for applications for admission and graduation, late registration or changes to registration, laboratory use (in science and some computer courses), make-up testing, transcripts, and various options for earning credit (such as Cooperative Education, Experiential Learning, and credit by examination). There is also a service charge for dishonored checks.

Refunds

A student who withdraws from a course before the first class meeting will receive a full tuition refund, less the withdrawal fee per course. A student who withdraws after classes begin will be refunded a portion of the tuition, the amount to be determined by the date of the withdrawal. The schedule for partial refunds is given in the current *Undergraduate Schedule of Classes.*

If the tuition for a student who withdraws was paid by employer contract, the refund is returned to the employer. If the aid was a partial payment, the aid is returned to the employer, and excess payments are refunded to the student. Financial aid awards may be canceled or reduced for financial aid recipients who withdraw from classes. Financial aid recipients should check with a financial aid advisor when withdrawing from a course to determine the impact on their awards.

No offer of financial aid is considered an active, final award until the refund period has ended. Students who withdraw before the end of that period are liable for all costs incurred and are billed accordingly.

Dishonored Checks

For each check returned unpaid by the payer's bank (whether because of insufficient funds, stopped payment, postdating, or drawing against uncollected items), UMUC assesses a service charge of $25 (over and above any service charges levied by the financial institution).

A student who stops payment on a check for tuition is thereby neither disenrolled nor relieved of responsibility for paying tuition and fees. Anyone whose checks for tuition or fees remain dishonored may be barred from classes.

Indebtedness to the University

Students who incur debts to UMUC must clear them to be permitted to register. Requests for transcripts and diplomas are denied until all debts have been paid. Outstanding debts are collected against refunds due the student. After a reasonable period of time, uncollected debts are forwarded to the Central Collection Unit of the State Attorney General's Office.

The Board of Regents has authorized UMUC to charge students' delinquent accounts for all collection costs incurred by UMUC. The normal collection fee is 17 percent plus attorney and/or court costs. Delinquent students are reported to a credit bureau.

Employer-Provided Tuition Assistance

If an employer is going to pay for part or all of a student's tuition, at the time of registration the student must submit two copies of a document (purchase order, tuition assistance form, or contract on company letterhead) containing the following information:

- A specific description of types of fees and charges (such as tuition, application fee, late-registration fee, change-of-registration fee, or books) and the amount to be assumed by the employer.

- The student's name and student identification number.

- The semester or term covered by the document.

- The billing address.

- The signature and telephone number of the authorizing official.

A student who does not have an authorizing document at the time of registration must pay the bill in full and arrange for direct reimbursement from the employer. UMUC cannot issue refunds for authorizing documents submitted after registration.

No credit is granted for any fees unless specified. If specified in the authorizing document, the student may charge books and supplies for 15 days after the end of each registration period. After that time, the student must pay for the books. The student must submit a separate copy of the authorizing document to the University Book Center when charging books.

Documents that restrict payment or are in any way conditional will not be accepted. If the employer does not pay UMUC within 75 days of the date on the bill, the student is responsible for payment.

UMUC is unlike any other institution of higher education in the world. It opens 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. Note that the maximum credit allowed from all "nontraditional" sources of credit (i.e., credit earned without direct instruction—by exam, through Cooperative Education or Prior Learning, or from military sources) may not total more than one-half of the total credits required for the degree.

Classroom and Online Study

UMUC uses every feasible instructional delivery mechanism or platform to extend degree opportunities to students. Students take UMUC courses in classrooms at locations in Maryland and the national capital region; in classrooms on U.S. military bases throughout Europe and Asia through long-standing partnerships with overseas military commands; and at work sites through contractual arrangements with employers. Students also can "attend class" from anywhere in the world by connecting electronically via the Internet.

UMUC courses observe the same standards of quality regardless of delivery format. Any given course maintains the same course objectives and requirements, awards the identical amount of academic credit, and may be applied toward the same undergraduate degrees whether it is delivered in a stateside classroom, overseas, or on the Internet.

Classroom Locations

Major administrative centers are indicated by an asterisk.

Stateside

Maryland
Aberdeen Proving Ground
Adelphi (UMUC headquarters)*
Andrews Air Force Base
Annapolis Center*
Anne Arundel Community College
Carroll Community College
Fort Detrick
Fort Meade
Frederick Community College
Frostburg State University Center
at Hagerstown
Glen Burnie Town Center
Hagerstown Community College
Higher Education &
Applied Technology Center
Howard Community College
Howard High School
Patuxent River Naval Air Warfare Center
Prince George's Community College
Shady Grove Center*
Southern Maryland Higher
Education Center
University of Maryland, College Park
Waldorf Center for Higher Education*

District of Columbia and Virginia
Bolling Air Force Base
Fort Belvoir
Quantico Marine Corps Base
U.S. Department of Labor
Walter Reed Army Medical Center

European Campus (Nonmilitary)
Schwäbisch Gmünd*

European Military Sites

Austria
U.S. Embassy, Vienna

Bahrain
Manama

Belgium
Brussels
Kleine Brogel
SHAPE

Bosnia
Demi
McGovern

Tuzla Main
Tuzla West

Egypt
Cairo
Sinai

Germany
Ansbach
Babenhausen
Bad Aibling
Bad Kreuznach
Bamberg
Baumholder
Böblingen
Bonn
Büchel
Büdingen
Darmstadt
Dexheim
Friedberg
Geilenkirchen
Giebelstadt
Giessen
Grafenwöhr
Hanau
Heidelberg*
Hohenfels
Idar Oberstein
Illesheim
Kaiserslautern
Kitzingen
Landstuhl
Mainz-Wackernheim
Mannheim*
Miesau
Münchweiler
Oberursel
Ramstein
Rhein-Main
Schweinfurt
Schwetzingen
Sembach
Spangdahlem
Stuttgart
Vaihingen
Vilseck
Wiesbaden
Würzburg

Greece
Araxos
Souda Bay

Honduras
Soto Cano

Hungary
Taszar

Iceland
Keflavik

Israel
Tel Aviv

Italy
Aviano
Gaeta
Ghedi
La Maddalena
Livorno
Naples
Sigonella
U.S. Embassy, Rome
Verona
Vicenza

Kosovo
Bondsteel
Montieth

Kuwait
Kuwait City

Macedonia
Skopje

Netherlands
AFCENT

Portugal
Lajes
Lisbon

Russia
U.S. Embassy, Moscow

Saudi Arabia
Riyadh

Spain
Rota

Turkey
Incirlik
Izmir

United Kingdom
Alconbury
Croughton
Fairford
Harrogate
Lakenheath
London*
Mildenhall
Molesworth
St. Mawgan

Asian Military Sites

Australia
Alice Springs

Central Japan
Atsugi
Camp Fuji

Iwakuni
Misawa
Sasebo
Tokyo (New Sanno Hotel)
Yokohama
Yokosuka
Yokota*
Zama

Guam
Andersen
COMNAVAR
NCTS

Malaysia
U.S. Embassy, Kuala Lumpur

Marshall Islands
Kwajalein

Okinawa
Camp Courtney
Camp Foster
Camp Hansen
Camp Kinser
Camp Lester
Camp Schwab
Camp Shields
Futenma
Kadena*
Kadena Navy
Torii Station

Singapore
497th Combat Training Squadron

South Korea
Camp Carroll
Camp Casey
Camp Colbern
Camp Garry Owen
Camp Greaves
Camp Henry
Camp Hialeah
Camp Hovey
Camp Howze
Camp Humphreys
Camp Long
Camp Page
Camp Red Cloud
Camp Stanley
Chinhae
K-16
Kunsan
Osan
Pilsong Range
Suwon
Yongsan*

Thailand
JUSMAGT/U.S.Embassy

Learning Gained Through Experience

Learning acquired outside the college classroom may be assessed for credit toward a degree at UMUC. There are two ways students can make use of life experience for possible college credit: Prior Learning and Cooperative Education. Details on each method follow. 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 two avenues: course-challenge examinations and EXCEL Through Experiential Learning. As many as 30 semester hours may be earned through a combination of course-challenge examinations and EXCEL and applied toward either a first or second bachelor's degree. However, no more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Prior Learning (EXCEL and course-challenge examinations) and credit by examination (described on p. 14). Any additional credits are awarded where appropriate in the student's program of study.

Course-Challenge Examinations

UMUC credit can be earned for any 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 coursework at UMUC, have a cumulative grade-point average of at least 2.0 in UMUC coursework, and have received an official evaluation may contact their resource team to begin the process. Students may then contact the Prior Learning office for an application.

Credit may be applied toward a first or second bachelor's degree. Students may earn 3 credits in writing through course-challenge examination, but may earn credit for ENGL 101 or upper-level intensive writing only in the classroom or through EXCEL. Six-credit courses, because of their extensive requirements, also may not be challenged by examination. Furthermore, credit by course-challenge examination may not be awarded for courses for which a student has registered previously.

More information on course-challenge examinations may be obtained by calling 301-985-7755.

EXCEL Through Experiential Learning

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

Enrollment in EXCL 301 Learning Analysis and Planning is required. In this 3-credit course, the student prepares a portfolio describing and documenting college-level learning gained from various experiences.

Faculty members evaluate the portfolio to determine whether to award credits and how many should be awarded.

EXCL 301 is graded on an S/D/F basis (explained on p. 218). 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. Credit earned as a result of portfolio evaluation also earns a grade of S. The grade of S is not computed in the grade-point average, therefore the grade from such credit is not applicable toward honors.

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 applied toward a major or minor, as long as they relate to the student's educational and career goals. However, students should be aware that they are required to complete a minimum of 15 semester hours of graded coursework to satisfy the resident credit requirement for a bachelor's degree. EXCL 301 and any awarded EXCEL credit cannot be used to satisfy this requirement.

It is possible to earn EXCEL credit to satisfy the ENGL 101 and upper-level 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.) There is some coursework for which credit cannot be earned through the EXCEL program. Students should see an advisor.

Credit for EXCL 301 is charged at the current tuition rate; fees are charged for enrollment in the program, portfolio evaluation, any additional evaluations, credits awarded, and any appeals. Students should note that tuition and fees are subject to change. Golden ID students and those receiving financial aid must pay all EXCEL fees.

To be eligible, students must complete an EXCEL application and attend an orientation. Prior Learning orientations are available online at *www.umuc.edu/priorlearning,* in a classroom setting, or by phone. Prospective students may call 301-985-7755 for information.

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. Students can enroll in Co-op at any time during the year. A variety of course formats permits UMUC students, regardless of location, to participate in Cooperative Education.

To be eligible to apply to the program, a student must be seeking a degree from UMUC and be employed in a position directly related to the student's field of study. The position must offer an opportunity for significant new learning. Co-op positions may be paid or unpaid, part time or full time. For students pursuing a new position or a career change, the Co-op staff provides assistance in conducting a job search

and locating professional opportunities through the job development program. Students may also earn Co-op credit if they recently started a new job, received a promotion, were assigned new responsibilities, or initiated new projects in a current position.

To apply, students must meet the following criteria:

- Have completed 30 semester hours toward a degree, 6 of which must have been completed at UMUC.
- Have completed at least 9 semester hours of credit in the discipline in which the student plans to gain Co-op experience.
- Have a GPA of 2.5 or better at UMUC.

During the 15-week Co-op course, students are required to communicate with their faculty sponsor and complete five academic assignments, as well as fulfill the objectives developed in a learning contract. Either 3 or 6 semester hours of upper-level credit may be earned during the 15-week Co-op session. For 3 credits, at least 12 hours per week must be devoted to tasks providing new learning, totaling a minimum of 180 hours during the Co-op session; four 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; five to eight 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 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 may be obtained from the Career and Cooperative Education Center. The office may be reached by phone at 301-985-7780 or 1-800-283-6832, ext. 7780; by fax at 301-985-7725; or via e-mail at *coop@info.umuc.edu.* Students may view the Web page at *www.umuc.edu/coop.*

External Sources of College Credit

(Further details and regulations are given in Appendix B and Appendix C.)

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 an advisor before registering.

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 45 semester hours of these transfer credits may be counted toward the associate's degree; as many as 90 semester hours may be counted toward a bachelor's degree. A student who wants to transfer credit from other institutions to UMUC should request a review of previous credit from the Information and Enrollment Team to determine the applicability of those credits to a degree from UMUC. No transfer credit is accepted without official transcripts.

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

Credit from Other Colleges and Universities

When the grade earned was at least C, 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 passing grade.

Credit from Junior Colleges and Community Colleges

A total 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.) Students participating in one of the community college alliances with UMUC should consult with their advisors at both institutions if they plan to enroll in courses at both institutions concurrently.

Educational Experiences in the Armed Services

UMUC 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 its *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 curriculum. UMUC generally accepts recommendations of ACE for lower-level and upper-level credit. Recommendations made by ACE for vocational or technical credit are considered on the same basis as, and with the same limitations as, those placed on nonmilitary sources of credit.

Community College of the Air Force

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

- 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 BS 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.

Servicemembers Opportunity College

As a designated four-year Servicemembers Opportunity College (SOC), UMUC provides opportunities for men and women in the military services to complete educational programs through various modes of instruction scheduled at times appropriate to their duty assignments. The SOC institutions have also developed a series of degree networks that correspond to Army, Navy, and Marine career specialties and lead to associate's degrees (SOCAD-2, SOCNAV-2, and SOCMAR-2 programs) and bachelor's degrees (SOCAD-4, SOCNAV-4, and SOCMAR-4 programs). The SOC concept itself was developed jointly by educational representatives from each of the military services, from the U.S. Department of Defense, and from 13 of the nation's leading associations of higher education.

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.

Vocational and technical credit may not be used to satisfy degree requirements such as general education or major or minor requirements. This credit may be applied toward a degree at UMUC, up to the following limits:

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

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 University of the State of New York National Program on Noncollegiate Sponsored Instruction (if listed in its *College Credit Recommendations).*

Credit by Examination

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

Examinations may include the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and Excelsior College Examinations. UMUC also accepts credit for 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 may 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 advisor.

Advanced Placement

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

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

College-Level Examination Program

Up to 24 semester hours may be awarded for general examinations in the College-Level Examination Program (CLEP). The scores must meet UMUC standards. UMUC 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. 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

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

At the undergraduate level, UMUC offers the Bachelor of Arts (BA) and Bachelor of Science (BS) degrees, as well as 41 certificates. The Associate of Arts degree and several other certificates are available only to active-duty military personnel.

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

EXPECTATIONS

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

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

- Communicate effectively, orally and in writing.

- Reason mathematically.

- Examine and critically assess aesthetic, historical, and cultural works reflecting the variety of human thought and cultural achievement.

- Comprehend the nature, techniques, and limits of science and the social and behavioral sciences.

- Use libraries and other information resources to locate, evaluate, and use needed information effectively.

- Understand information technology and apply it productively.

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

- Define problems, develop and articulate informed judgments, and think critically and systematically.

- Function in professional roles requiring an appreciation and understanding of the interdependency among all disciplines in the global workplace.

- Put learning in the context of historical events and achievements through time.

- 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 achieves in completing the major.

REQUIREMENTS

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

The following requirements for the BA and BS are applicable to students who enroll on or after August 1, 2001.

GENERAL EDUCATION REQUIREMENTS (41 S.H.)

A. Communications (12 s.h.)

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

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

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

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

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

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

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

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

One course each in two of the following disciplines: ANTH, BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, or SOCY
Not all CCJS or GERO courses apply; eligible courses are CCJS 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461, and GERO 210, 220, 302, 304, and 415.

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

- A science lecture course (3 s.h.) with related laboratory course (1 s.h.) or a science course combining lecture and laboratory (4 s.h.)
- Any other science course (3 s.h.)

Courses from the following disciplines satisfy both requirements: ASTR, BCHM, BIOL, CHEM, GEOL, MICB, 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 mathematics course is required for majors in accounting, business administration, computer and information science, computer information technology, computer science, computer studies, or information systems management.

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

- *For all students:* One course in information literacy and research methods (1 s.h.)
  LIBS 100 and LIBS 150 apply.

- *For computing majors:* One course satisfying the international perspective requirement and one course satisfying the civic responsibility requirement (6 s.h.)
  Applicable courses are listed on p. 20.

- *For noncomputing majors:* A total of 6 s.h. in computing courses
  Courses in CMIS, CMIT, CMSC, CMST, and IFSM; LGST 360 and 363A; and BMGT 301 apply.

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

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).

A. Historical Perspective (3 s.h.)

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

A list of approved historical perspective courses is found on p. 20.

B. International Perspective (3 s.h.)

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

The international perspective requirement may be met by 3 semester hours of a foreign language. A list of other approved international perspective courses is found on p. 20. Computing majors must satisfy this requirement within the general education requirements.

C. Civic Responsibility (3 s.h.)

One course that offers a perspective on civic responsibility (3 s.h.)

A list of approved civic responsibility courses is found on p. 21. Computing majors must satisfy this requirement within the general education requirements.

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 15 semester hours must be earned through UMUC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following section. Students may receive a dual major on completion of all requirements for both majors, including the required minimum number of semester hours for each major.

B. Academic Minor (15–19 s.h.)

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

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 toward 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.**

Building the Degree

General Education Requirements

Majors and Minors

Electives

Bachelor
of Arts

Bachelor
of Science

civic responsiblity

historical perspective

information literacy

competence in technology

international perspective

effective writing
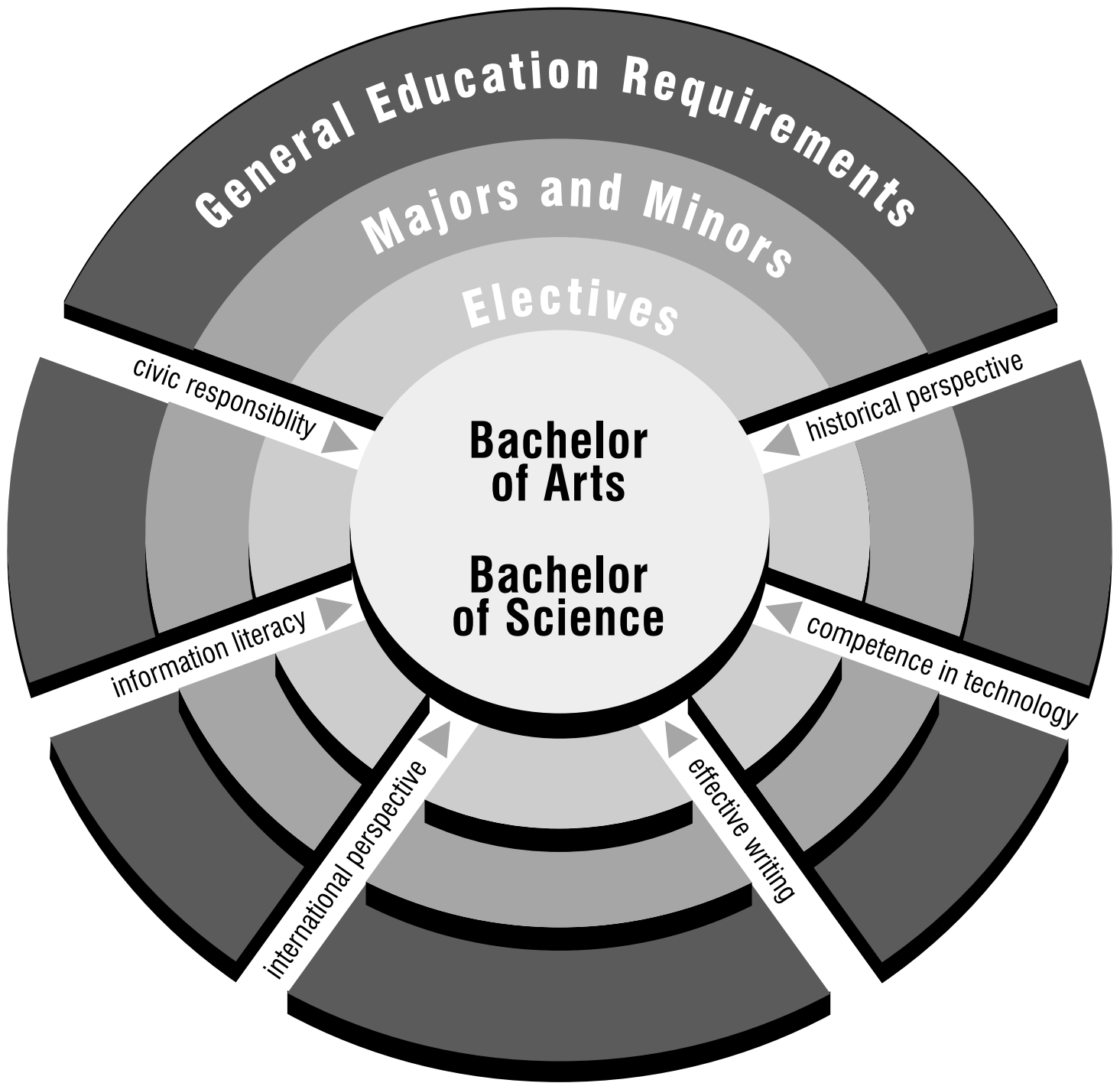
General Bachelor's Degree Requirements

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 2.0 (C) overall, and a minimum grade of C (2.0) for any course to be applied to the academic major or minor.

3. Within the required 120 semester hours, coursework taken with UMUC as follows:

   - 30 semester hours (normally the final 30)
   - 15 semester hours within the major
   - 15 semester hours at the upper level, preferably within the major or minor

4. At least 45 semester hours of upper-level credit (i.e., credit earned in courses numbered 300 to 499), including

   - At least one-half of the semester hours required for the major
   - 3 semester hours in intensive writing
   - 9 semester hours in electives

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

Total Degree Requirements   **120 s.h.**

Summary of Bachelor's Degree Requirements

1. Bachelor's Degree General Education Requirements ......41 s.h.
2. Cross-Curricular Requirements......................................9 s.h.
3. Academic Major ....30–38 s.h.
4. Academic Minor (optional)....................................15–19 s.h.
5. Electives ....15–49 s.h.
TOTAL ....120 s.h.

Within these requirements, students must also

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

Second Bachelor's Degree

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

A student must have received the first bachelor's degree to be eligible to begin a second. For a second bachelor's degree, the student needs to complete at least 30 semester hours through UMUC after com-pleting 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 undergraduate degree program. 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.

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

Historical Perspective

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

International Perspective

Any foreign language course of 3 or more credits (including courses in ARAB, CHIN, CROA, DTCH, FREN, GERM, HGRN, ICLD, ITAL, JAPN, KORN, MACE, MGRK, NORW, PORT, SERB, SPAN, RUSS, or TURK) 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
ASTD		Any 3-credit course
BEHS	336	The Middle East: An Interdisciplinary Perspective
BEHS	361	Global Environmental Change
BMGT	392	International Business Management
BMGT	446	International Finance
BMGT	482	Business and Government
BMGT	491	Exploring the Future
BMGT	496	Business Ethics and Society
BMGT	498O	The Global Manager and Public Policy
BMGT	498P	International Business Law
COMM	380	Language in Social Contexts
ECON	380	Comparative Economic Systems
ECON	440	International Economics
ENGL	201	Western World Literature: Homer to the Renaissance
ENGL	202	Western World Literature: The Renaissance to the Present
ENGL	304	The Major Works of Shakespeare
ENGL	310	Medieval and Renaissance British Literature
ENGL	312	Romantic to Modern British Literature
ENGL	350	English and American Literature: Blake to Conrad
ENGL	377	Medieval Myths and Modern Narrative
ENGL	406	Shakespeare: Power and Justice
ENGL	419	Major British Writers After 1800
ENGL	425	Modern British Literature
ENGL	446	Postmodern British and American Poetry
ENGL	454	Modern Drama
ENGL	457	The Modern Novel
ENGL	466	The Arthurian Legend
GVPT	200	International Political Relations
GVPT	240	Political Ideologies
GVPT	282	The Government and Politics of the Third World
GVPT	306	Global Ecopolitics
GVPT	335	Foreign Policy and the New World Order
GVPT	401	Problems of World Politics
GVPT	451	Foreign Policy of Russia and the States of the Former Soviet Union
GVPT	453	Recent East Asian Politics
GVPT	455	Contemporary Middle Eastern Politics
GVPT	482	Government and Politics of Latin America
GVPT	483	Government and Politics of Asia
GVPT	484	Government and Politics of Africa
GVPT	485	Government and Politics of the Middle East
HIST	141	Western Civilization I
HIST	142	Western Civilization II
HIST	284	East Asian Civilization I
HIST	285	East Asian Civilization II
HIST	305	The Pacific Century
HIST	324	Classical Greece
HIST	325	Alexander the Great and the Hellenistic Age
HIST	326	The Roman Republic
HIST	327	The Roman Empire
HIST	330	Europe in the Early Middle Ages: 300 to 1000

HIST	331	Europe in the High Middle Ages: 1000 to 1450
HIST	332	Europe During the Renaissance and Reformation I
HIST	333	Europe During the Renaissance and Reformation II
HIST	334	The Age of Absolutism
HIST	335	Revolutionary Europe
HIST	336	Europe in the 19th Century: 1815 to 1919
HIST	337	Europe in the World Setting of the 20th Century
HIST	341	African Civilization to 1800
HIST	342	Sub-Saharan Africa Since 1800
HIST	380	American Relations with China and Japan: 1740 to the Present
HIST	381	America in Vietnam
HIST	392	History of the Contemporary Middle East
HIST	436	The French Revolution and Napoleon
HIST	437	Modern France Since 1815
HIST	441	Germany in the 20th Century: 1914 to the Present
HIST	443	Modern Balkan History
HIST	448	20th-Century Russia
HIST	481	History of Modern China
HIST	482	History of Japan to 1800
HIST	483	History of Japan Since 1800
HIST	485	History of Chinese Communism
HMGT	498C	Comparative International Health Systems Analysis: A Managerial Perspective
HUMN	126	The Cosmos
HUMN	301	Crossing Cultures: World Views in the Humanities
HUMN	350	The Religious Quest
HUMN	351	Myth and Culture
HUMN	360	Global Environmental Change
MRKT	454	Global Marketing
MUSC	210	The Impact of Music on Life
NSCI	361	Global Environmental Change
PHIL	236	Philosophy of Religion
PHIL	307	Asian Philosophy
PHIL	320	Modern Philosophy
PSYC	354	Cross-Cultural Psychology
SOCY	311	The Individual and Society
SOCY	423	Ethnic Minorities
SPCH	482	Intercultural Communication

Civic Responsibility

ACCT	411	Ethics and Professionalism in Accounting
ANTH	102	Introduction to Anthropology: Cultural Anthropology and Linguistics
ANTH	340	Outlooks in Anthropology
ANTH	417	Peoples and Cultures of the Far East
ASTD	150	Introduction to Asian Studies I
ASTD	160	Introduction to Asian Studies II
BEHS	361	Global Environmental Change
BIOL	181	Life in the Oceans
BIOL	211	Environmental Science
BMGT	365	Leadership and Change
BMGT	378	Legal Environment of Business
BMGT	392	International Business Management
BMGT	496	Business Ethics and Society

BMGT	498J	Law and Technology in the Information Age
BMGT	498O	The Global Manager and Public Policy
BMGT	498P	International Business Law
ECON	307	Development of Economic Ideas: Social and Political
ECON	315	Economic Development of Underdeveloped Areas
ECON	380	Comparative Economic Systems
EDPA	210	Historical and Philosophical Perspectives in Education
ENMT	301	Environment and Ecosystems Management
ENMT	325	The Biosphere, Energy, and Sustainable Development
ENMT	495	Environmental Management Issues and Solutions
GEOL	120	Environmental Geology
GVPT	200	International Political Relations
GVPT	282	The Government and Politics of the Third World
GVPT	306	Global Ecopolitics
GVPT	335	Foreign Policy and the New World Order
GVPT	401	Problems of World Politics
GVPT	403	Law, Morality, and War
HMGT	415	Ethical Considerations in Health Services
HMGT	498C	Comparative International Health Systems Analysis: A Managerial Perspective
HIST	372	Legacy of the Civil Rights Movement
HIST	407	Technology and Social Change in History
HRMN	365	Conflict Management in Organizations
HRMN	408	Employment Law for Business
HRMN	490	International Human Resource Management
HUMN	102	Classical Foundations
HUMN	300	Modern Moral Choices
HUMN	310	Business and Professional Ethics
HUMN	336	Ideas Shaping the 21st Century
HUMN	360	Global Environmental Change
HUMN	370	Humanity of Language
IFSM	304	Ethics in the Information Age
LGST	204	Legal Ethics
LGST	327	Alternative Dispute Resolution
MUSC	210	The Impact of Music on Life
NSCI	361	Global Environmental Change
PHIL	140	Contemporary Moral Issues
PHIL	208	Death and Dying
PHIL	209	Law and Society
PHIL	236	Philosophy of Religion
PHIL	309	The Philosophies of Mahayana Buddhism
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
SOCY	105	Introduction to Contemporary Social Problems
SOCY	325	The Sociology of Gender
SOCY	410	Social Demography
SOCY	423	Ethnic Minorities
SOCY	425	Gender Roles and Social Institutions
SPCH	324	Communication and Gender
SPCH	426	Negotiation and Conflict Management
SPCH	482	Intercultural Communication
WMST	200	Introduction to Women's Studies: Women and Society

PROGRAM CHOICES

Discipline	Major	Minor	Certificate(s)
Accounting	p. 25	p. 26	Introductory accounting, p. 73
			Advanced accounting, p. 73
African American studies		p. 26	
American studies		p. 27	
Art		p. 28	Computer graphics and design, p. 74
			Web design, p. 84
Art history		p. 28	
Asian studies		p. 29	
Business administration	p. 29	p. 32	Business project management, p. 73
			E-commerce in small business, p. 76
			Management foundations, p. 80
			Women in business, p. 85
Business law and public policy		p. 32	
Communication studies	p. 33	p. 35	Negotiation and conflict management, p. 80
			Workplace communications, p. 85
Computer and information science	p. 35		Database design and implementation, p. 75
			Object-oriented design and programming, p. 81
			Software engineering, p. 83
			Visual Basic programming, p. 84
			Web programming, p. 84
			Windows programming, p. 84
Computer information technology	p. 36		
Computer science	p. 37		Object-oriented programming using Java, p. 81
Computer studies	p. 38	p. 39	Computer applications, p. 74
			Computer graphics and design, p. 74
			Desktop publishing, p. 76
			Internet technologies, p. 79
			Technology and management, p. 83
			Visual Basic programming, p. 84
			Web design, p. 84
Criminal justice	p. 39	p. 40	Security management, p. 82
			Security operations, p. 82
Customer service management		p. 41	Customer service communications, p. 74
			Customer service management, p. 74
E-commerce and technology management		p. 41	E-commerce in small business, p. 76
			E-commerce management, p. 76
Economics		p. 42	
English	p. 42	p. 43	

Discipline	Major	Minor	Certificate(s)
Environmental management	p. 44	p. 45	Environmental and occupational health and safety management, p. 77
Finance		p. 45	Financial management, p. 77
Fire science	p. 46	p. 47	Public fire-protection management and administration, p. 82
			Systems approach to fire safety, p. 83
General studies	p. 47		
Gerontology		p. 48	
Government and politics		p. 49	
Health care administration		p. 49	Health practice management, p. 78
			Health services management, p. 78
History	p. 50	p. 51	
Humanities	p. 52	p. 54	
Human resource management	p. 54	p. 55	Human resource management, p. 78
Information systems management	p. 56		Database management, p. 75
			E-commerce for IT professionals, p. 76
			Information management, p. 79
			Project management for IT professionals, p. 82
			Technology and management, p. 83
			UNIX system administration, p. 83
International business management		p. 57	
Journalism		p. 58	
Legal studies	p. 58		Paralegal studies, p. 81
Management studies	p. 59	p. 60	Business project management, p. 73
			Management foundations, p. 80
			Negotiation and conflict management, p. 80
			Technology and management, p. 83
Marketing	p. 61	p. 62	Customer service communications, p. 74
			Customer service management, p. 74
Mathematical sciences		p. 63	
Microbiology		p. 63	Laboratory management, p. 80
Natural science		p. 64	Laboratory management, p. 80
Psychology	p. 65	p. 66	
Social science	p. 66		
Sociology		p. 67	
Speech communication		p. 68	Negotiation and conflict management, p. 80
Spanish			Workplace Spanish, p. 85
Strategic and entrepreneurial management		p. 69	E-commerce in small business, p. 76
Women's studies		p. 70	Women in business, p. 85

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

Majors and minors are described in the following section.

Majors

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

Available for the BA

Communication studies

English

History

Humanities

Available for the BS

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

Minors

Academic minors are strongly recommended but optional. They are available in the following areas:

Accounting

African American studies

American studies

Art

Art history

Asian studies

Business administration

Business law and public policy

Communication studies

Computer studies

Criminal justice

Customer service management

E-commerce and technology management

Economics

English

Environmental management

Finance

Fire science

Gerontology

Government and politics

Health care administration

History

Humanities

Human resource management

International business management

Journalism

Management studies

Marketing

Mathematical science

Microbiology

Natural science

Psychology

Sociology

Speech communication

Strategic and entrepreneurial management

Women's studies

* Students should consult an advisor before selecting this major.

Accounting

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

Major in Accounting

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

Objectives

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

- Think critically, analyze information, solve problems, and provide insight in dealing with complex business situations and related accounting issues.

- Effectively communicate financial and nonfinancial information, both orally and in writing, to enable the intended audience to make informed decisions and take appropriate action.

- Utilize technology (computers, accounting software, information databases, and the World Wide Web) to enhance accounting and financial reporting processes.

- Understand the managerial and business issues involved in analyzing accounting and other information in order to identify and assess opportunities and risks, develop organizational plans, allocate resources, and accomplish objectives.

- Assess, understand, and apply functional and technical knowledge of accounting principles and standards to specific business activities and workplace situations.

- Address accounting and business issues from both a national and international perspective.

- Identify ethical issues and apply principles of ethics and social responsibility to accounting and business situations.

- Use analytical and research tools to monitor evolving accounting standards and practices and to maintain professional skills in the changing business environment.

- Apply the interpersonal and leadership skills expected of today's accounting professional.

Requirements for the Major

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Accounting Coursework (36 s.h.)

Required Courses (24 s.h.)
Students must take the following courses:

ACCT	220	Principles of Accounting I (3)
ACCT	221	Principles of Accounting II (3)
ACCT	310	Intermediate Accounting I (3)
ACCT	311	Intermediate Accounting II (3)
ACCT	321	Cost Accounting (3)
ACCT	323	Taxation of Individuals (3)
ACCT	422	Auditing Theory and Practice (3)
ACCT	495	Contemporary Issues in Accounting Practice (3)

Supplemental Major Courses (12 s.h.)
Students must choose four of the following courses for a total of 12 semester hours:

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

Related Business Coursework (18 s.h.)

Students must take the following business courses (which will be credited as a minor in business administration):

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

Students must choose one of the following ethics courses:

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

Additional Required Coursework (9 s.h.)

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

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

Recommendations

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

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

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

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

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

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

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

Minor in Accounting

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

Objectives

Students should refer to the objectives listed under Major in Accounting.

Requirements for the Minor

A minor in accounting requires the completion of 15 semester hours of coursework in accounting; at least 9 of these semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed at right. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be 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.

African American Studies

Students may seek an academic minor in African American studies.

Minor in African American Studies

The African American studies minor complements the skills the student gains in his or her major discipline by offering an interdisciplinary approach to study of the contemporary life, history, and culture of African Americans.

Objectives

The student who graduates with a minor in African American studies will be able to

- Understand the diversity and the historical development of the African American experience.

- Explain aspects of the cultural and historical expression of the African American experience.

- Understand fundamental interdisciplinary methods, research, and topics relevant to African American studies.

Requirements for the Minor

A minor in African American studies requires the completion of 15 semester hours of coursework focusing on African American issues, drawn from various disciplines as appropriate; at least 9 of these semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

African American Studies Coursework (15 s.h.)

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

AASP   201   Introduction to African American Studies (3)

Supplemental Minor Courses (12 s.h.)
Students must choose four of the following courses for a total of 12 semester hours. No more than 6 semester hours may be earned within any single discipline.

CCJS	370	Race, Crime, and Criminal Justice (3)
ENGL	362	African American Slave Narratives and the Oral Tradition (3)
ENGL	363	African American Literature to 1900 (3)
ENGL	364	20th-Century African American Literature: The Fictional Vision (3)
GVPT	272	Politics of Race Relations in the United States (3)
GVPT	434	Race Relations and Public Law (3)
HIST	372	Legacy of the Civil Rights Movement (3)
HIST	460	African American Life: 1500 to 1865 (3)
HIST	461	African American Life: 1865 to the Present (3)
SOCY	423	Ethnic Minorities (3)
SOCY	424	Sociology of Race Relations (3)

Special topic courses offered in various disciplines may also be used to fulfill this requirement if approved in advance.

American Studies

Students may seek an academic minor in American studies.

Minor in American Studies

The American studies minor complements the skills the student gains in his or her major discipline through interdisciplinary study of the life, history, and culture of the United States.

Objectives

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

- Understand aspects of the diversity and the historical development of the American experience.

- Understand and discuss aspects of the cultural expression of the American experience.

- Understand fundamental interdisciplinary methods, research, and topics relevant to American studies.

Requirements for the Minor

A minor in American studies requires the completion of 15 semester hours of coursework focusing on American social and historical issues, drawn from various disciplines as appropriate; at least 9 of these 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 requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

American Studies Coursework (15 s.h.)

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

AMST   201   Introduction to American Studies (3)

Supplemental Minor Courses (12 s.h.)
Students must take four of the following courses for a total of 12 semester hours. No more than 6 semester hours may be earned within any single discipline.

ARTH	361	American Art Since 1876 (3)
BEHS	364	Alcohol in American Society (3)
BEHS	383	Humor in American Society (3)
COMM	380	Language in Social Contexts (3)
ECON	301	Current Issues in American Economic Policy (3)
ENGL		All American literature courses
GERO	304	Aging, Public Policy, and the Law (3)
GERO	415	Aging in America (3)
GVPT		All courses specifically related to the United States
HIST		All American history courses
HUMN	119	American Adventure (3)
HUMN	120	America in Perspective (3)
HUMN	280	This Constitution: A History (3)
HUMN	375	Social History of Washington, D.C. (3)
SOCY	300	American Society (3)
SOCY	325	The Sociology of Gender (3)
SOCY	424	Sociology of Race Relations (3)

Special topic courses offered in various disciplines may also be used to fulfill this requirement if approved in advance.

Art

Students may seek an academic minor in art.

Minor in Art

The art minor complements the skills the student gains in his or her major discipline by offering an aesthetic and personal exploration of imagery, media, and composition through a balance of art theory and practice.

Objectives

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

- Understand models of artistic expression and be able to demonstrate that understanding through different media, including drawing, painting, or graphics and design.

- Articulate the language of art as a continuation of the development of aesthetic sensibilities, individual goals, and personal styles.

- Select and unify concepts, ideas, and images in creative visual composition.

- Acquire the techniques of a variety of visual media and materials, including new technologies.

Requirements for the Minor

A minor in art requires the completion of 15 semester hours of art coursework, including 3 semester hours in art theory and 12 semester hours in art media covering drawing, painting, and graphics and design; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course selections are listed below. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Art Coursework (15 s.h.)

Art Theory Course (3 s.h.)
Students must choose one art theory course from the following list:

ARTT	100	Two-Dimensional Art Fundamentals (3)
ARTT	150	Introduction to Art Theory (3)
ARTT	200	Elements of Three-Dimensional Form and Space (3)
ARTT	220	Color in Composition (3)
ARTT	250	Elements of Commercial Design (3)
ARTT	468	Seminar: Interrelationship Between Art and Art Theory (3)

Media Courses (12 s.h.)
Students must complete four of the following media courses, with at least one course in each media area (drawing, painting, and graphics and design), for a total of 12 semester hours:

Drawing

ARTT	110	Elements of Drawing I (3)
ARTT	210	Elements of Drawing II (3)
ARTT	418	Drawing (3)

Painting

ARTT	320	Elements of Painting (3)
ARTT	428	Painting (3)
ARTT	470	Watercolor (3)

Graphics and Design

ARTT	351	Elements of Graphic Design (3)
ARTT	354	Elements of Computer Graphics (3)
ARTT	479	Advanced Computer Graphics (3)
COMM	493	Graphics/Text Integration (3)

Special topic and directed study courses may also be used to fulfill this requirement if approved in advance.

Art History

Students may seek an academic minor in art history.

Minor in Art History

The art history minor complements the skills the student gains in his or her major discipline by developing historical and cultural interpretation and critical analysis of works of architecture, sculpture, painting, and the allied arts.

Objectives

The students who graduates with a minor in art history will be able to

- Develop visual and critical abilities.

- Relate direct observation to appropriate historical, political, social, and environmental contexts.

- Study original works of art in local museums and images from museums worldwide on the Web.

- Enhance their intensive research and writing skills.

Requirements for the Minor

A minor in art history requires the completion of 15 semester hours in art history, including one course focusing on each of the following periods: ancient world (pre–Common Era), premodern (Common Era to 1850), and modern (after 1850); at

least 9 semester hours must be earned in courses numbered 300 or above. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Asian Studies

Students may seek an academic minor in Asian studies.

Minor in Asian Studies

The Asian studies minor complements the skills the student gains in his or her major discipline by offering interdisciplinary, focused study of the contemporary life, history, and culture of Asia.

Objectives

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

- Understand aspects of the historical development of Asian life and culture.

- Discuss aspects of the cultural expression of the Asian experience.

- Understand fundamental interdisciplinary methods, research, and topics relevant to Asian studies.

Requirements for the Minor

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Asian Studies Coursework (15 s.h.)

Foundation Course (3 s.h.)
Students must choose one of the following foundation courses:

| ASTD | 150 | Introduction to Asian Studies I (3) |
| ASTD | 160 | Introduction to Asian Studies II (3) |

Supplemental Minor Courses (12 s.h.)
Students must choose four courses from the following list for a total of 12 semester hours. No more than 6 semester hours may be earned within any single discipline.

ANTH	417	Peoples and Cultures of the Far East (3)
GVPT	453	Recent East Asian Politics (3)
GVPT	483	Government and Politics of Asia (3)
HIST	381	America in Vietnam (3)
HUMN	350	The Religious Quest (6)
PHIL	307	Asian Philosophy (3)

All courses in the following areas are also eligible:
- Asian art and art history
- Asian studies
- Asian language
- Asian literature (in translation or the original text)
- Asian history

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 and perform research in business and management.

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

- Understand and apply key concepts and theories in business and management.
- Understand the domestic and global dimensions of and influences on business and management.
- Develop effective written and oral communications consistent with the business and professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Understand and appreciate philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

Requirements for the Major

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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)
GNST	201	Introductory Statistics (3)
STAT	250	Intermediate Statistics and Probability (3)

Required Core Courses (18 s.h.)
Students must take the following core courses:

BMGT	340	Business Finance (3)
BMGT	364	Management and Organization Theory (3)
BMGT	380	Business Law I (3)
BMGT	495	Business Policies and Strategic Management (3)*
HRMN	300	Human Resource Management (3)
MRKT	310	Marketing Principles and Organization (3)

Supplemental Major Courses (6–9 s.h.)
Students must choose two or more courses from the following lists to complete the 36 semester hours required for the major. Courses are organized by topic area. For related academic minors, more information is listed on the following pages: business law and public policy (p. 32), customer service man-

agement (p. 41), e-commerce and technology management (p. 41), finance (p. 45), health care administration (p. 49), human resource management (p. 54), marketing (p. 61), and strategic and entrepreneurial management (p. 69).

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	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	498O	The Global Manager and Public Policy (3)
BMGT	498P	International Business Law (3)
HRMN	462	Labor Relations Law (3)

Customer Service and Operations Management

BMGT	309	Operations Research for Management Decisions (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)

* Should be taken in the student's final 30 semester hours of study.

Health Care Administration

HMGT	310	Health Services Policies (3)
HMGT	320	Health Services Management (3)
HMGT	322	Health Services 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	398E	Health Communications (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 Services Administration (3)
HMGT	430	Health Services Marketing and Strategic Management (3)
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 Management (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	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	495	Marketing Policies and Strategies (3)

Strategic and Entrepreneurial Management

ACCT	301	Accounting for Nonaccounting Managers (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	Negotiation Strategies (3)
HRMN	365	Conflict Management in Organizations (3)
HRMN	367	Organizational Culture (3)
HRMN	394	Motivation, Performance, and Productivity (3)

Additional Required Coursework (9 s.h.)

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

MATH	107	College Algebra (3)

or

A higher-numbered mathematics course from mathematics sequence I (listed on p. 192)

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

Recommendations

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

CMST	340	Computer Applications in Management (3)
COMM	390	Writing for Managers (3)
COMM	393/393X	Technical Writing (3)
COMM	394/394X	Business Writing (3)
ENMT	301	Environment and Ecosystems Management (3)
IFSM	300	Information Systems in Organizations (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

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

Requirements for the Minor

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

Business Administration Coursework (15 s.h.)

Foundation Course(s) (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

- Understand and functionally apply, identify, and interpret legal theories, concepts, and issues involving the conduct of business transactions.

- Appreciate and comprehend the integral and complex interactions among law, business, and public policy variables and their significant societal and ethical considerations.

- Develop critical-thinking, analytic, and effective communication and writing skills through case briefings, presentations, and discussions.

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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 to apply them effectively to various kinds of communications.

- Apply appropriate media and techniques to the solution of any given communication problem.

- Work as a capable communication professional within a specific communication field.

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

Requirements for the Major

A major in communication studies requires the completion of 30 semester hours of coursework in communication studies, drawn from various disciplines as appropriate; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Communication Studies Coursework (30 s.h.)

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

| 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	393X	Technical Writing (3)
COMM	394	Business Writing (3)
COMM	394X	Business Writing (3)
ENGL	303	Critical Approaches to Literature (3)
ENGL	391	Advanced Composition (3)
ENGL	391X	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	281X	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	393X	Technical Writing (3)
COMM	394	Business Writing (3)
COMM	394X	Business Writing (3)
COMM	395	Writing in the Health Professions (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	100	Foundations of Speech Communication (3)
SPCH	100X	Foundations of Speech Communication (3)
SPCH	107	Speech Communication: Principles and Practice (3)
SPCH	125	Introduction to Interpersonal Communication (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 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	492	Proposal Writing (3)
COMM	495	Seminar in Workplace Communication (3)
SPCH	470	Listening (3)

Students must take one of the following courses:

COMM	394	Business Writing (3)
COMM	394X	Business Writing (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. Note: Journalism is also available as a minor; details are on p. 58.

Journalism Track Requirements (18 s.h.)
In fulfilling the requirements for the communication studies major, students with a track in journalism must complete the following requirements:

Required Courses (6 s.h.)
Students must take the following courses:

JOUR	201	Writing for the Mass Media (3)
JOUR	202	Editing for the Mass Media (3)

Supplemental Courses (12 s.h.)
Students must choose an additional four of the following courses for a total of 12 semester hours:

JOUR	320	News Reporting (3)
JOUR	330	Public Relations Theory (3)
JOUR	331	Public Relations Techniques (3)
JOUR	334	Public Relations Programs (3)
JOUR	340	Advertising Communication (3)
JOUR	341	Advertising Techniques (3)
JOUR	350	Photojournalism in the Digital Age (3)
JOUR	371	Magazine Article and Feature Writing (3)
JOUR	380	Science Writing for Magazines and Newspapers (3)
JOUR	400	Law of Mass Communication (3)
JOUR	410	History of Mass Communication (3)
JOUR	459	Special Topics in Mass Communication (3)

Speech Communication Track

The speech communication track is designed to enable students to develop a specialized background and skills in dimensions of speaking and listening that relate to the workplace. This track provides students with principles and practice to enable them to function as

oral communication specialists in a variety of communication positions within organizations. Note: Speech communication is also available as a minor; details are on p. 68.

Students should have taken SPCH 100 or have comparable public speaking experience before enrolling in courses for the speech communication track.

Speech Communication Track Requirements (18 s.h.)
In fulfilling the requirements for the communication studies major, students with a track in speech communication must choose six of the following track courses:

SPCH	324	Communication and Gender (3)
SPCH	397	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 Requirements (18 s.h.)
In fulfilling the requirements for the communication studies major, students with a track in journalism must take the following track courses:

COMM	490	Seminar in Technical Communication (3)
COMM	491	Technical Editing (3)
COMM	493	Graphics/Text Integration (3)
SPCH	470	Listening (3)

Students must take one of the following courses:

| COMM | 393 | Technical Writing (3) |
| COMM | 393X | Technical Writing (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

Students should refer to the objectives listed under Major in Communication Studies.

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

- Effectively use object-oriented programming languages such as C++ or Java in developing computer-based solutions to practical problems.

- Pursue careers in UNIX system administration or computer networking or as programmer/analysts or software engineers working with programming languages such as C++ or Java, operating systems such as UNIX or Windows, or relational database systems using Oracle.

- Effectively use software products, such as Perl, CORBA, and Oracle, that have become integral parts of the modern technical workplace.

- Use oral and written communication skills in problem definition, application development, and presentation of solutions.

- Apply knowledge of concepts and principles to facilitate the response to and management of changes in computer technology.

Requirements for the Major

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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

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

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

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

Computer Networking

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

Programming Languages and Operating Systems

CMIS	325	UNIX with Shell Programming (3)
CMIS	340	Programming in Java (3)
CMIS	398P	Programming in Perl (3)
CMIS	390	UNIX System Administration (3)
CMIS	342	Windows User Interface Programming (3)
CMIS	415	Advanced UNIX and C (3)
CMIS	440	Advanced Programming in Java (3)
CMIS	442	Windows Systems Programming (3)
CMIS	490	Advanced UNIX System Administration (3)
CMIS	498P	Advanced Programming in Perl (3)

Software Engineering

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

Database Systems

CMIS	320	Relational Databases (3)
CMIS	420	Advanced Relational Databases (3)

Supplemental Major Courses (9 s.h.)
Students must choose at least two 400-level computer and information science courses and one 300- or 400-level course in computer and information science, computer information technology, computer science, computer studies, 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 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

- Use technical skills in network engineering or administration and/or database development or administration.

- Use decision-making skills and problem-solving capabilities, including client needs assessment.

- Use technical writing skills to produce proposals, reports, briefings, and documentation.

- Communicate effectively using oral and computer-based presentation techniques.
- Apply effective information research techniques.
- Perceive situations through a global and historical information technology perspective.

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. Required courses vary according to individual track, but each requires a minimum of 15 semester hours in technical certification courses.

The following requirements are for the networking track; a database track is under development.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Computer Information Technology Coursework (33 s.h.)

Networking Track Courses (24 s.h.)
In fulfilling the requirements for the computer information technology major, students with a track in networking must take the following track courses.

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

CMIT	366M	Windows 2000 Professional (3)
CMIT	367M	Windows 2000 Server (3)
CMIT	376M	Windows 2000 Network Infrastructure (3)
CMIT	377M	Windows 2000 Directory Services Infrastructure (3)

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

CMIS	310	Computer Systems and Architecture (3)
CMIS	370	Data Communications (3)
CMIS	435	Computer Networking (3)

Supplemental Technical Certification Course(s) (3 s.h.)
Students must choose one or more of the following courses for a total of 3 semester hours:

CMIT	476M	Designing a Windows 2000 Network Infrastructure (2)
CMIT	477M	Designing a Windows 2000 Directory Services Infrastructure (2)
CMIT	480M	Designing Security for a Windows 2000 Network (3)

Supplemental Major Courses (9 s.h.)
Regardless of track, students must choose three or more upper-level courses from offerings in computer information technology, computer and information science, computer science, computer studies, or information systems management for a total of 9 semester hours. Students may also apply 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

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

- Understand the effect of computerization on the global workplace.
- Convey computer software and system designs effectively, both in speaking and in writing.
- Design and develop computer software using a variety of programming languages.
- Apply the theory of computer organization and computer system architecture.
- Apply the theory of data structures and algorithm design and efficiency.
- Apply the mathematical foundations of computer science.
- Use information resources to assist with projects or research.

Requirements for the Major

A major in computer science requires the completion of 38 semester hours of coursework in computer science and mathematics (including calculus); at least 19 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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* If the student has already passed the associated Microsoft certification examination, another upper-level computer information technology course may be substituted for one or more of the above courses, as appropriate.

Computer Science Coursework (38 s.h.)

Required Mathematics Courses (8 s.h.)
Students must take the following mathematics courses. If one of these 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 number of semester hours required for the major.

| MATH | 140 | Calculus I (4) |
| MATH | 141 | Calculus II (4) |

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

CMSC	130	Introductory Computer Science (3)
CMSC	150	Introduction to Discrete Structures (3)
CMSC	230	Elementary Data Structures (3)

Core Courses (6 s.h.)
Students must choose two of the following core courses:

CMSC	311	Computer Organization (3)
CMSC	330	Advanced Programming Languages (3)
CMSC	335	Object-Oriented and Concurrent Programming (3)

Supplemental Major Courses (15 s.h.)
Students must choose five of the following courses for a total of 15 semester hours:

CMSC	411	Computer System Architecture (3)
CMSC	412	Operating Systems (3)
CMSC	420	Data Structures (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	498D	Topics in Software Systems Engineering (3)
CMSC	498G	Image Processing and Computer Graphics (3)
CMSC	498J	Internet Programming in Java (3)

Recommendations

In addition to the courses listed above, the following courses are strongly recommended for students with a major in computer science. They may be applied to general education, minor, or additional elective requirements, as appropriate.

IFSM	303	Human Factors in Information Systems (3)
IFSM	304	Ethics in the Information Age (3)
MATH	240	Introduction to Linear Algebra (4)
MATH	241	Calculus III (4)
MATH	381	Operations Research (3)
MATH	390	Mathematics of Communication (3)
MATH	402	Algebraic Structures (3)
MATH	466	Numerical Analysis (3)
STAT	400	Applied Probability and Statistics I (3)
STAT	401	Applied Probability and Statistics II (3)

Computer Studies

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

Major in Computer Studies

The computer studies major provides a flexible and coherent program of study integrating courses from several of the specialized computer and information fields. The interdisciplinary approach of computer studies helps prepare students for a variety of entry-level and midlevel technical and management positions within the information technology field.

Objectives

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

- Incorporate relevant theory, techniques, languages, and systems in developing computer-related solutions to practical problems.

- Apply 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 to produce 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.

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

Requirements for the Major

A major in computer studies requires 30 semester hours of coursework in computing subjects, drawn from various disciplines as appropriate; at least 15 semester hours must be earned in courses numbered 300 or above and at least 6 semester hours must be earned in courses numbered 400 or above. Specific course requirements are listed on the next page.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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	310	Software and Hardware Concepts (3)

Programming Language Course (3 s.h.)
Students must choose one of the following programming language courses (or another suitable programming language course):

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

Supplemental Major Courses (18 s.h.)
Students must choose six courses from offerings in computer and information science, computer information technology, computer science, computer studies, and information systems management to complete the 30 semester hours required for the major.

Additional Required Course (3 s.h.)

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

| MATH | 107 | College Algebra (3) |

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

Students should refer to the objectives listed under Major in Computer Studies.

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 requirements for the major.

Criminal Justice

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

Major in Criminal Justice

The criminal justice major focuses on the nature of crime and the institutions and processes that prevent and respond to crime in a democratic society. The curriculum covers the study of crime, law enforcement, corrections, and security and forensics. The criminal justice major is designed to provide students with a broad understanding of the criminal justice system, including criminal law, corrections, law enforcement, and security administration.

Objectives

The student who graduates with a major in criminal justice will be able to

- Analyze the foundations, functions, policies, and procedures of criminal justice.
- Meet the challenges confronting security professionals in ways that are cost-effective.
- Understand principles of effective law enforcement and security administration.
- Effectively explain criminal behavior, treatment, and law enforcement in written and oral argument.
- Analyze patterns of crime in American society.
- Understand the role of the courts in the administration of justice.
- Understand techniques of prevention and treatment of crime.
- Understand the causes of criminal behavior.
- Acquire a cohesive base of job-related skills, techniques, and principles related to criminal justice.
- Use the computer for literature review and the analysis of criminal behavior.

Requirements for the Major

A major in criminal justice requires the completion of 30 semester hours in criminal justice and related areas, including 3 semester hours in cross-cultural and 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 on the next page.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Criminal Justice Coursework (30 s.h.)

Statistics Course (3 s.h.)
Students must choose one of the following statistics courses:

GNST   201   Introductory Statistics (3)
STAT   100   Elementary Statistics and Probability (3)

Introductory Courses (6 s.h.)
Students must choose two of the following introductory courses:

CCJS   100   Introduction to Criminal Justice (3)
CCJS   105   Introduction to Criminology (3)
CCJS   230   Criminal Law in Action (3)

Core Courses (9 s.h.)
Students must choose three or more of the following core courses for a total of 9 semester hours:

CCJS   234   Criminal Procedure and Evidence (3)
CCJS   320   Introduction to Criminalistics (3)
CCJS   340   Law-Enforcement Administration (3)
CCJS   357   Industrial and Retail Security Administration (3)
CCJS   360   Victimology (3)
CCJS   498C   Computer Crime and Security (3)
CCJS   498G   Introduction to Security Management (3)
CCJS   498   Selected Topics in Criminology/Criminal Justice (1–3)*

Issues in Criminal Justice Courses (6–9 s.h.)
Students must choose at least one course from each of the following categories:

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

BEHS   336   The Middle East: An Interdisciplinary Perspective (6)
CCJS   351   Issues in Criminal Justice (6)
ECON   440   International Economics (3)
GVPT   200   International Political Relations (3)
GVPT   306   Global 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)

Developmental and Historical Period (3 s.h.)

GVPT   442   History of Political Theory: Middle Ages to the Present (3)
GVPT   443   Contemporary Political Theory (3)
GVPT   444   American Political Theory (3)
GVPT   452   Inter-American Relations (3)
GVPT   453   Recent East Asian Politics (3)
GVPT   455   Contemporary Middle Eastern Politics (3)
HIST   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

Students should refer to the objectives listed under Major in Criminal Justice.

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 requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be 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   498C   Computer Crime and Security (3)
CCJS   498F   Legal and Ethical Issues in Security Management (3)
GVPT   399H   Counterterrorism (3)
GVPT   401A   International Political Terrorism (3)
GVPT   433   The Judicial Process (3)

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

Customer Service Management

Students may seek a minor in customer service management.

Minor in Customer Service Management

The customer service management minor complements the skills the student gains in his or her major discipline through the study of how customer service managers make informed decisions regarding organization, planning, operating procedures, management, and allocation of limited resources.

Objectives

The student who graduates with a minor in customer service management will be able to

- Understand and apply key concepts in customer service planning and management.

- Understand the relation of customer service activities and procedures to the organization as a whole.

Requirements for the Minor

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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   Accounting for Nonaccounting Managers (3)
BMGT   230   Business Statistics (3)
BMGT   309   Operations Research for 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   Managing for Quality (3)
BMGT   396   Customer Consultation and Needs Analysis (3)
BMGT   487   Project Management I (3)
HRMN   302   Organizational Communication (3)
HRMN   406   Employee Training and Development (3)

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

- Understand and discuss current topics such as e-commerce, knowledge management, virtual management, Internet infrastructure, Web technology, computer-based systems, project management, systems performance, and futurology.

- Understand technology, business, and management issues and their relation to professional workplace requirements.

Requirements for the Minor

A minor in e-commerce and technology management requires the completion of 15 semester hours of coursework in e-commerce and technology management; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

E-Commerce and Technology Management Coursework (15 s.h.)

Required Courses (6 s.h.)
Students must take the following courses:

BMGT 304 Managing E-Commerce in Organizations (3)
BMGT 317 Problem Solving (3)

Supplemental Minor Courses (9 s.h.)
Students must choose three or more of the following courses to complete the 15 semester hours required for the minor. Courses strongly recommended for the minor are indicated by an asterisk.

BMGT 301 Computer Systems for Business (3)
BMGT 305 Knowledge Management (3)
BMGT 330 Entrepreneurship and New Venture Planning (3)
BMGT 364 Management and Organization Theory (3)*
BMGT 366 Managing in the Public Sector (3)
BMGT 383 Planning and Control of Services (3)
BMGT 388B Virtual Management (1)
BMGT 395 Customer Service Management (3)
BMGT 412 Program Analysis and Evaluation (3)
BMGT 487 Project Management I (3)*
BMGT 491 Exploring the Future (3)
MRKT 318 Exploring Internet Marketing (1)
MRKT 457 Web Marketing (3)

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Economics Coursework (18 s.h.)

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

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

Students must choose one of the following statistics courses (or equivalent):

GNST 201 Introductory Statistics (3)
STAT 100 Elementary Statistics and Probability (3)

Supplemental Minor Courses (9 s.h.)
Students must choose three upper-level economics courses to complete the 18 semester hours required for the minor.

English

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

Major in English

The major in English produces graduates with demonstrated skills in literary analysis and critical thinking and writing. These skills prepare students majoring in English for careers in education, law, writing and publishing, journalism, public relations, business, and management.

Objectives

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

- Read, analyze, and appreciate English and American literature and representative works from the literatures of other countries and cultures.

- Critically examine intellectual, moral, and ethical issues.

- Apply techniques of independent research, including research that uses technology and fosters information literacy.

- Analyze literary works, literary genres, literary criticism, the historical development of literature and language, and the contributions of major authors.

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* Strongly recommended.

- Formulate ideas and convey them in clear English prose.
- Write effectively and demonstrate superior understanding of the writing process and writing techniques.
- Communicate abstract ideas clearly in oral presentation.

Requirements for the Major

A major in English requires the completion of 33 semester hours of coursework in English, including 9 semester hours each in particular genres (drama, 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.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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 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 456 The English Novel (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 1800 (3)*
ENGL 212 English Literature: 1800 to the Present (3)
ENGL 221 American Literature: Beginning to 1865 (3)*
ENGL 222 American Literature: 1865 to the Present (3)
ENGL 310 Medieval and Renaissance British Literature (3)*

ENGL 312 Romantic to Modern British Literature (3)
ENGL 313 American Literature (3)
ENGL 345 Modern Poetry (3)
ENGL 350 English and American Literature: Blake to Conrad (3)
ENGL 362 African American Slave Narratives and the Oral Tradition (3)
ENGL 363 African American Literature to 1900 (3)
ENGL 364 20th-Century African American Literature: The Fictional Vision (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)

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 may choose one of the following courses to complete the 33 semester hours required for the major:

COMM 380 Language in Social Contexts (3)
ENGL 384 Advanced Grammar and Style (3)
ENGL 391 Advanced Composition (3)
ENGL 391X Advanced Composition (3)
ENGL 396 Critical Analysis in Reading and Writing (6)
ENGL 444 Feminist Critical Theory (3)
ENGL 480 Creative Writing (3)
ENGL 493 Advanced Expository Writing (3)

Except for the required foundation course (ENGL 303), students may apply three 1-semester-hour courses within a single category toward the required 9 semester hours for any category. No more than six 1-semester-hour courses may be applied toward the major. ENGL 499 Independent Study in English is available to students who wish to pursue a focused study on an approved topic.

Minor in English

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

* Covers literature written before 1800.

Objectives

Students should refer to the objectives listed under Major in English.

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 to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be 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 also have "new work skills," including critical thinking, problem solving, project management, interpersonal relations, and team building. The major in environmental management prepares students to plan, implement, and control all facets of environmental management.

Objectives

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

- Apply and interpret the scientific principles, guiding regulations, and recommended practices for environmental management.

- Demonstrate knowledge of effective techniques for communicating scientific, technical, and legal information to diverse populations, including industry managers and employees, community groups, and the media.

- Develop comprehensive environmental management strategies and possess "new work skills," i.e., critical thinking, problem solving, project management, interpersonal relations, and team building.

- Appreciate and incorporate information technology, international perspectives, and an understanding of the new environmental paradigm of management and prevention in addition to control and remediation.

- Demonstrate breadth and understanding of multimedia environmental contexts, the development of cutting-edge technologies, and the application of existing and emerging environmental technologies in cost-effective and work-efficient ways.

- Understand and integrate multimedia environmental management, regulatory compliance, recent technological changes, emergency management, health and safety management, global resource conservation, and sustainable development.

Requirements for the Major

A major in environmental management requires the completion of 30 semester hours of coursework in environmental management; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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 and Occupational Health and Safety Management (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 Management (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)

Additional Required Coursework (20–21 s.h.)

The following courses may be applied to general education, minor, or elective requirements, as appropriate. As basic courses, they should be taken early in the program.

Students must take the following courses:

BIOL	101	Concepts of Biology (3)
BMGT	230	Business Statistics (3)
CHEM	103	General Chemistry I (4)
CHEM	104	Fundamentals of Organic and Biochemistry (4)
MATH	115	Pre-Calculus (3)

Students must choose one of the following physics courses:

NSCI	100	Introduction to Physical Science (3)
PHYS	121	Fundamentals of Physics I (4)

Recommendations

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

BMGT	317	Problem Solving (3)
BMGT	364	Management and Organization Theory (3)
BMGT	487	Project Management I (3)
CMST	303	Advanced Features of Microcomputer Applications Software (3)
COMM	293	Technical Report Writing (3)
COMM	390	Writing for Managers (3)
COMM	393/393X	Technical Writing (3)
COMM	394/394X	Business Writing (3)
IFSM	201	Introduction to Computer-Based Systems (3)
IFSM	300	Information Systems in Organization (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

Students should refer to the objectives listed under Major in Environmental Management.

Requirements for the Minor

A minor in environmental management requires the completion of 15 semester hours of coursework in environmental management; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed at right. If a specific course required for the minor is taken instead to satisfy requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

Environmental Management Coursework (15 s.h.)

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

ENMT	301	Environmental and Ecosystems Management (3)

Supplemental Minor Courses (12 s.h.)
Students must choose four environmental management courses from those listed as fulfilling the requirements for the major in environmental management to complete the 15 semester hours required for the minor.

Finance

Students may seek an academic minor in finance.

Minor in Finance

The finance minor complements the skills the student gains in his or her major discipline through the study of the institutions, theory, and practice involved in the allocation of financial resources within the private sector.

Objectives

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

- Understand the latest methods for analyzing, interpreting, and reporting financial data.

- Develop information to assess the present and future financial status of an organization.

- Use current analytical tools to measure and control the risk of an investment portfolio or a business.

- Estimate short- and long-term financing needs.

- Analyze capital budgeting projects.

- Value potential acquisitions and analyze competitors.

- Determine the role of derivatives in the financial process.

- Understand the different dimensions of international finance.

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

- Think critically, analyze information, and solve problems in dealing with complex financial issues.

- Use computers, financial software, and databases.

Requirements for the Minor

A minor in finance requires the completion of 15 semester hours of coursework in finance; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page. If a specific course required for the

minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Finance Coursework (15 s.h.)

Required Foundation Courses (6 s.h.)
Students must take the following foundation courses:

| BMGT | 340 | Business Finance (3) |
| BMGT | 343 | Investments (3) |

Supplemental Minor Courses (9 s.h.)
Students must choose three of the following courses to complete the 15 semester hours required for the minor:

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

Fire Science

Students may seek either an academic major or minor in fire science.

Major in Fire Science

The major in fire science covers disaster planning and the administration of fire-protection services, encompassing all areas of incendiary-fire management. Developed in conjunction with the National Fire Academy of the Federal Emergency Management Agency, the major serves fire-service professionals seeking state-of-the-art knowledge to support advancement to chief executive management and senior leadership positions. It also serves professionals in related fields such as public safety, law enforcement, government, health services, insurance, and private-industry emergency response, as well as those in military fire departments in the United States and abroad. The major provides an understanding of the interagency coordination necessary for fire prevention, emergency management, safe and successful fire-incident command, and arson investigation. The curriculum includes analytical approaches to fire protection and investigation, personnel management, disaster and fire-defense planning, hazardous materials management, fire-protection structure and system design, the role of the fire service within the community and political structure, and the phenomena of fire propagation.

Objectives

The student who graduates with a major in fire science will be able to

- Recognize the legal basis for public safety responsibility and product liability.
- Explain fire fighting and disaster planning as practiced in other parts of the world.
- Write reports and make presentations of the quality expected by senior management.
- Use computer technology to inform and enhance operational and strategic management decisions.
- Use modern information technology to access relevant managerial and educational resources worldwide.
- Develop a comprehensive hazardous materials management program, including pre-incident planning, on-site emergency response, and post-incident analysis and investigation.
- Apply skills in analysis and evaluation to complete fire-risk assessment.
- Apply project management strategies to design disaster and fire-defense planning.
- Apply design principles to detect, control, and suppress fires in buildings and other structures and use fire modeling to analyze fire propagation.
- Apply systems analysis to problems of incendiary-fire investigation and fire protection.
- Apply risk assessment to analyze pre- and post-occurrence factors.
- Apply skills in human resource management to deal with the psychological effects of emergency situations.
- Evaluate techniques, procedures, programs, and agencies involved in preventing fires.
- Think critically and constructively and perform research in fire science using commonly accepted quantitative and qualitative analytical tools to understand and evaluate fire and emergency situations and scenarios.
- Understand and apply analytical and problem-solving methods in resolving fire or emergency problems and issues.
- Understand the domestic and global dimensions of and influences on fire science.
- Develop effective written and oral communications consistent with the fire-service and related professional environment.
- Understand and apply current computer applications and technology in the workplace.
- Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

Requirements for the Major

A major in fire science requires the completion of 30 semester hours of coursework in fire science; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Fire Science Coursework (30 s.h.)

Required Core Courses (15 s.h.)
Students must take the following core courses:

FSCN	302	Advanced Fire Administration (3)
FSCN	304	Fire-Personnel Management (3)
FSCN	305	Fire-Prevention Organization and Management (3)
FSCN	403	Managerial Issues in Hazardous Materials (3)
FSCN	412	Political and Legal Foundations of Fire Protection (3)

Supplemental Major Courses (15 s.h.)
Students must choose five of the following courses to complete the 30 semester hours required for the major:

FSCN	303	Analytic Approaches to Public Fire Protection (3)
FSCN	306	Incendiary-Fire Analysis and Investigation (3)
FSCN	401	Disaster and Fire Defense Planning (3)
FSCN	402	Fire-Related Human Behavior (3)
FSCN	411	Fire-Protection Structure and Systems Design (3)
FSCN	413	The Community and Fire Threat (3)
FSCN	414	Fire Dynamics (3)
FSCN	415	Application of Fire Research (3)

Recommendations

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

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

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

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

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

Minor in Fire Science

The fire science minor complements the skills the student gains in his or her major discipline by providing knowledge of disaster planning and the administration of fire-protection services, including how fire-service managers make informed decisions regarding organization, planning, operating procedures, management, and allocation of limited resources

Objectives

Students should refer to the objectives listed under Major in Fire Science.

Requirements for the Minor

A minor in fire science requires the completion of 15 semester hours of coursework in fire 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 for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours. Any course used to replace an upper-level course should also be upper level.

Fire Science Coursework (15 s.h.)

Foundation Course (3 s.h.)
Students must choose one of the following foundation courses:

FSCN	302	Advanced Fire Administration (3)
FSCN	304	Fire-Personnel Management (3)

Supplemental Minor Courses (12 s.h.)
Students must choose four fire science courses listed as fulfilling the requirements for the major to complete the 15 semester hours required for the minor.

General Studies

Students may seek an academic major in general studies.

Major in General Studies

The general studies major is an interdisciplinary option allowing students to build courses around a particular focus area and related discipline or an interdisciplinary combination. It allows the student to construct a combination of disciplines that provides a body of knowledge appropriate to a specific focus (for example, a cultural, historical, or geographical area). The interdisciplinary approach emphasizes analysis and synthesis of diverse theory and practice.

Objectives

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

- Understand and apply key concepts from focus disciplines.

- Develop effective written and oral communication skills consistent with the focus areas.

- Apply skills and concepts to principles and problems of modern life.

- Define an approach grounded in the focus disciplines and appropriate to the study of a specific topic, area, or theme.

- Develop effective skills in cross-disciplinary comparison, historical and critical analysis, research, and evaluation.

- Use computers for communication and research.
- Demonstrate information literacy through research and resource evaluation appropriate to the focus of study.

Requirements for the Major

A major in general studies requires the completion of 30 semester hours of coursework appropriate to the option chosen (in-depth focus, interdisciplinary breadth, or individual studies); at least 15 semester hours must be earned in courses numbered 300 or above. Students should consult an advisor before selecting the general studies major. (Note: The individual studies option requires the prior approval of a UMUC advisor.) Distribution requirements for each option are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Major Options

Students 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.

Gerontology

Students may seek an academic minor in gerontology.

Minor in Gerontology

The gerontology minor complements the skills the student gains in his or her major discipline by covering issues related to caring for an aging population, including long-term care, health, elder abuse, and financial support.

Objectives

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

- Understand physiological and psychological aspects of the aging process.
- Understand social and family issues related to aging.
- Understand legal, economic, and policy implications of an aging population.
- Counter myths associated with the aging process and provide positive examples of aging.
- Understand institutional and community-based systems for the care of older people and how these can affect the health and well-being of older individuals and their families.

Requirements for the Minor

A minor in gerontology requires the completion of 15 semester hours of coursework in gerontology; 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, 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.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Gerontology Coursework (15 s.h.)

Required Courses (6 s.h.)
Students must take the following courses:

GERO   210   Social Gerontology (3)
GERO   220   Psychological Aspects of Aging (3)

Core Courses (6 s.h.)
Students must choose one of the following course sequences:

- GERO 302 Health and Aging (3)
  GERO 304 Aging, Public Policy, and the Law (3)
- GERO 341 Long-Term-Care Administration I (3)
  GERO 342 Long-Term-Care Administration II (3)
- GERO 351 Management of Senior Housing Environment (3)
  GERO 353 Financial Management of Retirement Housing (3)

Supplemental Minor Course (3 s.h.)
Students must choose one other course in gerontology to complete the 15 semester hours required for the minor.

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 at right. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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.

Health Care Administration

Students may seek an academic minor in health care administration.

Minor in Health Care Administration

The health care administration minor complements the skills the student gains in his or her major discipline by studying how the health care administration 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 health care administration will be able to

- Understand the scope and complexity of the health services industry.
- Understand the domestic and global dimensions of the health services industry.
- Think critically and constructively and perform research on health services management issues and problems.
- Appreciate philosophies of ethics and social responsibility relevant to health services management.
- Understand legal issues and law related to the health services industry.
- Understand and apply current knowledge and practices in accounting, finance, law, research, planning, marketing, and human resource management in the health services industry.

Requirements for the Minor

A minor in health care administration requires the completion of 15 semester hours of coursework in health services 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 for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Health Care Administration Coursework (15 s.h.)

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

HMGT	320	Health Services 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. Courses strongly recommended are marked with an asterisk.

HMGT	310	Health Services Policies (3)
HMGT	322	Health Services 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	398E	Health Communications (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 Services Administration (3)
HMGT	430	Health Services Marketing and Strategic Management (3)*
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 Management (3)

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

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

- Demonstrate an understanding of historical methods and appreciate how history has been written and interpreted over recorded time.

- 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 interpretive skill as well as factual knowledge.

Requirements for the Major

A major in history requires the completion of 33 semester hours of coursework in history; at least 17 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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* Strongly recommended.

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) |

World History Sequence (6 s.h.)
Students must choose one of the following two-course sequences:

• HIST	141	Western Civilization I (3)
HIST	142	Western Civilization II (3)
• HIST	115	World History I (3)
HIST	116	World History II (3)
• HIST	284	East Asian Civilization I (3)
HIST	285	East Asian Civilization II (3)

Required Methodology Course (3 s.h.)
Students must take the following methodology course:

| HIST | 309 | Introduction to Historical Writing (3) |

Geographic Distribution Courses (18 s.h.)
Students must choose two courses in each of the following three areas: United States, Europe, and 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 the 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 the Present (3)
HIST	381	America in Vietnam (3)
HIST	451	Economic History of the United States Since 1865 (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	414	History of European Ideas I (3)
HIST	415	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 II (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 (3)

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	383	Korean History (3)
HIST	391	History of the Ottoman Empire (3)
HIST	392	History of the Contemporary Middle East (3)
HIST	480	History of 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 critical thinking and by developing an appreciation of the major contributions of various events and individuals to human civilization.

Objectives

Students should refer to the objectives listed under Major in History.

Requirements for the Minor

A minor in history requires the completion of 15 semester hours of coursework in history; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be 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 world regions). Applicable courses are listed under the appropriate headings under Major in History.

Humanities

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

Major in Humanities

The humanities major is a multidisciplinary study of global humanities that integrates topics in the arts, history, philosophy, religion, literature, and language. The humanities major provides a broad perspective on human behavior, thought, and values, and focuses on American, Asian, and European cultures. The integrated major encourages thinking across traditional disciplines.

Objectives

The student who graduates with a major in the humanities will be able to

- Have knowledge of and appreciation for the cultural traditions, major ideas, and historical developments of the human experience.
- Understand the interrelationships of philosophy, language, literature, history, and the arts and 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 history, 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 (details follow).

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Humanities Coursework (30 s.h.)

Students must choose 12 semester hours of coursework in two of the following content areas and another 6 semester hours in a third content area. Courses listed in more than one content area may only be counted once toward degree requirements.

Philosophy and Religion Courses
Students may choose from the following courses:

HUMN	126	The Cosmos (3)
HUMN	310	Business and Professional Ethics (6)
HUMN	336	Ideas Shaping the 21st Century (6)
HUMN	350	The Religious Quest (6)
HUMN	351	Myth and Culture (3)
HUMN	360	Global Environmental Change (6)*
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)
ANTH	417	People and Cultures of the Far East (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)

* Also listed as BEHS 361 and NSCI 361.

HUMN	301	Crossing Cultures: World Views in the Humanities (6)
HUMN	360	Global Environmental Change (6)*
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 History, 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 toward 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:

Philosophy and Religion Courses

HUMN	310	Business and Professional Ethics (6)
HUMN	336	Ideas Shaping the 21st Century (6)
HUMN	350	The Religious Quest (6)
HUMN	351	Myth and Culture (3)
HUMN	360	Global Environmental Change (6)*
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 History, 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 (6)
HUMN	351	Myth and Culture (3)
HUMN	360	Global Environmental Change (6)*
PHIL		Any course in Asian philosophy

Language and Culture Courses

All Asian language or language and culture courses

ANTH	417	People and Cultures of the Far East (3)
ASTD		All courses
HIST	305	The Pacific Century (3)
HUMN	370	Humanity of Language (3)

Literature Courses

All Asian literature courses, in translation or the original text

History Courses

| HIST | | All courses on Asian history |

Music, Art, Art History, and Theatre Courses

ARTT		All courses on Asian art
ARTH		All courses on Asian art history
MUSC		All courses on Asian music
THET		All courses on Asian theatre

European Studies Track (30 s.h.)

In fulfilling the requirements for the humanities major, students with a track in European studies may choose from among the following courses:

Philosophy and Religion Courses

HUMN	336	Ideas Shaping the 21st Century (6)
HUMN	350	The Religious Quest (6)
HUMN	351	Myth and Culture (3)
HUMN	360	Global Environmental Change (6)*
PHIL		All courses on philosophy of the Western World

Language and Culture Courses

All courses on European life and culture

All European language courses

| HUMN | 370 | Humanity of Language (3) |

*Also listed as BEHS 361 and NSCI 361.

Literature Courses

All European literature courses in translation or in the original language

ENGL   All literature courses except American literature

History Courses

HIST   All courses on the history of Europe

Music, Art History, and Theatre Courses

ARTH   All courses on European art history

MUSC   All courses on music of the Western World

THET   All courses on European theatre

Minor in Humanities

The humanities minor complements the skills the student gains in his or her major discipline by providing an integrated curriculum for enrichment and exploration of culture and ideas as well as a broad perspective on human behavior, thought, and values across traditional disciplines.

Objectives

Students should refer to the objectives listed under Major in Humanities.

Requirements for the Minor

A minor in humanities requires the completion of 15 semester hours of coursework in the humanities, including 9 semester hours in one of the five major content areas (philosophy and religion; language and culture; literature; history; and music, art history, 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 requirements for 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 in business administration and human resources. Through the proper selection of courses, the student can prepare for the examinations for 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.

- Understand the interaction among management, labor, and the federal agencies.

- Learn the processes and tools for bargaining, negotiating, and resolving disputes.

- Demonstrate information literacy through the use of commonly accepted quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.

- Develop effective written and oral communications consistent with the business and professional environment.

- Understand and apply contemporary computer applications and technology in the workplace.

- Interpret and apply human resource principles in a global setting.

Requirements for the Major

A major in human resource management requires the completion of 36 semester hours of coursework in human resource management and related business subjects, drawn from various disciplines as appropriate; at least 18 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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 and Management (3)

Students must take the following foundation courses:

ACCT	220	Principles of Accounting I (3)
ACCT	221	Principles of Accounting II (3)

Students must take one of the following statistics courses:

BMGT	230	Business Statistics (3)
GNST	201	Introductory Statistics (3)
STAT	250	Intermediate Statistics and Probability (3)

Required Core Courses (18 s.h.)
Students must take the following core courses:

BMGT	364	Management and Organization Theory (3)
BMGT	495	Business Policies and 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	464	Organizational Behavior (3)
BMGT	465	Organizational Development and Change (3)
BMGT	484	Managing Teams in Organizations (3)
HRMN	302	Organizational Communication (3)
HRMN	363	Negotiation 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	494	Strategic Human Resource Management (3)

Additional Required Coursework (9 s.h.)

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

MATH	107	College Algebra (3)

or

A higher-numbered mathematics course from mathematics sequence I (listed on p. 192)

ECON	201	Principles of Economics I (3)
ECON	203	Principles of Economics II (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	Negotiation 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:

CMST	340	Computer Applications in Management (3)
COMM	390	Writing for Managers (3)
COMM	393/393X	Technical Writing (3)
COMM	394/394X	Business Writing (3)
IFSM	300	Information Systems in Organizations (3)

Minor in Human Resource Management

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

Objectives

Students should refer to the objectives listed under Major in Human Resource Management.

Requirements for the Minor

A minor in human resource management requires the completion of 15 semester hours of coursework in human resource management; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page. If

a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

Human Resource Management Coursework (15 s.h.)

Required Foundation Courses (6 s.h.)
Students must take the following foundation courses:

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

BMGT	312	Women in Business (3)
BMGT	314	Women as Leaders (3)
BMGT	364	Management and Organization Theory (3)
BMGT	392	International Business Management (3)
BMGT	464	Organizational Behavior (3)
BMGT	465	Organizational Development and Change (3)
BMGT	484	Managing Teams in Organizations (3)
HRMN	302	Organizational Communication (3)
HRMN	362	Labor Relations (3)
HRMN	363	Negotiation 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	408	Employment Law for Business (3)
HRMN	463	Public-Sector Labor Relations (3)
HRMN	490	International Human Resource Management (3)

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 systems management.
- Use a systems approach to select hardware and software for an organization.
- Evaluate ethical issues in the areas of information systems, work productivity, and human factors.

Requirements for the Major

A major in information systems management requires the completion of 30 semester hours of coursework in information systems management; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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 (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 (or a higher-numbered course in the same discipline); credit may be applied to general education, minor, or elective requirements, as appropriate:

| MATH | 107 | College Algebra |
| STAT | 100 | Elementary Statistics and Probability (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 based on case analysis and solutions.
- Develop critical-thinking, analytic, and effective communication and writing skills through case analyses, research, presentations, and class discussions.
- Apply skills to conduct research on topics of relevant interest using appropriate resources that enhance information literacy and technical competency.

Requirements for the Minor

A minor in international business management requires the completion of 15 semester hours of coursework in international business 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 for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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:

ACCT	425	International Accounting (3)
BMGT	446	International Finance (3)
BMGT	498L	International Business Contract Management (3)
BMGT	498O	The Global Manager and Public Policy (3)
BMGT	498P	International Business Law (3)
BMGT	498R	Multinational Management (3)
BMGT	498S	Global Commerce (3)
HRMN	490	International Human Resource Management (3)
MRKT	454	Global Marketing (3)

Journalism

Students may seek an academic minor in journalism.

Minor in Journalism

The journalism minor complements the skills the student gains in his or her major discipline by illuminating 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.

Objectives

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

- Understand communication theory and how it applies to particular types of communication, including mass communication.

- Understand fundamental concepts and techniques in public relations theory and practice and in news writing and editing for print media, broadcast writing, magazine writing, and advertising.

- Write and edit effectively.

- Develop journalism products and processes appropriate to a given audience, environment, and need.

- 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 ethically and legally responsible.

Requirements for the Minor

A minor in journalism requires the completion of 15 semester hours of coursework in journalism; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed at right. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Journalism Coursework (15 s.h.)

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

COMM	300	Communication Theory (3)
JOUR	201	Writing for the Mass Media (3)
JOUR	202	Editing for the Mass Media (3)

Supplemental Minor Courses (6 s.h.)
Students must choose four of the following courses to complete the 15 semester hours required for the minor:

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	400	Law of Mass Communication (3)
JOUR	410	History of Mass Communication (3)
JOUR	459	Special Topics in Mass Communication (3)

Legal Studies

Students may seek an academic major in legal studies.

Major in Legal Studies

The legal studies major prepares students for challenging and responsible work in the legal environment. The curriculum is relevant and current for work in various legal settings that use paralegals and focuses on fundamental legal knowledge, skills, and ethical principles. The curriculum addresses the organization, function, and processes of the lawmaking institutions in the American legal system, as well as the role of the paralegal in the legal system and the governing rules of legal ethics. It emphasizes legal analysis, legal writing and drafting, legal research, and computer competence in the legal environment.

Objectives

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

- Explain the basic constitutional principles of the American legal system.

- Compare and contrast the American legal system with other legal systems.

- Discuss issues relevant to the paralegal profession.

- Recognize and discuss ethical considerations involved in the practice of law.

- Explain substantive concepts in selected areas of legal specialization.
- Describe the procedures for settlement of civil, criminal, and administrative disputes.
- Identify ways that computers assist in the legal environment.
- Analyze facts, law, and legal issues.
- Explain legal topics and analysis.
- Complete book-based and computer-assisted legal research tasks.
- Draft writings typically assigned to paralegals in selected areas of legal practice.
- Perform tasks typically assigned to paralegals in selected areas of legal practice.
- Use selected software to accomplish tasks in the legal environment.

Requirements for the Major

A major in legal studies requires the completion of 33 semester hours of coursework in legal studies; at least 17 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to

Legal Studies Coursework (33 s.h.)

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

LGST	101	Introduction to Law (3)
LGST	200	Techniques of Legal Research (3)
LGST	201	Legal Writing (3)
LGST	204	Legal Ethics (3)

Procedure and Skill Courses (9 s.h.)
Students must choose three of the following procedure and skill courses:*

LGST	223	Investigative Techniques (3)
LGST	320	Criminal Law and Procedures (3)
LGST	322	Evidence (3)
LGST	325	Litigation (3)
LGST	327	Alternative Dispute Resolution (3)
LGST	330	Administrative Law (3)
LGST	333	Administrative Advocacy (3)
LGST	360	Computer Applications in the Legal Environment (3)
LGST	363A	Computer-Assisted Litigation Support (3)
LGST	370	Advanced Legal Analysis (3)
LGST	400	Advanced Legal Research (3)
LGST	401	Advanced Legal Writing (3)
LGST	425	Advanced Civil Litigation (3)
LGST	486A	Legal Studies Internship Through Co-op (3)
LGST	486B	Legal Studies Internship Through Co-op (6)

Substantive Law Courses (9 s.h.)
Students must take three of the following substantive law courses:*

LGST	312	Torts (3)
LGST	315	Domestic Relations (3)
LGST	316	Estates and Probate (3)
LGST	335	Elder Law (3)
LGST	340	Contract Law (3)
LGST	343	Real Estate Transactions (3)
LGST	411	Consumer Protection Law (3)
LGST	415	Intellectual Property Law (3)
LGST	420	Immigration Law (3)
LGST	431	Government Information Practices (3)
LGST	434	Government Contracts (3)
LGST	442	Business Organizations (3)
LGST	445	Employment Law (3)
LGST	450	Bankruptcy Law (3)

Supplemental Major Course (3)
Students must choose one additional course, to be selected either from the two lists above or from the following courses in related disciplines:

CCJS	432	Law of Corrections (3)
CCJS	453	White-Collar and Organized Crime (3)
ENMT	493	Environmental Regulations and Policy (3)
FSCN	412	Political and Legal Foundations of Fire Protection (3)
GERO	304	Aging, Public Policy, and the Law (3)
GVPT	399B	The Legislative Process and Lobbying Techniques (3)
GVPT	402	International Law (3)
GVPT	434	Race Relations and Public Law (3)
HMGT	416	Legal Aspects of Health Services Administration (3)
JOUR	400	Law of Mass Communication (3)
PHIL	447	Philosophy of Law (3)

Management Studies

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

Major in Management Studies

The management studies major provides a multidisciplinary approach to management and problem solving, based on the premise that many for-profit, nonprofit, and governmental organizations require a knowledge of management principles best gained from a holistic approach to decision making. The management studies curriculum includes a foundation in business, accounting, economics, statistics, communications, and management theory and focuses on analysis and decision making across a wide spectrum of management activities. It prepares students for a variety of management-related careers.

* Up to 6 semester hours of 1-semester-hour special topic courses in legal studies may also be used to satisfy the substantive law or the procedure and skill course requirements.

Objectives

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

- Apply a multidisciplinary approach to the task of researching organizational problems, issues, and opportunities.

- Analyze information, solve problems, and make decisions across a broad range of management positions from a holistic, global orientation.

- Understand and apply important management concepts and theories from several disciplines.

- Effectively compare different strategies and operations for businesses, not-for-profit, and governmental organizations in determining the best alternative from a number of possibilities.

- Understand various global dimensions of managing business, not-for-profit, and governmental organizations, including appreciating key theories, concepts, and processes; analyzing global competition and competitive strategies; detecting important trends in international ventures; marketing, financing, and managing human resources; and integrating the emerging online marketplace into overall organizational strategies.

- Understand and use the benefits of a multicultural, multinational organization, including the increased talent pool of a fully integrated organization; the greater insight gained from considering international political customs and protocols, communicating across cultures, developing relationships with key government departments and officials, and working with national and international law and regulations; and the increased organizational synergies of intimate business and organizational relationships, alliances, joint ventures, and partnerships.

Requirements for the Major

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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)

*Strongly recommended.

Students must take one of the following statistics courses:

BMGT 230 Business Statistics (3)
GNST 201 Introductory Statistics (3)
STAT 250 Intermediate Statistics and Probability (3)

Required Foundation Courses (6 s.h.)
Students must take the following foundation courses:

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

Supplemental Major Courses (18–21 s.h.)
To complete the remainder of the 36 semester hours required 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 I (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 Business Policies and 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)

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

Students should refer to the objectives listed under Major in Management Studies.

Requirements for the Minor

A minor in management studies requires the completion of 15 semester hours of coursework in management studies, drawn from various disciplines as appropriate; at least 9 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed on the next page. 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.

- Understand the eight universal marketing processes for consumer and organizational markets: (1) environmental scanning and analysis; (2) marketing research and analysis; (3) segmentation, targeting, and positioning; (4) product development and differentiation; (5) valuation and pricing; (6) channel and value-chain management; (7) integrated marketing communication; and (8) relationship building.

- Understand the significance of the evolution of global markets and how to apply the eight universal marketing processes to develop global marketing plans.

- Understand and apply technology to enhance the eight universal marketing processes.

* Should be taken in the student's final 30 semester hours of study.
** May only be taken once.

- Understand the complex nature of corporate ethics and social responsibility of organizations in the conduct of marketing activities.

- Develop effective written and oral communications consistent with the marketing professional environment.

- Develop the leadership skills necessary to function as a senior staff member in a marketing department or marketing agency.

Requirements for the Major

A major in marketing requires the completion of 36 semester hours of coursework in marketing and business; at least 18 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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)*

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 312 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 Study in Marketing (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)

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 Market Segments (1)
MRKT	325	Developing Channels for Relationship Marketing (1)

Additional Required Coursework (9 s.h.)

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

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

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

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

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

| CMST | 340 | Computer Applications in Management (3) |
| IFSM | 300 | Information Systems in Organizations (3) |

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	393X	Technical Writing (3)
COMM	394	Business Writing (3)
COMM	394X	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

Students should refer to the objectives listed under Major in Marketing.

Requirements for the Minor

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

- Demonstrate proficiency in written assignments and oral presentations.

Requirements for the Minor

A minor in mathematical sciences requires the completion of 17 semester hours of coursework in mathematics; at least 6 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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)
STAT 400 Applied Probability and Statistics I (3)
STAT 401 Applied Probability and Statistics II (3)
STAT 410 Introduction to Probability Theory (3)
STAT 450 Regression and Variance Analysis (3)

Microbiology

Students may seek an academic minor in microbiology.

Minor in Microbiology

The microbiology minor complements the skills the student gains in his or her major discipline by providing a laboratory-based approach to the study of bacteria and viruses with applications to biotechnology, molecular and cellular biology, research and development, and public health.

Objectives

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

- Understand basic taxonomy, structure, physiology, and ecology of bacteria, fungi, and viruses.

- Understand defenses provided by the immune system against infection.

- Perform standard laboratory procedures employed in medical, industrial, and research work with microorganisms.
- Apply basic knowledge of microorganisms to problems encountered in medicine, public health, and biotechnology.

Requirements for the Minor

A minor in microbiology requires the completion of 16 semester hours of coursework in microbiology, 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 for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Microbiology Coursework (16 s.h.)

Required Foundation Course (4 s.h.)
Students must take the following foundation course:

MICB	200	General Microbiology (4)

Supplemental Minor Courses (12 s.h.)
Students must choose four of the following courses to complete the 15 semester hours required for the minor:

BCHM	261	Elements of Biochemistry (3)
BCHM	461	Biochemistry I (3)
BCHM	462	Biochemistry II (3)
BIOL	220	Human Genetics (3)
BIOL	301	Human Health and Disease (3)
BIOL	304	The Biology of Cancer (3)
BIOL	398R	Vaccines and Society (3)
BIOL	398S	Molecular and Cellular Biology (3)
MICB		All courses other than MICB 200

Natural Science

Students may seek an academic minor in natural science.

Minor in Natural Science

The natural science minor complements the skills the student gains in his or her major by providing an underlying scientific base upon which to build a career related to natural science, life science, physical science, and allied health fields, as well as bioinformatics, environmental management, science journalism, and science education.

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* Students may not apply both the BIOL 105–106 sequence and the BIOL 101–102 sequence to the minor.

Objectives

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

- Understand and articulate basic scientific principles and concepts.
- Perform standard laboratory procedures appropriate to selected scientific fields.
- Apply basic scientific knowledge to problems encountered in medicine, public health, and other science-related fields.

Requirements for the Minor

A minor in natural science requires the completion of 17 semester hours of coursework in natural 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 for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Natural Science Coursework (17–19 s.h.)

Required Foundation Courses (7–8 s.h)
Students must take at least 7 semester hours, including a laboratory course, selected from the following courses or course sequences or combinations. All 4-semester-hour science courses include a laboratory component; many 3-semester-hour science courses are accompanied by a separate 1-semester-hour lab course. To confirm whether a science course meets requirements for a lab course, students should refer to the course descriptions.

Course Sequences or Combinations

•	BIOL	105	Principles of Biology I (4)*
	BIOL	106	Principles of Biology II (4)
•	BIOL	101	Concepts of Biology (3)*
	BIOL	102	Laboratory in Biology (1)
•	GEOL	100	Physical Geology (3)
	GEOL	110	Physical Geology Laboratory (1)

Courses

CHEM	103	General Chemistry I (4)
CHEM	113	General Chemistry II (4)
PHYS	121	Fundamentals of Physics I (4)
PHYS	122	Fundamentals of Physics II (4)
PHYS	161	General Physics: Mechanics and Particle Dynamics (3)
PHYS	195	Introductory Physics Laboratory (1)

Supplemental Minor Courses (7–8 s.h.)
Students must take two or more of the following courses for a minimum of 7 semester hours. Note: Lab courses of 1 semester hour must be taken in conjunction with the accompanying lecture course.

BCHM	261	Elements of Biochemistry (3)
BCHM	461	Biochemistry I (3)

BCHM	462	Biochemistry II (3)
BIOL	201	Human Anatomy and Physiology I (4)
BIOL	202	Human Anatomy and Physiology II (4)
BIOL	211	Environmental Science (3)
BIOL	215	Population Biology and General Ecology (3)
BIOL	220	Human Genetics (3)*
BIOL	222	Principles of Genetics (3)*
BIOL	224	Genetics Laboratory (1)
CHEM	233	Organic Chemistry I (4)
CHEM	243	Organic Chemistry II (4)
MICB	200	General Microbiology (4)
MICB	310	Applied Microbiology (4)
MICB	360	Medical Virology (3)
MICB	420	Epidemiology and Public Health (2)
MICB	440	Pathogenic Microbiology (4)
MICB	450	Immunology (4)
MICB	460	General Virology (3)
MICB	461	General Virology with Laboratory (4)
MICB	470	Microbial Physiology (3)
MICB	480	Microbial Ecology (3)
PHYS	262	General Physics: Vibrations, Waves, Heat, Electricity, and Magnetism (4)
PHYS	263	General Physics: Electrodynamics, Light, Relativity, and Modern Physics (4)

Specialized Supplemental Course (3 s.h.)
Students must choose one or more courses for a total of 3 semester hours from the supplemental minor courses listed above or from the following courses:

ASTR	300	Stars and Stellar Systems (3)
ASTR	330	Solar-System Astronomy (3)
ASTR	340	Origin of the Universe (3)
ASTR	398	Special Topics in Astronomy (1–6)
BIOL	301	Human Health and Disease (3)
BIOL	304	The Biology of Cancer (3)
BIOL	310	Technology and the Bioenvironment (3)
BIOL	388	Problems in Biology (3)
BIOL	398	Special Topics in Biology (1–6)
MICB	322	Microbiology and the Public (3)
MICB	388	Special Problems in Microbiology (1–6)
NSCI	398	Special Topics in Natural Science (1–6)

Psychology

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

Major in Psychology

The psychology major produces graduates with a knowledge base of theory and research in the psychological sciences and the ability to apply the principles of psychology for the improvement of human, animal, and environmental welfare. Study applies psychological

knowledge to nonscientific fields and the workplace and promotes multicultural and multinational awareness. It also introduces students to the basis of collaborative and professional relationships within psychology, and identifies the foundations and delivery systems of the mental health profession.

Objectives

The student who graduates with a degree in psychology will be able to

- Recognize how psychology aids job promotability and improves interpersonal relationships.

- Examine psychology in a wide context of interdisciplinary approaches, covering political overviews, cultural diversity, and timely issues.

- Demonstrate how critical observation, experimentation, and empirical reasoning are cornerstones of psychology.

- Apply theory and research in psychology to practical situations and problems.

- Communicate psychological concepts in oral and written form.

- Conduct scientific research projects, including accessing technical information, writing papers and presenting research, and using computers in psychology.

Requirements for the Major

A major in psychology requires the completion of 33 semester hours of coursework in psychology, including 9 semester hours focusing on psychology as a natural science, 9 semester hours focusing on psychology as a social science, and 6 semester hours focusing on psychology as a clinical science. At least 17 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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:

GNST	201	Introductory Statistics (3)
PSYC	200	Introduction to Statistical Methods in Psychology (3)
STAT	250	Intermediate Statistics and Probability (3)

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

PSYC	301	Biological Basis of Behavior (3)
PSYC	310	Perception (3)

*Students may not apply both BIOL 220 and BIOL 222 to the minor.

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

Students should refer to the objectives listed under Major in Psychology.

Requirements for the Minor

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

The student who graduates with a major in social science will be able to

- Understand the origin and development of complex social processes.
- Critically analyze social problems and evaluate alternative solutions, making appropriate use of statistics.
- Place the problems and issues of social interaction within a global and historical context.
- Identify, research, and report salient changes in social organization and structure, using effective writing, current software, and the resources of the Internet.
- Apply perspectives from different academic disciplines to social issues such as aging, crime, poverty, and access to social services.

Requirements for the Major

A major in social science requires the completion of at least 30 semester hours of coursework in the social sciences, drawn from various

disciplines as appropriate; at least 15 semester hours must be earned in courses numbered 300 or above. Specific course requirements are listed below.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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)
GNST	201	Introductory Statistics (3)
PSYC	200	Introduction to Statistical Methods in Psychology (3)
SOCY	201	Introductory Statistics for Sociology (4)
STAT	100	Elementary Statistics and Probability (3)

Introductory Courses (9 s.h.)
Students must take two or more of the following introductory courses for a total of 9 semester hours:

BEHS	201	Introduction to Behavioral and Social Sciences (6)
ECON	201	Principles of Economics I (3)
ECON	203	Principles of Economics II (3)
GERO	210	Social Gerontology (3)
GERO	220	Psychological Aspects of Aging (3)
GVPT	100	Principles of Government and Politics (3)
SOCY	100	Introduction to Sociology (3)
SOCY	105	Introduction to Contemporary Social Problems (3)

Courses on Issues in the Social Sciences (12 s.h.)
Students must choose one or more courses in each of the following categories for a total of 6 semester hours in each:

Cross-Cultural and 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)*
ECON	380	Comparative Economic Systems (3)
ECON	440	International Economics (3)
GEOG	202	The World in Cultural Perspective (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 (6)

Supplemental Major Courses (6 s.h.)
Students must choose one or more upper-level courses for a total of 6 semester hours from anthropology, behavioral and social sciences, economics, gerontology, government and politics, or sociology.

Sociology

Students may seek an academic minor in sociology.

Minor in Sociology

The sociology minor complements the skills the student gains in his or her major discipline through the study of current social issues and problems, including poverty, divorce, social stratification, and discrimination.

Objectives

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

- Understand different perspectives through which human societies may be viewed.
- Discuss fluently a wide range of information arising from social investigation.
- Critically analyze evidence of social change and organization.
- Communicate effectively about society.

* Also listed as HUMN 360 and NSCI 360.

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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)
GNST	201	Introductory Statistics (3)
PSYC	200	Introduction to Statistical Methods in Psychology (3)
STAT	100	Elementary Statistics and Probability (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

Speech Communication

Students may seek an academic minor in speech communication.

Minor in Speech Communication

The speech communication minor complements the skills the student gains in his or her major discipline by providing a specialized background and skills in dimensions of speaking and listening that relate to the workplace.

Objectives

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

- Understand communication theory and how it applies to particular types of communication, including mass communication.

- Understand principles and practice of speech communication appropriate to oral communication specialists in a variety of communication positions within organizations.

- Develop communication products and processes appropriate to a given audience, environment, and need.

- Gather information from a variety of sources and critically identify, examine, and present issues associated with information communicated to a diverse audience.

- 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 ethically and legally responsible.

Requirements for the Minor

A minor in speech communication requires the completion of 15 semester hours of coursework in speech communication, 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. Note: Students should have taken SPCH 100 or have comparable public speaking experience before enrolling in courses for the speech communication minor. If a specific course required for the minor is taken instead to satisfy the requirements for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Speech Communication Coursework (15 s.h.)

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

COMM	300	Communication Theory (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	281X	Standard English Grammar, Usage, and Diction (3)
ENGL	384	Advanced Grammar and Style (3)
SPCH		All courses numbered 300 or above

Supplemental Minor Courses (9 s.h.)
Students must choose three of the following courses to complete the
15 semester hours required for the minor:

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)

Strategic and Entrepreneurial Management

Students may seek an academic minor in strategic and entrepreneurial management.

Minor in Strategic and Entrepreneurial Management

The strategic and entrepreneurial management minor complements the skills the student gains in his or her major discipline through study of current issues in the effective use of information, the globalization of business, strategic management, and acquiring the mind-set of an innovator and an entrepreneur.

Objectives

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

- Understand and apply key concepts and theories related to strategic and entrepreneurial management areas.

- Demonstrate knowledge of domestic and global issues that affect the business environment.

- Discuss the major internal and external influences that should be considered in the development of organizational strategy.

- Develop and evaluate the financial resources, promotional activities, and employee recruiting and training programs necessary in beginning a new venture.

- Create a business plan for the new venture or business unit.

- Demonstrate competence in the use of databases, the World Wide Web, and other library resources to retrieve information related to strategic and general management issues.

- Develop effective written and oral communication skills acceptable in the workplace 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 for the major, another course in the same discipline should be substituted to fulfill the required minimum number of semester hours for the minor. Any course used to replace an upper-level course should also be upper level.

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

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 minor 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 Industry (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)
BMGT	465	Organization Development and Change (3)
BMGT	484	Managing Teams in Organizations (3)
BMGT	487	Project Management I (3)
BMGT	495	Business Policies and Strategic Management (3)*
BMGT	497	Implementing Business Strategy (3)
HRMN	302	Organizational Communication (3)
HRMN	363	Negotiation Strategies (3)
HRMN	365	Conflict Management in Organizations (3)
HRMN	367	Organizational Culture (3)
HRMN	394	Motivation, Performance, Productivity (3)
HRMN	404	Managing Diversity in Organizations (3)
HRMN	406	Employee Training and Development (3)
HRMN	494	Strategic Human Resource Management (3)

One-Semester-Hour Courses

BMGT	388D	Managing a Culturally Diverse Organization (1)
BMGT	388E	Managing Multicultural Teams (1)
BMGT	388G	Effective Business Presentations (1)

* Strongly recommended.

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

For a listing of all the requirements for the bachelor's degree, students should refer to p. 16.

Women's Studies Coursework (15 s.h.)

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

WMST   200   Introduction to Women's Studies: Women and Society (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. No more than 6 semester hours may be taken from any single discipline.

BEHS   343   Parenting Today (3)
BEHS   454   Domestic and Family Violence (3)
BMGT   312   Women in Business (3)
BMGT   313   Women as Entrepreneurs (3)
BMGT   314   Women as Leaders (3)
ENGL   250   Introduction to Literature by Women (3)
ENGL   354   20th-Century American Women Writers (3)
ENGL   358   20th-Century British Women Writers (3)
ENGL   444   Feminist Critical Theory (3)
GVPT   436   Legal Status of Women (3)
HLTH   377   Human Sexuality (3)
HLTH   471   Women's Health (3)
HIST   301   Women and Industrial Development (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)
HUMN   442   Contemporary Sexual Ethics (3)
PSYC   334   Psychology of Interpersonal Relationships (3)
PSYC   336   Psychology of Women (3)
SOCY   243   Sociology of Marriage and Family (3)
SOCY   312   Family Demography (3)
SOCY   325   The Sociology of Gender (3)
SOCY   425   Gender Roles and Social Institutions (3)
SOCY   430   Social Structure and Identity (3)
SOCY   443   The Family and Society (3)
SOCY   462   Women in the Military (3)
SPCH   324   Communication and Gender (3)

Special topic courses offered in various disciplines may also be used to fulfill this requirement if approved in advance.

The curricula and courses listed below are available only to active-duty military personnel and certain others who conform to special stipulations.

General Requirements

The Associate of Arts (AA) degree requires the completion of a minimum of 60 semester hours, at least 15 of which must be taken through UMUC. Before applying to receive this degree, students must have completed the general education requirements (32 semester hours). An additional 28 semester hours (defined below) are also required. A grade-point average of 2.0 or higher in all courses taken through UMUC is required.

General Curriculum

The curriculum for the general AA degree requires 28 semester hours, beyond the general education requirements, of coursework related to the student's educational goals. Students must fulfill all prerequisites. Students who anticipate seeking a bachelor's degree should select courses that will advance that goal. Students must earn a grade of C or higher in all courses.

Specific Curricula

The two specific curricula detailed at right require 28 semester hours, beyond the general education requirements, divided between one of two areas of emphasis and electives. Students who anticipate seeking a bachelor's degree after receiving an associate's degree should consult an advisor for help in selecting courses to advance that goal. Students must earn a grade of C or higher in all courses.

Criminal Justice

Requirements (28 semester hours)

1. At least 12 semester hours of courses related to criminal justice are required, 9 semester hours of which must be completed through UMUC. The following are examples of applicable courses:

    CCJS 100   Introduction to Criminal Justice (3)
    CCJS 105   Introduction to Criminology (3)
    CCJS 230   Criminal Law in Action (3)
    CCJS 234   Criminal Procedure and Evidence (3)
    Courses in criminal justice and/or criminology (designated
    CCJS, CJUS, or CRIM) numbered 300 to 499

2. The remaining 16 semester hours, consisting of elective courses, should be related to the student's educational goals.

Management

Requirements (28 semester hours)

1. At least 18 semester hours of management-related coursework are required, at least 9 of which must be taken through UMUC.

2. The remaining 10 semester hours, consisting of elective courses, should be related to the student's educational goals.

To better help working adults meet their educational goals, UMUC has introduced a full range of certificate programs geared toward helping members of the workforce stay current in today's demanding job market. Certificate programs offer working adults a convenient, flexible way to earn credentials for career advancement. Many programs are available online.

All courses for the certificate programs carry college credit and may be applied to a degree. Current students may benefit by earning a certificate while pursuing a degree. Such students must apply for the certificate before they receive their degree.

Certificates are awarded upon successful completion of the required coursework. An academic advisor must perform an official evaluation of coursework before approving certificate completion. All certificates are issued and mailed by the Registrar's Office. Transcripts are updated to reflect certificate completion.

CURRICULA

Certificates are available in the following areas:

Accounting—Introductory

Accounting—Advanced

Business Project Management

Computer Applications

Computer Graphics and Design

Customer Service Communications

Customer Service Management

Database Design and Implementation

Database Management

Desktop Publishing

E-Commerce for IT Professionals

E-Commerce in Small Business

E-Commerce Management

Environmental and Occupational Health and Safety Management

Financial Management

Health Practice Management

Health Services Management

Human Resource Management

Information Management

Internet Technologies

Laboratory Management

Management Foundations

Negotiation and Conflict Management

Object-Oriented Design and Programming

Object-Oriented Programming Using Java

Paralegal Studies

Project Management for IT Professionals

Public Fire-Protection Management and Administration

Security Management

Security Operations

Software Engineering

Systems Approach to Fire Safety

Technology and Management

UNIX System Administration

Visual Basic Programming

Web Design

Web Programming

Windows Programming

Women in Business

Workplace Communications

Workplace Spanish

REQUIREMENTS

The undergraduate certificate programs generally require 16 to 21 semester hours of course credit (except for the certificate in Paralegal Studies, which requires 60 semester hours), with a minimum grade of C in all courses. (Specific requirements are listed for each certificate.) Certificate students must fulfill all course prerequisites; these may be satisfied by coursework, credit by examination, or prior learning portfolio credit, under current policies for such credit. No more than half of the total credits for any certificate may be earned through credit by examination, portfolio credit, or transfer credit from other schools.

Unless otherwise specified or necessitated by prerequisites, 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 in order to take certificate courses. Students may pursue a degree and certificate simultaneously. The student is responsible for notifying UMUC of his or her intention to complete certificate work.

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)

* Course in financial management.

Supporting Electives
Students must choose two of the following courses:

ACCT	321	Cost Accounting (3)
ACCT	323	Taxation of Individuals (3)
ACCT	326	Accounting Information Systems (3)
ACCT	328	Accounting Software (3)
ACCT	410	Accounting for Government and Not-for-Profit Organizations (3)
ACCT	411	Ethics and Professionalism in Accounting (3)
ACCT	425	International Accounting (3)
ACCT	426	Advanced Cost Accounting (3)
ACCT	427	Advanced Auditing (3)
ACCT	436	Internal Auditing (3)
BMGT	340	Business Finance (3)
BMGT	341	Finance for the Nonfinancial Manager (3)

Business Project Management

The Business Project Management certificate program prepares students for entry-level supervisory and midlevel management positions involving project management and team management. It enables project managers, project team members, and other employees assigned to project teams within a private- or public-sector organization to upgrade their skills with the theory and practical knowledge to advance to a higher level. Students complete six or more courses (three required and three or more elective) for a total of 18 semester hours to earn the certificate.

Program Courses

Required Courses
Students must take the following courses:

BMGT	484	Managing Teams in Organizations (3)
BMGT	487	Project Management I (3)
BMGT	488	Project Management II (3)

Supporting Electives
Students must choose three or more of the following courses for a total of 9 semester hours. (Courses in financial management and accounting, indicated with an asterisk, may be useful for project managers; topics include cost estimating, earned value, and selected cost accounting principles.)

ACCT	220	Principles of Accounting I (3)*
ACCT	221	Principles of Accounting II (3)*
ACCT	301	Accounting for Nonaccounting Managers (3)*
BMGT	304	Managing E-Commerce in Organizations (3)
BMGT	317	Problem Solving (3)
BMGT	339	Government and Business Contracting (3)
BMGT	340	Business Finance (3)*
BMGT	341	Finance for the Nonfinancial Manager (3)*
BMGT	346	Risk Management (3)
BMGT	366	Managing in the Public Sector (3)
BMGT	398E	Time Management (1)
COMM	492	Grant and Proposal Writing (3)
HRMN	363	Negotiation Strategies (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 elective) 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)

Computer Graphics and Design

This certificate is designed for students seeking to develop design and composition skills in a computer environment. Emphasis is on integrating effective design principles with computer environments. Students must complete six courses (four required and two elective) for a total of 18 semester hours to earn the certificate.

Program Courses

Required Courses

Students must take the following courses:

ARTT	250	Elements of Commercial Design (3)
ARTT	354	Elements of Computer Graphics (3)
ARTT	479	Advanced Computer Graphics (3)
CMST	386	Internet: An Advanced Guide (3)

Supporting Electives

Students must choose two of the following courses:

CMST	310	Desktop Publishing (3)
CMST	311	Advanced Desktop Publishing (3)
CMST	450	Web Design Methodology and Technology (3)
COMM	493	Graphics/Text Integration (3)

Customer Service Communications

The certificate in Customer Service Communications combines courses in communication and customer service with technological skills to prepare students for careers with management potential in technology-related customer service areas, such as marketing, testing, planning, training, and customer assistance. Emphasis is on applying principles of continuous improvement to communication between the customer and the organization and the ability to communicate technical information to nontechnical audiences. Students receive the certificate on the successful completion of 18 semester hours of required coursework.

Program Courses

Students must take the following courses:

BMGT	395	Customer Service Management (3)
CMST	385	Internet: A Practical Guide (3)
IFSM	303	Human Factors in Information Systems (3)
BMGT	396	Customer Consultation and Needs Analysis (3)
COMM	393/393X	Technical Writing (3)
SPCH	397	Organizational Presentations (3)

Note: Courses assume some basic knowledge of computers. Students without previous computer experience should first take CMST 103 Introduction to Microcomputer Software or IFSM 201 Introduction to Computer-Based Systems. Students with no work experience should take BMGT 110 Introduction to Business and Management.

Customer Service Management

The Customer Service Management certificate program prepares students for supervisory and midlevel management positions related to managing customer service and customer relations. It involves e-commerce, as well as team-management skills. It allows customer service/customer relations employees already working in a private- or public-sector organization to upgrade their knowledge and skills in relation to key organizational, management, and customer issues. Students must complete seven courses (six required and one elective) for a total of at least 19 semester hours to earn the certificate.

Program Courses

Required Courses
Students must take the following courses:

BMGT	395	Customer Service Management (3)
BMGT	396	Customer Consultation and Needs Analysis (3)
BMGT	484	Managing Teams in Organizations (3)
COMM	495	Seminar in Workplace Communication (3)
BMGT	487	Project Management I (3)
BMGT	488	Project Management II (3)

Supporting Elective
Students must choose one of the following courses:

BMGT	317	Problem Solving (3)
BMGT	398E	Time Management (1)
HRMN	363	Negotiation Strategies (3)
HRMN	365	Conflict Management in Organizations (3)
MRKT	310	Marketing Principles and Organization (3)
MRKT	318	Exploring Internet Marketing (1)
MRKT	457	Web Marketing (3)
PSYC	308A	Creative Problem Solving (1)

Database Design and Implementation

This certificate is designed for technical professionals who will be working with databases. Students are taught Structured Query Language (SQL), and learn about issues involved in the design and implementation of databases. They study topics appropriate to an advanced user as well as to a database designer or administrator. A total of 18 semester hours is required for completion of the certificate.

Program Courses

Required Courses
Students must take the following courses:

CMIS	160	Discrete Mathematics for Computing (3)
CMIS	320	Relational Databases (3)
CMIS	420	Advanced Relational Databases (3)
IFSM	446	Java-Based Information Systems Applications (3)
IFSM	498D	Data Mining: Introduction and Application (3)

Supporting Elective
Students must choose one of the following courses:

CMIS	398P	Programming in Perl (3)
CMST	385	Internet: A Practical Guide (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 elective) 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)
CMIS	102	Introduction to Problem Solving and Algorithm Design (3)
IFSM	296	COBOL Programming I (3)

Required Courses
Students must take the following courses:

IFSM	410	Database Concepts (3)
IFSM	411	SQL (3)
IFSM	420	Advanced Database Concepts (3)

Supporting Electives
Students must choose two of the following courses:

IFSM	304	Ethics in the Information Age (3)
IFSM	460	Systems Analysis (3)
IFSM	498D	Data Mining: Introduction and Application (3)
IFSM	498O	PL/SQL (3)

Desktop Publishing

A certificate in Desktop Publishing is designed for entry-level personnel whose goal is to become proficient using popular software programs in desktop publishing. The certificate is awarded to students who successfully 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	310	Desktop Publishing (3)
ARTT	354	Elements of Computer Graphics (3)
COMM	493	Graphics/Text Integration (3)
CMST	311	Advanced Desktop Publishing (3)

Supporting Electives

Students must choose two of the following courses:

CMST	103	Introduction to Microcomputer Software (3)
COMM	491	Technical Editing (3)
ENGL	278F	Introduction to Principles of Text Editing (3)
IFSM	201	Introduction to Computer-Based Systems (3)
		or
CMST	300	Concepts in Computing (3)

E-Commerce for IT Professionals

This certificate offers an overview of information systems, their role in organizations, and the technological, political, economic, and market forces related to electronic commerce. Major issues such as the required hardware and telecommunication infrastructure, consumer behavior, supply chain management, public policy, and legal, ethical, and societal issues are addressed. The certificate is awarded to the student who successfully completes a minimum of six courses (four required and two elective) for a total of 18 semester hours.

Program Courses

Required Courses

Students must take the following courses:

IFSM	300	Information Systems in Organizations (3)
IFSM	450	Telecommunication Systems in Management (3)
IFSM	498F	Information Technology Infrastructure of Electronic Commerce (3)
IFSM	498H	Information Security and E-Commerce (3)

Supporting Electives

Students must choose two of the following courses:

BMGT	411	Systems Performance (3)
IFSM	304	Ethics in the Information Age (3)
IFSM	446	Java-Based Information Systems Applications (3)
IFSM	498D	Data Mining: Introduction and Application (3)
IFSM	498G	E-Commerce and Customer Relationship Management (3)

E-Commerce in Small Business

The certificate in E-Commerce in Small Business prepares entrepreneurs and managers of small businesses to utilize e-commerce for entrepreneurial ventures. It helps them consider the issues regarding strategy, planning, organizational structure, supportive organizational culture, operations, hardware and software, control systems, customer service infrastructure, and administrative support systems for implementation of e-commerce. It enables entrepreneurs, small-business owners, non-IT managers, and others in small business to upgrade their skills with the theory and practical knowledge necessary to organize an e-commerce effort within the small business. Students must complete seven required courses for a total of 19 semester hours to earn the certificate.

Program Courses

Students must take the following courses:

IFSM	300	Information Systems in Organizations (3)
BMGT	304	Managing E-Commerce in Organizations (3)
BMGT	330	Entrepreneurship and New Venture Planning (3)
MRKT	310	Marketing Principles and Organization (3)
BMGT	395	Customer Service Management (3)
BMGT	339	Government and Business Contracting (3)
MRKT	318	Exploring Internet Marketing (1)

E-Commerce Management

The certificate in E-Commerce Management prepares managers to develop strategy, planning, organizational structure, supportive organizational culture, control systems, customer service infrastructure, and management of task 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 elective) 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)
MRKT	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)

Financial Management

The Financial Management certificate program is designed to meet the needs of new financial managers, other managers who feel they require greater knowledge of finance to advance in their professions, and individuals interested in pursuing new careers in financial management. This program is also of benefit to financial management professionals who want to enhance their financial management skills. A minimum of 18 semester hours is required for completion of the certificate.

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	343	Investments (3)
BMGT	346	Risk Management (3)
BMGT	440	Financial Management (3)
BMGT	446	International Finance (3)

Supporting Elective

Students must choose one of the following courses:

ACCT	301	Accounting for Nonaccounting Managers (3)
BMGT	345	Property and Liability Insurance (3)
BMGT	347	Life Insurance (3)
BMGT	443	Security Analysis and Valuation (3)
BMGT	444	Futures Contracts and Options (3)
BMGT	445	Commercial Bank Management (3)
BMGT	498Q	Financial Analysis (3)

Health Practice Management

The certificate in Health Practice Management prepares students for supervisory and management positions in health, medical, and dental practices and related organizations. This program is appropriate for students working for health maintenance organizations (HMOs), independent practice associations (IPAs), or preferred provider organizations (PPOs) as office managers with additional responsibilities for managing a physician network or networks within integrated health services delivery systems. Students complete seven courses (five required and two electives) for a total of 21 semester hours to earn the certificate.

Program Courses

Required Courses

Students must take the following courses:

HMGT	322	Health Services Financial Management (3)
HRMN	300	Human Resource Management (3)
HMGT	498D	Health Insurance Analysis and Issues in Health Systems Management (3)
HMGT	498V	Health Information-Systems Management (3)
HMGT	398I	Integrated Health Systems Management (3)

Supporting Electives

Students must choose two of the following courses:

ACCT	220	Principles of Accounting I (3)
ACCT	221	Principles of Accounting II (3)
ACCT	301	Accounting for Nonaccounting Managers (3)
BMGT	340	Business Finance (3)
BMGT	364	Management and Organization Theory (3)
HRMN	408	Employment Law for Business (3)
HMGT	320	Health Services Management (3)
HMGT	398D	Managed Care in Health Services Management (3)
HMGT	398G	Management of Tele-Health Programs (3)
HMGT	398H	Pharmacy Practice Management (3)
HMGT	416	Legal Aspects of Health Services Administration (3)

Health Services Management

The Health Services Management certificate prepares students for entry-level supervisory and midlevel management positions in health services organizations. Employment may be related to long-term-care facilities, hospitals, HMOs, medical practices, assisted care in the home, and numerous other forms now emerging. This program enables those already employed in private- or public-sector health services organizations to upgrade their skills with the theory and practical knowledge to manage effectively and to advance to a higher level. Students must complete six courses (four required and two elective) for a total of 18 semester hours to earn the certificate.

Program Courses

Required Courses

Students must take the following courses:

HMGT	320	Health Services Management (3)
HMGT	398D	Managed Care in Health Services Management (3)
HMGT	416	Legal Aspects of Health Services Administration (3)

Students must take one of the following accounting or finance courses:

ACCT	301	Accounting for Nonaccounting Managers (3)
BMGT	340	Business Finance (3)
HMGT	322	Health Services Financial Management (3)

Supporting Electives

Students must choose two of the following courses:

HMGT	325	Health Services Economics (3)
HMGT	398I	Integrated Health Systems Management (3)
HMGT	498C	Comparative International Health Systems Analysis: A Managerial Perspective (3)
HMGT	498D	Health Insurance Analysis and Issues in Health Systems Management (3)
HRMN	300	Human Resource Management (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 elective) 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)

Required Courses

Students must take the following courses:

IFSM	300	Information Systems in Organizations (3)
IFSM	410	Database Concepts (3)
IFSM	460	Systems Analysis (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)

Students must choose one of the following courses:

IFSM	420	Advanced Database Concepts (3)
IFSM	438	Project Management (3)
IFSM	465	Systems Design (3)
IFSM	498F	Information Technology Infrastructure of Electronic 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 elective) 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	340	Programming in Java (3)
CMIS	345	Object-Oriented Design and Programming (3)
CMIS	398P	Programming in Perl (3)
CMIS	498J	Internet Programming in Java (3)
IFSM	390	Multimedia Design and Evaluation for Information Systems Managers (3)
IFSM	446	Java-Based Information Systems Applications (3)
IFSM	498F	Information Technology Infrastructure of Electronic Commerce (3)

Laboratory Management

The certificate in Laboratory Management recognizes competence to aid science professionals in managing basic science research and development laboratories. Students gain the certificate on successful completion of six courses (five required and one elective) for a total of at least 16 semester hours.

Program Courses

Required Courses
Students must take the following courses:

NSCI	301	Laboratory Organization and Management (3)
COMM	393/393X	Technical Writing (3)
IFSM	300	Information Systems in Organizations (3)
BMGT	487	Project Management I (3)
BMGT	488	Project Management II (3)

Supporting Elective
Students must choose one of the following courses:

BEHS	398L	Introduction to Mediation (1)
BMGT	305	Knowledge Management (3)
BMGT	398E	Time Management (1)
HRMN	363	Negotiation Strategies (3)
PSYC	308A	Creative Problem Solving (1)
PSYC	308E	Cultivating Executive Skills (1)
PSYC	308H	Psychology of Motivating People at Work (1)
PSYC	308P	Multicultural Training in Organizations (1)
PSYC	309K	Managing Interpersonal Stress and Conflicts (1)

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)
MRKT	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)

Negotiation and Conflict Management

The certificate in Negotiation and Conflict Management is an interdisciplinary certificate for persons (such as middle managers, customer service personnel, union stewards, work team representatives, contract managers, or negotiators) whose jobs involve resolving differences between individuals and groups. They may assist in resolving differences in work teams, work through employee disputes, facilitate community discussions where broad differences are likely, assist in negotiating labor differences and contracts, or mediate disputes as an alternative to costly legal confrontations. The goal is to provide students with an understanding of group dynamics, problem solving, team building, and communication strategies that can lead to the effective resolution of conflicts. Certificates are awarded to students who successfully complete six courses (five required and one elective) for a total of 18 semester hours.

Program Courses

Required Courses
Students must take the following courses:

PSYC	345	Group Dynamics (3)
SPCH	420	Group Discussion and Decision Making (3)
SPCH	426	Negotiation and Conflict Management (3)
SPCH	470	Listening (3)
LGST	327	Alternative Dispute Resolution (3)

Supporting Elective
Students must choose one of the following courses:

BMGT	317	Problem Solving (3)
BMGT	484	Managing Teams in Organizations (3)
HRMN	362	Labor Relations (3)
SPCH	472	Theories of Nonverbal Communication (3)
SPCH	482	Intercultural Communication (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)

Object-Oriented Programming Using Java

This certificate is designed for technically oriented professionals who need a deep understanding of developing and writing programs using the Java programming language. The certificate is awarded to the student who successfully completes six required courses for a total of 18 semester hours.

Program Courses

Students must take the following courses:

CMSC	130	Introductory Computer Science (3)
CMSC	150	Introduction to Discrete Structures (3)
CMSC	230	Elementary Data Structures (3)
CMSC	420	Data Structures (3)
CMSC	335	Object-Oriented and Concurrent Programming (3)
CMSC	498J	Internet Programming in Java (3)

Paralegal Studies

The Paralegal Studies certificate focuses on legal concepts, procedures, and skills that are used in a wide variety of legal environments. This program addresses the organization, functions, and processes of institutions in the U.S. legal system, roles and issues in the paralegal field, legal ethics, and selected specialty areas. The curriculum emphasizes important skills, including legal analysis, communication, legal research, computer competence, legal drafting, investigation, organization, and specialized legal skills. A total of 60 semester hours is required for completion of the certificate, including 36 semester hours of general college coursework and 24 semester hours of legal studies coursework.

Program Courses

General Education and Other Courses

Students must take 36 semester hours of college coursework, including 18 semester hours in general education courses covering at least three disciplines. ENGL 101, ENGL 101X, or the equivalent is required unless the student already has earned an associate's or a bachelor's degree before taking the first legal studies course.

All of these requirements may be fulfilled through transfer from other schools. Up to 30 semester hours in general education and other courses may be earned through credit by examination or Prior Learning.

Required Courses

Students must take the following courses:

LGST	101	Introduction to Law (3)
LGST	200	Techniques of Legal Research (3)
LGST	201	Legal Writing (3)
LGST	204	Legal Ethics (3)

Supporting Electives

Students must take four or more of the following courses, including at least one procedure and legal skills course and one substantive law course, for a total of 12 semester hours:

Procedure and Legal Skills Courses

LGST	223	Investigative Techniques (3)
LGST	320	Criminal Law and Procedures (3)
LGST	322	Evidence (3)
LGST	325	Litigation (3)
LGST	327	Alternative Dispute Resolution (3)
LGST	330	Administrative Law (3)
LGST	333	Administrative Advocacy (3)
LGST	360	Computer Applications in the Legal Environment (3)
LGST	363A	Computer-Assisted Litigation Support (3)
LGST	370	Advanced Legal Analysis (3)
LGST	400	Advanced Legal Research (3)
LGST	401	Advanced Legal Writing (3)
LGST	425	Advanced Civil Litigation (3)

Substantive Law Courses

LGST	312	Torts (3)
LGST	315	Domestic Relations (3)
LGST	316	Estates and Probate (3)
LGST	335	Elder Law (3)
LGST	340	Contract Law (3)
LGST	343	Real Estate Transactions (3)
LGST	411	Consumer Protection Law (3)
LGST	415	Intellectual Property (3)
LGST	420	Immigration Law (3)
LGST	431	Government Information Practices (3)
LGST	434	Government Contracts (3)
LGST	442	Business Organizations (3)
LGST	445	Employment Law (3)
LGST	450	Bankruptcy Law (3)

Up to 6 semester hours of 1-semester-hour special topic courses may be used to satisfy the substantive law or procedure and skill courses requirements. No more than 12 semester hours in required and elective legal studies courses may be earned through transfer or Prior Learning.

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 elective) 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	460	Systems Analysis (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 the Information System Manager (3)
IFSM	430	Information Systems and Security (3)
IFSM	498F	Information Technology Infrastructure of Electronic 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)

Security Management

The certificate in Security Management recognizes management training relevant to modern security organizations. Students receive the certificate on completion of 18 semester hours of required coursework.

Program Courses
Students must take the following courses:

CCJS	357	Industrial and Retail Security Administration (3)
CCJS	498G	Introduction to Security Management (3)
CCJS	498F	Legal and Ethical Issues in Security Management (3)
CCJS	498K	Security: A Management Perspective (3)
CCJS	486B	Internship in Criminal Justice Through Co-op (6)

Security Operations

The certificate in Security Operations recognizes training in current practice in commercial and government security. Students receive the certificate on successful completion of 18 semester hours of required coursework.

Program Courses

Students must take the following courses:

CCJS	498C	Computer Crime and Security (3)
CCJS	498E	Institutional Security (3)
CCJS	498H	Protection of Business Assets (3)
GVPT	399H	Counterterrorism (3)
CCJS	486B	Internship in Criminal Justice Through Co-op (6)

Software Engineering

This certificate is intended for professionals who will be working in team environments while developing large-scale software projects. Students learn about the methods used in the systematic design, development, testing, and maintenance of software products. They study models used to specify requirements, strategies used in software development, and methods of testing and formal verification. A total of 18 semester hours of required coursework must be earned to complete this certificate. (Note: Two semesters of C++ or Java programming are prerequisite to the certificate coursework.)

Program Courses

Students must take the following courses:

CMIS	330	Software Engineering Principles and Techniques (3)
CMIS	345	Object-Oriented Design and Programming (3)
CMIS	398S	Software Safety (3)
CMIS	455	Requirements Development (3)
CMIS	460	Software Design and Development (3)
CMIS	465	Software Verification and Validation (3)

Systems Approach to Fire Safety

The Systems Approach to Fire Safety certificate program prepares students for supervisory and midlevel management positions in fire safety. It also enables those in private- or public-sector fire safety positions and organizations to upgrade their skills with the theory and practical knowledge to advance to a higher level. Students must complete six required courses for a total of 18 semester hours to earn the certificate.

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 elective) 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:

BMGT	301	Computer Systems for Business (3)
CMST	340	Computer Applications in Management (3)
CMST	386	Internet: An Advanced Guide (3)
IFSM	390	Multimedia Design and Evaluation for Information Systems Managers (3)
IFSM	460	Systems Analysis (3)
IFSM	465	Systems Design (3)

UNIX System Administration

This certificate is designed for technical professionals who intend to work as UNIX system administrators. A total of 18 semester hours of required coursework is required for completion of the certificate.

Program Courses

Students must take the following courses:

CMIS	140	Introductory Programming (3)
CMIS	325	UNIX with Shell Programming (3)
CMIS	390	UNIX System Administration (3)
CMIS	398P	Programming in Perl (3)
CMIS	415	Advanced UNIX and C (3)
CMIS	490	Advanced UNIX System Administration (3)

Visual Basic Programming

The certificate in Visual Basic Programming is designed for students seeking entry-level programming positions. Hands-on experience using Visual Basic software is provided. A certificate is awarded to students completing six courses (four required and two elective) for a total of 18 semester hours.

Program Courses

Required Courses

Students must take the following courses:

CMIS	102	Introduction to Problem Solving and Algorithm Design (3)
CMST	305	Introduction to Visual Basic Programming (3)
CMST	415	Advanced Visual Basic Programming (3)

Students must take one of the following courses:

CMIS	310	Computer Systems and Architecture (3)
IFSM	310	Software and Hardware Concepts (3)

Supporting Electives

Students must choose two of the following courses:

CMIS	240	Data Structures and Abstractions (3)
CMIS	340	Programming in Java (3)
CMIS	345	Object-Oriented Design and Programming (3)
CMIS	498J	Internet Programming in Java (3)
CMST	385	Internet: A Practical Guide (3)
CMST	386	Internet: An Advanced Guide (3)
IFSM	410	Database Concepts (3)
IFSM	420	Advanced Database Concepts (3)
IFSM	498F	Information Technology Infrastructure for Electronic Commerce (3)

Web Design

The certificate in Web Design prepares students for careers in the Web design field. The focus is on nontechnical employees who wish to advance within their organizations. This certificate is valuable to persons wanting to become involved in establishing, developing, and maintaining a Web site. The certificate is awarded to students who complete seven courses (five required and two elective) for a total of 21 semester hours.

Program Courses

Required Courses

Students must take the following courses:

CMST	385	Internet: A Practical Guide (3)
ARTT	250	Elements of Commercial Design (3)
CMST	386	Internet: An Advanced Guide (3)
ARTT	354	Elements of Computer Graphics (3)
CMST	450	Web Design Methodology and Technology (3)

Supporting Electives

Students must choose two of the following courses:

ARTT	479	Advanced Computer Graphics (3)
CMIS	398P	Programming in Perl (3)
CMIS	498J	Internet Programming in Java (3)
IFSM	390	Multimedia Design and Evaluation for Information Systems Managers (3)
IFSM	446	Java-Based Information Systems Applications (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	398P	Programming in Perl (3)
CMIS	498P	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 Design Methodology and Technology (3)
IFSM	498F	Information Technology Infrastructure of Electronic Commerce (3)

Windows Programming

This certificate is designed for technical professionals who will be developing user interfaces with Windows. Students are taught how to program menus, dialog and message boxes, and different forms of control. A total of 18 semester hours of required coursework must be earned to complete the certificate.

Program Courses

Students must take the following courses:

CMIS	140	Introductory Programming (3)
CMIS	240	Data Structures and Abstraction (3)
CMIS	342	Windows User Interface Programming (3)
CMIS	442	Advanced Windows Programming (3)
CMST	305	Introduction to Visual Basic Programming (3)
CMST	415	Advanced Visual Basic Programming (3)

Women in Business

The Women in Business certificate program prepares students (female and male) for supervisory midlevel and senior management positions in a variety of organizational settings. This certificate prepares both women and men for dealing effectively with business and management issues related to gender in organizations. Students complete six courses (four required and two elective) for a total of 18 semester hours to earn the certificate.

Program Courses

Required Courses

Students must take the following courses:

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

Supporting Electives

Students must choose two of the following courses:

BMGT	330	Entrepreneurship and New Venture Planning (3)
BMGT	365	Leadership and Change (3)
BMGT	464	Organizational Behavior (3)
BMGT	484	Managing Teams in Organizations (3)
HRMN	367	Organizational Culture (3)
HRMN	406	Employee Training and Development (3)
HRMN	494	Strategic Human Resource Management (3)
PSYC	308J	Women Across Cultures (1)
SPCH	324	Communication and Gender (3)

Students with less than two years of business experience are encouraged to take BMGT 110 Introduction to Business and Management in addition to the courses listed.

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.

Program Courses

Students must take the following courses:

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

Students must take one of the following writing courses:

COMM	393/393X	Technical Writing (3)
COMM	394/394X	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)

Workplace Spanish

This certificate combines language and professional study; it is awarded only upon completion of 16 semester hours of coursework and successful passage of an examination certifying proficiency in reading, writing, understanding, and speaking Spanish. The work is composed of courses, 1-credit projects related to existing jobs or majors and minors (e.g., business administration, fire science, legal studies, human resource management, and health care management), and a certifying proficiency test.

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)

Supporting Electives

Students must choose one of the following options for a total of 4 semester hours:

•	SPAN	360	Work Projects in Spanish (1) repeated for 4 credits
•	SPAN	315	Commercial Spanish I (3)
	SPAN	360	Work Projects in Spanish (1)

Proficiency Test

Students are required to take fee-based individualized testing in Spanish reading, writing, listening, and speaking to demonstrate minimal working proficiency in each skill.

THE UNIT OF CREDIT

The unit of credit is the semester hour. One semester hour is awarded on the basis of either of two sets of criteria, as follows:

- At least 15 hours (50 minutes each) of actual class meeting, or the equivalent in guided learning activity (exclusive of registration and study days, holidays, and final examinations);
- At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration and study days, holidays, and final examinations).

PREREQUISITES

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge a student should have acquired before enrolling in a given course. It is each student's own responsibility to make certain of being academically prepared to take a course. Faculty members are not expected to repeat material listed as being prerequisite.

In some cases, the preparation of students who have gained relevant knowledge through experience is equivalent to the prerequisites for a course at UMUC. In other cases, the preparation of students who fulfilled prerequisites several years previously does not assure them of having retained the necessary knowledge. Students who have not taken prerequisite courses recently should consult advisors or teachers and follow their recommendations. A teacher's approval may be required. Faculty members are always available to discuss whether a student has the preparation necessary to perform well in a given course.

ENGL 101 Introduction to Writing or equivalent is prerequisite to any higher-level course in English (with the exception of ENGL 281 Standard English Grammar, Usage, and Diction) or communication studies. MATH 107 College Algebra or equivalent is prerequisite to any higher-level course in mathematics. (Further guidance is in the section describing courses in mathematics.)

Students who have not successfully completed the equivalent of an introductory collegiate course in writing (ENGL 101) at UMUC will be tested for placement. Placement testing is also required for certain courses in mathematics (p. 192). The current *Undergraduate Schedule of Classes* gives times and locations of testing. More information may be obtained from the Information and Enrollment Team by calling 301-985-7000.

Another way to fulfill prerequisites is to obtain credit by course-challenge examination (described on p. 12). Advisors can explain the procedures. The goal is for students to earn college credit by successfully completing comprehensive tests of material normally covered in a semester-long course. These examinations are specifically prepared for each student's level of knowledge in a given subject. Students may not take course-challenge examinations for lower-level courses that are prerequisite to courses for which they have already received credit.

KEY TO COURSE DESCRIPTIONS

Undergraduate courses that have been (or may be) offered by UMUC are listed on the following pages. They are arranged alphabetically by academic department or discipline. The number of semester hours is shown by an arabic numeral in parentheses—e.g., (3)—after the title of the course.

Course numbers are designated as follows:

000–099	Noncredit and institutional credit courses (which do not count toward any degree or certificate)
100–199	Primarily freshman courses
200–299	Primarily sophomore courses
300–399	Junior and senior courses unacceptable for credit toward a graduate degree
400–499	Junior and senior courses acceptable for credit toward some graduate degrees

UMUC may offer courses listed in the catalogs of other institutions of the University System of Maryland if demand warrants and the academic department concerned approves.

Discipline   Course Number   Course Title   Number of Semester Hours

CHEM 103 General Chemistry I (4)

(The first course in chemistry for students majoring or minoring in a science. Fulfills the laboratory science requirement.)[1] Prerequisite: MATH 107, MATH 115, or equivalent.[2] A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered.[3] Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.[4]

[1] *Explanatory material, if needed. May*
   - *Explain course sequence, purpose, or audience.*
   - *Identify courses fulfilling general education requirements (listed on p. 16).*
   - *Identify courses requiring a special fee, equipment, or materials.*

[2] *Prerequisites represent the level of knowledge a student should have acquired before enrolling in this course. A prerequisite is usually stated as a specific numbered course; sometimes the prerequisite calls for a specific course "or equivalent experience." If students have not taken the specific prerequisite course listed or gained credit for that course by other means (such as course-challenge exams), they should consult an academic advisor or teacher to discuss whether they have the preparation necessary to perform well in the given course and to receive approval to waive a prerequisite.*

[3] *The course description describes the focus and level of the course.*

[4] *Statements beginning "Students may receive credit for only one of the following courses" are designed to avoid course duplication and, therefore, loss of credit. The courses listed are courses that duplicate or significantly overlap the content of this course. If a course in the list is not described elsewhere in the catalog, that means that the course has changed designator or number over the years or that the course is not offered at all UMUC locations.*

The courses summarized in the following pages are listed alphabetically by discipline or subject, as follows. The discipline designators that precede the course numbers are listed in parentheses.

Effective fall 2001, many courses previously listed under one discipline are now listed under another. All courses previously listed under computer applications (and designated CAPP) are now listed under computer studies (CMST); all courses previously listed under general science (GNSC) are now listed under natural science (NSCI); all courses previously listed under paralegal studies (PLGL) are now listed under legal studies (LGST). Many courses previously listed under business and management (BMGT) or management (MGMT) are now listed under human resource management (HRMN) or marketing (MRKT). Cooperative Education (COOP) courses are now listed under the appropriate discipline. Students should check the course descriptions carefully to avoid duplicating previous coursework. UMUC will not award credit for courses that repeat material the student has already been credited with learning.

Only a limited number of courses are available each semester in this discipline.

The following entries describe courses offered through University of Maryland University College. Requirements pertain only to degrees conferred at UMUC. To use these courses toward degrees offered by other institutions 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.

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.

A description of the curriculum for the accounting major and minor begins on p. 25. Descriptions of other related curricula may be found on the following pages: business administration (p. 29), customer service management (p. 41), human resource management (p. 54), management studies (p. 59), marketing (p. 61), and strategic and entrepreneurial management (p. 69).

ACCT 220 Principles of Accounting I (3)

An introduction to the basic theory and techniques of contemporary financial accounting. Topics include the accounting cycle and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

ACCT 221 Principles of Accounting II (3)

Prerequisite: ACCT 220. Continuation of the study of financial accounting (emphasizing accounting for liabilities, equity, and corporate forms of ownership), followed by an introduction to managerial accounting. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and variances. Emphasis is on management reporting. Students may receive credit for only one of the following courses: ACCT 221, BMGT 221, MGMT 301, or MGST 301.

ACCT 301 Accounting for Nonaccounting Managers (3)

(Formerly MGMT 301 Accounting for Managers. May not be applied toward a major or minor in accounting.) A survey of principles of accounting relevant in making managerial decisions on the basis of accounting information. Topics include internal controls, financial planning and reporting, analysis of financial statements, and elements of managerial cost accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGMT 301, or MGST 301.

ACCT 310 Intermediate Accounting I (3)

(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) 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 BMGT 310.

ACCT 311 Intermediate Accounting II (3)

(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310 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 BMGT 311.

ACCT 321 Cost Accounting (3)

Prerequisites: BMGT 110 (or at least two years of business or management experience) and ACCT 221, or equivalent. A study of the basic concepts of determining, setting, and analyzing costs for purposes of managerial planning and control. Emphasis is on the role of the accountant in the management of organizations and in the analysis of cost behavior, standard costing, budgeting, responsibility accounting, and costs that are relevant for making decisions. Various techniques are used to study cost and managerial accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

ACCT 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 BMGT 323.

ACCT 326 Accounting Information Systems (3)

Prerequisites: ACCT 321 and a course in information systems management, or equivalent. A study of the control aspects of accounting systems. Topics include setting standards; defining and imposing administrative, operational, and security controls; and judging cost-effectiveness of systems. Various techniques are used to study accounting information-systems concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 326, BMGT 320, or BMGT 326.

ACCT 328 Accounting Software (3)

Prerequisite: ACCT 221 or equivalent. An introduction to accounting software, focusing on evaluation of the benefits, costs, and risks of specific programs. Topics include payroll, inventory, accounts payable, accounts receivable, job cost, and point-of-sale applications. Popular software packages in the areas of tax and financial statement preparation are introduced. Projects and assignments integrate the principles of accounting information systems with the evaluation of accounting software. Students may receive credit for only one of the following courses: ACCT 328 or ACCT 398A.

ACCT 410 Accounting for Government and Not-for-Profit Organizations (3)

Prerequisite: ACCT 310 or equivalent. An introduction to the theory and practice of accounting and auditing as applied to governmental entities and not-for-profit organizations. Various techniques are used to study fund 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 410 or BMGT 410.

ACCT 411 Ethics and Professionalism in Accounting (3)

(Fulfills the civic responsibility requirement.) Prerequisite: ACCT 311 or equivalent. Analysis and discussion of issues relating to ethics and professionalism in accounting. The AICPA Code of Professional Conduct and the reasoning, philosophy, and application of that code are examined. Students may receive credit for only one of the following courses: ACCT 411 or BMGT 411.

ACCT 417 Taxation of Corporations and Other Entities (3)

(Formerly Advanced Tax Accounting.) Prerequisites: ACCT 311 and 323, or equivalent. Examination of the federal taxation of corporations, partnerships, fiduciaries, and gifts, with information on the tools and techniques of tax research for compliance and planning. Various techniques are used to study tax 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 417 or BMGT 417.

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 BMGT 422.

ACCT 424 Advanced Accounting (3)

Prerequisite: ACCT 311 or equivalent. A study of advanced accounting theory, applied to specialized topics and contemporary problems. Consolidated statements and partnership accounting are emphasized. Various techniques are used to study accounting theory and practice; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 424 or BMGT 424.

ACCT 425 International Accounting (3)

(Formerly ACCT 498A. Fulfills the international perspective requirement.) Prerequisite: ACCT 311. A study of accounting in a multinational context. Emphasis is on evolving international accounting and reporting standards, problems of foreign exchange and taxation, intercompany transfer pricing, and emerging issues in international accounting. Students may receive credit for only one of the following courses: ACCT 427 or ACCT 498A.

ACCT 426 Advanced Cost Accounting (3)

Prerequisite: ACCT 321 or equivalent. A study of advanced cost accounting that emphasizes the managerial aspects of internal systems of record keeping, performance management, and control. Various techniques are used to study cost and managerial accounting practices and problems; 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 426 or BMGT 426.

ACCT 427 Advanced Auditing (3)

Prerequisite: ACCT 422 or equivalent. An examination and a thorough study of special auditing topics. Statistical sampling, information systems auditing, attestation standards, assurance services, and SEC accounting are covered. Various techniques are used to study auditing theory and practice; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 427 or BMGT 427.

ACCT 436 Internal Auditing (3)

(Formerly ACCT 498E.) Prerequisite: ACCT 311 or equivalent. An introduction to internal auditing, its rapid growth, and its role in the modern corporation. Focus is on internal auditing standards, scope, responsibilities, ethics, controls, techniques, and reporting practices. Consideration is given to the material included in the Certified Internal Auditor examination. Various techniques are used to study internal auditing theory and practice; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 436, ACCT 498E, or BMGT 498E.

ACCT 486A Internship in Accounting Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in accounting. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to accounting and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ACCT 486B Internship in Accounting Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (Co-op requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in accounting. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to accounting and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ACCT 495 Contemporary Issues in Accounting Practice (3)

(Formerly ACCT 498C.) Prerequisites: ACCT 311, ACCT 321, ACCT 422, and BMGT 364. An examination of accounting for innovative and emerging business transactions and financing. Previously acquired knowledge is drawn on to aid in thinking critically, analyzing information, and proposing solutions to complex accounting and financial issues. Web accounting and business technology, accounting theory, and management techniques are used to research and analyze developing issues in the workplace. Topics include e-commerce, financial derivatives, balanced scorecards, and the changing nature of financial reporting and risk management. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.

African American Studies

Courses in African American studies (designated AASP) may be applied as appropriate (according to individual program requirements) toward

- a minor in African American studies; and
- electives.

A description of the curriculum for the African American studies minor begins on p. 26.

AASP 201 Introduction to African American Studies (3)

(Fulfills the historical perspective requirement.) A study of significant aspects of African American history and culture, emphasizing the development of African American communities both during and after the period of slavery. The social, political, legal, and economic roots of problems that have faced African Americans are examined from an interdisciplinary perspective. Applications to other racial and ethnic minorities in societies on this continent and elsewhere are also considered. Students may receive credit for only one of the following courses: AASP 100 or AASP 201.

American Studies

Courses in American studies (designated AMST) may be applied as appropriate (according to individual program requirements) toward

- a minor in American studies; and
- electives.

A description of the curriculum for the American studies minor begins on p. 27.

AMST 201 Introduction to American Studies (3)

An introduction to American cultural studies by means of examining the concept of self in autobiographical writing and the concept of society in accounts of various communities.

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.

Descriptions of related curricula may be found on the following pages: Asian studies (p. 29), humanities (p. 52), and social science (p. 66).

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 and international perspective requirements.) A survey of social and cultural principles inherent in ethnographic descriptions, coupled with the study of language in the context of anthropology. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 298 Special Topics in Anthropology (3)

A presentation of anthropological perspectives on selected topics of broad general interest. May be repeated to a maximum of 6 credits when topics differ.

ANTH 340 Outlooks in Anthropology (6)

(Fulfills the civic responsibility and international perspective requirements. May be applied toward a specialization in behavioral and social sciences.) An interdisciplinary exploration of physical and cultural anthropology, linguistics, and archaeology. Discussion covers the evolution of human variation and cultures as adaptive systems. Theory and contemporary applications are examined. Students may receive credit for only one of the following courses: ANTH 340, BEHS 340, or BEHS 341. Students who have completed ANTH 101 and 102 may not receive credit for ANTH 340.

ANTH 398 Intermediate Special Topics in Anthropology (3)

A presentation of anthropological perspectives on selected topics of broad general interest. May be repeated to a maximum of 6 credits when topics differ.

ANTH 414 Ethnology of Africa (3)

(Fulfills the international and historical perspective requirements.) Prerequisites: ANTH 101 and 102. A study of the native peoples and cultures of Africa.

ANTH 417 Peoples and Cultures of the Far East (3)

(Fulfills the civic responsibility requirement.) Prerequisite: An introductory course in the social sciences or permission of faculty member. A survey of the major sociopolitical systems of China, Korea, and Japan. Major anthropological questions are discussed.

ANTH 486A Internship in Anthropology Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in anthropology. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to anthropology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ANTH 486B Internship in Anthropology Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in anthropology. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to anthropology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the art minor begins on p. 28. A description of the curriculum for the humanities major and minor begins on p. 52.

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.

ARTT 150 Introduction to Art Theory (3)

An examination of contemporary art, including a review of the dominant aesthetic, philosophic, and critical positions that inform the various works of art studied.

ARTT 200 Elements of Three-Dimensional Form and Space (3)

(A continuation of ARTT 100.) Prerequisites: ARTT 100 and 110. Further study of pictorial space, focusing on problems that are more individually structured in terms of form, composition, and meaning.

ARTT 210 Elements of Drawing II (3)

Prerequisites: ARTT 100 and 110. Drawing taught with an emphasis on understanding organic form as related to study of the human figure and pictorial composition.

ARTT 220 Color in Composition (3)

(Formerly ARTT 208C.) Development of a student's work on an intermediate level. The principles of color in composition and pictorial construction are covered. Students may receive credit for only one of the following courses: ARTT 208C or ARTT 220.

ARTT 250 Elements of Commercial Design (3)

A study of essential design concepts focusing on the creative skills needed to better solve internal corporate and external advertising/marketing problems in visual media. Theoretical and practical applications include corporate/institutional identity programs, collateral corporate and marketing materials, and advertising campaigns. The primary relationship between word and image communications is also discussed. Emphasis is on creative problem solving in media communications. Visual structure, continuity, and coherence are addressed by exploring symbolism and its relationship to image. Psychological and sociocultural questions are also addressed as they relate to ethical standards and practices.

ARTT 320 Elements of Painting (3)

Prerequisite: ARTT 210. Practice in the basic tools and vocabulary of painting. Oil and/or water-based paints are used.

ARTT 353 Elements of Photography (3)

Prerequisites: ARTT 100 and 110 or permission of faculty member. An introduction to black and white photography. Topics include basic technical and aesthetic vocabulary, camera mechanics, and darkroom techniques. Photographic message and meaning in both fine art and design concept are discussed.

ARTT 354 Elements of Computer Graphics (3)

Prerequisites: One lower-level course in ARTT or equivalent experience in graphic design, as well as experience in art fundamentals, Microsoft Office applications, and Windows. An introduction to computer graphics programs and basic concepts in electronic design. Focus in on creating artwork in various formats, including print and the Web. Projects require six hours of computer work per week, some of which must be completed independently.

ARTT 418 Drawing (3)

Prerequisite: ARTT 210. Creation of original compositions based on the figure and nature, supplemented by problems of personal and expressive drawing. May be repeated to a maximum of 12 credits.

ARTT 428 Painting (3)

Prerequisite: ARTT 320. Creation of original compositions based on the figure, nature, and still life, as well as expressive painting. Emphasis is on the development of personal directions. May be repeated to a maximum of 12 credits.

ARTT 468 Seminar: Interrelationship Between Art and Art Theory (3)

An exploration of the relationship between a student's work and the theoretical context of contemporary art. May be repeated to a maximum of 6 credits when topics differ.

ARTT 470 Watercolor (3)

(Formerly ARTT 489B.) An opportunity for further development of painting in watercolors at beginning or advanced levels. Students may receive a maximum of 6 credits (combined) in the following courses: ARTT 489B and ARTT 470.

ARTT 479 Advanced Computer Graphics (3)

Prerequisite: ARTT 354. A study of advanced techniques in and the theory behind computer imaging, graphics, illustration, and mixed media. Projects require six hours of computer work per week, some of which must be completed independently.

ARTT 486A Internship in Art Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in art. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to art and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ARTT 486B Internship in Art Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in art. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to art and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ARTT 489 Special Problems in Studio Art (3)

May be repeated to a maximum of 6 credits.

ARTT 498 Directed Studies in Art (2–3)

(For advanced students.) May be repeated to a maximum of 6 credits when topics differ.

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.

UMUC offers a limited number of ARTH courses each semester. To complete a minor, students may need to take courses at other institutions in the University System of Maryland or extend the time spent in fulfilling the degree requirements. Students are advised to consult an advisor before selecting this discipline.

A description of the curriculum for the art history minor begins on p. 28. Descriptions of other related curricula may be found on the following pages: American studies (p. 27), Asian studies (p. 29), and humanities (p. 52).

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 199 Special Topics in Art History (3)

A study of selected topics in art history. Students may receive credit for a given topic in either ARTH 199 or ARTH 489 only once.

ARTH 200 Art of the Western World to 1300 (3)

(Fulfills the historical and international perspective requirements.) A survey of the development of Western art as expressed in painting, sculpture, and architecture from prehistoric times to the Renaissance. Students may receive credit for only one of the following courses: ARTH 200 or ARTH 260.

ARTH 201 Art of the Western World from 1300 (3)

(Fulfills the historical and international perspective requirements.) A survey of the development of Western art as expressed in painting, sculpture, and architecture from the Renaissance to the present.

ARTH 335 17th-Century Art in the Netherlands (3)

(Formerly ARTH 435. Fulfills the historical and international perspective requirements.) An exploration of painting, from the Dutch Golden Age—the age of Rembrandt, Vermeer, Hals, Steen, and Leyster. History painting, still life, landscape, portraiture, and scenes of everyday life are studied. Issues of collecting art are also discussed. Students may receive credit for only one of the following courses: ARTH 335 or ARTH 435.

ARTH 361 American Art Since 1876 (3)

(Fulfills the historical perspective requirement.) An overview of painting, sculpture, architecture, and the decorative arts in North America after 1876. Students may receive credit for only one of the following courses: ARTH 361, ARTH 460, or ARTH 477.

ARTH 370 History of World Art I (3)

(Fulfills the historical and international perspective requirements) A survey of the development of world visual art in its various forms, examining and comparing the expression of cultural and aesthetic values in different parts of the world, from prehistory to 1500, the European Age of Exploration, when world cultures came into contact.

ARTH 371 History of World Art II (3)

(Fulfills the historical and international perspective requirements) A survey of the development of world visual art in its various forms, examining and comparing the expression of cultural and aesthetic values in different parts of the world, from 1500, the European Age of Exploration, to modern day. The effects of contact among world cultures on both the form and content of artistic expression is examined.

ARTH 380 Masterpieces of Painting (3)

(Fulfills the historical and international perspective requirements.) An analysis of selected masterworks of painting, intended to reveal the creative process, the personality of the artist, and the cultural context. Students may receive credit for only one of the following courses: ARTH 320 or ARTH 380.

ARTH 381 Masterpieces of Sculpture (3)

(Fulfills the historical and international perspective requirements.) An analysis of selected sculptural masterworks, intended to reveal the creative process, the personality of the artist, and the cultural context. Students may receive credit for only one of the following courses: ARTH 330 or ARTH 381.

ARTH 382 Masterpieces of Architecture (3)

(Formerly ARTH 340. Fulfills the historical and international perspective requirements.) An analysis of selected masterworks of architecture, intended to reveal the creative process, personality of the artist, and the cultural context. Students may receive credit for only one of the following courses: ARTH 340 or ARTH 382.

ARTH 486A Internship in Art History Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in art history. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to art history and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ARTH 486B Internship in Art History Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in art history. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to art history and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ARTH 489B History of Graphic Arts (3)

(Fulfills the historical and international perspective requirements.) A historical and technical survey of fine prints, from the 15th through the 20th century, primarily in Western Europe and America. Procedures used by the old masters and contemporary printmaking workshops are studied with emphasis on relief, intaglio, planographic, and screen printing techniques. Approaches for buying and collecting fine prints are explored.

ARTH 489Y Impressionism and Neo-Impressionism (3)

A study of the major trends in 19th-century painting, with the emphasis on Impressionism and its offshoots (neo-Impressionism and post-Impressionism). The contributions of Degas, Manet, Renoir, Monet, Cézanne, Seurat, Van Gogh, and Toulouse-Lautrec are discussed. Assignments include advanced reading and research.

ARTH 490 Chinese Painting (3)

(Fulfills the historical and international perspective requirements.) A historical survey of Chinese painting from the 2nd century B.C. to the present. Cultural, stylistic, and theoretical aspects are analyzed.

Asian Studies

Courses in Asian studies (designated ASTD) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities or the social and behavioral sciences (based on course content);

- a minor in Asian studies;

- a major or minor in humanities; and

- electives.

UMUC offers a limited number of courses each semester in this discipline. To complete a minor or related major, students may need to take courses at other institutions in the University System of Maryland or extend the time spent in fulfilling the degree requirements. Students are advised to consult an advisor before selecting this discipline.

A description of the curriculum for the Asian studies minor begins on p. 29. A description of the curriculum for the humanities major and minor begins on p. 52.

ASTD 150 Introduction to Asian Studies I (3)

(The first course in the two-course sequence ASTD 150–160. Fulfills the civic responsibility and international perspective requirements and the general education requirement in arts and humanities or social sciences.) An interdisciplinary examination of the classical Asian tradition, encompassing a general survey of the region.

ASTD 160 Introduction to Asian Studies II (3)

(The second course in the two-course sequence ASTD 150–160. Fulfills the civic responsibility and international perspective requirements and the general education requirement in arts and humanities or social sciences.) Recommended: ASTD 150. An interdisciplinary examination of the modern period in Asian history, beginning approximately with the 17th century.

ASTD 198 Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues.

ASTD 398 Advanced Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues. Assignments include advanced reading and research.

ASTD 485 Great Issues in Asian Studies (3)

Prerequisite: 9 credits in Asian studies or Asian studies–related course work. A comparative study of the broad issue of modernization in Asian nations. Previous study about Asia is integrated and complemented.

Astronomy

Courses in astronomy (designated ASTR) may be applied toward

- the general education requirement in the biological and physical sciences;

- the minor in natural science; and

- electives.

A description of the curriculum for the natural science minor begins on p. 64.

ASTR 100 Introduction to Astronomy (3)

(Not open to students who have taken or are taking any astronomy course numbered 250 or higher. For students not majoring or minoring in a science.) Prerequisite: MATH 012. A discussion of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, GNSC 125, or NSCI 125.

ASTR 330 Solar-System Astronomy (3)

(For students not majoring or minoring in a science.) Prerequisite: ASTR 100, ASTR 101, or NSCI 125. An overview of the structure of planets and their atmospheres, with attention to the composition and behavior of comets, asteroids, and satellites. Various theories of the origin of the solar system are compared; recent data and interpretations are presented.

ASTR 399 Independent Study in Astronomy (1–3)

Prerequisite: 6 credits in ASTR courses and agreement of faculty member to act as supervisor. Directed independent study of topics of special interest not covered by regularly scheduled courses in astronomy. May be repeated to a maximum of 6 credits when topics differ.

ASTR 486A Internship in Astronomy Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in astronomy. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to astronomy and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ASTR 486B Internship in Astronomy Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in astronomy. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to astronomy and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Behavioral and Social Sciences

Courses in behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the social and behavioral sciences;
- a major in social science;
- a minor in American studies, Asian studies, gerontology, or women's studies; and
- electives.

A description of the curriculum for the social science major begins on p. 66. Descriptions of other related curricula may be found on the following pages: American studies (p. 27), Asian studies (p. 29), gerontology (p. 48), and women's studies (p. 70).

Most BEHS courses require extensive writing. Students should complete a writing course (such as COMM 390, 393, 393X, 394, and 394X and ENGL 101, 101X, 391, 391X, and 396) or have equivalent writing experience before enrolling.

Note: Continuing students who are completing a specialization in behavioral and social sciences should be aware that many courses formerly designated BEHS are now listed under other disciplines; however, these courses may still be applied to the behavioral and social sciences specialization. These courses include ANTH 340; CCJS 351; GERO 415 and 497P; GVPT 335; HIST 305, 319N, 372, 381, and 419K; PSYC 200, 221, 332, 386, 462, and 465; and SOCY 311.

BEHS 201 Introduction to Behavioral and Social Sciences (6)

An interdisciplinary introduction to the behavioral and social sciences, focusing on the interrelationships of anthropology, sociology, psychology, and political science. Basic concepts, major schools of thought, and the findings of scientific research are examined. Social phenomena are analyzed from an interdisciplinary perspective.

BEHS 315 The Adult Years: Continuity and Change (6)

A study of the adult years as a complex process rather than a developmental stage. The adult experience is considered in terms of the variations in experience and in perceptions that are determined by one's age, sex, race, ethnic origins, and social class, as well as historical context. Topics include the social meaning of age, age-related physiological changes, marriage and friendships, intergenerational relationships, changes in the self, and transitions in adult life. The multidisciplinary approach incorporates various perspectives in current research.

BEHS 336 The Middle East: An Interdisciplinary Perspective (6)

(Fulfills the international perspective requirement.) A general overview of the Middle East, the scene of critical and repeated conflict. Discussion addresses fundamental questions such as the following; What is the Middle East? What links its disparate ethnic, religious, and political groups? What are the origins of its current political conditions? Topics include the land and its people, Islam, civilization, nationalism and modernization, the consequences of World Wars I and II, cultural change and gender roles, Israel and the Palestinians, and fundamentalism and sectarianism. Students may receive credit for only one of the following courses: BEHS 336 or BEHS 498C.

BEHS 343 Parenting Today (3)

An overview of critical issues of parenthood in the United States today. Topics include characteristics of effective parenting styles and capable parents, the role of nontraditional parenting techniques, and the social forces that cause changes in parent/child relationships and give rise to varying styles of parenting as developed in the United States. Some cross-cultural comparisons are included.

BEHS 361 Global Environmental Change (6)

(Also listed as HUMN 360 and NSCI 361. Yields 3 natural science credits and either 3 social science credits or 3 humanities credits. Fulfills the civic responsibility and international perspective requirements.) An in-depth examination of environmental changes that many believe are caused by human adaptations to Earth's natural resources, and the possible effects on both the global biosphere and the human condition. Scientific and social issues are explored through various questions: Is global warming really happening? Will sea levels rise? What are the consequences of massive deforestation? What can be done when there is so much scientific uncertainty and global social diversity? The concept of sustainability, as it applies to human interactions with the environment, is emphasized. Students may receive credit for only one of the following courses: BEHS 361, GNSC 361, HUMN 360, or NSCI 361.

BEHS 364 Alcohol in American Society (6)

An interdisciplinary examination of the use and abuse of alcoholic beverages from the perspectives of psychology, physiology, sociology, medicine, and public health. The effects of alcohol on children, women, families, the workplace, and public safety are explored. Current research and trends in the treatment of alcoholism (including prevention, assessment, and intervention) are analyzed.

BEHS 383 Humor in American Society (6)

An interdisciplinary examination of humor in everyday life. Topics include the historical development of humor in the United States; the effects of the surrounding culture on the substance and function of humorous materials; the various types of humor and societal taboos; humor in literature, cinema, radio, television, and politics; the relationship of humor to social change; the social function of cartoons; and humor in other societies as well as in the United States. Sociological, psychological, political, and anthropological perspectives are presented.

BEHS 398L Introduction to Mediation (1)

An overview of the use of mediation skills in various settings, with an emphasis on interpersonal relationships and communication. Mediation skills are considered with regard to the workplace (e.g., disputes between co-workers and between labor and management) and family (e.g., familial conflict and divorce). The broad range of disputes requiring mediation in the public school setting are also explored. Students may receive credit for only one of the following courses: BEHS 398L or SPCH 426.

BEHS 398M Polar Explorations (3)

An introduction to the history of Arctic and Antarctic exploration. The national, scientific, and personal issues that drove explorers into the frozen (but not lifeless) wilderness to live in extreme environments are explored. Heroism, sacrifice, compassion, and leadership in the face of the unknown and daunting odds are discussed. The words of the explorers themselves are used to analyze the characteristics of those who returned and those who did not.

BEHS 398N Reconnecting with Nature (3)

An examination of humankind's disconnection from nature in today's highly technological age. Topics include the social forces that have fostered this separation and the effect that such separation has on individuals and society. Experiential nature-based activities are used to explore the natural and beneficial bond between humankind and nature.

BEHS 454 Domestic and Family Violence (6)

(Formerly Family Violence.) An examination of the factors involved in understanding, evaluating, and responding to violence within families and domestic units. Study is based on a systems model, integrating the personal, social, economic, legal, political, and medical considerations that either support the functioning of or cause stress in families and domestic units. Topics include the physical, emotional, and sexual abuse of children; spousal abuse; the abuse of elders; and dysfunction in relationships of unmarried couples (both heterosexual and homosexual). Discussion covers current systems of response and ways of preventing violence by strengthening the resources available to families and domestic units.

BEHS 486A Internship in Behavioral Science Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in behavioral and social science. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to behavioral and social science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

BEHS 486B Internship in Behavioral Science Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in behavioral and social science. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to behavioral and social science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Biochemistry

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

- the general education requirement in the biological and physical sciences;
- a minor in microbiology or natural science; and
- electives.

A description of the curriculum for the microbiology minor begins on p. 63. A description of the natural science minor begins on p. 64.

BCHM 261 Elements of Biochemistry (3)

Prerequisite: CHEM 104, CHEM 233, or CHEM 235; one course in biology or zoology emphasizing the molecular and cellular basis of life is strongly recommended. An overview of the basic chemistry and metabolism of most molecules that have biological importance. Students may receive credit for only one of the following courses: BCHM 261 or BCHM 461.

BCHM 461 Biochemistry I (3)

Prerequisite: Any organic chemistry course; one course in biology or zoology emphasizing the molecular and cellular basis of life strongly recommended. A comprehensive introduction to general biochemistry. Topics include the chemistry and metabolism of carbohydrates, lipids, nucleic acids, and proteins. Students may receive credit for only one of the following courses: BCHM 261 or BCHM 461.

BCHM 462 Biochemistry II (3)

(A continuation of BCHM 461.) Prerequisite: BCHM 461. Further study of the chemistry of macromolecules and cells, including complex metabolism, catabolism, and anabolism. Students may receive credit for only one of the following courses: BCHM 261 or BCHM 462.

Biology

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

- the general education requirement in the biological and physical sciences;
- a minor in microbiology or natural science; and
- electives (including related requirements for the environmental management major).

A description of the curriculum for the microbiology minor begins on p. 63. A description of the curriculum for the natural science minor begins on p. 64. A description of the requirements for the environmental management major begins on p. 44.

BIOL 101 Concepts of Biology (3)

(For students not majoring or minoring in a science.) An introductory study of the fundamental organization, processes, and 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 or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite or corequisite: BIOL 101 or equivalent. A laboratory study of the concepts underlying the organization and interrelationships of living organisms. Students may receive credit for only one of the following courses: BIOL 102 or BIOL 105.

BIOL 105 Principles of Biology I (4)

(For students majoring or minoring in a science. Fulfills the laboratory science requirement.) An introduction to the basic principles of biology, with special emphasis on cellular and molecular biology. Students may receive credit for only one of the following courses: BIOL 101, BIOL 105, BOTN 101, BSCI 105, or ZOOL 101.

BIOL 106 Principles of Biology II (4)

(For students majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: BIOL 105. An introduction to the basic principles of biology, with special emphasis on organismic, ecological, and evolutionary biology. Students may receive credit for only one of the following courses: BIOL 101, BIOL 106, or BSCI 106.

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 164 Introduction to Human Anatomy and Physiology (3)

(Formerly GNSC 161.) Prerequisite: BIOL 101, BIOL 105, or BIOL 160. An introduction to the anatomy and physiology of the human organism. Topics include basic concepts of physics and chemistry that are necessary for understanding biological function, the structure and function of cells, tissues, and the major organ systems in the body. Students may receive credit for only one of the following courses: BIOL 164, BIOL 201, BIOL 202, GNSC 161, ZOOL 201, or ZOOL 202.

BIOL 181 Life in the Oceans (3)

(Formerly ZOOL 181. Fulfills the civic responsibility requirement.) A study of the major groups of plants and animals in various marine environments, as well as their interactions with each other and the nonliving components of the ocean. The impact of human activity on life in the ocean, and the potential uses and misuses of the ocean are discussed. Students may receive credit for only one of the following courses: BIOL 181 or ZOOL 181.

BIOL 211 Environmental Science (3)

(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.

BIOL 301 Human Health and Disease (3)

(Formerly BIOL 398H. For students not majoring in a science.) A survey of mechanisms of disease and their expression in major organ systems of the human body. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Prevention of disease through control of risk factors and early detection is emphasized. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BIOL 304 The Biology of Cancer (3)

(Formerly GNSC 398C. For students not majoring in a science.) An overview of the biological basis of cancer. The development and progression of cancer are considered at the level of cell structure and function. The roles of genes and proteins are also examined. Students may receive credit for only one of the following courses: BIOL 304 or GNSC 398C.

BIOL 310 Technology and the Bioenvironment (3)

(Formerly BIOL 398B.) A multidisciplinary study emphasizing the impact of modern technologies (including biotechnology) on the environment, the workplace, and everyday life. Topics include basic ecology, forms of pollution, the electromagnetic spectrum, human and bioenvironmental toxicology, and pertinent federal laws. Students may receive credit for only one of the following courses: BIOL 310 or BIOL 398B.

BIOL 398A Human Evolution and Ecology (1)

An examination of the varied biological evidence for the theory of evolution, including fossil records, DNA analysis, and geological and biogeographical changes. The struggle for existence, the survival of the fittest, and adaptation to the environment are discussed. Topics include Darwinian medicine, the evolution of disease, and the role of evolution in the human ecosystem.

BIOL 398I Biotechnology and Genetic Engineering (1)

(Formerly GNSC 398B. Science background not required.) An introduction to the basic principles and applications of biotechnology and genetic engineering to medicine, agriculture, and industry. Topics include gene therapy, cloning, the identification and isolation of genes involved in human health and disease, diagnostic and forensic testing, the human genome project, bioremediation, microbial and plant bioengineering, and bioinformatics. Students may receive credit for only one of the following courses: BIOL 398I or GNSC 398B.

BIOL 398J The Role of Nutrition in Cancer and Heart Disease (1)

(Formerly GNSC 398F.) A study of the relationship between diet and the development of cancer and heart disease at the level of molecules, cells, and genes. Topics include the scientific and epidemiological evidence supporting the roles of various foods, nutrients, antioxidants, fiber, fats, and genetics in the progression or prevention of these two major causes of mortality. Students may receive credit for only one of the following courses: BIOL 398J or GNSC 398F.

BIOL 398P Pesticides and the Environment (1)

A survey of the history of pesticides, their importance in America's environmental "awakening," and their significance as contaminants. The evolution of pesticide usage, from overdependence to attempts at reduction, is also covered.

BIOL 398R Vaccines and Society (3)

(Formerly GNSC 398H. For students not majoring in a science.) An overview of the development and testing of vaccines, the prevention of disease by vaccines, and the role of vaccines in society. The scientific, clinical, and practical aspects of vaccines and vaccination are considered with regard to the immune system. Topics include the use of vaccines in disease prevention, with attention given to epidemics, emerging infectious agents, and biological terrorism. Topics are considered from a historical perspective, as well as in the context of current vaccine development research. Students may receive credit for only one of the following courses: BIOL 398R, GNSC 398H, or MICB 388D.

BIOL 398S Molecular and Cellular Biology (3)

Prerequisite: BIOL 101, BIOL 105, BSCI 105, MICB 200, or equivalent. An introduction to the basic structure and function of cells, with an emphasis on eukaryotic cell biology. Topics include cell-cycle growth and death; protein structure and metabolism; gene replication, repair, recombination, and expression; RNA processing and metabolism; and molecular transport, traffic, and signaling. The principles and uses of recombinant DNA and genetic engineering technology are discussed.

BIOL 398T Developmental Biology (3)

Prerequisite: BIOL 101, BIOL 105, BSCI 105, MICB 200, or equivalent. An overview of animal development, with an emphasis on the underlying cellular and molecular mechanisms that guide it. Topics include fertilization, embryonic cleavage, gastrulations, early vertebrate morphogenesis, neural development, fate determination by cytoplasm specification and cell-cell interactions, transcriptional and post-transcriptional gene regulation mechanisms that mediate developmental processes, homeobox gene families, protein gradients, pattern formation, sex determination, and gametogenesis.

BIOL 398U Bioinformatics (3)

Recommended: Some background in either computer science or introductory biology. An introduction to the use of computers to analyze DNA and protein sequences, and the significance of these analyses. Topics include genome analysis, evolutionary relationships, structure-function identification, pattern recognition, database searches and structures, and algorithms.

BIOL 398V The Biology of Aging (3)

(For students not majoring in a science.) An overview of the biological basis of aging. Topics include typical changes that occur in cells, molecules, metabolism, and structure during the aging process. The development and progression of several diseases associated with aging (including cancer, neurodegenerative diseases such as Alzeheimer's and Parkinson's disease, osteoporosis, and loss of visual acuity and memory) are discussed with respect to the role of genes, proteins, and environmental influences.

BIOL 399 Independent Study in Biology (1–3)

Prerequisite: 6 credits in upper-level BIOL courses and agreement of faculty member to act as supervisor. Directed independent study of topics of special interest not covered by regularly scheduled courses in biology. May be repeated to a maximum of 6 credits when topics differ.

BIOL 486A Internship in Biology Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in biology. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to biology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

BIOL 486B Internship in Biology Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in biology. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to biology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the business administration major and minor begins on p. 29. Descriptions of other related curricula may be found on the following pages: business law and public policy (p. 32), customer service management (p. 41), e-commerce and technology management (p. 41), finance (p. 45), health care administration (p. 49), human resource management (p. 54), international business management (p. 57), management studies (p. 59), marketing (p. 61), and strategic and entrepreneurial management (p. 69).

Some BMGT courses have been renumbered and designated HRMN (human resource management) or MRKT (marketing). Students may not receive credit for the same course under both numbers.

BMGT 110 Introduction to Business and Management (3)

(For students with little or no business background. Recommended preparation for many other BMGT courses.) A survey of the field of business management. Topics include human relations, technology in business, ethical behavior, the environment, global and economic forces, organization, quality, products and services, functional management, and current issues and developments.

BMGT 230 Business Statistics (3)

Prerequisite: MATH 107 or equivalent. An introduction to probabilistic and statistical concepts (including descriptive statistics, set-theoretic development of probability, the properties of discrete and continuous random variables, sampling theory, estimation, hypothesis testing, regression, and decision theory), followed by the application of these concepts to solving problems in business and management. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, or SOCY 201.

BMGT 301 Computer Systems for Business (3)

(Formerly TMGT 201 Introduction to Computer-Based Systems. Course applications require access to a PC, office suite software, and the World Wide Web.) An overview of computer information systems and computer applications used in business and not-for-profit organizations. Hardware, software, procedures, systems, and human resources are explored. Integration and application in business and in other segments of society are assessed. Various business software applications, including databases and spreadsheets, and use of the World Wide Web are examined. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

BMGT 304 Managing E-Commerce in Organizations (3)

(Formerly BMGT 388M.) An introduction to the ways in which organizations create, identify, and distribute information; market products; and manage organizational units on the Internet using electronic commerce techniques, i.e., e-commerce management. Topics include e-commerce management principles, management of different types of organizations, integration of human and information technology resources, training and development, and information systems. The management of business units to implement technological marketing and knowledge management strategies and the creation of new roles and responsibilities for managers in the e-commerce environment of organizations are also covered. Students may receive credit for only one of the following courses: BMGT 304 or BMGT 388M.

BMGT 305 Knowledge Management (3)

(Formerly BMGT 388C. Course applications require PC, modem, and Internet service provider.) An introduction to the ways in which organizations create, identify, capture, and distribute knowledge, i.e., knowledge management. Topics include knowledge management principles; new organizations and intellectual capital; integration of human resources, training and development, information systems, and business units to implement knowledge management strategies; and new roles and responsibilities for knowledge workers. Students may receive credit for only one of the following courses: BMGT 305 or BMGT 388C.

BMGT 312 Women in Business (3)

Prerequisite: BMGT 110 or equivalent. An examination of women's evolving roles in the business world and the forces that have created change and opportunities. How organizational theory, human resource practices, industrialization, and information technology have created new paths for professional growth is explored. Students may receive credit for only one of the following courses: BMGT 312, BMGT 398I, or MGMT 398I.

BMGT 313 Women as Entrepreneurs (3)

A study of the qualities that help women excel in business. Topics include the rapid increase in female-owned companies, especially small businesses, and ways women have overcome the barriers they face in starting a business. The reasons for female exclusion from traditional financing alternatives, along with current funding options for women, are explored. Inspirational real-life examples of women who have achieved success are used. Students may receive credit for only one of the following courses: BMGT 313 or BMGT 388H.

BMGT 314 Women as Leaders (3)

A study of the opportunities and challenges for women in leadership positions. Focus is on increasing awareness of the unique talents and skills of women and identifying ways to help women change historically self-limiting beliefs. Topics include personal perceptions, traditional stereotypes of femininity, and the evaluation of leadership and coaching skills. Success stories of leading women managers are used to illustrate the key principles. Students may receive credit for only one of the following courses: BMGT 314 or BMGT 388J.

BMGT 317 Problem Solving (3)

(Formerly TMGT 310.) Presentation of the theoretical and practical aspects of strategies used in solving problems, an activity that takes up much of the manager's day. Approaches evaluated include holistic thinking, the use of analogy, internal brainstorming and other methods of creative thinking, the development of an ability to shift perspectives, the scientific method, the analysis of language, systems analysis, and graphic representations. Case studies are used to illustrate the definition of the problem, the formulation of hypotheses, and the collection and analysis of data. Students may receive credit for only one of the following courses: BMGT 317 or TMGT 310.

BMGT 324 Home-Based Business (1)

An introduction to the concept of the home-based business as a small business. Topics include the costs and benefits of operating a small home-based business venture and the types of businesses that can be successfully operated from the home. Special considerations and laws that apply to home-based business operations are also covered. Students may receive credit for only one of the following courses: BMGT 324, BMGT 398F, MGMT 324, MGMT 398B, or SBUS 398B.

BMGT 325 The Small-Business Plan (1)

An introduction to the preparation of a business plan for entry into small business. Topics include locating and using primary and secondary research to prepare a business plan, assessing formats for presenting it, finding sources of assistance in preparing it, writing it, and identifying who should prepare it. Students may receive credit for only one of the following courses: BMGT 325, BMGT 398G, MGMT 325, MGMT 330, MGMT 398C, SBUS 200, or SBUS 398C.

BMGT 327 Financial Analysis and Planning for Entrepreneurs (1)

A foundation in the principles of ratio analysis for owners (or would-be owners) of small businesses. Focus is on reading and interpreting financial statements. Methods of developing and integrating plans for enhancing profitability and performance are presented and explained. Students may receive credit for only one of the following courses: BMGT 327, BMGT 398D, MGMT 327, MGMT 398J, or SBUS 398A.

BMGT 330 Entrepreneurship and New Venture Planning (3)

(Formerly MGMT 330.) Recommended: Familiarity with computers and business software. An overview of entrepreneurship and planning new business ventures for prospective entrepreneurs and managers. Topics include developing entrepreneurial ideas and innovations; strategic planning; marketing research, analysis, and planning; advertising, promotion, and sales; financial planning and financing; operations and services planning; human resources planning and management; analysis of risk; information management strategy and the advent of the World Wide Web; legal aspects of new venture formation; and global venturing. Entrepreneurial theory, profiles and roles of entrepreneurs, business life cycles, entrepreneurial behavior, use of computer software to aid in planning, and entrepreneurial management and technology issues are explored. Discussion and group activities focus on development of a business plan, the factors that should be considered, and the entrepreneur's role in developing and operating a new business. Students may receive credit for only one of the following courses: BMGT 330, MGMT 330, or SBUS 200.

BMGT 334 Managing New Ventures (3)

(Formerly MGMT 334 Managing Early-Stage Ventures.) Prerequisite: Familiarity with new venture planning; BMGT 330 recommended. An exploration of the start-up and development of business ventures using an integrated approach to entrepreneurship, growth, and management. Topics include opportunities at different stages, legal structure, production of goods and services, marketing strategies, access to capital and capital formation, policy formation, and development of a management philosophy. How entrepreneurs make decisions—on growth of the venture, organizational structure, hiring of key employees, information systems, software and hardware use, and building of corporate culture—is also examined. Problems and pitfalls to avoid, implementation and periodic review of the business plan, global issues, cultural diversity, and the use of new technologies are considered. Students may receive credit for only one of the following courses: BMGT 334 or MGMT 334.

BMGT 336 Managing Strategic Venture Growth and Industry (3)

(Formerly MGMT 336.) Prerequisite: Familiarity with the business functions and factors involved with planning and managing a new venture; BMGT 330 recommended. A study of business ventures during the growth and maturity phases of development using an integrated approach to entrepreneurial management. Growth problems, major issues, and management strategies for businesses in the later stages of development are explored. Topics include budgeting and planning for continued growth; developing new products, features, and product enhancements; and identifying new sources of capital and expanding into other domestic and global markets. Consideration is given to how to implement cost controls, reorganize to rekindle entrepreneurial intensity, encourage innovation, and make staffing changes to achieve growth. Cultural diversity and the use of new technologies are also examined. Students may receive credit for only one of the following courses: BMGT 336 or MGMT 336.

BMGT 337 Building the Entrepreneurial Team (3)

(Formerly MGMT 337.) Prerequisite: Familiarity with business functions and factors involved with planning, organizing, and managing a new venture; BMGT 330, BMGT 334, or BMGT 336 recommended. An exploration of growing ventures that focuses on the development of the business and key personnel and includes entrepreneurial human resource and support issues, ethics, and accountability. The appropriateness of the form of the venture—partnership, joint venture, strategic alliance, or license—is examined. Topics include ways of controlling and minimizing conflicts in the team; recruiting, motivating, and retaining team members; ensuring the responsibility and accountability of team members; and managing the team. Functional responsibilities and relationships are also discussed. Analysis covers issues related to the organization's structure, protection of proprietary information, intellectual property assignment, location and performance of work, the evolving responsibility of the entrepreneur, negotiation with employees, and the multicultural employee base. Students may receive credit for only one of the following courses: BMGT 337 or MGMT 337.

BMGT 339 Government and Business Contracting (3)

(Formerly MGMT 339. Designed for both entrepreneurs evaluating contracting and grant opportunities for the first time and people working in medium to large firms.) An investigation of the opportunities available for new business development and government and business contracting, as well as the problems involved. Topics include various methods governments and businesses use in determining requirements, choosing the procurement method, evaluating contractors and grant proposals, setting terms and conditions for contracts, awarding contracts, and administering contracts. Both theory and practice are examined with respect to procurement, purchasing procedures, types of contracts, cost and price analysis, and methods of writing proposals, obtaining helpful information, and establishing and maintaining internal controls. Students may receive credit for only one of the following courses: BMGT 339, MGMT 220, or MGMT 339.

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 341 Finance for the Nonfinancial Manager (3)

(Formerly TMGT 320. May be used as either a stand-alone survey course in finance or an introduction to higher-level finance courses for those who wish to pursue the subject further.) An introduction to the financial fundamentals needed by functional experts and upwardly mobile managers in human resources, marketing, production, and general management. Focus is on preparation for assuming higher-level corporate positions or undertaking entrepreneurial activities that require a basic knowledge of finance. The world of finance and its argot and operations are presented in a simple, step-by-step manner. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, and international financial management. Emphasis is on practical applications more than theory. Students may receive credit for only one of the following courses: BMGT 340, BMGT 341, MGMT 398D, or TMGT 320.

BMGT 342 Fundamentals of Building Wealth (3)

(Formerly BMGT 388N Personal Financial Management. For students majoring in both business and nonbusiness disciplines.) A practical overview of personal finance management and creation of wealth that blends financial theory and applications. The development of personal financial management skills is encouraged (e.g., budgeting income and expenditures, planning for financial security and retirement), while an understanding of 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 issues) is provided. Students may receive credit for only one of the following courses: BMGT 342 or BMGT 388N.

BMGT 343 Investments (3)

Prerequisite: BMGT 340. An introduction to financial investments. Topics include securities and securities markets; the risks of investments, as well as returns and constraints on investments; portfolio policies; and institutional investment policies.

BMGT 345 Property and Liability Insurance (3)

Prerequisites: ACCT 221 and BMGT 230. Analysis of the major types of property and casualty insurance, including fire, indirect loss, crime, automobile, ocean and inland marine, and liability insurance. Substandard, residual, and reinsurance markets are investigated; current issues are discussed.

BMGT 346 Risk Management (3)

Prerequisites: ACCT 221 and BMGT 230. A study focusing on recognizing and evaluating the pure risks facing organizations. Guides for risk-management decisions concerning the retention, control, and transfer (including insurance) of risk are discussed.

BMGT 347 Life Insurance (3)

Prerequisite: ACCT 221. A study of the products and principles of life insurance and health insurance in financial planning for businesses. Topics include pension planning strategies, such as deferred-compensation and profit-sharing plans; use of trusts in business and in planning individual estates; and comprehensive analysis of the effects of income taxes, estate taxes, and gift taxes on life-insurance programming and estate planning.

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 365 Leadership and Change (3)

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

BMGT 366 Managing in the Public Sector (3)

(Formerly TMGT 305.) An exploration of the nature of public-sector management, including issues of public accountability, the budgetary process, and personnel. Models of decision making and the characteristics of the policy-making process at federal, state, and local levels are examined. Methods and mechanisms of policy analysis, including cost/benefit analysis and program evaluation, are introduced. Students may receive credit for only one of the following courses: BMGT 366 or TMGT 305.

BMGT 368 Managing Organizational Change (3)

(Formerly TMGT 350 Organization Development.) Prerequisite: BMGT 364 or equivalent. Introduction to the dynamics of institutionalizing small- and large-scale organizational change efforts. The objective is to provide insight into the limitations of the concept of planned organizational change. The factors that inhibit change from occurring gracefully and the role that individual behavior, group behavior, organizational structure, and organizational culture have in the planned change process are explored. Students may receive credit for only one of the following courses: BMGT 368 or TMGT 350.

BMGT 370 Introduction to Transportation Management (3)

Prerequisite: MRKT 310 or equivalent. An examination of transportation as it relates to the movement of people and goods between points. Topics include the roles of the private and public sectors (including deregulation), carrier modes, demand for passenger and freight transportation, transportation pricing, management, contemporary public policy issues, and managerial strategies in transportation.

BMGT 372 Introduction to Logistics Management (3)

Prerequisite: MRKT 310 or equivalent. An examination of the operations involved in managing the movement and storage of materials, supplies, work in progress, and finished goods. Topics include the trade-offs between cost and service and between the purchase and supply of raw materials; the warehousing and control of inventory; industrial packaging; materials handling within warehouses; and the distribution of finished goods to customers required to minimize costs, maximize profits, or increase customer service levels.

BMGT 375 Procurement Management (3)

Prerequisite: BMGT 364, BMGT 367, or equivalent. An overview of the procurement process in industry and its strategic importance in the global marketplace. Topics include the purchasing process, requirements planning, pricing analysis, global competition, distribution, and value analysis. Students may receive credit for only one of the following courses: BMGT 375, MGMT 347, MGMT 375, or TEMN 360.

BMGT 378 Legal Environment of Business (3)

(Fulfills the civic responsibility requirement. For students with little or no legal background.) An overview of fundamental legal concepts and principles that affect business in the relevant functional and regulatory environments. Emphasis is on the definition and application of legal principles and concepts through illustrative examples and cases. Primary topics include the interplay among business, ethics, and law; legal reasoning and research; the judicial system and conflict resolution; and torts and business crimes. Key concepts relating to transactional aspects of business are defined; these include contracts and business organizations, property, and government regulations in the human resource, marketing, and financial dimensions of business. 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)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 110 or at least two years of business and management experience. An in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions. Topics include the legal, ethical, and social environment of business; agencies, partnerships, and other forms of business organizations; and contracts and sales agreements. Salient legal aspects of international business are also discussed. Assignments 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 381 Business Law II (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 380. Further in-depth conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions. Topics include personal and real property (bailments, 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 383 Planning and Control of Services (3)

(Formerly MGMT 340 Planning and Control.) Prerequisite: BMGT 230 or equivalent. An overview of the operations of manufacturing and service enterprises, concentrating on production and operations management, planning, and control. Topics include demand forecasting, production/service planning and control, materials planning and control, and capacity planning. Case studies are used to analyze the manufacturing environment in terms of operational planning, use of teams, teamwork, and decision making to solve problems that commonly confront 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, MGST 318, or TEMN 318.

BMGT 384 Managing for Quality (3)

(Formerly BMGT 425 and MGMT 425 Total Quality Management. Not open to students who have previously taken MGST 398L, MGST 398M, or MGST 398N. Course applications require access to a PC, spreadsheet and statistical software, and the World Wide Web.) Prerequisite: BMGT 230 or equivalent. A survey of methods used to apply principles of total quality management (TQM) in various organizational settings to improve quality and productivity. Topics include evolution of TQM theory; TQM models, tools, and techniques; development of TQM teams; production of graphs and charts; strategies for meeting customer expectations; benchmarking; and comparison of TQM applications. Spreadsheet and statistical software may be used to develop statistical process control charts and graphs. Students may receive credit for only one of the following courses: BMGT 384, BMGT 425, or MGMT 425.

BMGT 385 Production and Operations Management (3)

Recommended: BMGT 230, GNST 201, or equivalent. An overview of the operations of manufacturing and service enterprises, concentrating on production management, planning, and control. Topics include demand forecasting, materials planning and control, and capacity planning. Case studies are examined to analyze the manufacturing and service environments in terms of operational planning, the use of teams, teamwork, and decision making regarding problems commonly confronting managers and supervisors. Fundamentals of the analytical method are introduced early to help solve problems in the design, operation, and control of systems. Students may receive credit only once under this course number and for only one of the following courses: BMGT 383, BMGT 385, MGMT 340, MGST 318, or TEMN 318.

BMGT 388B Virtual Management (1)

(Course applications require PC, modem, and Internet service provider.) An overview of the key organizational and individual issues involved in technology-assisted employee management, i.e., virtual management. Topics include gauging organization and employee readiness for technology-enabled communication and telecommuting; identifying appropriate job types and flexibility options; applying effective communication strategies and methods when utilizing computers and telecommunication technologies; and implementing and evaluating management procedures and policies in flexible organizations.

BMGT 392 International Business Management (3)

(Fulfills the civic responsibility and international perspective requirements.) Prerequisites: BMGT 110 (or at least two years of business and management experience) and ECON 203, or equivalent. Examination and analysis of international business in its historical, theoretical, environmental, and functional dimensions. Focus is 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 390.

BMGT 393 Real Estate Principles I (3)

(Designed to fulfill the requirements for the Maryland licensing examination to sell real estate.) Prerequisite: ECON 203 or ECON 205. A survey of the principles, definitions, and uses of real estate. Topics include real estate as a business, problems of construction and home ownership, city planning, and public control and ownership of real estate.

BMGT 394 Real Estate Principles II (3)

(Designed to fulfill the requirements for the Maryland licensing examination to sell real estate.) Prerequisite: BMGT 393 or equivalent. A continuation of the study of real estate. Topics include principles, definitions, professional issues and problems, construction and ownership problems, and other major aspects of real estate sales. Students may receive credit for only one of the following courses: BMGT 394 or BMGT 398H.

BMGT 395 Customer Service Management (3)

A study of customer services accompanying a core product and service products themselves. Problems and issues related to the service mix, service-level decisions, the formulation of service policies, customer service management, the development of customer service staff, training, and evaluation are analyzed. Discussion covers customer information, customer surveys and suggestions, the handling of complaints and adjustments, techniques for dealing with difficult and angry customers, dissemination of information, credit services, maintenance, technical service, and the development of new programs. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, or MGMT 398A.

BMGT 396 Customer Consultation and Needs Analysis (3)

(Formerly BMGT 388I.) A study of customer consultation and needs analysis for the front-line supervisor of customer service personnel. Issues such as working with internal staff and external customers to develop effective processes, procedures, and ongoing communication are explored. Focus is on establishing and maintaining a high level of customer satisfaction and loyalty. Skills covered include conducting formal and informal needs analysis and recommending improvements such as training, documentation, job aids, and electronic performance support systems; documenting and securing agreement on requirements and commitments; developing communication and work process flows to ensure quality of service; designing and delivering presentations; and creating customer satisfaction surveys and suggesting service improvements. Students may receive credit for only one of the following courses: BMGT 388I or BMGT 396.

BMGT 397 Customer Satisfaction and Loyalty (3)

(Formerly MGMT 398F Building Customer Satisfaction and Loyalty.) A study of various approaches used for determining the level of customer satisfaction with the products and services of a small business. Techniques for setting customer-satisfaction goals and putting systems in place to achieve those goals are examined. Students may receive credit for only one of the following courses: BMGT 397 or MGMT 398F.

BMGT 398 Special Topics in Business and Management (1–3)

Intensive inquiry into special topics in business and management that reflect the changing needs and interests of students and faculty. May be repeated to a maximum of 6 credits when topics differ.

BMGT 411 Systems Performance (3)

(Formerly TMGT 411.) Presentation of analytical approaches to comprehending systems. Focus is on powerful techniques for solving problems of managing people and for understanding their behavior in organizations. Examples of well-known systems failures and catastrophes are used to illustrate systems analysis. Case studies of manufacturing companies, municipal government, and a nuclear power plant are investigated. Techniques delineated include systems diagramming, boundary setting, and systems modeling. Students may receive credit for only one of the following courses: BMGT 411 or TMGT 411.

BMGT 412 Program Analysis and Evaluation (3)

(Formerly TMGT 412.) A survey of the techniques and methodologies used to determine whether programs are operating successfully. Topics include identifying the goals and objectives of a program, examining the use of specific research designs for collecting data, collecting and using data/information for analysis and evaluation, and recognizing the functions that statistics serve in evaluation processes. Students may receive credit for only one of the following courses: BMGT 412 or TMGT 412.

BMGT 436 Managing Entrepreneurial Ventures (3)

(Formerly BMGT 461 Entrepreneurship.) Prerequisite: BMGT 330 or familiarity with the business functions and factors involved with planning and managing an entrepreneurial venture. An exploration of entrepreneurial management and strategies in various competitive situations and stages of development. Topics include the development of partnerships, joint ventures, strategic alliances, and licensing. Issues regarding management, financing, marketing, production, administration, human resources, and growth of the business are analyzed. Examination covers strategies and tactics using environmental scanning, analysis, and planning and decision making (including reviewing relevant options and opportunities, forecasting demand and sales, estimating costs, and developing pro forma financial statements) by entrepreneurs. Potential business opportunities are assessed using exercises, case studies, and research related to new technologies, innovation, competition, economic and social change, governmental regulation and laws, major product and service features, organizational and human resource issues, information management, global issues, financial management, marketing, operations, and customer service. Students may receive credit for only one of the following courses: BMGT 436, BMGT 461, or MGMT 461.

BMGT 440 Financial Management (3)

Prerequisite: BMGT 340. Analysis and discussion of the financial decisions of national and multinational corporations, based on case studies and reading. Financial principles and concepts are applied to solve financial problems and make financial and corporate policy at the executive level. Topics include assessment of the financial health of the organization, short- and long-term financial management, project and company valuation, cost of capital, risk analysis, investment decisions, and capital markets.

BMGT 443 Security Analysis and Valuation (3)

Prerequisite: BMGT 343. A study of concepts, methods, models, and empirical findings. Theory is applied to the analysis, valuation, and selection of securities, especially common stock.

BMGT 444 Futures Contracts and Options (3)

Prerequisite: BMGT 343. A study of the institutional features and the economic rationale underlying markets in futures and options. Topics include hedging, speculation, structure of futures prices, interest-rate futures, efficiency in futures markets, and stock and commodity options.

BMGT 445 Commercial Bank Management (3)

Prerequisites: BMGT 340 and ECON 430. An analysis and discussion of cases and readings in commercial bank management. The loan function and the management of liquidity reserves, investments for income, and sources of funds are discussed. The objectives, functions, policies, organization, structure, services, and regulations of banks are considered.

BMGT 446 International Finance (3)

(Fulfills the international perspective requirement.) Prerequisite: BMGT 340 or equivalent. Analysis and discussion of financial management issues from the perspective of the multinational firm. Topics include the organization and functions of foreign exchange and international capital markets, international capital budgeting, financing foreign trade, and designing a global financing strategy. Emphasis is on how to manage financial exchange and political risks while maximizing benefits from global opportunities faced by the firm.

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 465 Organization Development and Change (3)

Prerequisite: BMGT 364, MGMT 300, or equivalent. An introduction to a method of making organizations and individuals more adaptive and productive. The objective is to help organizations cope with change. Techniques of intervention (such as team building, process consultation, feedback, and conflict resolution) are introduced and explained. Students may receive credit for only one of the following courses: BMGT 465, MGMT 398K, MGMT 465, or TMGT 350.

BMGT 481 Public Utilities and Public Policy (3)

(Formerly Public Utilities.) Examination and analysis of salient policy issues in the utilities environment and their impact on business management and strategies. Topics include the telecommunication industry, as well as energy, transportation, and financial entities in both domestic and global contexts.

BMGT 482 Business and Government (3)

(Fulfills the historical and international perspective requirements.) 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 484 Managing Teams in Organizations (3)

(Formerly BMGT 498H.) Prerequisite: BMGT 364 or equivalent. An examination of how and why team development can be effective in organizations and when it is appropriate. Topics include group dynamics, stages of group development, team-building techniques, team goals and leadership, and interpersonal and individual skills to foster cohesion and effective performance. Students may receive credit for only one of the following courses: BMGT 484, BMGT 498H, or MGMT 498H.

BMGT 486A Internship in Business and Management Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in business and management. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to business and management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

BMGT 486B Internship in Business and Management Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in business and management. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to business and management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

BMGT 487 Project Management I (3)

(Formerly TMGT 430 Project Management. The first course in the two-course series BMGT 487–488. Course applications require access to a PC, project management and spreadsheet software, and the World Wide Web.) Prerequisite: BMGT 364 or equivalent. An introduction to project management principles, concepts, and software applications and an exploration of project management applications in introductory project situations. Project management is examined in terms of production in research firms, high-technology manufacturing and engineering firms, information systems implementations, service business projects, e-commerce projects, and consulting practices. Appropriate organizational structures, such as collegial and matrix types, are described and assessed. The practical considerations of designing a project management system are covered as well. Students may receive credit for only one of the following courses: BMGT 487, IFSM 438, or TMGT 430.

BMGT 488 Project Management II (3)

(Formerly TMGT 430 Project Management. The second course in the two-course series BMGT 487–488. Course applications require access to a PC, project management and spreadsheet software, and the World Wide Web. Students wishing to use alternate software must contact the faculty member before the start of the course.) Prerequisite: BMGT 487 or equivalent. An exploration of project management applications beyond introductory projects. Project management is discussed in terms of production in research firms, high-technology manufacturing and engineering firms, information systems implementations, service business projects, e-commerce projects, and consulting practices. Appropriate organizational structures, such as collegial and matrix types, are described and assessed. The practical considerations of designing a project management system are covered as well. Students may receive credit for only one of the following courses: BMGT 488 or TMGT 430.

BMGT 491 Exploring the Future (3)

(Formerly BEHS and TMGT 480. Fulfills the international perspective requirement.) An examination of how to analyze and develop alternate ways of seeing the future. The interactions of population, technology, and political and economic systems, values, and leadership are investigated. Techniques futurists use—including scenario construction, trend analysis, the futures wheel, and environmental scanning—are explained. Techniques are applied in societal, professional, and personal settings. Students may receive credit for only one of the following courses: BEHS 480, BMGT 491, MGMT 398H, TMGT 401, or TMGT 480.

BMGT 495 Business Policies and Strategic Management (3)

(Intended as a final, capstone course to be taken in a student's last 30 semester hours.) Prerequisite: BMGT 364, BMGT 367, or equivalent. An overview of general management and the continuous, systematic process of managerial planning, including environmental scanning and the development of plans and strategies to gain competitive advantage. Tactical and strategic management issues are highlighted by means of case studies, projects, and discussion. Access to spreadsheet software is recommended to analyze case studies and develop strategic planning information, charts, and graphs. Students may receive credit for only one of the following courses: BMGT 495, HMGT 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics and Society (3)

(Fulfills the civic responsibility and international perspective requirements.) 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.

BMGT 497 Implementing Business Strategy (3)

(Formerly BMGT and MGMT 498M.) Prerequisites: ACCT 220 (or ACCT 301) and BMGT 364, or equivalent. A study of the implementation and management of business strategy. Focus is on linkages among and management of organizational, cross-departmental, and individual initiatives to execute strategies and achieve business objectives. Current performance is analyzed to determine how to develop process measures for customer service, growth, and profitability in setting targets for future performance. Students may receive credit for only one of the following courses: BMGT 497, BMGT 498M, or MGMT 498M.

BMGT 498O The Global Manager and Public Policy (3)

(Fulfills the civic responsibility and international perspective requirements.) An examination and analysis of key public policy issues in the international arena that have an impact on the decisions of the global manager. Topics span the functional aspects of business, including global marketing, finance, management, human resource management, law, and technology transfer. Students may receive credit for only one of the following courses: BMGT 498O or MGMT 498O.

BMGT 498P International Business Law (3)

(Fulfills the civic responsibility and international perspective requirements.) A conceptual and functional analysis and application of transnational legal principles relevant to the conduct and understanding of global business and economic transactions. Topics include the international legal environment and process; international and regional organizations; international contracts and sales; global financing and the regulation of international trade; national and international economic controls; transnational reach of criminal and economic regulations; foreign investments and taxation; global issues related to the environment, technology transfer, and employment; and dispute resolution.

Career Planning

Courses in career planning (designated CAPL) may be applied toward

- electives

CAPL 171 Personal Career Planning and Development (3)

An overview of career-development theories, designed to provide a foundation for the analysis of personal career decisions. Vocational-interest and personality tests are administered and interpreted. Topics include the assessment of career-related skills, interests, and values, as well as ways to use various research methods and career-related materials. Decision-making and job-search strategies for writing résumés, interviewing, and identifying employers are discussed. Students may receive credit for only one of the following courses: CAPL 171 or EDCP 108D.

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).

A description of the curriculum for the natural science minor begins on p. 64. A description of the requirements for the environmental management major begins on p. 44.

Students who intend to continue study in science and are considering programs that require two courses in chemistry (including one course of inorganic chemistry and one course of organic chemistry) should follow sequence I. Students who are considering programs that require four courses in chemistry (including two courses of inorganic chemistry and two courses of organic chemistry) should follow sequence II.

Sequence I

CHEM 103   General Chemistry I (inorganic)
CHEM 104   Fundamentals of Organic and Biochemistry (organic)

Sequence II

CHEM 103   General Chemistry I (inorganic)
CHEM 113   General Chemistry II (inorganic)
CHEM 233   Organic Chemistry I (organic)
CHEM 243   Organic Chemistry II (organic)

CHEM 103 General Chemistry I (4)

(The first course in chemistry for students majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: MATH 107, 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. A study of kinetics; homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 233 Organic Chemistry I (4)

(Fulfills the laboratory science requirement.) Prerequisite: CHEM 113 or CHEM 115. Extensive, systematic analysis of the chemistry of carbon. Topics include aliphatic compounds, aromatic compounds, stereochemistry, arenes, halides, alcohols, esters, and spectroscopy. Students may receive credit for only one of the following courses: CHEM 104, CHEM 233, or CHEM 235.

CHEM 243 Organic Chemistry II (4)

(Fulfills the laboratory science requirement. A continuation of CHEM 233.) Prerequisite: CHEM 233 with a grade of C or better. Further study of organic chemistry. Emphasis is on molecular structure, substitution reactions, carbonium ions, aromaticity, synthetic processes, and macromolecules. Students may receive credit for only one of the following courses: CHEM 243, or CHEM 245.

Communication Studies

Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;

- a major or minor in communication studies;

- a minor in journalism or speech communication;

- a certificate in Workplace Communication or various other areas; and

- electives.

COMM 390, 393, 393X, 394, and 394X (as well as ENGL 303, 391, 391X, and 396, and LGST 401) are designated as writing-intensive and may be applied toward the general requirement in upper-level intensive writing.

COMM 380, 395, 490, 491, 492, 493, 494, and 495 may be applied toward the general education requirement in communications, but not toward the general education requirement in upper-level intensive writing.

Specific COMM courses may be recommended in relation to specific majors and minors. Students should check the descriptions of those curricula.

A description of the curriculum for the communication studies major and minor begins on p. 33. Descriptions of other related curricula may be found on the following pages: journalism (p. 58) and speech communication (p. 68).

COMM 293 Technical Report Writing (3)

(Formerly ENGL 293. Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or equivalent. An introduction to the process of technical writing. Discussion covers conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct technical prose; and producing a variety of routine technical reports and correspondence. Students may receive credit for only one of the following courses: COMM 293 or ENGL 293.

COMM 300 Communication Theory (3)

An introduction to the study of communication theory. The basic theories of human communication and their applications in the contexts of interpersonal, small-group, organizational, public, and intra/intercultural communication are analyzed. The relationship between communication theory, research, and practice is explored. Topics range from communication as a way of "knowing" to contemporary issues associated with computer-mediated communication.

COMM 319A Designing and Delivering Effective Presentations (1)

A simulation of a presentation project from conception, through creation and selection of visual aids, to delivery and evaluation. Focus is on conducting an audience analysis, developing a presentation plan, building a presentation using traditional or multimedia resources, delivering the presentation, and evaluating the results.

COMM 319C Copyright and Creativity: A Guide for Writers and Artists (1)

An introduction to the concepts and issues associated with current interpretation of intellectual property laws as they apply to the creative professions. Case studies in copyright and patent law are used to demonstrate how to protect creative work. Assignments may include a short paper and a final examination.

COMM 319D Working as a Writing Consultant (1)

A study of how to produce a part-time editorship for profit. How to take manuscripts from the concept stage to publication of the finished product is covered. Emphasis is on the planning, writing, and placement of advertising, as well as the step-by-step process of producing a manuscript. Issues such as content development, structure, and audience are discussed. Topics include insider secrets of editing for professional agents and marketing manuscripts through query letters, proposals, author sheets, and other follow-up correspondence.

COMM 319E Marketing Your Writing (1)

A study of how to market one's writing, focusing not only on selling to the right publisher but on making the best deal for one's work. Topics include planning a writing strategy, selecting appropriate publishers, negotiating compensation, and promoting the work after publication.

COMM 380 Language in Social Contexts (3)

(Fulfills the general education requirement in communications, but is not a writing course. Fulfills the historical and international perspective requirements.) Prerequisite: ENGL 101 or equivalent. An examination of the linguistic components of languages, with special emphasis on the English language, its origins, continued development, and use in speaking and writing. Categories of speech and methods of written communication are examined from the perspective of regional and social variation. Cultural, gender, and racial variations are discussed along with underlying perspectives and assumptions.

COMM 390 Writing for Managers (3)

(Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101 or equivalent. A practicum in the kinds of writing skills that managers need for the workplace. Communication skills emphasized include planning information, developing reader-based prose, improving personal writing performance and guiding the writing of subordinates, and mastering such writing tasks as strategic plans and performance appraisals. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, or MGST 161.

COMM 393 Technical Writing (3)

(Students for whom English is a second language should consider taking COMM 393X instead. 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 résumé, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393X, or ENGL 393.

COMM 393X Technical Writing (3)

(Enrollment restricted to students for whom English is a second language. Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101X 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 résumé, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393, or ENGL 393X.

COMM 394 Business Writing (3)

(Students for whom English is a second language should consider taking COMM 394X instead. 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, a substantial final report that incorporates data analysis and support for conclusions is required. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, or ENGL 394X.

COMM 394X Business Writing (3)

(Enrollment restricted to students for whom English is a second language. Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101X 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, a substantial final report that incorporates data analysis and support for conclusions is required. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, or ENGL 394X.

COMM 395 Writing in the Health Professions (3)

(Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or equivalent. An introduction to a broad spectrum of writing in the health professions: brochures, fact sheets, medical/insurance/health reports, and articles for newspapers, magazines, and scientific journals. Students may receive credit for only one of the following courses: COMM 395 or ENGL 395.

COMM 421 Communication Management (3)

(Formerly SPCH 421.) Prerequisite: SPCH 100 or equivalent. A study of communication policies, plans, channels, and practices in the management of the communication function in organizations. Students may receive credit for only one of the following courses: COMM 421 or SPCH 421.

COMM 486A Internship in Communication Studies Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements listed on p. 12). An opportunity to combine academic theory with new, career-related experience in communication studies. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to communication studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

COMM 486B Internship in Communication Studies Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in communication studies. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to communication studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

COMM 490 Seminar in Technical Communication (3)

(Fulfills the general education requirement in communications.) Prerequisite: COMM 393, COMM 394, or equivalent experience. An exposition of current issues and methods in creating, maintaining, storing, and revising technical information. Topics include the review of textual and online resources useful to technical communicators and the requirements for a professional portfolio. Emphasis is on professional communication practices. Assignments include oral presentations. Students may receive credit only once under this course number and for only one of the following courses: COMM 490 or ENGL 489A.

COMM 491 Technical Editing (3)

(Fulfills the general education requirement in communications.) Prerequisite: ENGL 278F or equivalent. A systematic approach to methods of preparing a document for publication or other disseminations. The full range of editing levels is addressed: copyediting, substantive editing, and document design. An overview of design goals that reflect specific readers and purposes is included. Students may receive credit for only one of the following courses: COMM 491 or ENGL 489B.

COMM 492 Grant and Proposal Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: COMM 393, COMM 394, or equivalent. An advanced study of technical writing, focusing on the structures and formats of competitive proposals (transmittal letter, résumé, plan, executive summary, illustrations, tables). An actual proposal-development cycle is simulated and followed through the stages of issuance and modification of the Request for Proposal (RFP), the bidders' conference, red-team reviews, the Best and Final Offer (BAFO), and evaluation and contract award by a source board. Assignments include working in teams to prepare competitive proposals in response to an RFP from the federal government. Students may receive credit for only one of the following courses: COMM 492 or ENGL 489C.

COMM 493 Graphics/Text Integration (3)

(Fulfills the general education requirement in communications, but is not a writing course.) Recommended: Familiarity with computers and desktop publishing. An examination of the seamless integration of text and the full spectrum of graphics used in communications. Topics include techniques for creating meaningful design concepts, editing text to enhance the graphics, designing creative page layouts, and making the most of desktop publishing capabilities and tools. Hands-on experience with desktop publishing programs is provided.

COMM 494 Publishing a Newsletter (3)

(Fulfills the general education requirement in communications.) Prerequisites: ENGL 101 (or equivalent) and basic computer skills. The planning, writing, designing, and production of newsletters for various publics. Concepts are presented for targeting writing to specific audiences, improving readability, and using typography and design effectively. Newsletter formats and the application of desktop publishing to newsletter layout and design are covered. Commercial printing is also discussed. Assignments include writing several articles and participating in a group project.

COMM 495 Seminar in Workplace Communication (3)

(Primarily for students planning careers as communication professionals, but useful for managers and other professionals. Fulfills the general education requirement in communications.) Prerequisite: A 300-level writing course. A capstone study of public relations writing. Emphasis is on enhancing advanced-level writing skills and developing flexibility in changing writing tone from piece to piece. How to produce various communications (such as press releases, feature stories, fact sheets, and executive speeches) is examined. Elements of document design are also covered.

COMM 496 Writing for the Computer Industry (3)

(Fulfills the general education requirement in communications.) Prerequisites: ENGL 101 (or equivalent) and basic computer skills. Study of and practice in the designing, writing, testing, publishing, and maintaining of effective user documentation as well as other software development documents. The assumption is made that software tools, as well as their documentation, should relate directly to user tasks. Emphasis is on the difference between writing successfully for publication on paper and for display on the computer screen.

Computer and Information Science

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

- the general education requirement in computing;
- a major in computer and information science, computer information technology, or computer studies;
- a minor in computer studies;
- a certificate in Software Engineering, UNIX System Administration, or various other computer-related areas; and
- electives.

Students without recent experience in problem solving with computers must take CMIS 102. It is recommended that for the first two semesters students should not take two (or more) courses that involve programming. The suggested sequence of courses (for students who already have the prerequisite knowledge for CMIS 140) is CMIS 140 and 160 in the first semester followed by CMIS 240 and 310 in the second.

A description of the curriculum for the computer and information science major begins on p. 35. Descriptions of other computer-related curricula may be found on the following pages: computer information technology (p. 36), computer science (p. 37), computer studies (p. 38), and information systems management (p. 56).

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 is recommended.) Prerequisite: CMIS 102 or equivalent knowledge. A study of structured programming using the C++ language. The discipline, methodologies, and techniques of software development are covered. Algorithms and simple data structures are developed and implemented in C++. Object-oriented concepts such as classes and encapsulation are introduced.

CMIS 160 Discrete Mathematics for Computing (3)

(Not open to students who have completed CMSC 150.) Prerequisite: MATH 107 strongly recommended. An introduction to discrete mathematical techniques for solving problems in the field of computing. Basic principles from areas such as sets, relations and functions, logic, proof methods, and recursion are examined. Topics are selected on the basis of their applicability to typical problems in computer languages and systems, databases, networking, and software engineering.

CMIS 240 Data Structures and Abstraction (3)

(The second in a sequence of courses in C++. Taking CMIS 140 and 240 in consecutive semesters 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 310 Computer Systems and Architecture (3)

(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 140; CMIS 160 strongly recommended. A study of the fundamental concepts and interrelationships of computer architecture and operating systems and the functional approach to components of a computer system. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 315 Programming and Application in C++ (3)

Prerequisite: A two-semester sequence in a programming language other than C++ (such as Pascal, Ada, PL/I, C, or Java) or equivalent experience. A one-semester study of programming in C++. Programming projects in C++ are included. Students may receive credit for only one of the following courses: CMIS 240 or CMIS 315.

CMIS 320 Relational Databases (3)

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

CMIS 325 UNIX with Shell Programming (3)

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

CMIS 330 Software Engineering Principles and Techniques (3)

Prerequisite: CMIS 240, CMIS 315, or equivalent; CMIS 310 or equivalent recommended. A study of the process of software engineering from initial concept through design, development testing, and maintenance to retirement of the product. Development life-cycle models are presented. Issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures are considered. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

CMIS 340 Programming in Java (3)

Prerequisites: CMIS 240 and knowledge of HTML. An examination of the features of the Java programming language. Topics include design of classes, class libraries, data structures, exception handling, threads, input and output, and applet programming. Assignments include programming in Java.

CMIS 342 Windows User Interface Programming (3)

(Formerly CMIS 398W Windows NT Programming.) Prerequisite: CMIS 240 or equivalent. 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. Topics include components of communication systems, architectures and protocols of networks, security measures, regulatory issues, and the design of network systems. Issues and applications in local area networks and communication services are covered. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

CMIS 390 UNIX System Administration (3)

(Formerly CMIS 398U.) Prerequisite: CMIS 325. An in-depth examination of UNIX internals, including loading, configuring, and maintaining UNIX operating systems. Both theory and hands-on experience are provided in boot-up and shutdown processes; file system creation and structure; system maintenance and security, especially in the network file system and network information system; and UNIX Internet provider network configuration and maintenance. The Red Hat Linux operating system is used for all lab work. Students may receive credit for only one of the following courses: CMIS 390 or CMIS 398U.

CMIS 398P Programming in Perl (3)

Prerequisite: CMIS 140 or equivalent programming experience. An introduction to the Perl scripting language. The basic features of Perl (including data and variable types, operators, statements, regular expressions, functions, and input/output) are covered. Additional topics include object-oriented programming and Common Gateway Interface (CGI) programming. Assignments include writing Perl scripts.

CMIS 398S Software Safety (3)

Prerequisite: CMIS 330. An examination of software safety problems (including specification errors, design/coding flaws, or lack of generic safety-critical requirements) that can contribute to or cause a system failure. The objective is to provide management and engineering guidelines to achieve a reasonable level of assurance that software will execute with an acceptable level of safety risk. Potential system hazards are analyzed as functional or generic and traced to either the software or the environment in which the software is used. Guidance on developing a process that can identify, analyze, and then prove, eliminate, or mitigate such potential system hazards according to priority is provided.

CMIS 415 Advanced UNIX and C (3)

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

CMIS 420 Advanced Relational Databases (3)

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

CMIS 435 Computer Networking (3)

Prerequisite: CMIS 370 or equivalent. An overview of communications topics such as signaling conventions, encoding schemes, and error detection and correction. Emphasis is on routing protocols for messages within various kinds of networks, as well as on methods that network entities use to learn the status of the entire network. Students may receive credit for only one of the following courses: CMIS 435 or CMSC 440.

CMIS 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 442 Windows Systems Programming (3)

Prerequisites: CMIS 240 and 310, or equivalent. A study of the Win32 application programming interface (API) used to access underlying system-level objects such as files, memory, processes, threads, and the registry. In-depth descriptions and examples of the necessary API calls are presented. Programming projects implement Windows console applications.

CMIS 445 Distributed Systems (3)

Prerequisites: CMIS 310 and 240; 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 CMSC 445.

CMIS 455 Requirements Development (3)

Prerequisite: CMIS 330. A study of concepts and techniques for planning and developing high-quality software products. Fundamentals of specification (including formal models and representations, documents, and standards) are examined. Methods of specifying and developing requirements for generating software are discussed. Projects using these techniques are included. Students may receive credit only once under this course number.

CMIS 460 Software Design and Development (3)

Prerequisite: CMIS 330 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 465 Software Verification and Validation (3)

Prerequisite: CMIS 330 or equivalent. A study of tools, methods, and current practices for assessing the quality and correctness of software. Topics include the roles of testing and formal verification, fundamentals and formal models of program verification, planning and documentation for quality assurance, methods of performing technical reviews, strategies of system testing and integration planning, and principles and practices used in conducting tests.

CMIS 486A Internship in Computer and Information Science Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer and information science. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer and information science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CMIS 486B Internship in Computer and Information Science Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer and information science. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer and information science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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 trouble-shooting 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.

CMIS 498 Special Topics in Computer and Information Science (3)

Prerequisites: Vary according to topic. A seminar on topics in computer and information science. May be repeated to a maximum of 6 credits when topics differ.

CMIS 498B Web Database Development (3)

Prerequisite: CMIS 320; CMIS 340 recommended. An exploration of an assortment of current Web technologies and programming language options that serve as interfaces between relational databases and Web servers. Technologies such as CGI/Perl, Active Server Pages, and Java are used in the lab. Three-tiered architecture is studied in-depth via a number of hands-on activities and projects.

CMIS 498J Internet Programming in Java (3)

(Also listed as CMSC 498J.) Prerequisite: CMIS 345, CMSC 300, or equivalent object-oriented programming experience. An examination of the principles, techniques, and applications of programming in Java in the Internet environment. Advanced features of Java are implemented in programming projects. Topics include threads, packages, interfaces, and exceptions. Java applets are created and incorporated into Web pages. Visual development tools are reviewed. Students may receive credit for only one of the following courses: CMIS 498J or CMSC 498J.

CMIS 498P Advanced Programming in Perl (3)

Prerequisite: CMIS 398P. A study of advanced Perl features such as packages, modules, classes, and objects. Focus is on creating a complete Perl database application. A Web server is used to connect front-end technology such as HTML forms with back-end server-based Perl programming for functional Web-based client/server applications. Common Gateway Interface (CGI) programming is explored to provide database connectivity for use in the client/server model.

Computer Applications

Courses formerly listed under computer applications (and designated CAPP) are now listed under computer studies (and designated CMST).

Computer Information Technology

Courses in computer information technology (designated CMIT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in computer information technology or computer studies;
- a minor in computer studies; and
- electives.

A description of the curriculum for the computer information technology major begins on p. 36. Descriptions of other computer-related curricula may be found on the following pages: computer and information science (p. 35), computer science (p. 37), computer studies (p. 38), and information systems management (p. 56).

CMIT 261O Introduction to Oracle SQL and SQL Plus (3)

Prerequisite: Experience with personal computers. An introduction to Structured Query Language (SQL). The syntax and function of the American National Standards Institute's standard SQL are examined. SQL's data definition language is used to create tables, including constraints, and SQL's data manipulation language is used to insert, update, and delete data. Emphasis is on learning queries, ranging from the simple to the complex. Additional database objects (e.g., views, sequences, synonyms, aliases, and indexes) and SQL built-in functions are explored. Other topics include using the Oracle SQL command editor and the local system editor and creating simple reports with SQL Loader and SQL Plus.

CMIT 262N Networking Technologies (2)

(Designed to help prepare students to take Networking Technologies Examination 50-632.) Prerequisite: A thorough knowledge of DOS and microcomputer concepts and operations. An introduction to concepts of local and wide area networking. Topics include data communication models, protocols, standards and standards organization, and synchronous and asynchronous communication. Emphasis is on media types, characteristics, and costs.

CMIT 265M Networking Essentials (2)

An introduction to networking technologies for individual workstations, local area networks, wide area networks, and the Internet, with emphasis on security and protocols. While a general knowledge of networking is provided, focus is on Microsoft operating systems, including Windows 2000. Students may receive credit only once under this course number.

CMIT 360N Novell NetWare Administrator (3)

(Formerly CAPP 390. Designed to help prepare students for the Novell Certified NetWare Administrator examination.) Prerequisite: Familiarity with DOS, microcomputer hardware architecture, and basic networking concepts. An introduction to the features of a network. LAN configuration, directory structure, drive mapping, and network security are emphasized. Network administration responsibilities are discussed. Students may receive credit for only one of the following courses: CMIT 360N or CAPP 390.

CMIT 364N NetWare 5.x Administration (2)

(Designed to help prepare students to take Novell NetWare 5 Administration Examination 50-639.) Prerequisite: CMIT 262N or equivalent. The development of the skills needed to be a network administrator and systems manager for NetWare 5. Topics include installation, file management, user access, file system security, scripts, and management issues.

CMIT 365M Administering NT 4.0 (2)

(Designed to help prepare students to take Implementing and Supporting Microsoft Windows NT Server 4.0 Examination 70-067 and Implementing and Supporting Microsoft Windows NT Workstation 4.0 Examination 70-073.) Prerequisite: CMIT 265M or equivalent. The development of the knowledge and skills necessary to perform administrative tasks in a single- or multiple-domain Windows NT 4.0 network. Topics include network optimization, peripheral management, and system software troubleshooting and maintenance. Hands-on assignments and projects are included.

CMIT 366M Windows 2000 Professional (3)

(Designed to help prepare students to take Installing, Configuring, and Administering Microsoft Windows 2000 Professional Examination 70-210.) Prerequisite: CMIT 265M with a grade of C or better, or consent of teacher. An introduction to Windows 2000 Professional. Focus is on developing the skills necessary to install and configure Windows 2000 Professional as a desktop operating system in a generic operating environment. Topics include review of operating systems, administration, security, transmission control protocol/Internet protocol, and use of Windows 2000 Professional as a stand-alone distributed file system or as part of a work group or a domain. Hands-on exercises are included.

CMIT 367M Windows 2000 Server (3)

(Designed to help prepare students to take Installing, Configuring, and Administering Microsoft Windows 2000 Server Examination 70-215.) Prerequisite: CMIT 366M or equivalent, or consent of 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 370N NetWare NDS Design and Implementation (1)

(Designed to help prepare students to take Novell Directory Services Design and Implementation Examination 50-634.) Prerequisite: CMIT 464N or equivalent. The development of skills needed by network administrators, network designers, and networking consultants to create a Novell Directory Services design and implementation strategy. Focus is on user management and security.

CMIT 375M Supporting NT 4.0 Core Technologies (2)

(Designed to help prepare students to take Implementing and Supporting Microsoft Windows NT Server 4.0 Examination 70-067 and Implementing and Supporting Microsoft Windows NT Workstation 4.0 Examination 70-073.) Prerequisite: CMIT 365M or equivalent. A study of various elements of the Windows NT 4.0 operating system. Topics include installation, configuration, networking management and integration, and troubleshooting. Emphasis is on capacity management and trust relationships in a multiple-domain environment.

CMIT 376M Windows 2000 Network Infrastructure (3)

(Designed to help prepare students to take Implementing and Administering a Microsoft Windows 2000 Network Infrastructure Examination 70-216.) Prerequisite: CMIT 366M or equivalent. The development of the knowledge and skills necessary to install, configure, manage, and support the Windows 2000 network infrastructure. Topics include automating Internet protocol address assignment using dynamic host configuration protocol, implementing name resolution using domain name service and Windows Internet naming service, setting up and supporting remote access to a network, configuring network security using public key infrastructure, integrating network services, and deploying Windows 2000 Professional using remote installation services. Hands-on exercises are included.

CMIT 377M Windows 2000 Directory Services Infrastructure (3)

(Designed to help prepare students to take Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure Examination 70-217.) Prerequisite: CMIT 376M 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 384N IntraNetWare: Integrating Windows NT (2)

(For information systems professionals who administer or are preparing to administer multiple-vendor enterprise networks.) Development of the knowledge and the skills needed to integrate a Windows NT environment with an intraNetWare environment. Emphasis is on streamlining NT administration by using Novell Directory Services for NT and NetWare Administrator. Hands-on experience with Novell Administrator for Windows NT and other Novell products for administering and managing NT workstations and servers and network-based applications in an integrated intraNetWare and Windows NT environment is provided.

CMIT 385M Internetworking TCP/IP on NT (2)

(Designed to help prepare students to take Internetworking Microsoft Transmission Control Protocol/Internet Protocol on Microsoft Windows NT 4.0 Examination 70-059.) Prerequisite: CMIT 375M or equivalent. A study of the setup, use, and support of transmission control protocol/Internet protocol (TCP/IP) on Microsoft Windows NT operating systems. Emphasis is on protocols, configuration management, routers, and practical troubleshooting.

CMIT 392M Designing and Implementing Databases with SQL Server (3)

(Designed to help prepare students to take Designing and Implementing Databases with Microsoft SQL Server Examination 70-029.) Prerequisites: Microsoft or Oracle Certified Professional status, CMIS 320 or equivalent, and working knowledge of Structured Query Language (SQL). The development of the knowledge and skills necessary to design and implement databases with SQL Server. Topics include developing a logical data model, deriving the physical design, devising data services, creating and executing stored procedures, and constructing and maintaining a physical database. Hands-on exercises are included.

CMIT 394M Data Warehousing Using SQL Server (3)

(Designed to help prepare students to take Designing and Implementing Data Warehouses with Microsoft SQL Server 7.0 Examination 70-019.) Prerequisites: Microsoft or Oracle Certified Professional status, CMIS 320, CMIT 392M, or equivalent; and working knowledge of Structured Query Language (SQL). A study of design and implementation of data warehouse solutions using SQL Server. Topics include defining the technical architecture for a data warehouse solution, developing the logical design, deriving the physical design, object linking and embedding, open database connectivity, ActiveX Data Objects, file management, data integrity, online analytical processing, monitoring and optimizing performance, and backup and disaster recovery. Hands-on exercises are included.

CMIT 464N NetWare 5.x Advanced Administration (2)

(Designed to help prepare students to take Novell NetWare 5 Advanced Administration Examination 50-640.) Prerequisites: CMIT 262N and 364N, or equivalent. An examination of network backup and configuration, Java-based utility execution, and remote access. Topics include management of Novell Directory Services trees, workstation management and configuration, print-server customization, and security auditing.

CMIT 465M Supporting NT 4.0 Enterprise Technologies (2)

(Designed to help prepare students to take Implementing and Supporting Microsoft Windows NT Server 4.0 Enterprise Examination 70-068.) Prerequisite: CMIT 375M or equivalent. An examination of design, implementation, and support for the Windows NT 4.0 Server network operating system. Emphasis is on managing resources in the multiple-domain enterprise computing environment.

CMIT 470N Service and Support (2)

(Designed to help prepare students to take Novell Service and Support Examination 50-635.) Prerequisite: CMIT 262N, CMIT 370N, CMIT 364N, CMIT 464N, or equivalent. A study of the prevention, diagnosis, and resolution of hardware-related problems. Emphasis is on optimizing hardware resources for networking products.

CMIT 475M Internet Information Server 4.0 (2)

(Designed to help prepare students to take Implementing and Supporting Microsoft Internet Information Server 4.0 Examination 70-087.) Prerequisite: CMIT 385M or equivalent. Hands-on experience in Internet/intranet set up, including installation, configuration, and implementation of the Internet Information Server 4.0. Focus is on protocols.

CMIT 476M Designing a Windows 2000 Network Infrastructure (2)

(Designed to help prepare students to take Designing a Microsoft Windows 2000 Network Infrastructure Examination 70-221.) Prerequisite: CMIT 376M. The development of the knowledge and skills necessary to design a Windows 2000 network infrastructure. Topics include building a networking services foundation, designing internet and extranet connectivity solutions, and creating an integrated network services infrastructure design and network service design to support applications.

CMIT 477M Designing a Windows 2000 Directory Services Infrastructure (2)

(Designed to help prepare students to take Designing a Microsoft Windows 2000 Directory Services Infrastructure Examination 70-219.) Prerequisite: CMIT 377M. A study of Active Directory design issues. Topics include naming strategy, delegation of administrative authority, schema policy, group policy support, infrastructure, and domain and multiple domain structure.

CMIT 480M Designing Security for a Windows 2000 Network (3)

(Designed to help prepare students to take Designing Security for a Microsoft Windows 2000 Network Examination 70-220.) Prerequisites: CMIT 376M and 377M. The development of the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Windows 2000 technologies. Topics include providing secure access to local network users, partners, remote users, and remote offices and between private and public networks.

CMIT 486A Internship in Computer Information Technology Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer information technology. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer information technology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CMIT 486B Internship in Computer Information Technology Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer information technology. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer information technology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CMIT 490M Designing a Migration Strategy from NT to Windows 2000 (1)

(Designed to help prepare students to take Upgrading from Microsoft Windows NT 4.0 to Microsoft Windows 2000 Examination 70-222.) Prerequisites: CMIT 366M and 367M. The development of the skills and knowledge necessary to select and design a migration strategy from NT 4.0 to Windows 2000 Active Directory service. Topics include developing a domain upgrade strategy, restructuring domains, planning to deploy a migration strategy, and minimizing the impact on operations during an upgrade.

CMIT 499 Special Topics in Computer Information Technology (1–5)

An inquiry into special topics in computer information technology that reflect the changing field. May be repeated when topics differ.

CMIT 499A Accelerated Upgrade of Support Skills from NT to Windows 2000 (3)

(Designed to help prepare students to take Microsoft Windows 2000 Accelerated Exam for MCPs Certified on Microsoft Windows NT 4.0 [examination 70-240], which covers the core competencies of Microsoft examinations 70-210, 70-215, 70-216, and 70-217.) Prerequisites: Microsoft Certified Systems Engineer or Certified Professional status and successful completion of Microsoft examinations 70-067, 70-068, and 70-073. The development of the knowledge and skills necessary to configure and administer Windows 2000 Professional and Windows 2000 Server and implement and support Windows 2000 network and directory services infrastructure. Hands-on exercises are included.

CMIT 499B Administering SQL Server (3)

(Designed to help prepare students to take System Administration for Microsoft SQL Server 7.0 Examination 70-028.) Prerequisite: An understanding of relational database concepts. The development of the knowledge and skills necessary to install, configure, and administer a database solution with the client/server database management system Microsoft SQL Server 7.0.

CMIT 499C Designing Cisco Networks (3)

(Formerly CAPP 398C. Designed to help prepare students to take Designing Cisco Networks Certification Examination 640-441.) The development of the knowledge and skills necessary for network design using Cisco Systems technologies. Students may receive credit for only one of the following courses: CAPP 398C or CMIT 499C.

CMIT 499D Interconnecting Cisco Devices (3)

(Formerly CAPP 498E.) Presentation of and practice in the concepts and commands required to configure Cisco switches and routers in multiprotocol internetworks. Students may receive credit for only one of the following courses: CAPP 498E or CMIT 499D.

Computer Science

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

- the general education requirement in computing;
- a major in computer science, computer information technology, or computer studies;
- a minor in computer studies;
- a certificate in Object-Oriented Programming Using Java; and
- electives.

A description of the curriculum for the computer science major begins on p. 37. Descriptions of other computer-related curricula may be found on the following pages: computer and information science (p. 35), computer information technology (p. 36), computer studies (p. 38), and information systems management (p. 56).

CMSC 130 Introductory Computer Science (3)

(For students majoring in computer science. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or equivalent experience; CMSC 150 strongly recommended. Presentation of and practice in structured programming and concepts in data abstraction. Verification methodologies are introduced. Students may receive credit for both CMSC 112 and CMSC 130.

CMSC 150 Introduction to Discrete Structures (3)

Prerequisite or corequisite: MATH 140. A survey of fundamental mathematical concepts involved in computer science. Functions, relations, finite and infinite sets, and propositional logic are explored. Proof techniques presented are those used for modeling and solving problems in computer science. Combinations, permutations, graphs, and trees are introduced, along with selected applications. Students may receive credit for only one of the following courses: CMSC 150 or CMSC 250.

CMSC 230 Elementary Data Structures (3)

(For students majoring in computer science. Continuation of CMSC 130.) Prerequisites: CMSC 130 and 150. Presentation and application of additional features of Java. Topics include stacks, queues, links, lists, and binary trees. Students may receive credit only once under this course number and for only one of the following courses: CMSC 135 or CMSC 230.

CMSC 305 Programming and Applications in Java (3)

(For students with previous programming experience.) Prerequisite: CMSC 230 (before spring 1999), CMIS 240, or equivalent. A one-semester study of Java syntax. Programming projects in Java are included. Students who completed CMSC 230 after fall 1998 may receive credit for only one of the following courses: CMSC 230 or CMSC 305.

CMSC 311 Computer Organization (3)

Prerequisite: A two-course sequence in a programming language. A study of the organization of memory, input/output, and central processing units, including instruction sets, register transfer operations, control microprogramming, data representation, and arithmetic algorithms. Assembly language and digital logic circuit design are introduced. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMSC 330 Advanced Programming Languages (3)

Prerequisite: CMSC 230, CMSC 305, or equivalent. A study of imperative and declarative programming languages. C++ is presented as the prime imperative language and compared with Ada and Java. LISP and PROLOG are introduced as declarative languages. Formal syntax and semantics are discussed.

CMSC 335 Object-Oriented and Concurrent Programming (3)

Prerequisite: CMSC 230, CMSC 305, or equivalent. A study of object-oriented and concurrent programming using features of Java. Concepts of object-oriented programming (such as composition, classification, and polymorphism) are explored. The principles of concurrent programming (such as task synchronization, race conditions, deadlock, and threads) are studied. Programming projects are implemented in Java. Students may receive credit for only one of the following courses: CMSC 330 or CMSC 335.

CMSC 411 Computer System Architecture (3)

Prerequisite: CMSC 311 or equivalent. A discussion of input/output processors and techniques, covering their relation to intrasystem communication, including buses and caches. Also covered are addressing and memory hierarchies, microprogramming, parallelism, and pipelining.

CMSC 412 Operating Systems (3)

Prerequisite: CMSC 311 or equivalent. An introduction to batch systems, spooling systems, and third-generation multiprogramming systems. The parts of an operating system are described in terms of their function, structure, and implementation. Basic policies for allocating resources are also discussed. Programming projects may be included.

CMSC 420 Data Structures (3)

Prerequisite: CMSC 230 or equivalent. A study of data structures (including lists and trees) in terms of their descriptions, properties, and storage allocations. Algorithms are used to manipulate structures. Applications are drawn from the areas of information retrieval, symbolic manipulation, and operating systems.

CMSC 421 Introduction to Artificial Intelligence (3)

Prerequisites: CMSC 330 and 420, or equivalent. An exploration of various areas of artificial intelligence, including search, inference, knowledge representation, learning, vision, natural languages, expert systems, and robotics. Programming languages (e.g., LISP, PROLOG), programming techniques (e.g., pattern matching, discrimination networks), and control structures (e.g., agendas, data dependencies) are implemented in suitable applications.

CMSC 424 Database Design (3)

Prerequisite: CMSC 420 or equivalent; CMSC 450 recommended. A study of the applicability of the database approach as a mechanism for modeling the real world. The three popular data models (hierarchical, relational, and network) are reviewed. Permissible structures, integrity constraints, storage strategies, and query facilities are compared. The theoretical foundations of the logic used in designing a database are presented.

CMSC 430 Theory of Language Translation (3)

Prerequisites: CMSC 330 and programming experience in C or C++, or equivalent; CMSC 420 recommended. An examination of the formal translation of programming languages, syntax, and semantics. Highlights include evaluation of finite-state grammars and recognizers; context-free parsing techniques such as recursive descent, precedence, LL(K), LR(K), and SLR(K); and improvement and generation of machine-independent code and syntax-directed translation schema.

CMSC 450 Logic for Computer Science (3)

(Also listed as MATH 450.) Prerequisites: CMSC 150 and MATH 241, or equivalent. Elementary development of propositional logic (including the resolution method) and first-order logic (including Hebrand's unsatisfiability theorem). Discussion covers the concepts of truth and interpretation; validity, provability, and soundness; completeness and incompleteness; and decidability and semidecidability. Students may receive credit for only one of the following courses: CMSC 450, MATH 444, MATH 445, or MATH 450.

CMSC 451 Design and Analysis of Computer Algorithms (3)

Prerequisites: CMSC 150 and 230, or equivalent. Presentation of fundamental techniques for designing and analyzing computer algorithms. Basic methods include divide-and-conquer techniques, search and traversal techniques, dynamic programming, greedy methods, and induction.

CMSC 452 Elementary Theory of Computing (3)

Prerequisite: CMSC 230 or equivalent. Analysis of alternative theoretical models of computation and types of automata. Their relationship to formal grammars and languages is specified.

CMSC 475 Combinatorics and Graph Theory (3)

(Also listed as MATH 475.) Prerequisites: MATH 240 and 241. An exploration of general enumeration methods, difference equations, and generating functions. Focus is on elements of graph theory, matrix representations of graphs, and applications of graph theory to transport networks. Matching theory and graphical algorithms are also considered. Students may receive credit for only one of the following courses: CMSC 475 or MATH 475.

CMSC 486A Internship in Computer Science Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer science. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CMSC 486B Internship in Computer Science Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer science. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CMSC 498 Special Topics in Computer Science (1–3)

Prerequisites: Vary according to topic. A seminar on topics in computer science. May be repeated to a maximum of 6 credits when topics differ.

CMSC 498D Topics in Software Systems Engineering (3)

Prerequisite: CMSC 420, CMSC 430, or equivalent. An exploration of software engineering from both a systems engineering and a managerial point of view. Coverage of issues in software systems engineering includes definition of requirements, specification, design, verification and validation, and estimation of costs of software. Topics in management include planning, organizing, staffing, directing, and controlling, as those activities apply to the development of software systems.

CMSC 498G Image Processing and Computer Graphics (3)

Prerequisites: MATH 240 and CMIS 345 (or CMSC 330). An investigation of concepts and techniques of image processing and computer graphics. Input/output devices, display programs, and statistical attributes of images are reviewed. Transformations, thresholding, clipping, and edge detection are implemented. Convolution and filters, Fourier and wavelet transforms, and volume rendering and animation of three-dimensional graphical objects are introduced. Presentation covers methods to scan conversion of lines and polygons and to apply two-dimensional and three-dimensional geometric and projective transformations. Algorithms for hidden-surface removal, reflection and lighting, and representation of general curves and surface are included.

CMSC 498J Internet Programming in Java (3)

(Also listed as CMIS 498J.) Prerequisite: CMSC 335 or equivalent object-oriented and Java programming experience. An examination of the principles, techniques, and applications of programming in Java in the Internet environment. Topics include threads, packages, interfaces, and exceptions. Java applets are created and incorporated into Web pages. Visual development tools are reviewed. Students may receive credit for only one of the following courses: CMIS 498J or CMSC 498J.

Computer Studies

Courses in computer studies (designated CMST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major or minor in computer studies;
- a major in computer and information science, computer information technology, or information systems management;
- a certificate in various computer-related areas; and
- electives.

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

A description of the curriculum for the computer studies major and minor begins on p. 38. Descriptions of other computer-related curricula may be found on the following pages: computer and information science (p. 35), computer information technology (p. 36), computer science (p. 37), and information systems management (p. 56).

CMST 100A Introduction to Microcomputers: Hardware and Software (1)

(Formerly CAPP 100A. Graded on a satisfactory/D/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. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to word processing as one of the many applications of microcomputers. The characteristics of word processing are analyzed. Topics include typical features, as well as costs and trends of available hardware and software. Hands-on practice with typical word-processing software is provided. Students may receive credit for only one of the following courses: CAPP 100B, CAPP 103, CMST 100B, or CMST 103.

CMST 100D Introduction to Microcomputers: Presentation Graphics (1)

(Formerly CAPP 100D. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the principles of presentation graphics. Topics include text and analytical charts, free-form graphics and clip art, and animation and slide shows. Hands-on practice with typical presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D or CMST 100D.

CMST 100E Introduction to Microcomputers: Networks and Communication (1)

(Formerly CAPP 100E. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the use of computer networks to interconnect microcomputers and to the current hardware, software, and communication standards and protocols that make networking possible. Hands-on practice with typical communications software and network configuration is provided. Students may receive credit for only one of the following courses: CAPP 100E or CMST 100E.

CMST 100F Introduction to Microcomputers: Databases (1)

(Formerly CAPP 100F. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to database systems, including terminology and principles of database management systems. Focus is on how best to organize, manage, and access stored data, how to protect databases, and how to extract useful information. Hands-on practice with typical database software is provided. Students may receive credit for only one of the following courses: CAPP 100F, CAPP 103, CMST 100F, or CMST 103.

CMST 100G Introduction to Microcomputers: Spreadsheets (1)

(Formerly CAPP 100G. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the use of electronic worksheets to analyze forecasts and sales data, including basic terminology, formats, and other applications. Hands-on practice with typical spreadsheet software is provided. Students may receive credit for only one of the following courses: CAPP 100G, CAPP 103, CMST 103, or CMST 100G.

CMST 100J Introduction to Microcomputers: Security (1)

(Formerly CAPP 100J. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to computer security. Both physical and software security and the types of computer viruses that afflict modern information systems are examined. Discussion covers the use of the operating system and antiviral 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 CMST 100J.

CMST 100K Introduction to Microcomputers: Accessing Information via the Internet (1)

(Formerly CAPP 100K. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the Internet and the wealth of information it contains. The focus is on practical and efficient means for gaining access to information through the use of browsers on a home computer system and search engines on the Internet. Mechanisms by which the Internet operates, security issues on the Internet, intellectual property right 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, CMST 385, or CMST 386 cannot earn credit for CMST 100K. Students may receive credit for only one of the following courses: CAPP 100K, CAPP 101C, or CMST 100K.

CMST 100L Introduction to Microcomputers: Web Page Design (1)

(Formerly CAPP 100L. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to Web page design and site management. The characteristics of Web page design and navigation structures are analyzed, and typical features of current commercial software are presented. Hands-on practice with typical Web page design and site management software is provided. Students may receive credit for only one of the following courses: CAPP 100L or CMST 100L.

CMST 100M Introduction to Microcomputers: HTML (1)

(Formerly CAPP 100M. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 100A or equivalent. An introduction to the use of HTML to create basic and advanced World Wide Web–enabled documents. Topics include 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 CMST 100M.

CMST 100N Introduction to Microcomputers: Desktop Operating Systems (1)

(Formerly CAPP 100N. Graded on a satisfactory/D/fail basis only.) Prerequisite: CMST 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 CMST 100N.

CMST 100P Introduction to Microcomputers: Using UNIX/Linux (1)

(Formerly CAPP 100P. 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-Window 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 103 Introduction to Microcomputer Software (3)

(Formerly CAPP 103.) An introduction to microcomputers and application software. Hands-on experience with software packages (including word processing, spreadsheets, and databases) is provided. Focus is on concepts, features, and business applications of those facilities. Students who have received credit for CMST 100B, CMST 100F, or CMST 100G may not receive credit for CMST 103. Students may receive credit for only one of the following courses: CAPP 103 or CMST 103.

CMST 300 Concepts in Computing (3)

(Formerly CAPP 300.) An introduction to the basic principles and techniques of computing. Discussion deals with the effects of computerization on individuals, government, business, and industry; social and ethical issues; concepts of problem solving; and computer hardware. Students may receive credit for only one of the following courses: CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

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: CMIS 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 interfacing with high-level printing equipment to produce a final document. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 311 Advanced Desktop Publishing (3)

(Formerly CAPP 311.) Prerequisite: CMST 310 or equivalent. A project-oriented study of the concepts and methods of desktop publishing. Techniques for using color in page layouts are implemented. Features essential to multimedia presentations are integrated with techniques for capturing and editing photos to produce business publications. Students may receive credit for only one of the following courses: CAPP 311 or CMST 311.

CMST 340 Computer Applications in Management (3)

(Formerly CAPP 340.) Prerequisite: CMST 300, IFSM 201, or equivalent. An overview of computer-based information-system concepts and operations and how these capabilities are applied by management to improve the work processes of business, government, and academic organizations. Consideration is also given to management planning at the strategic, tactical, and operational levels necessary to effect continuous improvements. The interchange of electronic information and the application of various computing tools such as spreadsheet programs are introduced. Students may receive credit for only one of the following courses: CAPP 340, CMIS 350, or CMST 340.

CMST 385 Internet: A Practical Guide (3)

(Formerly CAPP 385.) Prerequisite: CMST 300, IFSM 201, or equivalent. An introduction to the Internet and the World Wide Web. Topics include basic principles and protocols of the Internet; configuration and use of graphical Web browsers; application programs such as Telnet, FTP, e-mail, and Net 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.

CMST 398J Programming with JavaScript (3)

Prerequisites: CMIS 102 and CMST 386, or equivalent. A structured approach to programming with JavaScript to build dynamic, interactive Web pages. Topics include adaptive forms, dynamic HTML, event modeling, cross-browser compatibility, cookies, and security issues. Programming projects are included.

CMST 415 Advanced Visual Basic Programming (3)

(Formerly CAPP 498B.) Prerequisite: CMST 305 or equivalent. An investigation of advanced Visual Basic programming concepts, tools, and methods. Topics include object linking and embedding (OLE), dynamic data exchange (DDE), and data access objects (DAO) for interface with other applications and databases. Emphasis is on application design and development. Practical opportunities to design and develop complete applications integrating multiple features of the Visual Basic programming language are provided. Students may receive credit for only one of the following courses: CAPP 498B or CMST 415.

CMST 430 Web Site Management (3)

(Formerly CAPP 498C.) Prerequisites: CMST 385 and 386, or equivalent. An in-depth survey of Web site maintenance for small businesses. Topics include Web tools, including scripting, servers, editors, image manipulation tools, utilities, and traffic analysis. Focus is on Internet security and e-commerce issues. Students may receive credit for only one of the following courses: CAPP 498C or CMST 430.

CMST 450 Web Design Methodology and Technology (3)

(Formerly CAPP 498D.) Prerequisites: CMST 385 and 386, or equivalent. An in-depth survey of the design and delivery of professional Web content. Focus is on using comprehensive tools and the latest technology to enhance the Web presence of a small business. Topics include multimedia and interactivity. Online commerce and Internet security issues are discussed. Assignments include a comprehensive project. Students may receive credit for only one of the following courses: CAPP 498D or CMST 450.

CMST 486A Internship in Computer Studies Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer studies. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CMST 486B Internship in Computer Studies Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in computer studies. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to computer studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Cooperative Education

Cooperative Education (Co-op) extends education beyond the traditional classroom by integrating career-related work opportunities with the student's field of study. Approval and registration information is obtained through the Cooperative Education office.

Cooperative Education courses are no longer designated COOP. Instead, they carry the designator of the appropriate academic discipline and the number 486A or 486B. Students are responsible for consulting their resource team regarding applying Co-op credit to their degree program.

More details and contact information for Cooperative Education are available on p. 12.

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: Only 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 Security Management or Security Operations; 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.

A description of the curriculum for the criminal justice major and minor begins on p. 39. Descriptions of other related curricula may be found on the following pages: legal studies (p. 58) and sociology (p. 67).

CCJS 100 Introduction to Criminal Justice (3)

An introduction to the administration of criminal justice in a democratic society, emphasizing the history and theories of law enforcement. The principles of organization and administration in law enforcement, including specific activities and functions (such as research and planning, public relations, personnel and training, inspection and control, and formulation and direction of policy) are covered. Students may receive credit for only one of the following courses: BEHS 351, CCJS 100, or CJUS 100.

CCJS 105 Introduction to Criminology (3)

An overview of criminal behavior and the methods of studying it. Topics include causation; typologies of criminal acts and offenders; the practices and effects of punishments, correction, and incapacitation; and the prevention of crime. Students may receive credit for only one of the following courses: CCJS 105 or CRIM 220.

CCJS 230 Criminal Law in Action (3)

An exploration of law as a method of social control. The nature, sources, and types of criminal law are studied in relation to its history and theories. Behavioral and legal aspects of criminal acts and the classification and analysis of selected criminal offenses are covered. Students may receive credit for only one of the following courses: CCJS 230 or CJUS 230.

CCJS 234 Criminal Procedure and Evidence (3)

A study of the general principles and theories of criminal procedure. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed. Students may receive credit for only one of the following courses: CCJS 234, CJUS 234, LGST 320, or PLGL 320.

CCJS 320 Introduction to Criminalistics (3)

An introduction to modern methods used in detecting, investigating, and solving crimes. The practical analysis of evidence in a criminal investigation laboratory is covered. Topics include photography, fingerprints, and other impressions; ballistics; documents and handwriting, glass, and hair; drug analysis; and lie detection. Students may receive credit for only one of the following courses: CCJS 320 or CJUS 320.

CCJS 330 Contemporary Criminological Issues (3)

An examination of career criminals, prison overcrowding, prediction, ecological studies of crime, family and delinquency, and similar criminological problems. Students may receive credit for only one of the following courses: CCJS 330 or CRIM 330.

CCJS 331 Contemporary Legal Policy Issues (3)

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 340 Law-Enforcement Administration (3)

An introduction to concepts of organization and management as they relate to law enforcement. Topics include principles of structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 350 Juvenile Delinquency (3)

An examination of juvenile delinquency in relation to the general problem of crime. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 351 Issues in Criminal Justice (6)

(May be applied toward a specialization in behavioral and social sciences.) An interdisciplinary exploration of criminal justice. Topics include theories of the causes of crime; requisites of criminal liability; defenses; the rights guaranteed by the Fourth, Fifth, and Sixth Amendments to the U.S. Constitution; undercover investigation; special issues in juvenile justice; and the highly controversial issues of capital punishment and victimization. Students may receive credit for only one of the following courses: BEHS 351, CCJS 100, or CCJS 351.

CCJS 352 Drugs and Crime (3)

An analysis of the role of criminal justice in controlling the use and abuse of drugs. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 357 Industrial and Retail Security Administration (3)

An exploration of the origins of contemporary private security systems. The organization and management of protective units (industrial and retail) are examined. Students may receive credit for only one of the following courses: CCJS 357 or CJUS 360.

CCJS 360 Victimology (3)

An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The interaction between victims of crime and the system of criminal justice is considered in terms of the role of the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 370 Race, Crime, and Criminal Justice (3)

A historical and theoretical study of the role and treatment of racial/ethnic minorities in the criminal justice system.

CCJS 400 Criminal Courts (3)

An examination of criminal courts in the United States at all levels. Topics include the roles of judges, prosecutors, defenders, clerks, and court administrators, and the nature of their jobs; problems of administration, as well as those facing courts and prosecutors; and reform. Students may receive credit for only one of the following courses: CCJS 400 or CJUS 400.

CCJS 432 Law of Corrections (3)

A review of the law of criminal corrections, from sentencing to final release or release on parole. Probation, punishments, special treatments for special offenders, parole and pardon, and the prisoner's civil rights are examined. Students may receive credit for only one of the following courses: CCJS 432 or CRIM 432.

CCJS 444 Advanced Law-Enforcement Administration (3)

A foundation in organizing the labor, material, and systems needed to accomplish the major goals of social control. Topics include personnel and systems management, as well as political controls and limitations on authority and jurisdiction. Students may receive credit for only one of the following courses: CCJS 444 or CJUS 444.

CCJS 451 Crime and Delinquency Prevention (3)

A review of methods and programs used in preventing crime and delinquency. Students may receive credit for only one of the following courses: CCJS 451 or CRIM 451.

CCJS 452 Treatment of Criminals and Delinquents (3)

Analysis of processes and methods used to modify criminal and delinquent behavior. Students may receive credit for only one of the following courses: CCJS 452 or CRIM 452.

CCJS 453 White-Collar and Organized Crime (3)

An overview of the definition, detection, prosecution, sentencing, and impact of white-collar and organized crime. Special consideration is given to the role of federal law and enforcement practices.

CCJS 454 Contemporary Criminological Theory (3)

A brief historical overview of criminological theory up to the 1950s. Deviance, labeling, and typologies, as well as the most recent research on criminalistic subcultures and on middle-class delinquency, are examined. Various recent proposals for decriminalization are discussed. Students may receive credit for only one of the following courses: CCJS 454 or CRIM 454.

CCJS 455 Theory and Principles of Executive Protection (3)

A study of concepts, principles, and methods of organizing and administering a successful protective security program for corporate executives, professional athletes, entertainment celebrities, and political personalities and families who are at risk for harassment, stalking, assault, kidnapping, or assassination at home, in the work environment, or while traveling. The philosophy and principles of protection and the use of both physical security techniques and electronic countermeasures are examined.

CCJS 460 School Safety and Security (3)

A study of methods of safeguarding the school environment. Topics include threat assessment in schools, essential security components for school safety and security, school culture and implications for safety and security, and crime prevention in schools (including the identification of warning signs and critical incident planning).

CCJS 461 Psychology of Criminal Behavior (3)

An overview of the biological, environmental, and psychological factors that underlie criminal behavior. Characteristics of criminal behavior are reviewed. The influence of biophysiology and stress on the commission of various crimes is examined. Topics include patterns of maladjustment, disorders of the personality, psychoses, the connection between aggression and violent crime, sexual deviations and crimes that are sexually motivated, and the abuse of alcohol and drugs. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 464 Certified Protection Professional Program (3)

(Designed for private security and law-enforcement professionals.) A study of security management, focusing on the educational requirements for accreditation.

CCJS 486A Internship in Criminal Justice Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in criminology/criminal justice. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to criminal justice and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CCJS 486B Internship in Criminal Justice Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in criminology/criminal justice. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to criminal justice and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

CCJS 498 Selected Topics in Criminology/ Criminal Justice (3)

(Offered in response to student requests and faculty interest.) Study of criminological topics of special interest to advanced undergraduates. May be repeated to a maximum of 6 credits in CCJS, CJUS, or CRIM when topics differ.

CCJS 498A Criminal Trial Issues (3)

An intensive study of the latest constitutional developments in the ever-changing areas of search and seizure, confessions, trial procedure, punishment, and appeals. Focus is on past and current trends of the U.S. Supreme Court in applying the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments to federal as well as state law-enforcement practices. The case-study method is utilized. Actual Supreme Court case decisions and cases pending review and decision provide an opportunity to understand the doctrinal development of controlling principles and to predict future developments.

CCJS 498B Forensics and Psychology (1)

A survey of psychological research and theory dealing with behavior in the criminal trial process. Topics include jury selection, criminal profiling, eyewitness testimony, prediction of violent behavior, and mental competency of the accused. Students may receive credit for only one of the following courses: CCJS 498B or PSYC 309E.

CCJS 498C Computer Crime and Security (3)

An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security.

CCJS 498D Correctional Administration (3)

An introduction to concepts of organization and management as they relate to the field of corrections. Topics include the history of corrections, principles of structure, policy and procedures, communication and authority, division of work, inmate discipline and due process, organizational culture, security, technology changes, and relationships with other components of the criminal justice system.

CCJS 498E Institutional Security (3)

A survey of the security needs, methods, and technology of military, medical, academic, and other professional institutions. The integration of security concerns with other aspects of management are examined.

CCJS 498F Legal and Ethical Issues in Security Management (3)

An examination of current problems facing the security professional. Topics include legal liabilities, compliance issues, and ethical standards of organizations.

CCJS 498G Introduction to Security Management (3)

A study of the concepts, principles, and methods of organizing and administering security management and loss-prevention activities in industry, business, and government. Emphasis is on both private and governmental protection of assets, personnel, and facilities.

CCJS 498H Protection of Business Assets (3)

An examination of the application of security knowledge and techniques for the protection of business assets. Topics include security planning methods, risk analysis, security surveys, and decision making for the development of security programs and countermeasures.

CCJS 498I Domestic Violence and the Response of the Criminal Justice System (3)

An examination of the development and evaluation of the problem of domestic violence and the response of the criminal justice system to the problem. Focus is on development and enforcement of criminal laws and sanctions across the United States, with an emphasis on Maryland law.

CCJS 498J Criminal Justice and the Media (1)

An in-depth analysis of the effect of the news media on crime levels and public fear of crime. Public perceptions created by the manner in which crime is covered by the media are explored. Whether media responsibility includes crime prevention is considered.

CCJS 498K Security: A Management Perspective (3)

An examination of managerial concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on employee/employer security and the skills essential to manage the many, varied, and complex problems encountered in today's business environment.

CCJS 498M The Role of the Public Defender in the Criminal Justice System (1)

An examination of the role of the public defender in the defense of the poor and indigent accused of criminal acts. Topics include the role of the public defender in the criminal justice system, the origin of the right to counsel, the indigent in the criminal justice system, the death penalty, and profiling.

CCJS 498N The Media and the Courts (1)

An examination of the interaction between the First Amendment right to free speech and press and the fair administration of the criminal justice system, including the Sixth Amendment right to a public trial.

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.

A description of the curriculum for the economics minor begins on p. 42. A description of the social science major begins on p. 66.

ECON 201 Principles of Economics I (3)

An introduction to the problems of unemployment, inflation, and economic growth. Emphasis is on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Economics II (3)

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

ECON 205 Fundamentals of Economics (3)

A one-semester introduction to the principles of economics and their applications to the major economic problems of society. Topics include problems of population, poverty, inflation, unemployment, inequality, monopoly, urban renewal, environmental protection, economic planning, imperialism, international trade, and comparative economic systems. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

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 305 Intermediate Macroeconomic Theory and Policy (3)

Prerequisites: ECON 201 and 203. Analysis of forces that determine a nation's income, employment, and price levels. Topics include consumption, investment, inflation, and governmental fiscal and monetary policy. Students may receive credit for only one of the following courses: ECON 305, ECON 403, or ECON 405.

ECON 306 Intermediate Microeconomic Theory (3)

Prerequisites: ECON 201 and 203. Analysis of the principles underlying the behavior of individual consumers and business firms. Theories of marketing systems, distribution, and the roles of externalities are covered. Students may receive credit for only one of the following courses: ECON 306 or ECON 403.

ECON 307 Development of Economic Ideas: Social and Political (3)

(Fulfills the civic responsibility and historical perspective requirements.) Prerequisite: ECON 201 or ECON 205. A study of the development of economic ideas as they relate to underlying philosophies, views of the prospects of humanity, the role of values, methods of analysis, social history, and contemporary politico-economic problems. Theories advanced by Marx, Marshall, Veblen, Schumpeter, Samuelson, Friedman, Keynes, Galbraith, Myrdal, Robinson, and others are discussed.

ECON 315 Economic Development of Underdeveloped Areas (3)

(Fulfills the civic responsibility requirement.) Prerequisite(s): ECON 201 and 203, or ECON 205. Analysis of the economic and social characteristics of underdeveloped areas. Recent theories about economic development, obstacles to development, and policies and planning for development are discussed. Students may receive credit for only one of the following courses: ECON 315 or ECON 416.

ECON 321 Economic Statistics (3)

Prerequisite: MATH 220 or equivalent. Introduction to the use of statistics in economics. Topics include random variables and their distributions, analysis of variance, estimation, regression analysis, probability theory, sampling theory, and correlation. Students who receive credit for ECON 321 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, SOCY 201, or STAT 100.

ECON 370 Labor Markets, Human Resources, and Trade Unions (3)

Prerequisite(s): ECON 201 and 203, or ECON 205. A survey of labor markets and the American labor movement. Topics include the growth and composition of the labor force; theories of determining wages; the wage/price spiral; collective bargaining; problems of unemployment and labor-market operations; and governmental regulation of employment and labor relations. Students may receive credit for only one of the following courses: ECON 370 or ECON 470.

ECON 380 Comparative Economic Systems (3)

(Fulfills the civic responsibility and international perspective requirements.) Prerequisite(s): ECON 201 and 203, or ECON 205. A comparative analysis of the theory and practice of various types of economic systems, especially the economic systems of the United States, the former Soviet Union, the People's Republic of China (mainland China), Western and Eastern Europe, and less-developed countries.

ECON 381 Environmental Economics (3)

Prerequisite: ECON 201 or ECON 205. Application of economic theory to problems of environmental quality and management. The theory behind common-property resources, economic externalities, alternative pollution-control measures, and limits to economic growth is discussed.

ECON 425 Mathematical Economics (3)

(For students with a minor in economics.) Prerequisites: ECON 201, ECON 203, and MATH 220. An explanation of the simpler aspects of mathematical economics. The types of calculus and algebra that are required for economic analysis are presented.

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.

ECON 450 Introduction to Public-Sector Economics (3)

Prerequisite(s): ECON 201 and 203, or ECON 205. A study of public finance, examining the roles of federal, state, and local governments in meeting the demands of the public. Theories of taxation, public expenditures, governmental budgeting, benefit/cost analysis, and redistribution of income are analyzed, along with their applications in public policy. Students may receive credit for only one of the following courses: ECON 450 or ECON 454.

ECON 484 The Economy of China (3)

(Fulfills the historical perspective requirement.) Prerequisite(s): ECON 201 and 203, or ECON 205. An inquiry into policies of the Chinese economy and how it has performed since 1949. A survey of the economic history of the People's Republic of China stresses the strategies and institutional innovations that the mainland Chinese have adopted to overcome problems in their economic development. Some economic controversies raised during the Cultural Revolution are covered in reviewing the problems and prospects of the current Chinese economy.

ECON 486A Internship in Economics Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in economics. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to economics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ECON 486B Internship in Economics Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in economics. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to economics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Education

UMUC does not offer a major or minor in education.

Courses in education from other institutions may be accepted as transfer credit and applied toward electives.

Education courses may be scheduled as EDCP, EDHD, or EDUC.

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; they may be used as elective credit only.

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 101 Effective Writing Skills (3)

(Does not fulfill the general education requirement in communications. Students for whom English is a second language should consider taking EDCP 101X instead. Recommended as preparation for ENGL 101.) A study of writing designed to improve basic skills at the level of sentence and paragraph. Topics include word choice, grammar, punctuation, and mechanics. Frequent opportunities to practice and refine skills are provided.

EDCP 101X Effective Writing Skills (3)

(Does not fulfill the general education requirement in communications. Enrollment restricted to students for whom English is a second language. Recommended as preparation for ENGL 101X.) 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

EDCP 103 Elements of Composition and Style (3)

(Does not fulfill the general education requirement in communications. Students for whom English is a second language should consider taking EDCP 103X instead. Recommended as preparation for ENGL 101 or upper-level writing courses.) Prerequisite: Satisfactory performance on a placement test or recommendation of a resource team advisor. A review of basic writing skills. Topics include increasing language awareness, developing sophisticated diction, and improving grammar. Practice is provided in writing complex sentences, giving examples, and developing extended paragraphs. Focus is on discerning, gathering, organizing, and presenting evidence and on developing a narrative voice.

EDCP 103X Elements of Composition and Style (3)

(Does not fulfill the general education requirement in communications. Enrollment restricted to students for whom English is a second language. Recommended as preparation for ENGL 101X or upper-level courses) Prerequisite: Satisfactory performance on a placement test or recommendation of a resource team advisor. A review of basic writing skills. Topics include increasing language awareness, developing sophisticated diction, and improving grammar. Practice is provided in writing complex sentences, giving examples, and developing extended paragraphs. Focus is on discerning, gathering, organizing, and presenting evidence and on developing a narrative voice.

EDCP 108D Career Development and Decision Making (1)

An analytical approach to self-insight and the world of work. Self-assessment of skills, interests, and values is central. Vocational testing and interpretation are included. New career options are explored based on testing and assessment results, and realistic career goals are set. Students may receive credit for only one of the following courses: CAPL 171 or EDCP 108D.

EDCP 108R Returning Students: Skills for Taking Charge of Your Life (1)

Presentation of methods for effective life planning. Focus is on self-insight and self-management in clarifying values, setting goals, managing time, and practicing assertive techniques.

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 only.

EDHD 320 Human Development Through the Life Span (3)

A presentation of fundamental concepts underlying social and individual parameters of human development at various stages of life. Focus is on continuity and change over the course of an individual's development. Students may receive credit for only one of the following courses: EDCP 498G or EDHD 320.

EDHD 411 Child Growth and Development (3)

A study of the growth and development of the child from conception through the early childhood years. Emphasis is on developmental sequences in the physical, psychological, and social spheres. Implications for understanding and working with children at home, at school, and in other settings are considered.

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.

English

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

- the general education requirement in communications (writing courses) or in the arts and humanities (literature courses);
- a major or minor in English or humanities; and
- electives.

ENGL 101, 101X, 281, 281X, 384, 493, 498, 498N, 498P, 499, and 499N may be applied toward the general education requirement in communications. Other writing courses are also available under communication studies.

ENGL 303, 391, 391X, and 396 (as well as COMM 390, 393, 393X, 394, and 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 requirements.

Degree-seeking students must complete ENGL 101 (or present its equivalent in transfer) during their first 15 semester hours of enrollment at UMUC. ENGL 101 is prerequisite to all English writing courses with higher numbers (except ENGL 281) and most courses in communication studies. Placement tests are required for enrollment in ENGL 101 and 101X. Students may either consult the *Undergraduate Schedule of Classes* for times and locations of tests or contact the Testing Center by phone at 301-985-7645 or by e-mail at *fdes@info.umuc.edu.*

Students for whom English is a second language should consider taking writing courses designated with X, such as ENGL 101X, 391X, etc. Other writing courses are available under the discipline of communication studies.

A description of the curriculum for the English major and minor begins on p. 42. A description of the curriculum for the humanities major and minor begins on p. 52.

ENGL 101 Introduction to Writing (3)

(Students for whom English is a second language should consider taking ENGL 101X instead.) Prerequisite: Satisfactory performance on a placement test. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 101 or ENGL 101X.

ENGL 101X Introduction to Writing (3)

(Enrollment restricted to students for whom English is a second language.) Prerequisite: Satisfactory performance on a placement test. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 101 or ENGL 101X.

ENGL 106 Introduction to Research Writing (1)

(Designed to help students enhance their research and writing skills.) Instruction 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 MLA and APA styles of documentation are used.

ENGL 205 Introduction to Shakespeare (3)

An examination of representative Shakespearean plays from each genre (comedy, history, tragedy, and romance).

ENGL 211 English Literature: Beginning to the Romantic Period (3)

Prerequisite: ENGL 101. An introduction to significant works of English literature, surveying earlier works to the Romantic period. Readings include *Beowulf,* and works by Chaucer, Spenser, Marlowe, and Milton.

ENGL 212 English Literature: The Romantic Period to the Present (3)

Prerequisite: ENGL 101. A survey of the major literary movements of the 19th and 20th centuries, from Romantic to Victorian to Modern. Authors studied may include Wordsworth, Keats, the Brontës, Tennyson, Browning, Yeats, Joyce, and Woolf.

ENGL 278F Introduction to Principles of Text Editing (3)

(Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or equivalent. An introduction to the practice of editing. Focus is on striving for correctness, consistency, and clarity of style, while writing, evaluating, and rewriting various documents. Topics include building an editor's reference library, exploring editing as a profession, and reviewing computer-assisted editing.

ENGL 281 Standard English Grammar, Usage, and Diction (3)

(Students for whom English is a second language should consider taking ENGL 281X instead. 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 281X Standard English Grammar, Usage, and Diction (3)

(Enrollment restricted to students for whom English is a second language. Fulfills the general education requirement in communications, but is not a writing course.) Prerequisite: ENGL 101X 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 288 Special Topics in English (1–3)

An introduction to literary works written by a specific author or authors, representative of a literary movement, or produced in a specific time or place. Students may receive credit for a given topic in either ENGL 288 or ENGL 388 only once.

ENGL 289 Special Topics in Literature (1–3)

An introduction to literary works written by a specific author or authors, representative of a literary movement, or produced in a specific time or place. Students may receive credit for a given topic in either ENGL 289 or ENGL 389 only once.

ENGL 303 Critical Approaches to Literature (3)

(Designed as a foundation for other upper-level literature courses. Fulfills the general education requirement in intensive upper-level writing.) 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 304 The Major Works of Shakespeare (3)

(Fulfills the international perspective requirement.) An overview of the variety of Shakespeare's works, including a representative sample of comedies, histories, tragedies, and romances. The goal is to gain a better understanding of and appreciation for the plays, both in reading the texts and viewing performances of them.

ENGL 310 Medieval and Renaissance British Literature (3)

(Fulfills the historical and international perspective requirements.) An exploration of the cultural attitudes and values that separate the Middle Ages from the Renaissance, highlighting the changing role and purpose of the writer. Major works and authors may include *Beowulf, Sir Gawain and the Green Knight,* Chaucer, Spenser, Marlowe, and Shakespeare.

ENGL 311 17th- and 18th-Century British Literature (3)

(Fulfills the historical and international perspective requirements.) Prerequisite: Two lower-level English courses, at least one in literature, or permission of department. A study of the culture of 17th- and 18th-century Britain, as seen through selected major texts. Readings cover drama, poetry, political writings, and early novels by men and women. Authors may include Donne, Milton, Jonson, Swift, Pope, Montagu, and Wollstonecraft.

ENGL 312 Romantic to Modern British Literature (3)

(Fulfills the historical and international perspective requirements.) A study of representative authors and works in British literature from the early 19th century to the present, with emphasis on the novel. Some poetry and drama are also covered. The works of representative writers (such as Jane Austen, Charles Dickens, Thomas Hardy, P. D. James, and others) are explored.

ENGL 313 American Literature (3)

A detailed study of selected major texts of American literature since the 17th century, including women's literature, African American literature, and literature from various regions of the country.

ENGL 340 Studies in Fiction, Poetry, and Drama (3)

An exploration of literary genres that incorporates both contemporary and traditional works. Emphasis is on the study of literature—its creation, texts, and interpretations—as a means for developing interpretive and analytical skills. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 345 Modern Poetry (3)

(Not open to students who have already completed ENGL 446.) A survey of British and American poetry from Yeats and Robinson to the present. Special emphasis is on Yeats, Pound, Eliot, Williams, Roethke, and Lowell.

ENGL 350 English and American Literature: Blake to Conrad (3)

(Fulfills the historical and international perspective requirements.) An exploration of the poetry, short stories, novels, and prose of British Romanticism, the American Renaissance, and Victorian England. The writings of seminal thinkers such as John Keats, Emily Dickinson, Mark Twain, Robert Browning, and Charles Dickens are studied. Salient topics may include the destruction of the wilderness, the conflicting roles of women, the struggles of African Americans, and the interrelationship of dreams and reality. Students may receive credit for only one of the following courses: ENGL 350 or HUMN 325.

ENGL 354 20th-Century American Women Writers (3)

An examination of the contributions of major American women writers of the 20th century in the novel, short story, drama, and poetry.

ENGL 358 20th-Century British Women Writers (3)

An examination of the contributions of major British women writers of the 20th century in the novel, short story, drama, and poetry.

ENGL 362 African American Slave Narratives and the Oral Tradition (3)

(Fulfills the historical perspective requirement.) An examination of the life stories and freedom philosophies of select African American slaves. Emphasis is on the oral tradition of storytelling, including folk tales, riddles, rhymes, and songs. Topics include the African American slave narrative as a work of translation and description and the desired effect of the narrative—the abolition of slavery.

ENGL 363 African American Literature to 1900 (3)

(Fulfills the historical perspective requirement.) An examination of the development, diversity, and quantity of African American literature, focusing on works composed prior to 1900. A broad range of African American writers are studied through some of their important but lesser-known works. Readings may include the writings of Phillis Wheatley, Frances Harper, Maria W. Stewart, David Walker, Frederick Douglass, William Wells Brown, Charles Chesnutt, and Paul Laurence Dunbar, as well as Sojourner Truth's "Ain't I A Woman?" speech.

ENGL 364 20th-Century African American Literature: The Fictional Vision (3)

An examination of the development, diversity, and quantity of African American literature, focusing on contemporary novels. A broad range of major African American authors since 1900 are studied through some of their important but lesser-known works. Readings may include James Weldon Johnson's *The Autobiography of an Ex-Colored Man,* Zora Neale Hurston's *Their Eyes Were Watching God,* Richard Wright's *Uncle Tom's Children,* James Baldwin's *Go Tell It on the Mountain,* Ann Petry's *The Narrows,* Paule Marshall's *Brown Girl, Brownstones,* Toni Morrison's *Sula,* Alice Walker's *Meridian,* and Ernest Gaines's *A Gathering of Old Men.* Students may receive credit for only one of the following courses: ENGL 364 or HUMN 364.

ENGL 377 Medieval Myth and Modern Narrative (3)

(Not open to students who have completed ENGL 361. Fulfills the historical and international perspective requirements.) A study of literary patterns characteristic of medieval myth, epic, and romance; their continuing vitality in modern works; and links between medieval works (such as *The Prose Edda, Beowulf, Le Morte D'Arthur, The Volsunga Saga,* and *Grettis Saga*) and modern narratives (such as Tolkien's *The Lord of the Rings*).

ENGL 384 Advanced Grammar and Style (3)

(Fulfills the general education requirement in communications, but is not a writing course.) An examination of the basic units of grammatical description, the nature of grammatical categories and structures and the reasons for creating and using them, and the application of grammatical concepts to written style. Students may receive credit only once under this course number.

ENGL 388 Advanced Special Topics in Literature (1–3)

An in-depth introduction to literary works written by a specific author or authors, representative of a literary movement, or produced in a specific time or place. Assignments include advanced reading and research. Students may receive credit for a given topic in either ENGL 288 or ENGL 388 only once.

ENGL 389 Advanced Special Topics in Literature (1–3)

An in-depth introduction to literary works written by a specific author or authors, representative of a literary movement, or produced in a specific time or place. Assignments include advanced reading and research. Students may receive credit for a given topic in either ENGL 289 or ENGL 389 only once.

ENGL 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 391X Advanced Composition (3)

(Enrollment restricted to students for whom English is a second language. Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: ENGL 101X 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 396 Critical Analysis in Reading and Writing (6)

(Fulfills the general education requirements in intensive upper-level writing and the arts and humanities. Yields 3 English credits and 3 humanities credits.) Prerequisite: ENGL 101 or equivalent. A study of various strategies for improving thinking abilities and for evaluating the claims, reasoning, and evidence presented in articles and books from a variety of disciplines. Focus is on improving skills, explaining ideas effectively, and analyzing persuasive strategies used by others. Some attention is given to establishing goals for developing critical-thinking habits. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: ENGL 396, COMM 395 Critical Thinking and Writing, HUMN 395, or HUMN 396.

ENGL 403 Shakespeare: The Early Works (3)

An introduction to Shakespeare's early period, concentrating on the histories and comedies. The study of approximately nine plays usually includes *A Midsummer Night's Dream, Romeo and Juliet, Richard II, Richard III, Henry IV, Henry V, Julius Caesar, As You Like It,* and *Twelfth Night.* Analysis of Shakespeare's dramatic techniques is emphasized. Some attention is given to his development and the historical milieu (e.g., the theatre of that time). Titles and the number of plays selected each semester may vary. Students may receive credit only once under this course number.

ENGL 404 Shakespeare: The Later Works (3)

An overview of Shakespeare's late period, concentrating on the tragedies and final comedies (often called romances). The study of approximately nine plays usually includes *Hamlet, Othello, Macbeth, King Lear, Antony and Cleopatra, The Winter's Tale,* and *The Tempest.* Analysis of Shakespeare's dramatic techniques is emphasized. Some attention is given to his development, especially his tragic vision and the historical milieu (e.g., the theatre of that time). Titles and the number of plays selected each semester may vary.

ENGL 406 Shakespeare: Power and Justice (3)

(Fulfills the international perspective requirement.) An intensive study of eight of Shakespeare's dramatic masterpieces as they illuminate the concepts of power and justice in a social and cultural context. The exercise of power, the nature of kingship, and the responsibilities of those who judge others are traced throughout *Henry IV, King Lear, Macbeth, Hamlet, The Merchant of Venice, A Midsummer Night's Dream, Much Ado About Nothing,* and *The Tempest.* Primary considerations are the analysis of text, the development of character, and the constraints that performance imposes on the writing of plays. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

ENGL 418 Major British Writers Before 1800 (3)

Prerequisite: Two English courses in literature or permission of department. Intensive study of two British writers from the period before l800.

ENGL 419 Major British Writers After 1800 (3)

(Fulfills the historical and international perspective requirements.) Prerequisite: Two courses in English literature. Intensive study of two writers from the period after 1800.

ENGL 425 Modern British Literature (3)

(Fulfills the historical and international perspective requirements.) An examination of representative authors and works in the development of British literature from the late 19th century to the present.

ENGL 433 American Literature: 1914 to the Present (3)

(Fulfills the historical perspective requirement.) A study of representative works—selected from drama, fiction, and poetry—that reflect significant trends in literary techniques and themes as well as shifts in cultural values.

ENGL 434 American Drama (3)

An examination of representative authors in the development of American drama, with emphasis on post–World War II writers. Playwrights studied may include Glaspell, O'Neill, Hellman, Miller, Williams, Hansberry, Inge, Albee, Shepard, Wilson, Howe, Henley, and Hwang. Film and television adaptations may be included.

ENGL 437 Contemporary American Literature (3)

A survey of representative authors and works in the development of American literature from 1945 to the present, with emphasis on fiction and drama. Works studied may include fiction by Truman Capote, John Cheever, Flannery O'Connor, Anne Tyler, Kurt Vonnegut, and Alice Walker and dramas by Tennessee Williams, Arthur Miller, Lorraine Hansberry, William Inge, August Wilson, Lanford Wilson, Tina Howe, Sam Shepard, and Tony Kushner. Some films may also be included.

ENGL 439 Major American Writers (3)

(Fulfills the historical perspective requirement.) A literary analysis of the works of significant American writers, emphasizing subject matter, themes, and techniques. Representative writers usually include Twain, Wharton, Dreiser, Lewis, Fitzgerald, Hemingway, Faulkner, and Frost; other authors may be included. May be repeated to a maximum of 6 credits when topics differ.

ENGL 441 The Novel in America Since 1914 (3)

Prerequisite: Two courses in English literature. A survey of the American novel since World War I. Cultural and philosophical contexts and technical developments in the genre are discussed. Authors studied may include Ernest Hemingway, Willa Cather, William Faulkner, Anne Tyler, and Toni Morrison.

ENGL 446 Postmodern British and American Poetry (3)

(Fulfills the international perspective requirement.) A study of British and American poetry from the Great Depression to the present. Special emphasis is on W. H. Auden, William Carlos Williams, Dylan Thomas, Theodore Roethke, and Robert Lowell. More general study of the works of other writers—such as Berryman, Jarrell, Fuller, Bishop, Wright, Kinnell, and Larkin—as well as the projectivists, the beats, and writers on the current scene is also included.

ENGL 454 Modern Drama (3)

(Fulfills the international perspective requirement.) An examination of representative authors in the development of modern drama, from Ibsen to the present. Plays are generally drawn from the works of Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, and Shepard. Film and television adaptations of some of the plays may be included.

ENGL 457 The Modern Novel (3)

(Fulfills the international perspective requirement.) An examination of the development of the novel from the late 19th century to the present, with emphasis on British and American works. Authors and works vary each semester but may include writers such as Thomas Hardy, Henry James, Theodore Dreiser, Edith Wharton, Virginia Woolf, William Faulkner, James Joyce, Anne Tyler, Alice Walker, and Tim O'Brien.

ENGL 466 The Arthurian Legend (3)

(Fulfills the international perspective requirement.) A thematic exposition of the development of the Arthurian legend, traced from the fountainhead of the Arthurian romances, Monmouth's *History of the Kings of Britain,* to the greatest 20th-century Arthurian work, T. H. White's *The Once and Future King.* Works frequently included are *Sir Gawain and the Green Knight,* romances by Wolfram von Eschenbach, three medieval tales immortalizing the Lancelot/Guinevere love affair, and romances of Malory and Tennyson. The differences in the interpretations of a legend are explored. Works selected may vary.

ENGL 476 Modern Fantasy and Science Fiction (3)

Prerequisite: ENGL 101 or equivalent. An analysis of major works of fantasy and science fiction published since the middle of the 18th century. Emphasis is on the development of the genre as well as on literary and cultural issues. Authors may include Jonathan Swift, Mary Shelley, Nikolai Gogol, Edgar Allan Poe, Mark Twain, Robert Louis Stevenson, H. G. Wells, Ray Bradbury, Isaac Asimov, Ursula LeGuin, T. H. White, Robert Heinlein, Philip Dick, Douglas Adams, and Marion Zimmer Bradley.

ENGL 480 Creative Writing (3)

(Formerly ENGL 498. Fulfills the general education requirement in communications.) 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 480 or ENGL 498.

ENGL 481 The Art of Narration (3)

(Formerly ENGL 479E.) An overview of the scope, power, and techniques of narration, the oldest and most versatile form of writing. Topics include the applicability of narration to historic, dramatic, and business purposes. Focus is on identifying, analyzing, and practicing the following skills: freewriting, developing structure, delineating episodes, subdividing steps, improving pacing, writing purposeful sentences, controlling time, creating substance, heightening authenticity with voice, and providing interpretation. Students may receive credit for only one of the following courses: ENGL 479E or ENGL 481.

ENGL 482 Creative Writing: Writing the Novel (3)

(Formerly ENGL 498N. Fulfills the general education requirement in communications.) Exposure to the critical process and consultation on plans and manuscripts. A five-step approach is followed for beginning a novel. Emphasis is on fiction-writing techniques, critical analysis, and creative philosophy. Critiques are given by students and teacher. Students may receive credit for only one of the following courses: ENGL 482 or ENGL 498N.

ENGL 483 Creative Writing: Writing and Revising the Novel (3)

(Formerly ENGL 499N. Fulfills the general education requirement in communications.) Consultation on manuscripts in progress, with an emphasis on revision and marketing. Emphasis is on fictionwriting techniques, critical analysis, and creative philosophy. Critiques are given by students and the teacher. Students may receive credit for only one of the following courses: ENGL 483 or ENGL 499N.

ENGL 485 Creative Writing: Poetry (3)

(Formerly ENGL 498P. Fulfills the general education requirement in communications.) A presentation of various ideas and techniques for writing poetry. Although professional poetry is discussed, the emphasis is on critiquing students' work. Weekly assignments are given. Students may receive credit for only one of the following courses: ENGL 485 or ENGL 498P.

ENGL 486A Internship in English Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in English. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to English and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ENGL 486B Internship in English Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in English. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to English and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ENGL 493 Advanced Expository Writing (3)

(Fulfills the general education requirement in writing and communications.) Prerequisite: ENGL 101 or equivalent. Advanced practice in the cohesive, coherent organization and written presentation of information, facts, opinions, and ideas. Principles of effective writing are discerned in exposition and essays that serve as models for the students' writing.

ENGL 499 Independent Study in English (3)

Prerequisite: 6 credits in upper-level ENGL courses, consent of department, and agreement of faculty member to act as sponsor. Directed independent study of topics of special interest not covered by regularly scheduled courses in English. May be repeated to a maximum of 6 credits when topics differ.

Environmental Management

Courses in environmental management (designated ENMT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in environmental management or management studies;
- a certificate in Environmental Management; and
- electives.

Courses in environmental management require a basic scientific foundation. Before enrolling, students are recommended to complete the related requirements in math and science and should consult an advisor.

A description of the curriculum for the environmental management major and minor begins on p. 44. A description of the curriculum for the management studies major and minor begins on p. 59.

ENMT 301 Environment and Ecosystems Management (3)

(Fulfills the civic responsibility requirement.) An overview of the scientific principles governing ecosystems, particularly as they relate to the environmental consequences of resource development and industrial processes. Topics are drawn from the fields of geology, hydrology, meteorology, and ecology. The historical development of environmental management issues and approaches is introduced. Principles of environmental management at the local, regional, and global levels are also covered.

ENMT 305 Hazardous Materials Toxicology (3)

An introduction to regulatory issues with a focus on the physical and chemical characteristics of nuclear, hazardous chemical, and mixed-waste materials. The normal function of human body systems is studied, drawing on the fields of chemistry, biochemistry, anatomy, and physiology. Basic principles of toxicology are applied to provide an overview of human health effects associated with exposure to hazardous chemicals in the community and in work environments.

ENMT 310 Emergency Planning and Operations Management (3)

A review of human-made and natural hazards and emergency-preparedness laws. The relationships between industrial processes and hazardous materials are covered. Focus is on developing skills to work safely in a hazardous environment and to prepare hazardous materials for transportation, processing, and disposal. Topics include hazardous materials emergency planning, including direction and control of emergency response and remediation. Preparation of emergency plans, methodology of disaster response, and performance of emergency operations are also reviewed. Practical exercises are used to demonstrate how to prepare for and respond to emergencies.

ENMT 315 Environmental Audits and Permits (3)

A study of the principles of environmental impact assessment and an in-depth look at various laws, regulations, and methods of performing due diligence audits. Topics include the regulatory requirements of NEPA, EIS reports, types of audits, ISO 14000 environmental systems standards, ASTM audit procedure, Department of Health and Safety audits, common law privileges, and self-regulation and business transfer statutes. Strategies and methodology for obtaining environmental permits and compliance are also reviewed.

ENMT 320 Environmental and Occupational Health and Safety Management (3)

A study of the principles of health and safety management. Topics include recognition, evaluation, and control of hazards; medical surveillance; personal protective equipment; spill and exposure prevention; and contamination reduction and removal methods. Emphasis is on relating these principles to the regulatory processes (e.g., OSHA/NIOSH) governing environmental and occupational health and safety.

ENMT 325 The Biosphere, Energy, and Sustainable Development (3)

(Fulfills the civic responsibility requirement.) An overview of biodiversity, conservation, assessment methods, and mitigation. Topics include the relationship between energy and the environment, the impact of fossil fuels on the environment, global concerns of ozone depletion and climate change, alternative and renewable energy sources, conservation and technical advances, and sustainable energy development. Global agreements to balance economic growth against life-support systems and the natural resource base are surveyed. The collective thinking of various experts—to advance and create sustainable development, defining the new paradigm and its implications for economic growth and managing the environment—is also explored.

ENMT 330 Environmental Monitoring and Investigations (3)

An examination of principles and methods used in monitoring, sampling, and analyzing pollutants in air, water, soil, and wastes. Focus is on developing and implementing sampling and analysis plans and quality assurance and quality control plans, using equipment for sampling and monitoring, and presenting investigation results. Site assessment and remedial investigation practices are also reviewed to characterize sites and explore "How clean is clean?"

ENMT 340 Environmental Technology (3)

An introduction to multimedia environmental management, control, and remediation. Existing, modified, new, and emerging technologies are surveyed. Case studies of real-world environmental challenges are presented to demonstrate the evaluation and selection of the appropriate technology for specific uses. Factors of technical integrity, cost effectiveness, and environmental soundness are explained in making technology application decisions.

ENMT 350 Integrated Waste Management (3)

An overview of applicable regulations and technology and management practices related to generation, handling, minimization, prevention, storage, processing, treatment, transfer, and disposal of municipal hazardous, nuclear, mixed, and special wastes. Topics include regulations, methods, and scientific principles for safely managing wastes from generation through final disposal.

ENMT 360 Water Environment Management and Use (3)

An overview of basic water system composition and how human activities cause pollution. Focus is on relevant laws and regulations, pollution assessment and evaluation techniques, alternative approaches to control pollution, and management systems. Also covered are safe drinking-water systems, water pollution control systems for sewage and industrial wastewater, and stormwater management.

ENMT 370 Environmental Communications and Information Systems (3)

A study of the structure, methodology, and application of the theoretical principles of communication as they pertain to a specific audience, content area, or situation. Emphasis is on conveying risk and legal information, communicating in emergencies, and using public relations skills. An overview of information technology and the use of computers in environmental management is provided. Topics include Internet sites, geographical information systems, environmental models and applications, environmental monitoring and measurement, and automated compliance strategies.

ENMT 380 Outdoor and Indoor Air Quality Management (3)

An overview of air quality management. Focus is on atmosphere, pollutants and sources, dispersion, effects, regulations, air pollution control, and noise control. Indoor air pollution topics include the study of sick buildings, causes and risk factors, diagnostic protocols, contamination measurement, and problem mitigation.

ENMT 390 Environmental Risk Assessment (3)

An overview of principles and relevant regulations and guidelines for performing environmental health and ecological risk assessments. Topics include the pros and cons of different risk assessment methods and how to plan, perform, and report environmental risk assessments. The use and economic effectiveness of risk assessments are also explored.

ENMT 405 Pollution Prevention and Other Strategies (3)

An overview of alternative environmental strategies. Topics include source reduction, recovery, reuse, recycling, and conservation; material substitution; process modifications; quality assurance, quality control, and good housekeeping; waste minimization; zero discharge; and pollution prevention, processing, treatment, and disposal. Emphasis is on pollution prevention techniques, practices, and case studies. Economic analysis and regulatory compliance related to these strategies are also reviewed.

ENMT 486A Internship in Environmental Management Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in environmental management. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to environmental management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ENMT 486B Internship in Environmental Management Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in environmental managment. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to environmental management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

ENMT 493 Environmental Regulations and Policy (3)

An analytical survey of principles of constitutional and administrative law that are fundamental to environmental and health and safety management. Focus is on acquiring basic knowledge of federal legislation (including CWA, CAA, SDWA, RCRA/HSCA, CERCLA/SARA, FIFRA, TSCA, FDA, DOT, and OSHA) and becoming familiar with the use of the *Federal Register* and the Code of Federal Regulations. The social contract and its sanctions, as expressed in law and litigation at local, state, national, and international levels, are also reviewed.

ENMT 495 Environmental Management Issues and Solutions (3)

(Fulfills the civic responsibility requirement.) An examination of issues in environmental pollution, remediation, and conservation within a multifaceted scientific, legal, political, and global context. Selected topics are drawn from ongoing national and international events concerning pollution issues. An overview of the fundamental elements of an integrated environmental management program is provided, using specific examples. Case studies are used to apply principles and concepts to environmental perspectives, experiences, and research issues. Project-planning and implementation techniques are considered with respect to environmental management and new paradigms of design for the environment. Previously acquired knowledge and skills are used to complement an advanced management project focusing on current issues in the field.

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. 12.

EXCL 301 Learning Analysis and Planning (3)

Prerequisite: Attendance at a Prior Learning orientation and formal admission to the program. (Students should call 301-985-7755, for information, or visit *www.umuc.edu/priorlearning* to complete the Web orientation and apply to EXCEL.) Instruction in the preparation of a portfolio documenting college-level learning gained through noncollege experience. Focus is on defining goals, exploring the relationship of experiential learning to conventional learning, and documenting learning gained through experience. Faculty evaluators assess completed portfolios for a possible award of credit. Access to word-processing equipment is important.

Fire Science

Courses in fire science (designated FSCN) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in fire science or management studies;
- a certificate in Public Fire-Protection Management and Administration or Systems Approach to Fire Safety; and
- electives.

The fire science curriculum is unique, and is designed primarily for firefighters. Students should consult an advisor before enrolling in any of the courses.

Most courses require extensive writing. Students should complete a writing course (such as ENGL 101, 101X, 391, 391X, and 396) or have equivalent writing experience before enrolling.

A description of the curriculum for the fire science major and minor begins on p. 46. A description of the curriculum for the management studies major and minor begins on p. 59.

FSCN 302 Advanced Fire Administration (3)

A presentation of modern management and planning techniques that apply to organizing a fire department. Procedures explored include those for evaluation and control of budgeting, personnel, communications, and planning. The traditional and evolving roles of the fire department in protection, prevention, and community service are discussed.

FSCN 303 Analytic Approaches to Public Fire Protection (3)

A presentation of techniques of operations research and systems analysis as they apply to problems in fire protection. Discussion covers techniques such as cost/benefit analysis, methods for locating fire stations, and the use of statistical analysis. Techniques for collecting data on fires and for managing information are explained.

FSCN 304 Fire-Personnel Management (3)

An examination of personnel practices, management procedures, collective bargaining, binding arbitration, and applicable legislative and administrative procedures. Topics include promotion, personnel development, career and incentive systems, validation of physical requirements, and managerial and supervisory procedures.

FSCN 305 Fire-Prevention Organization and Management (3)

An examination of prevention as the primary community-based strategy for fire protection. Topics include community risk reduction, codes and standards, inspections and plans review, incident investigation, fire-prevention research, and the relationship of master planning to fire prevention. The cultural, economic, governmental, nongovernmental, and departmental influences on fire prevention are also explored. Emphasis is on applying the principles studied to anticipate problems and develop strategies for fire prevention.

FSCN 306 Incendiary-Fire Analysis and Investigation (3)

A presentation of procedures and techniques for determining, collecting, comparing, and analyzing data on incendiary fires. Principles of ignition phenomena and propagation variables are explained. Discussion deals with the legislative, economic, psychological, sociological, and legal aspects of incendiarism. The role of insurance and governmental programs in combating arson is assessed. Techniques of analyzing and predicting data, including pattern analysis, are presented.

FSCN 401 Disaster and Fire Defense Planning (3)

A study of the concept and principles of assessing community risk and then developing regional and cooperative procedures and plans of response. The relationship of structural, climatic, and topological variables to group fires, conflagrations, and natural disasters is analyzed. Other aspects introduced include pre- and postoccurrence factors, such as organization, communications, planning, coordination, and command and logistics.

FSCN 402 Fire-Related Human Behavior (3)

Explanation of the dynamics of human behavior in fire incidents. The functions and implementation of prevention practices, programs, codes, and ordinances are stressed. The concepts of risk, personal invulnerability, role, and group dynamics are examined in relation to design aspects of buildings and mitigation of the effects of fire on modern society. Discussion deals with proper ways of conducting postfire interviews, and emphasizes the psychological effects of communications during emergencies.

FSCN 403 Managerial Issues in Hazardous Materials (3)

The development of the knowledge and skills necessary to safely and effectively manage a hazardous materials emergency. Topics include health and safety concerns, political issues, regulations, site management and control, hazard and risk evaluation, information management, response objectives, special tactical problems, decontamination, and termination activities.

FSCN 411 Fire-Protection Structure and Systems Design (3)

Presentation of design principles involved in protecting buildings and other structures from fire. Empirical tests and prediction procedures are explained. Practices in designing systems for detecting, controlling, and suppressing fires, as well as the basic hydraulic design of sprinkler and water-spray systems are presented. Recent innovations in the field are reviewed.

FSCN 412 Political and Legal Foundations of Fire Protection (3)

A consideration of the legal basis for the police powers of the government in connection with public safety. The responsibility, legal limitations, and liability of fire-prevention organizations and personnel are examined. Judicial decisions are reviewed, with a focus on the implications of product-liability cases in the field of fire prevention.

FSCN 413 The Community and Fire Threat (3)

An analysis of the sociological, economic, and political characteristics of communities and their influence on the fire problem. Methods of studying community profiles and structures are presented; the economic, geographic, and sociological variables of fire threat are discussed. The functional basis of the community is examined, with attention to the diverse social roles of community agencies and the roles of fire service as a complex organization within the community.

FSCN 414 Fire Dynamics (3)

An investigation into the phenomena of fire propagation in the air-regulated phase and the fuel-regulated phase. Variables in the development of pre- and postflashover fire are analyzed. Topics include geometric material; gaseous, fluid-flow, and thermodynamic parameters; and fire models of compartments and buildings.

FSCN 415 Application of Fire Research (3)

A practical, up-to-date review of fire research and its application. The transfer of research and its implications for fire prevention and protection programs are addressed. The focus is on both national and international studies, and on maintaining awareness of ongoing research developments.

FSCN 486A Internship in Fire Science Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in fire science. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to fire science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

FSCN 486B Internship in Fire Science Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in fire science. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to fire science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

UMUC offers a limited number of foreign language courses each semester.

A description of the curriculum for the humanities major and minor begins on p. 52.

FREN 101 Elementary French I (4)

(Fulfills the international perspective requirement.) Beginning work on basic structures, vocabulary, and pronunciation, developing working proficiency in the four skills: listening, speaking, reading, and writing. Emphasis is on using authentic, unedited spoken and written text to find and communicate information.

FREN 102 Elementary French II (4)

(Fulfills the international perspective requirement.) Prerequisite: FREN 101 or equivalent. Further work on basic structures, vocabulary, and pronunciation, developing working proficiency in the four skills: listening, speaking, reading, and writing. Emphasis is on using authentic, unedited spoken and written text to find and communicate information.

General Science

Courses formerly listed under general science (and designated GNSC) are now listed under natural science (and designated NSCI).

General Studies

Courses in general studies (designated GNST) may be applied as appropriate (according to individual program requirements) toward

- a variety of majors and minors; and

- electives.

UMUC offers only a limited number of courses each semester in this discipline.

GNST 201 Introductory Statistics (3)

Prerequisite: MATH 107 or equivalent. An introduction to statistics. Topics include descriptive statistics, concepts of probability, probability distributions, sampling distributions, confidence intervals, hypothesis testing, analysis of variance, and regression. Applications in business, social science, and other fields are discussed. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, EDMS 451, GNST 201, MGMT 316, PSYC 200, SOCY 201, or STAT 250.

Geography

Courses in geography (designated GEOG) 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; and

- electives.

UMUC offers only a limited number of courses each semester in this discipline.

GEOG 100 Introduction to Geography (3)

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

GEOG 201 Geography of Environmental Systems (3)

A systematic introduction to the processes and fundamental forms of the atmosphere and Earth's surface. The interactions of climatology, hydrology, and geomorphology are highlighted.

GEOG 202 The World in Cultural Perspective (3)

(Fulfills the international perspective requirement.) An exploration of the imprint that cultural traits (such as religion, language, and livelihood systems) have left on the landscape of this planet. The transformation of Earth's surface is examined in terms of being a result of cultural evolution, cultural diversity, settlement patterns, population growth, and political organization.

Geology

Courses in geology (designated GEOL) may be applied toward

- the general education requirement in the biological and physical sciences; and

- electives.

UMUC offers only a limited number of courses each semester in this discipline.

GEOL 100 Physical Geology (3)

A study of the principles of dynamic and structural geology. The rocks and minerals composing Earth, the movement within it, and its surface features and the agents that form them are surveyed. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

German

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

- the general education requirements for arts and humanities and international perspective coursework;
- a major or minor in humanities; and
- electives.

UMUC offers a limited number of foreign language courses each semester.

A description of the curriculum for the humanities major and minor begins on p. 52.

GERM 101 Elementary German I (4)

(Open only to students with fewer than two years of German. Fulfills the international perspective requirement.) An introduction to basic structures, vocabulary, and pronunciation, developing working proficiency in the four skills: listening, speaking, reading, and writing. Emphasis is on using authentic unedited spoken and written text to find and communicate information.

GERM 102 Elementary German II (4)

(A continuation and completion of GERM 101. Fulfills the international perspective requirement.) Prerequisite: GERM 101 or equivalent. Further work on basic structures, vocabulary, and pronunciation, developing working proficiency in the four skills: listening, speaking, reading, and writing. Emphasis is on using authentic unedited spoken and written text to find and communicate information.

GERM 201 Intermediate German I (4)

(Fulfills the international perspective requirement.) Prerequisite: GERM 102 or equivalent. Continued development of work on proficiency in listening, speaking, reading, and writing in German. Emphasis is on using authentic unedited spoken and written text to find and communicate information. Students may receive credit for only one of the following courses: GERM 201 or GERM 104.

Gerontology

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

- the general education requirements for social and behavioral sciences (selected courses only);
- a minor in gerontology; and
- electives.

A description of the curriculum for the gerontology minor begins on p. 48.

GERO 210 Social Gerontology (3)

An overview of the processes of aging and the older person's place in society. Aging is defined chronologically, functionally, biologically, sociologically, and psychologically. Demographic changes in the average age of the population of the United States are discussed. Other areas examined include social structure and processes such as family and kinship patterns, the roles of work and retirement, health versus illness, and social roles. Life-cycle socialization, including values, beliefs, and cultural norms, is discussed. Other topics include the development of age-related social assumptions, stereotypes, and myths; intergenerational issues; theories of disengagement; and the effects of ethnic, racial, and socioeconomic identity on aging.

GERO 220 Psychological Aspects of Aging (3)

A review of normal and pathological changes associated with the process of aging. Topics include sensory, perceptual, and psychomotor processes; mental ability, drives, motives, and emotions; intelligence, memory, and cognitive functions; depression; neurological changes; Alzheimer's disease and related dementias; stress; life review processes; personality and adjustment; suicide; bereavement; and treatment modes. Emphasis is on the normal aging process, normal versus pathological changes in the elderly (according to current research), and understanding the difference between the two.

GERO 302 Health and Aging (3)

An exploration of the physiological processes of aging that covers normal aging and chronic illness. Topics include biological processes and theories of aging, bodily changes normally associated with aging, health care and long-term-care systems, and related medical terminology. Also reviewed are substance abuse, environmental factors affecting aging, and ways of promoting health, preventing disease, and assessing health risks.

GERO 304 Aging, Public Policy, and the Law (3)

A systematic overview of how federal, state, and local governments affect the health and welfare of older persons in the United States. Topics include the economics of aging, public policy and the aged, and legal rights of elders and their families. Specific areas for consideration include income-maintenance programs, protective services, patients' rights, advocacy, and retirement and pension issues.

GERO 341 Long-Term-Care Administration I (3)

A framework for understanding institutionally based long-term care, specifically nursing home care. Topics include financing nursing home care, Medicare issues in nursing homes, staffing the nursing home, personnel management, and patient care processes. Emphasis is on care and personnel in the nursing home industry, including general administration and organization of care, team development, staff turnover, medical and patient care planning, and employment needs and issues.

GERO 342 Long-Term-Care Administration II (3)

(Continuation of GERO 341.) Further study of institutionally based long-term-care facilities. Emphasis is on accounting and financial management in long-term-care facilities. Topics include pertinent laws and regulatory codes, including Medicare and Medicaid, the Nursing Home Reform Act, Maryland regulations, and fire and safety codes. Quality assurance and marketing issues are also discussed.

GERO 351 Management of Senior Housing Environment (3)

A framework for backgrounds and training of retirement-housing professionals. Topics include regulatory standards and processes for Housing and Urban Development senior housing structures, environmental design, behavioral and environmental interaction, dietary services, continuity of care, differentiation of management needs in various formats of senior housing, personnel, programming, and medical and personal care services.

GERO 353 Financial Management of Retirement Housing (3)

An examination of the operational side of senior housing management. Topics include the housing administrator's role as financial manager; application of accounting principles to senior housing needs; working capital, ratio analysis, and vertical analysis; budgeting in senior housing; purchasing; financing new facilities; payroll; and maintenance issues in senior housing.

GERO 415 Aging in America (6)

(Not open to students who have completed GERO 210 and 220.) An interdisciplinary study of aging, from a holistic perspective. Areas of inquiry include the history of gerontology in the United States, research in gerontology, varying styles and patterns of aging in the United States, the value systems of the older population, social forces that affect styles of aging in the United States, and an evaluation of the increasingly significant role of the aged in our nation. Sociological, psychological, anthropological, political, and economic perspectives are considered. Students may receive credit for only one of the following courses: BEHS 352, BEHS 415, EDHD 400, or GERO 415.

GERO 486A Internship in Gerontology Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in gerontology. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to gerontology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

GERO 486B Internship in Gerontology Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in gerontology. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to gerontology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

GERO 495 Special Topics in Development and Health (1–3)

Specialized study in gerontology and related topics focusing on issues in development and health. May be repeated to a maximum of 6 credits when topics differ.

GERO 496 Special Topics in Social and Family Relations (1–3)

Specialized study in gerontology and related topics focusing on social and family relations. May be repeated to a maximum of 6 credits when topics differ.

GERO 497 Special Topics in Administration and Planning (1–3)

Specialized study in gerontology and related topics focusing on administration and planning. May be repeated to a maximum of 6 credits when topics differ.

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.

A description of the curriculum for the government and politics minor begins on p. 49. Descriptions of other related curricula may be found on the following pages: African American studies (p. 26), American studies (p. 27), criminal justice (p. 39), and social science (p. 66).

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 199A Korean Public Administration (1)

An examination of the organization and function of the Korean government and its impact on Korean society. Contemporary political issues in Korea and the legacy of past governments' relations with local governments are discussed.

GVPT 199B Political Reform in South Korea (1)

A basic study of the reform movement of the past civilian government of Kim Young Sam. The many challenges faced by the new government in attempting to remodel the bureaucratic process after three decades of military-backed leadership are discussed.

GVPT 199C International Terrorism (1)

An examination of the origins, theories, methods, dangers, and possible future of international terrorism. The serious nature of terrorism today and how prepared government should be to control it are addressed. Topics include the definition of terrorism; reasons for growth; terrorist groups and their grievances; supporters of terrorism; questions of moral or philosophical justification; and protection against kidnappings, skyjackings, and bombings. Students may receive credit for only one of the following courses: GVPT 199C or GVPT 401D.

GVPT 199H Conflicts in Contemporary Black Africa (1)

A concise introduction to the political background of Africa. Topics include Africa's colonial heritage, the post-independence period with the problems faced by the new African leadership, and the demands of a modern economy. Pan-Africanism and the importance and problems of the African states in the United Nations are also considered. Students may receive credit for only one of the following courses: GVPT 199H or GVPT 484A.

GVPT 199M Austrian Political Issues: Post–World War II to the Present (1)

An analysis of the most pressing issues in Austrian politics, both within the international framework and in internal Austrian affairs. Emphasis is on post–World War II developments and continuities: the system of social partnership, the party system and democratic behavior, and coming to terms with Austria's Nazi past before and after the Waldheim affair. The changes after joining the European Union in 1995 in the areas of economics, military security, and status of neutrality, as well as Austria's role vis-à-vis Eastern Central Europe, are also discussed. Students may receive credit for only one of the following courses: GVPT 199M or GVPT 377M.

GVPT 199O U.N. Peacekeeping (1)

A study of the United Nations and its efforts to maintain or initiate peace in world conflicts. Topics include the Cold War, the end of that bipolar system, and current peacekeeping efforts around the globe. The effectiveness of the organization is examined. Students may receive credit for only one of the following courses: GVPT 199O or GVPT 377L.

GVPT 199P Presidential Election: 2000 (1)

A study of the 2000 presidential election. Topics include the influence of mass media on modern campaigns, the role of issues and ideology in the election, the intricacies of campaign financing, differences in campaign strategies, and the role of third party or minority party candidates during the entire election process. Students may receive credit for only one of the following courses: GVPT 199P or GVPT 377I.

GVPT 199S The CIA and the Role of Intelligence in U.S. Foreign Policy (1)

A study of the intelligence function and American intelligence agencies. Focus is on American foreign policy, its execution, and objectives. The proper role of a secret intelligence agency in a democratic society is also discussed.

GVPT 200 International Political Relations (3)

(Fulfills the civic and international perspective requirements.) 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 260 State and Local Government (3)

A study of the functioning and the problems of state and local government in the United States. Illustrations are drawn from Maryland jurisdictions.

GVPT 272 Politics of Race Relations in the United States (3)

An examination of the political dimension of historical and contemporary racial cleavage in the United States. Particular emphasis is on the period after World War II.

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 282 The Government and Politics of the Third World (3)

(Fulfills the civic and international perspective requirement.) A study of how the internal politics of Third World nations develop. The governmental institutions, processes, and problems of the Third World are evaluated in light of the socioeconomic environments that are common to most of the states of Africa, the Middle East, Asia, and Latin America.

GVPT 306 Global Ecopolitics (3)

(Fulfills the civic and international perspective requirement.) An assessment of controversial worldwide problems. Topics may include growth and its limitations, agricultural productivity, the depletion of resources, the energy crisis, pollution, and the general effects of science and technology on the ecological, socioeconomic, and political systems of the world. These problems are considered as objects of public policy.

GVPT 335 Foreign Policy and the New World Order (6)

(May be applied toward a specialization in behavioral and social sciences. Fulfills the civic responsibility and international perspective requirements.) A comparative study of foreign policy among the economic and military world powers: the United States, the People's Republic of China, Japan, the European Economic Community, and Russia. Focus is on their special characteristics in terms of foreign policy, their comparative behavior, and their interrelationships. Topics include the collapse of the Soviet Union, conflict in the Middle East, the rise of new economic powers, and other events that are reshaping the world order. Students may receive credit for only one of the following courses: BEHS 332, BEHS 335, BEHS 498B, or GVPT 335.

GVPT 377A The Role of Intelligence Agencies in U.S. Foreign Policy (1)

A study of the history and development of the intelligence community in the United States. Topics include the CIA, the military intelligence establishment, and intelligence agencies in other federal government departments. The function of the U.S. intelligence community and how it interfaces with the government in foreign policy are discussed.

GVPT 377B Korean-American Security Relations (1)

A study of the changing Korean-American security relationship. Topics include Korean-American relations, the U.S. involvement in Northeast Asia, and the perceptions of Koreans of their role in Northeast Asia. Some techniques of political science and international relations are covered.

GVPT 377C Japanese-American Security Relations (1)

A study of complex and unique Japanese-American security relationship. Focus is on Japanese-American relations and the Japanese perception of its security and foreign policy role in Asia.

GVPT 377D North Korea: Socialist Development (1)

A study of the goals, methods, and problems that have marked the economical and political development of the North Korean state, its policy of self-reliant growth, and security issues.

GVPT 377E The Gulf War: 1990–91 (1)

A study of the political, diplomatic, and economic context of the Gulf War. Emphasis is on the significance of the conflict between Iraq and Kuwait and the struggle for dominance in the Persian Gulf. The problems related to the work of the international coalition under the leadership of President George Bush and the consequences of that coalition and of the war's outcome are surveyed.

GVPT 377F The Nuclear Question: Strategic Nuclear Doctrine (1)

A study of the nuclear question that examines the relationship of national security policy to foreign policy and of the military strategy of the United States to its moral and political ends. Topics include the nature and effects of nuclear weapons, strategies for their use and non-use, arms control efforts, and a number of contemporary policy issues.

GVPT 377I Presidential Election: 2000 (1)

A study of the 2000 presidential election. Topics include the influence of mass media on modern campaigns, the role of issues and ideology in the election, the intricacies of campaign financing, differences in campaign strategies, and the role of third party or minority party candidates during the entire election process. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: GVPT 199P or GVPT 377I.

GVPT 377J Genocide in Bosnia: International War Crimes Tribunal (1)

A study of the first international war crimes trials since those that judged German and Japanese leaders after World War II. Topics include conceptual definitions of genocide and ethnic cleansing, historical and current perspectives of genocide in the world, the history of the conflict in former Yugoslavia, acts of crimes against humanity in former Yugoslavia, and war tribunals and the judging of war criminals.

GVPT 377K Recent U.S.-Russian Relations (1)

A study of the historical relationship between the United States and Russia. Emphasis is on the current postures of the two superpowers.

GVPT 377L U.N. Peacekeeping (1)

A study of the United Nations and its efforts to maintain or initiate peace in world conflicts. Topics include the Cold War, the end of that bipolar system, and current peacekeeping efforts around the globe. The effectiveness of the organization is examined. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: GVPT 199O or GVPT 377L.

GVPT 377M Austrian Political Issues: Post–World War II to the Present (1)

An analysis of the most pressing issues in Austrian politics, both within the international framework and in internal Austrian affairs. Emphasis is on post–World War II developments and continuities: the system of social partnership, the party system and democratic behavior, and coming to terms with Austria's Nazi past before and after the Waldheim affair. The changes after joining the European Union in 1995 in the areas of economics, military security, and status of neutrality, as well as Austria's role vis-à-vis Eastern Central Europe, are also discussed. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: GVPT 199M or GVPT 377M.

GVPT 377N Contemporary Issues in Modern Germany (1)

An exploration of the critical social, political, economic, and cultural developments that shape Germany as a reunified state. Topics include the dynamics of reunification, the challenges of Germany's European and international roles in the post–Cold War era, Germany's social and economic structures, the political culture, problems of "belt-tightening" in this former "economic miracle" society, the impending monetary union, NATO and defense, education reform, environment, taxation, labor, and foreigners and asylum seekers.

GVPT 377O Nuclear Diplomacy and Arms Control (1)

A study of the changing role of nuclear weapons in world politics. Focus is on domestic and international factors affecting nuclear programs and arms control policies.

GVPT 377P Ethics in International Politics (1)

An analysis of the countless problems of inter-state and inter-human relationships at the global level. Topics include differing customs, principles, and standards of conduct.

GVPT 377Q The KGB (1)

A survey of the evolution and policies of the Soviet Committee for State Security (KGB). Topics include organizational structure, leaders, worldwide operations, and impact on Soviet policy, especially on the Soviet succession struggle.

GVPT 377S Black Africa, Black America (1)

A study of Africa as the ancestral and spiritual home of Black America. Topics include the particular struggle of the African peoples for emancipation, the role of Africa in contemporary world affairs, the contributions of eminent personalities to the advancement of the Black race, and the development of the Civil Rights movement in the United States and independence movements in Africa beginning in the 1950s.

GVPT 377T The Declaration of Independence and the U.S. Constitution (1)

An examination of the events, personalities, and political philosophy that led to the Declaration of Independence. The personalities and events that gave rise to the Grand Convention and its final product, the U.S. Constitution, are also explored.

GVPT 377U Critical Presidential Elections in American History (1)

An examination of several critical presidential elections, from Jefferson's election in 1800 to the present. Key personalities, major issues, and the election process are explored.

GVPT 399 Seminar in Government and Politics (3)

Prerequisite: A 200-level GVPT course. Reading, research, discussion, analysis, and writing on politics. Both substantive issues and methodological approaches are considered.

GVPT 399B The Legislative Process and Lobbying Techniques (3)

An introduction to the organization and functioning of Congress. Topics include basic rules and procedures and the influence of lobbyists. How a bill becomes law and techniques of lobbying are discussed.

GVPT 399C Lawyers and the Adversary System (3)

An overview of the adversary system of justice, from the perspective of lawyers, their clients, and society as a whole. Topics include the basic structure of the adversary system, criminal law, the social and ideological foundations of the adversary system, and the peculiar role of lawyers in the system. Comparisons are made with the legal systems of several European countries and the People's Republic of China. Assignments include debating two topics related to the adversary system.

GVPT 399G Recent Right-Wing Terrorism in the United States (1)

A brief survey of right-wing terrorism as practiced by various entities (such as the Ku Klux Klan, contemporary survivalists, religious zealots, and promoters of intolerance).

GVPT 399H Counterterrorism (3)

An examination of the prevention, detection, handling, and investigation of terrorist attacks. Focus is on the interlocking nature of effective security procedures and investigative techniques and methodologies used before, during, and after real or abortive terrorist incidents. Topics include the role of the media both in covering and in investigating terrorist events, and the emerging constitutional and sociopolitical dilemmas for democracies such as the threats to privacy and individual rights posed by the emergence of highly sophisticated terrorist tactics.

GVPT 399J The Role of a United Germany in Post–Cold War Europe (1)

A critical examination of the position a reunited Germany, distanced from the guilt of the Second World War, is attempting to define for itself in a Europe without the Iron Curtain. Topics include alliances, the Bundeswehr, United Nations membership, European prosperity, and the relationship between Germany and Russia.

GVPT 399K NATO Expansion (1)

A critical examination of the arguments for and against first-tier NATO expansion and subsequent enlargement. Topics include the case for NATO expansion, its costs, the three first-tier candidates (Poland, Hungary, and the Czech Republic), beyond the first tier, and Russian concerns.

GVPT 399L Japanese Politics Since World War II (3)

A study of the evolution of Japanese politics since the end of the Second World War. Emphasis is on changes in bureaucracies and in party politics.

GVPT 399M The European Union and the Road to European Unification (1)

An examination of the European Union in historical perspective, and an attempt to chart its course into the future. Issues are explored through various questions: Can unification work? How far can the diverse cultures of Europe merge? How much autonomy are the states willing to relinquish? Topics include the single currency, foreign policy, and possible expansion.

GVPT 399N Communist Manifesto (3)

An introduction to the *Communist Manifesto* of Karl Marx and Frederick Engels. Topics include the legacy of the French Revolution of 1789, Marx's appeal to the widest possible audience in the *Manifesto* itself, Marx's and Engels' subsequent amendments to the original published text, and the 150-year-old history of the *Manifesto* and its differing interpretations. The ideological role the *Manifesto* played in both the rise and the demise of the Soviet Union is considered.

GVPT 399O Seminar in National Security (1)

An overview of the different components of U.S. national security, including policy and organization. Internal and external factors affecting national security are covered.

GVPT 399P Government and Politics of South Korea (3)

A study of the Korean political system and political decision-making process. Topics include the system of government, the origin of governmental policies, and the role of public policies on Korean society. The current government reform movement and recent political events are also discussed. How the political system can catch up with recent developments in the Korean economy is considered.

GVPT 399Q The United Nations (1)

An examination of the United Nations—its history, current status, and possible directions for the future.

GVPT 399R Violence in the American Character (1)

A brief survey of recent examples of the more violent aspects of American culture and systems of government.

GVPT 399S The American Congress (1)

A study of one of the most powerful legislative bodies in the world—the American Congress. Focus is on the structure and inner workings of Congress as well as the constitutional basis for its operations. The basic rules of the electoral and legislative processes and the resources and strategies of members of Congress and other key players are also analyzed.

GVPT 399T National Security Secrets (3)

A study of the protection of national security secrets. Statutes, executive orders, regulations, policy statements, and studies concerning the need for national security secrets and mechanisms for protecting them are examined. Emphasis is on understanding what and how information is classified, as well as the ground rules for information declassification. The government's criminal and civil tools for protecting classified information (including review of espionage statutes, secrecy agreements, and the procedures for granting or denying security clearances) are also discussed.

GVPT 399U Politics and Government in Maryland (3)

A discussion of the organization and functioning of state government in Maryland, with emphasis on the legislative branch.

GVPT 399V Change and Conflict in Central and Eastern Europe (3)

Prerequisite: GVPT 100 (or GVPT 170) and 200. An examination of the collapse of Soviet domination and Communist rule from the Baltic to the Balkans. Focus is on the political, social, and economic transition brought on by the end of the Cold War and changes in the former Soviet Union.

GVPT 399W Personnel Security Clearance Law in the Federal Sector (3)

An examination of the various types of personnel security clearance laws. Emphasis is on security clearances needed by federal civilian workers, military personnel, and contract employees for sensitive duties such as accessing classified information or government computer networks. The security clearance process and guiding laws are reviewed and analyzed.

GVPT 399X Politics of Southern Africa (3)

An exploration of South African political, economic, and social organization. Emphasis is on the long evolution of "apartheid" policies and their 1990s' reversal. Topics include minority dominance, majority resistance, revolution, and reform.

GVPT 399Y Human Rights in the World (3)

A study of the principles and practices governing human rights from the beginning of mankind to the modern international conventions and U.N. declarations. The present international and national push for human rights and emancipation is analyzed and discussed.

GVPT 400 Business and Politics (3)

A study of the inner workings of key political, social, and economic institutions in American society and their affect on individuals, business, and government. Topics include central issues facing contemporary society; the powers of government and business; government regulations affecting business, the consumer, the workplace, and environment; and business and government in the world economy.

GVPT 401 Problems of World Politics (3)

(Fulfills the civic responsibility and international perspective requirements.) A study of governmental problems of international scope. Topics include causes of war, problems of neutrality, and propaganda. Assignments include reports on readings from current literature.

GVPT 401A International Political Terrorism (3)

(Fulfills the historical perspective requirement.) An examination of the development of international political terrorism. Topics may include the definition of terrorism; the historical antecedents of modern terrorism; the motivations, organizations, and support networks of terrorists; the nature of crisis management; the responses of the world community; the effects of terrorism on free societies; and the linkages of terrorist states to international terrorism. The ability of civilization to withstand this type of attack upon its fabric is discussed.

GVPT 401B State Terrorism (3)

An exploration of the use of terror and political violence by governments, against their own citizenry or against other nations, in the furtherance of national goals. Review begins with the Reign of Terror in revolutionary France and culminates with a recent 20th-century example, the invasion of Kuwait by Iraq.

GVPT 401C Urban Terrorism (3)

An examination of terrorism in the urban environment. Topics include the definition of terrorism; the historical antecedents of urban terrorism, from the Paris Commune to the *Minimanual of the Urban Guerrilla;* the motivation, organization, tactics, and support networks of urban terrorists; and the nature of crisis management in the face of urban terrorist activity. The role of advanced technology in rendering society more vulnerable to urban terrorism is evaluated, with industrial and postindustrial society considered as catalysts for terrorist attacks in urban settings. Urban terrorism is viewed in the contexts of transnational and international terrorism. The effects of terrorism on a free society are assessed.

GVPT 401D International Terrorism (1)

An examination of the origins, theories, methods, dangers, and possible future of international terrorism. The serious nature of terrorism today and how prepared governments should be to control it are addressed. Topics include the definiton of terrorism; reasons for growth; terrorist groups and their grievances; supporters of terrorism; questions of moral or philosophical justification; and protection against kidnappings, skyjackings, and bombings. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: GVPT 199C or GVPT 401D.

GVPT 401E Political Aspects of International Terrorism (3)

An examination of the origins, theories, methods, dangers, and possible future of international terrorism. The serious nature of terrorism today and how prepared governments should be to control it are addressed. Topics include the definition of terrorism; reasons for growth; terrorist groups and their grievances; supporters of terrorism; questions of moral or philosophical justification; and protection against kidnappings, skyjackings, and bombings. Assignments include advanced reading and research.

GVPT 402 International Law (3)

A study of the basic character, general principles, and specific rules of international law. Emphasis is on recent and contemporary trends in the field. The relationship of law to other aspects of international affairs is analyzed as well.

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 411 Public Personnel Administration (3)

A survey of components of public personnel administration. Topics include the development of the merit civil service, the personnel agency, classification, recruitment, examinations and techniques of administering them, promotion, service ratings, training, discipline, employee relations, and retirement.

GVPT 412 Public Financial Administration (3)

A survey of governmental financial procedures. Analysis focuses on processes of current and capital budgeting, the administration of public borrowing, the techniques of public purchasing, and the machinery of control through preaudit and postaudit.

GVPT 413 Governmental Organization and Management (3)

A study of the theories of organization and management in U.S. government. New trends, experiments, and reorganization are major topics.

GVPT 414 Administrative Law (3)

A study of the discretion exercised by administrative agencies. Their functions, their powers over persons and property, their procedures, and judicial sanctions and controls are analyzed.

GVPT 426 Public Opinion (3)

An examination of public opinion and its effect on political action. Emphasis is on propaganda, pressure groups, and the formation and measurement of opinions.

GVPT 431 Introduction to Constitutional Law (3)

A systematic inquiry into the general principles of the U.S. constitutional system. Special reference is made to the role of the judiciary in interpreting and enforcing the federal Constitution.

GVPT 433 The Judicial Process (3)

An examination of judicial organization in the United States at all levels of government. Emphasis is on legal reasoning, legal research, and court procedures.

GVPT 434 Race Relations and Public Law (3)

A political and legal examination of rights protected by the Constitution as they affect racial minorities. The constitutional powers of the federal courts, the executive branch, and Congress to define, protect, and extend those rights are probed.

GVPT 436 Legal Status of Women (3)

An examination of judicial interpretation and applications of common, statutory, and constitutional laws as they affect the status of women in American society.

GVPT 442 History of Political Theory: Middle Ages to the Present (3)

(Fulfills the historical perspective requirement.) A survey of the principal political theories set forth in the works of thoughtful writers from Niccolò Machiavelli to John Stuart Mill.

GVPT 443 Contemporary Political Theory (3)

(Fulfills the historical and international perspective requirements.) Prerequisite: GVPT 100. A survey of the principal political theories and ideologies from Karl Marx to the present.

GVPT 444 American Political Theory (3)

(Fulfills the historical perspective requirement.) A study of the development and growth of American political concepts from the colonial period to the present.

GVPT 451 Foreign Policy of Russia and the States of the Former Soviet Union (3)

(Fulfills the historical and international perspective requirements.) A study of the development of the foreign policy of Russia and the other states of the former Soviet Union. The processes of policy formation and the forces and conditions that make for continuities and changes are examined. Students may receive credit only once under this course number.

GVPT 452 Inter-American Relations (3)

(Fulfills the historical perspective requirement.) An analytical and historical study of the policies of the United States toward Latin America. Focus is on examining problems in relations with particular countries and discussing recent political developments.

GVPT 453 Recent East Asian Politics (3)

(Fulfills the historical and international perspective requirements.) A perspective on the background of recent political events in East Asia. Interpretation of the influence of those events on worldwide politics is included.

GVPT 454 Contemporary African Politics (3)

A survey of contemporary developments in the international politics of Africa. Special emphasis is on the role of an emerging Africa in world affairs.

GVPT 455 Contemporary Middle Eastern Politics (3)

(Fulfills the historical and international perspective requirements.) A survey of contemporary developments in the international politics of the Middle East. Emphasis is on the role emerging Middle Eastern nations have been taking in world affairs.

GVPT 457 American Foreign Relations (3)

(Fulfills the historical perspective requirement.) A study of the principles and machinery of American foreign relations. Emphasis is on the conduct of the U.S. Department of State and the Foreign Service. Analysis of the major foreign policies of the United States is provided.

GVPT 460 State and Local Administration (3)

A study of the administrative structure, procedures, and policies of state and local governments. The focus is on the state level and on intergovernmental relationships. Illustrations are drawn from Maryland governmental arrangements.

GVPT 461 Metropolitan Administration (3)

An examination of problems facing administrators of public services, planning, and coordination in a metropolitan environment.

GVPT 473 Legislature and Legislation (3)

A comprehensive study of the organization, procedures, and problems involved in legislation. Opportunities for contact with Congress and with the legislature of Maryland are provided.

GVPT 474 Political Parties (3)

A descriptive and analytical examination of American political parties, nominations, elections, and political leadership.

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 479 Problems in American Public Policy (3)

A study of the background and interpretation of various factors that affect the formation and execution of American public policy.

GVPT 480 Comparative Political Systems (3)

A study, along functional lines, of major political institutions, such as legislatures, executive branches, courts, bureaucracies, public organizations, and political parties.

GVPT 481 Government and Administration of Russia and the States of the Former Soviet Union (3)

(Fulfills the international perspective requirement.) A comparative study of the governmental systems and political processes of the states of the former Soviet Union.

GVPT 482 Government and Politics of Latin America (3)

(Fulfills the international perspective requirement.) A comparative study of the governmental systems and political processes of the countries of Latin America. The cases of Argentina, Brazil, Chile, and Mexico are evaluated.

GVPT 483 Government and Politics of Asia (3)

(Fulfills the international perspective requirement.) A comparative study of the political systems of China, Japan, India, and other selected Asian countries.

GVPT 484 Government and Politics of Africa (3)

(Fulfills the international perspective requirement.) A comparative study of the governmental systems and political processes of the countries of Africa. Special emphasis is on the problems of nation-building in emerging countries.

GVPT 485 Government and Politics of the Middle East (3)

(Fulfills the international perspective requirement.) A comparative study of the governmental systems and political processes of the countries of the Middle East. Emphasis is on the problems of nation-building in emerging countries.

GVPT 486A Internship in Government and Politics Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in government and politics. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to government and politics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

GVPT 486B Internship in Government and Politics Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in government and politics. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to government and politics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

GVPT 487 Government and Politics of South Asia (3)

(Fulfills the international perspective requirement.) A comparative study of political processes and governmental forms of such countries as India, Pakistan, Bangladesh, Ceylon, and Nepal.

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.

GVPT 498A Contemporary Issues in the Middle East (1)

An investigation of the modern Middle East. Topics include significant stages in modern Arab history, notions of honor and shame, religion, and other factors of cultural importance. Western stereotypes and misconceptions of the region and the people are examined. The problems of state development, the struggle over Palestine, and the causes and possible outcomes of the Gulf War are analyzed.

Health

Courses in health (designated HLTH) may be applied toward

• electives.

Courses in this discipline do not fulfill the general education requirement in the biological and physical sciences.

HLTH 106 Drug Use and Abuse (3)

An interdisciplinary analysis of contemporary issues and problems with drugs. The use and the abuse of drugs are explored from historical, social, psychological, philosophical, physiological, legal, and health-related perspectives.

HLTH 285 Controlling Stress and Tension (3)

An analysis of the many health problems related to stress and tension. Causative psychosocial stressors and intervening physiological mechanisms are highlighted, with emphasis on the prevention and control of stress by means of techniques such as biofeedback, meditation, and neuromuscular relaxation.

HLTH 377 Human Sexuality (3)

A comprehensive exploration of biological and developmental aspects of human sexuality. Topics include the psychological and emotional aspects of sexual identity; the historical, cultural, social, linguistic, legal, and moral forces affecting sexual issues; the importance of communication, disclosure, and intimacy in interpersonal relationships; and research trends in the field of human sexuality.

HLTH 471 Women's Health (3)

An exploration of the women's-health movement from the perspectives of consumerism and feminism. The relationship of physician and patient is considered in relation to the gynecological examination and other medical settings. Other topics include gynecological problems, pregnancy, contraception, breast cancer and cervical cancer, abortion and other surgical procedures, and the psychological aspects of gynecological concerns.

HLTH 498P Personal Wellness and Self-Realization (3)

An overview of concepts of total health, or wellness. Discussion explores ways to achieve an optimal quality of life, on the basis of four major tenets: that optimal quality of life involves seeking to realize one's full potential in all dimensions of life; that balance is the guiding principle; that personal responsibility requires an individual to be in control of his or her own well-being; and that a holistic synthesis of lifestyle and guiding philosophies promotes a self-realization that leads to optimal satisfaction.

Health Services Management

Courses in health services management (designated HMGT) may be applied as appropriate (according to individual program requirements) toward

• a minor in health care administration;

• a major or minor in business administration or in management studies;

• a certificate in Health Practice Management or Health Services Management; and

• electives.

A description of the curriculum for the health care administration minor begins on p. 49. Descriptions of other management-related curricula may be found on the following pages: accounting (p. 25), business administration (p. 29), customer service management (p. 41), e-commerce and technology management (p. 41), environmental management (p. 44), finance (p. 45), fire science (p. 46), human resource management (p. 54), international business management (p. 57), management studies (p. 59), marketing (p. 61), and strategic and entrepreneurial management (p. 69).

HMGT 310 Health Services Policies (3)

Prerequisite: BMGT 230 or equivalent. An overview and analysis of public policies that govern the organization, delivery, and financing of health services in the United States. Particularly considered are public policy objectives, the decision processes of formulating and implementing objectives and programs, and the effectiveness of major governmental programs. Topics include the effects of rising health care costs, Medicare and Medicaid, competition and regulation, technology and technology assessment, HMOs and alternative reimbursement systems, the supply and distribution of physicians, the availability of capital, and quality assurance.

HMGT 320 Health Services Management (3)

A thorough treatment of the concepts and principles of effective managerial leadership in a health services organization. The management process is explored; major theories and classic literature in the field are reviewed. Emphasis is on critical aspects of managing people: leadership, communication, motivation, and decision making.

HMGT 322 Health Services Financial Management (3)

Prerequisite: HMGT 320. Instruction in acquiring, allocating, and managing the financial resources of health services systems. Economic and accounting practices are discussed in terms of budget administration, cost analysis, financing strategies, and internal controls. The probable economic consequences of various national health-insurance proposals are also considered.

HMGT 325 Health Services Economics (3)

Prerequisite: HMGT 320. An introduction to contemporary economic theory and its application in the management of health services systems. Competency in the area of health services economics is furthered by a review of basic theoretical concepts and models in health economics. The goal is to examine how economic forces affect the health services sector and how economic tools can be used by managers and incorporated into public policy to improve performance in health services. Students may receive credit for only one of the following courses: HMGT 325 or HMGT 398A.

HMGT 330 Issues in Health Services Management (3)

Prerequisite: Any 300-level HMGT course. An analysis of social, cultural, and philosophical issues that directly or indirectly affect the management of health services. Emphasis is on developing skills in critical thinking. Students may receive credit for only one of the following courses: HMGT 330 or HMGT 398B.

HMGT 398 Special Topics in Health Services Management (1–3)

Prerequisite: HMGT 325 or HMGT 410. An advanced, senior-level, intensive inquiry into special topics in health services management that reflect the changing needs and interests of students and faculty. May be repeated to a maximum of 6 credits when topics differ.

HMGT 398C Research Issues and Methods in Health Services Management (3)

Prerequisite: Any 300-level HMGT course. An overview of the basic instrument and methods used in research on the management of health services. Aspects discussed range from the definition of a problem to the presentation of data. Emphasis is on the information that managers of health services need, how managers obtain that information, and how they use such information in making decisions. Topics include the analysis of needs, evaluation of the effectiveness of programs in health services, and techniques used in reviews for determining rates.

HMGT 398D Managed Care in Health Services Management (3)

An overview of concepts, strategies, and current practices of managed health care and managed competition systems in the public and private health services sectors. The roles and responsibilities of entry- and midlevel managers as agents for change in developing federal, state, and local government initiatives to reform the delivery of health services are explored. Various methods used to regulate, monitor, and evaluate the effectiveness and efficiency of managed-care organizations and program activities, particularly in terms of implementation issues and cost-containment initiatives, are examined. Discussion covers financing, contracting, and network management of managed-care systems and highlights health informatics and data required to monitor access, quality, cost, and outcomes of managed-care systems.

HMGT 398E Health Communications (3)

An overview of health service communications that use applied commercial marketing concepts and techniques. Emphasis is on using consumer-oriented approaches of social and commercial marketing as the basis for developing health communications between providers and consumers. The roles and responsibilities of entry- and midlevel managers in developing and delivering communications about health delivery systems and benefits are examined. Topics include concepts and strategies for developing effective health communications in a typical health service program and techniques and paradigms for enhancing organizational efforts to prevent health risk behaviors. Comparisons are made between various frameworks and methods for developing effective health communications from the perspective of health planning and policy.

HMGT 398F Regulation of Health Services Professionals and Delivery Systems (3)

An exploration of the regulation and certification of health services professionals and delivery systems. Topics include the role and responsibilities of health services regulatory agencies; public licensure and public or private certification of health professionals and health services organizations and delivery systems; regulation of interdisciplinary health practices; regulatory requirements and responses for addressing health professional misconduct, especially related to controlled substances, impairments, and sexual behavior; and administrative law and disciplinary procedures in health professional and systems regulation.

HMGT 398G Management of Tele-Health Programs (3)

An exploration of health care delivery through the use of telecommunication technology, i.e., telemedicine, and telemedicine programs and systems. Topics include the history of telemedicine, types and applications of telemedicine programs, components of some successful telemedicine programs, the impact of telemedicine on management of the health care delivery process, issues covered in telemedicine programs, management evaluation and measures of effectiveness for telemedicine programs, and trends affecting telemedicine. Management evaluations of lessons learned from past telemedicine experiences are conducted, and a case study of management techniques and issues in the approval of an advanced telemedicine program is performed.

HMGT 398H Pharmacy Practice Management (3)

An exploration of emerging structures for finance, delivery, and systems of pharmacy services within integrated health care networks. Topics include successful development and management of alliances with pharmaceutical companies, vendors, and distributors, insurance and network care providers, provider hospitals, clinics, health maintenance organizations, preferred provider organizations, managed care systems, and medical practices. Emphasis is on strategies for service delivery, organizational integration within the health care environment, community partnering, contract negotiation, quality control regulation, and governance in relationship to pharmacy management. Cost containment and pricing strategies are addressed as well as pharmacoeconomic strategies.

HMGT 398I Integrated Health Systems Management (3)

An exploration of emerging structures for finance and delivery of comprehensive health services in integrated health systems and practices. Topics include successful development and management of alliances, provider hospital organizations, and managed-care systems. Emphasis is on strategies for vertical integrations, community partnering, contract negotiation, and governance.

HMGT 410 Introduction to Health Services Planning (3)

Prerequisite: Any 300-level HMGT course. A review of the methodology of planning effectively for health services. The use of data systems for identifying and analyzing problems and for forecasting is explored, along with the processes of setting priorities, developing projects, and allocating resources.

HMGT 415 Ethical Considerations in Health Services (3)

Prerequisite: Any 300-level HMGT course. An introduction to contemporary health-related ethical considerations and their implications for providers and consumers of health services. Issues such as abortion, death and dying, research on human subjects, and manipulated genetics are analyzed.

HMGT 416 Legal Aspects of Health Services Administration (3)

Prerequisite: HMGT 310. A study of federal and state law designed to provide prospective health services professionals with the knowledge and expertise to avoid many legal pitfalls in providing health care and administering health services facilities. Topics include health-care labor law, screening for drugs, testing for AIDS, medical confidentiality, malpractice, commercial law, and antitrust laws.

HMGT 430 Health Services Marketing and Strategic Management (3)

Recommended: HMGT 410. An introduction to contemporary theories of marketing and strategic management as they apply to the management of health services systems. Discussion of applications of the concepts is intended to increase managerial competency. Students may receive credit for only one of the following courses: HMGT 430 or HMGT 498A.

HMGT 486A Internship in Health Services Management Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in health services management. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to health services management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HMGT 486B Internship in Health Services Management Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in health services management. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to health services management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HMGT 498 Special Topics in Health Services Management (1–3)

Prerequisite: HMGT 325 or HMGT 410. An advanced, senior-level, intensive inquiry into special topics in health services management that reflect the changing needs and interests of students and faculty. May be repeated to a maximum of 6 credits when topics differ.

HMGT 498B Managing Quality in Health Services Systems (3)

Recommended: HMGT 410. An introduction to contemporary theories of marketing and strategic management as they apply to the management of health services systems. Discussion of applications of the concepts is intended to increase managerial competency. Students may receive credit for only one of the following courses: HMGT 430 or HMGT 498A.

HMGT 498C Comparative International Health Systems Analysis: A Managerial Perspective (3)

(Fulfills the civic responsibility and international perspective requirements.) An overview of the concepts, strategies, and current practices employed by various countries in establishing governance policies and financing approaches for health systems delivery. Discussion covers techniques for analyzing various approaches to the delivery of health services and the governance of health providers. The use of the systems approach in analyzing the dimensions, structure, and development of international health systems is examined, and various paradigms for health systems development are considered. The targeting of comprehensive health services to key constituencies (including employers, employees, the general population, and at-risk populations) is explored. Focus is on use of economic, financial, qualitative, and quantitative tools to review national and regional cost-based approaches to planning and delivering health services and establishing policies on recovery of costs.

HMGT 498D Health Insurance Analysis and Issues in Health Systems Management (3)

An analysis of major health insurance issues and study of health insurance administration for various health care entities, including managed-care providers. Topics include coverage by Medicare, Medicaid, and other health insurance programs and relationships between health network practices and insurance companies. Health insurance planning and programming is examined from the perspective of both businesses and health services providers.

HMGT 498E Practice Management (3)

Recommended: HMGT 398H, HMGT 398I, or experience in the field. An applied management survey of major concepts of managing medical, health, and dental group services practices. Practices examined include preferred provider organizations, physician hospital organizations, independent practice associations, management services organization, and dental group practice networks. Examination covers such issues as structuring professional compensation systems for practices and networks, and negotiating with insurance companies regarding contract reimbursements. Topics also include regulatory guidelines and requirements for medical equipment and pharmaceutical storage and dispensing, and determination of benefits offered to practice and network employees.

HMGT 498V Health Information-Systems Management (3)

Prerequisite: HMGT 320 or IFSM 300. A study of the use of health information systems to manage the flow of data in various medical professions—a key factor in managing health care costs. The systems perspective is examined in assessing, selecting, and implementing vital processes within the organization. Topics include billing and scheduling systems, accounting and financial information systems, medical records, processing, imaging systems, staffing and work flow, and medical research systems. Governmental and public policy issues related to the transmittal of health care data are also considered. Students may receive credit for only one of the following courses: HMGT 498V or IFSM 498V.

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.

A description of the curriculum for the history major and minor begins on p. 50. Descriptions of other related curricula may be found on the following pages: African American studies (p. 26), American studies (p. 27), Asian studies (p. 29), humanities (p. 52), and women's studies (p. 70).

HIST 115 World History I (3)

(Fulfills the international perspective requirement.) A survey of Western and non-Western civilizations and cultures from the earliest times to 1500. Emphasis is on the political, social, and cultural developments of the major civilizations, and on the interactions between those civilizations.

HIST 116 World History II (3)

(Fulfills the international perspective requirement.) A survey of Western and non-Western civilizations and cultures from 1500 to the present. Emphasis is on the political, social, and cultural developments of the major civilizations; the interactions between those civilizations; and the development of a global community since 1500.

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 216 Special Topics in Regional and National History (1–3)

An introduction to the histories of specific regions or nations. Students may receive credit for a given topic in either HIST 216 or HIST 316 only once.

HIST 217 Special Topics in Urban and Local History (1–3)

An introduction to the histories of specific cities or localities. Students may receive credit for a given topic in either HIST 217 or HIST 317 only once.

HIST 218 Special Topics in Military History (1–3)

An introduction to the history of specific battles, campaigns, or wars. Students may receive credit for a given topic in either HIST 218 or HIST 318 only once.

HIST 219 Special Topics in History (1–3)

An introduction to specific topics, themes, events, or problems in history. Students may receive credit for a given topic in either HIST 219 or HIST 319 only once.

HIST 284 East Asian Civilization I (3)

(Fulfills the international perspective requirement.) An interdisciplinary survey of the development of East Asian cultures. All facets of traditional life in East Asia are examined from a historical perspective. Emphasis is on gaining an appreciation of the fascinatingly different and complex cultures of the area.

HIST 285 East Asian Civilization II (3)

(Fulfills the international perspective requirement.) A survey of the historical development of modern Asia since 1700. The efforts of East Asians to preserve traditional cultures while facing Western expansion in the 18th and 19th centuries are presented; the efforts of those cultures to survive as nations in the 20th century are assessed.

HIST 305 The Pacific Century (3)

(Formerly BEHS 305. Fulfills the international perspective requirement. May be applied toward a specialization in behavioral and social sciences.) An interdisciplinary introduction to contemporary East and Southeast Asia that surveys the political, economic, and cultural changes of the past 100 years—from colonialism to nationalism and from military clashes to economic problems. Focus is on understanding the sources of the region's dynamics and the roots of its diversity. The contrasting themes of tradition and modernization, as well as American attitudes of isolationism and expansion toward Asia, are explored. The historic and geographic context for both the development of the Pacific basin and its impact on the global community is illuminated. Video programs from the series "The Pacific Century" are integrated with the course materials. Students may receive credit for only one of the following courses: ASTD 305, BEHS 305, or HIST 305.

HIST 309 Introduction to Historical Writing (3)

Prerequisites: 12 credits in lower-level history courses. A seminar on the methods and problems of historical research and presentation. Assignments include a major research paper.

HIST 316 Advanced Topics in Regional and National History (1–3)

An in-depth study of the histories of specific regions or nations. Assignments include advanced reading and research. Students may receive credit for a given topic in either HIST 216 or HIST 316 only once.

HIST 317 Advanced Topics in Urban and Local History (1–3)

An in-depth study of the histories of specific cities or localities. Assignments include advanced reading and research. Students may receive credit for a given topic in either HIST 217 or HIST 317 only once.

HIST 318 Advanced Topics in Military History (1–3)

An in-depth study of specific battles, campaigns, or wars. Assignments include advanced reading and research. Students may receive credit for a given topic in either HIST 218 or HIST 318 only once.

HIST 319 Advanced Topics in History (1–3)

An in-depth study of specific topics, themes, events, or problems in history. Assignments include advanced reading and research. Students may receive credit for a given topic in either HIST 219 or HIST 319 only once.

HIST 324 Classical Greece (3)

(Fulfills the international perspective requirement.) A study of the ancient Greeks from Homer to Socrates, from 800 to 400 B.C. The society and religion of the city-state, the Peloponnesian War, the art and literature of Periclean Athens, and the intellectual circle of Socrates are discussed.

HIST 325 Alexander the Great and the Hellenistic Age (3)

(Fulfills the international perspective requirement.) A study of the history of the Greeks from 400 to 30 B.C. Topics include Alexander and the changes he wrought in the Mediterranean world; the rise of monarchies and leagues; new directions in religion, art, literature, and science; and the Hellenization of the peoples of the Near East, including the Jews.

HIST 326 The Roman Republic (3)

(Fulfills the international perspective requirement.) A study of ancient Rome during the period 753 to 44 B.C., from its founding to the assassination of Julius Caesar. Focus is on Rome's conquest of the Mediterranean world, on the social and political pressures that led to that conquest, and on the consequent transformation and decline of the republic. Students may receive credit for only one of the following courses: HIST 326 or HIST 421.

HIST 327 The Roman Empire (3)

(Fulfills the international perspective requirements.) A study of Roman history from Augustus to Heraclius, from 44 B.C. to A.D. 641. Topics include the imperial court and government, the diversity of culture in the provinces and cities and the progress of Romanization, Roman religion and its transformation in late antiquity, and the Roman army and defense of the frontiers. Students may receive credit for only one of the following courses: HIST 327 or HIST 421.

HIST 330 Europe in the Early Middle Ages: 300 to 1000 (3)

(Fulfills the international perspective requirement.) A study of medieval Europe from the Roman empire to that of Charlemagne. The period is examined as a crucible in which classical, Christian, and Germanic elements merged, shaping the civilization of the Latin West. Topics include the concept of authority, cultural trends, and formation of group solidarity. Students may receive credit only once under this course number.

HIST 331 Europe in the High Middle Ages: 1000 to 1450 (3)

(Fulfills the international perspective requirement.) An examination of medieval civilization in Europe from the 11th century to the end of the Hundred Years' War. Emphasis is on the development of significant social, political, economic, and religious institutions. Topics include the development of feudalism and manorialism, chivalry and courtly love, monastic life, medieval scholasticism and the rise of universities, Romanesque and Gothic art and architecture, and the centralization of monarchy.

HIST 332 Europe During the Renaissance and Reformation I (3)

(Fulfills the international perspective requirement.) An assessment of the transformation of continental Europe from 1400 to 1650, highlighting the changes in modes of Christian piety and the formation of Renaissance culture. Major themes include the spread of humanistic ideas, the increasing availability of education, and the development of social and intellectual foundations of reformation theology. The effects on the economic structure, as well as the culture of the Western world, are evaluated.

HIST 333 Europe During the Renaissance and Reformation II (3)

(Fulfills the international perspective requirement. A continuation of HIST 332.) A study tracing the political, social, and cultural issues in Europe through the mid-18th century.

HIST 335 Revolutionary Europe (3)

(Fulfills the international perspective requirement.) A study of Europe from 1715 through the French Revolution and the Napoleonic period. Focus is on intellectual, social, and cultural movements in revolutionary Europe.

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 341 African Civilization to 1800 (3)

(Formerly HIST 122. Fulfills the international perspective requirement.) A survey of the history of Africa from earliest times to 1800. Topics include the origins of African societies, Nile Valley civilization, medieval African states and societies, Islam, oral tradition, African slavery and the slave trade, and early African-European interactions. Students may receive credit for only one of the following courses: HIST 122 or HIST 341.

HIST 342 Sub-Saharan Africa Since 1800 (3)

(Fulfills the international perspective requirement.) An overview of changes in sub-Saharan African societies since 1800. Topics include European conquest and African resistance in the late 19th century, colonial states and societies, African nationalism, and decolonization and the era of independence. Struggles over social, economic, and political changes are emphasized.

HIST 353 Latin American History I (3)

(Fulfills the international perspective requirement.) A survey of Latin America from late pre-Columbian civilizations and cultures to the wars of independence.

HIST 354 Latin American History II (3)

(Formerly HIST 251. Fulfills the international perspective requirement.) An overview of the political culture of the republics of Latin America. Topics include nation building, modernization, race relations, economic development, gender, reform and revaluation, and relations between the United States and Latin America. Students may receive credit for only one of the following courses: HIST 251 or HIST 354.

HIST 360 America in the Colonial Era: 1600 to 1763 (3)

An investigation of the founding of the English colonies in America. Topics include the European backgrounds of the colonies, the reasons for the instability of colonial society, the emergence of stable societies after 1689, and the development of colonial regionalism. Also discussed are political institutions, social divisions, the economy, religion, education, and urban and frontier problems in the 18th century.

HIST 361 America in the Revolutionary Era: 1763 to 1815 (3)

A consideration of the background and direction of the American Revolution and the early development of the nation through the War of 1812. Emphasis is on how the Revolution shaped American political and social development, including the creation of a new government under the Constitution and the challenges facing the new nation.

HIST 362 Ante-Bellum America: 1815 to 1861 (3)

An examination of the strong sense of nationalism in the United States after the War of 1812, and its transformation into the sectionalism that led to the Civil War. Issues contributing to North/South antagonism, particularly slavery, are discussed. Other issues include Jacksonian democracy; capitalism; racism; immigration; Manifest Destiny; and religious, social, and intellectual movements.

HIST 363 Civil War and the New Industrial Society in the United States: 1860 to 1900 (3)

A survey of sectional and class conflicts and their effects on American life and institutions from the Civil War through the Gilded Age. The social, economic, and political reconstruction of the Union is analyzed as it affected and was affected by industrialization, urbanization, and technological changes.

HIST 364 Emergence of Modern America: 1900 to 1945 (3)

A study of the emergence of modern American institutions and identities in the years 1900–45. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Special consideration is also given to emerging issues such as the role of women and African Americans, corporate enterprises, and the welfare state.

HIST 365 Recent America: 1945 to the Present (3)

A survey of U.S. history from the presidencies of Truman and Eisenhower to the present. Topics include 1960s' radicalism, the Cold War, Vietnam, Watergate, and changes in American society.

HIST 372 Legacy of the Civil Rights Movement (3)

(Fulfills the civic responsibility requirement. May be applied toward a specialization in behavioral and social sciences.) An examination of the civil rights movement in the United States from World War II to the present. Focus is on the era of protest and reform through the 1980s, with analysis of its influence into the present decade. Materials from the telecourse "Eyes on the Prize" are integrated with the course. Students may receive credit for only one of the following courses: BEHS 372 or HIST 372.

HIST 376 Women and the Family in America to 1870 (3)

(Formerly HUMN 366.) A commentary on the diversity of experience that has confronted American women and families. Three motifs are traced throughout the history of interactions between the family and the social environment: changes and continuities in the division of labor on the basis of gender, the resilience of the family in response to social and economic change, and the relationship between ideals and realities in family life. Students may receive credit for only one of the following courses: HIST 376 or HUMN 366.

HIST 377 Women in America Since 1870 (3)

An examination of the changing role of women in working- and middle-class families. Topics include the effects of industrialization on women's economic activities and status and women's involvement in political and social struggles, including those for women's rights, birth control, and civil rights. Students may receive credit for only one of the following courses: HIST 211, HIST 367, or HIST 377.

HIST 381 America in Vietnam (3)

(May be applied toward a specialization in behavioral and social sciences. Fulfills the international perspective requirement.) A multi-disciplinary interpretation of the complex involvement of the United States in Vietnam. Key themes include foreign policies after World War II that led to the Vietnam War, the political and military objectives of the United States, domestic responses in the United States to military involvement, and the lessons and legacies of the war. Students may receive credit for only one of the following courses: BEHS 337 or HIST 381.

HIST 454 Constitutional History of the United States from Colonial Origins (3)

An analysis of the interaction of government, law, and politics in the constitutional system. Topics include the nature and purpose of constitutions and constitutionalism; the relationship between the Constitution and social forces and influences; and the way in which constitutional principles, rules, ideas, and institutions affect events and are in turn affected by events. The origins of American politics and constitutionalism and major constitutional problems (such as the origins of judicial review, democratization of government, slavery in the territories, and the political system as a whole) are discussed.

HIST 455 Constitutional History of the United States Since 1860 (3)

A study of public law and government in the United States, with emphasis on the interactions of government, law, and politics. Focus is on the political/constitutional system as a whole, rather than simply the development of constitutional law by the Supreme Court. Major crises in U.S. government and politics (such as the Civil War, Reconstruction, the New Deal era, and the civil disorder of the 1960s) are also analyzed.

HIST 460 African American Life: 1500 to 1865 (3)

An examination of African American communities in the Western Hemisphere from 1500 to 1865. Topics include the origins of African American communities in the Western Hemisphere and the resulting diversity of experiences and cultures. Emphasis is on African American communities in North America, especially the evolution of those communities and their cultures.

HIST 461 African American Life Since 1865 (3)

An examination of African Americans in the United States since the abolition of slavery. Emphasis is on 20th-century developments, including the migration from farm to city, the growth of the civil rights movement, and the race question as a national problem.

HIST 462 The U.S. Civil War (3)

A study of the U.S. Civil War. Topics include causes of the war; sectional politics and secession; resources and strategies of the Confederacy and the Union; the changing character of the war; emancipation and its consequences; the economic, social, and political conditions of the home front; and the wartime origins of Reconstruction.

HIST 463 U.S. Military History Since 1865 (3)

(Formerly HIST 419N.) An examination of the evolution of the U.S. armed forces since the Civil War and the efforts to adapt to changing roles and situations during the 20th century. Topics include the role of the armed forces in U.S. diplomatic relations, the social and economic impact of war and peace, and the changing images of the military in American culture. Students may receive credit for only one of the following courses: HIST 419N or HIST 463.

HIST 464 World War I (3)

An intensive study of the First World War. Topics include the development of nationalism and socialism in late 19th-century Europe, the causes of the First World War, trench warfare on the Western Front, war in the Balkans, "total war" on the home fronts, the Russian Revolution of 1917, the collapse of the Central Powers, the 1918 settlements, the postwar conflicts that continued to haunt Europe until 1923, and the concept of the "Lost Generation."

HIST 465 World War II (3)

An examination of the Second World War. Topics include the origins and causes of the war; the political, military, economic, and social circumstances and events; and its catastrophic impact and legacy.

HIST 466 The Cold War (3)

An introduction to the history of the Cold War, which divided the world along ideological, economic, political, and military lines for more than 40 years. Focus is on the chronology of the struggle between the United States and the Soviet Union, with the former leading the NATO nations and the latter leading the Warsaw Pact nations. Students may receive credit for only one of the following courses: HIST 320, HIST 419I, or HIST 466.

HIST 467 History of Maryland (3)

An examination of the political, social, and economic history of Maryland from the 17th century to the present.

HIST 480 History of Traditional China (3)

(Fulfills the international perspective requirement.) A study of the history of China from earliest times to 1644. Emphasis is on the development of Chinese institutions that have molded the life of the nation and its people.

HIST 481 History of Modern China (3)

(Fulfills the international perspective requirement.) A study of the history of modern China, from 1644 to the present. Focus is on the origins of the Western influence in China and the various stages of the Chinese reaction.

HIST 482 History of Japan to 1800 (3)

(Fulfills the international perspective requirement.) An examination of traditional Japanese civilization from the age of Shinto mythology and the introduction of continental learning to the rule of military families. Topics include transition to a money economy and the creation of a town-based culture. Political, economic, religious, and cultural history is also covered.

HIST 483 History of Japan Since 1800 (3)

(Fulfills the international perspective requirement.) A survey of Japan's renewed contact with the Western world and its emergence between 1800 and 1931 as a modern state, an industrial society, and world power. Japan's road to war, the period of occupation, and the era of recovery are covered, from 1931 to the present.

HIST 486A Internship in History Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in history. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to history and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HIST 486B Internship in History Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in history. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to history and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HIST 499 Independent Study in History (1–3)

Prerequisite: 6 credits in upper-level history courses, approval of department, and agreement of faculty member to act as supervisor. Directed independent study of topics of special interest not covered by regularly scheduled courses in history. May be repeated to a maximum of 6 credits when topics differ.

Humanities

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

- the general education requirement in the arts and humanities;

- a major or minor in humanities; and

- electives.

Most courses require extensive writing. Students should complete a writing course (such as COMM 390, 393, 393X, 394, and 394X and ENGL 101, 101X, 391, 391X, and 396) or have equivalent writing experience before enrolling.

A description of the curriculum for the humanities major and minor begins on p. 52.

HUMN 102 Classical Foundations (3)

(Formerly CLAS 100. Fulfills the civic responsibility requirement.) A study of aspects of the ancient Greco-Roman world (such as myth and religion, war and conquest, government and politics, social organization, and leisure activities) as revealed through the words and actions of major contemporary figures. Original sources of history, philosophy, poetry, and drama are consulted. Focus is on individuals who contributed to the shaping of classical civilization. Students may receive credit for only one of the following courses: CLAS 100 or HUMN 102.

HUMN 103 Greek and Roman Mythology (3)

A study of the major gods and goddesses of ancient Greece, as revealed in the legends and stories of both Greek and Roman authors of ancient history. The stories of the major heroes and heroic events are also studied.

HUMN 119 American Adventure (3)

(Fulfills the historical perspective requirement.) A survey of the early history of the United States, covering the discovery of the New World through the Civil War and Reconstruction. Emphasis is on social history, including the effects of political and social events on women, children, the family unit, African Americans, and Native Americans. The clash between European and Native American cultures, the violence of the revolution, and the trials and tribulations of the early pioneers are explored. Materials from the telecourse "Shaping America" are integrated with the course. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HUMN 120 America in Perspective (3)

(Fulfills the historical perspective requirement.) A survey of the second hundred years of the history of the United States, beginning in 1877 with the closing of the American frontier and the move into industrialization. Crucial events and issues in recent history—including the Great Depression, the rise of big business, Roosevelt's New Deal, World Wars I and II, the Cold War, the Vietnam War, the civil rights movement, and the end of the Cold War—are reviewed. The complex forces and events that have determined the course of modern American history and shaped America as it is today are traced and interpreted. Materials from the telecourse "America in Perspective" are integrated with the course. Students may receive credit only once under this course number and for only one of the following courses: HIST 157 or HUMN 120.

HUMN 126 Cosmos (3)

(Fulfills the international perspective requirement. Does not fulfill the general education requirement in science.) An interdisciplinary study of space, time, and the universe. Topics include astronomy, interstellar communications, Egyptian hieroglyphics, comparative religion, biology, and genetics. Historical expeditions on this planet are compared and contrasted with the Voyager missions through the solar system. Students may receive credit for only one of the following courses: ASTR 398A or HUMN 126.

HUMN 198 Special Topics in Humanities (3)

A study of selected topics in the humanities. Students may receive credit for a given topic in either HUMN 198 or HUMN 398 only once.

HUMN 280 This Constitution: A History (3)

(Fulfills the historical perspective requirement.) A study of constitutional government in the United States in the late 20th century. Emphasis is on the historical events and processes that have made the Constitution what it is today. The principles and institutions of U.S. constitutionalism are critically evaluated from the perspectives of political science and history. The goal is to draw inferences from the materials of constitutional history, politics, and law, so as to form generalizations about the development of the Constitution.

HUMN 300 Modern Moral Choices (6)

(Fulfills the civic responsibility requirement.) An inquiry into the correlation of ethical theory with the broad range of moral decisions facing contemporary society. Basic ethical theories introduced include utilitarianism, relativism, egoism, and Kant's categorical imperative. The theories are then used to evaluate moral decisions in such fields as medicine, war, religion, birth, death, human sexuality, and professional and personal relations. The connection between moral choices and the law is also examined. Assignments include a detailed ethical analysis of one or more contemporary moral issues.

HUMN 301 Crossing Cultures: World Views in the Humanities (6)

(Fulfills the historical and international perspective requirements.) An examination of Western and non-Western roots of human identity viewed from philosophical, cultural, and intellectual perspectives. The ways in which different peoples express their essential intellectual heritage through philosophy, religion, and the arts are studied. Ideas and cultural expression from specific areas of the world, from antiquity through 1750, are explored. Areas covered are Africa, the Middle East, South Asia, the Far East, the Americas, and Europe. Outcomes of cross-cultural interaction are considered.

HUMN 310 Business and Professional Ethics (6)

(Fulfills the civic responsibility requirement.) An examination of the relationship between business and ethics. Various views of what is right and good for people in a corporate society are applied to business practices, institutions, and actions. The moral contexts of both corporate decisions and personal decisions are considered. Concepts of ethics and economic justice are introduced. The nature of the corporation is discussed, with particular emphasis on corporate social responsibility. Examples of the moral dilemmas of conducting business include issues and cases in the areas of hiring procedures; employees' rights and duties (in relation to such matters as privacy, health and safety, and whistle-blowing versus loyalty); professional responsibility; ethics in advertising; consumerism in relation to product liability; multinational operations; and ethics as related to the common environment.

HUMN 334 Understanding Movies (3)

An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the past century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: HUMN 334 or HUMN 498D.

HUMN 336 Ideas Shaping the 21st Century (6)

(Fulfills the civic and historical perspective requirements.) An overview of predominating ideas and philosophies that may govern and alter humanity and this planet in the early 21st century. Ideas and ways of living are evaluated insofar as they reveal the nature of intelligence and at the same time determine the uses of this planet. These include the rise of science, religions, and technoconsciousness; the development of systems of communication; prevailing perceptions of justice and human relationships; and "quality of life" as expressed in architecture and the arts.

HUMN 350 The Religious Quest (6)

(Fulfills the historical and international perspective requirements.) A comparative exploration of aspects of several religions, emphasizing specific forms of expression and practice. The religions chosen for study are the major faiths of the world in terms of numbers of adherents: Hinduism, Buddhism, Judaism, Christianity, Islam, and religions of China and Japan. An interdisciplinary approach is used to deal with the religions in their historical, social, literary, artistic, philosophical, and theological aspects.

HUMN 351 Myth and Culture (3)

(Fulfills the historical and international perspective requirements.) A presentation of reflections on the interrelations of myth, religion, and culture in which myths are evaluated as embodiments of ethnic and universal ideas. Religion is analyzed within American and non-American cultures. Ideas and symbols from mythology that provide background for literature, music, and art are introduced. Materials from the telecourse "Joseph Campbell: Transformations of Myth Through Time" are integrated with the presentation.

HUMN 360 Global Environmental Change (6)

(Also listed as BEHS 361 and NSCI 361. Fulfills the civic responsibility and international perspective requirements. Yields 3 natural science credits and either 3 humanities credits or 3 social science credits.) An in-depth examination of environmental changes that many believe are caused by human adaptations to Earth's natural resources, and the possible effects on both the global biosphere and the human condition. Scientific and social issues are explored through various questions: Is global warming really happening? Will sea levels rise? What are the consequences of massive deforestation? What can be done when there is so much scientific uncertainty and global social diversity? The concept of sustainability, as it applies to human interactions with the environment, is emphasized. Students may receive credit for only one of the following courses: BEHS 361, GNSC 361, HUMN 360, or NSCI 361.

HUMN 370 Humanity of Language (3)

(Fulfills the civic responsibility and historical perspective requirements.) A study of linguistics that examines the symbolic structure of human language. Language is explored in terms of sound, word, sentence, and meaning; spoken and written language are compared in different societies and eras. Fundamental questions related to the human experience with language are addressed.

HUMN 375 Social History of Washington, D.C. (3)

(Fulfills the historical perspective requirement.) A study of the uniqueness of Washington, D.C., through its artistic, architectural, cultural, social, political, and economic history. Washington is examined as a center of power and decision making as well as the domicile of some of the nation's least-empowered citizens; home to monuments, museums, and statuary commemorating visionary leaders as well as a seedbed of avant-garde artistic movements; and an urban center built upon limited industrial growth. Students may receive credit for only one of the following courses: HIST 351, HUMN 375, or HUMN 498C.

HUMN 380 Technology and the Individual (3)

Training in thinking systematically about the intellectual, moral, and social issues raised by advances in technology. Themes include the cultural dimension of technological innovation, the pervasiveness of the machine as a central metaphor in modern life, and the influences of technological change on social choices. Case studies are used to analyze the interaction of individuals with technological systems and the application of technology to societal purposes.

HUMN 398 Advanced Topics in Humanities (1–6)

A study of selected topics in the humanities. Assignments include advanced reading and research. Students may receive credit for a given topic in either HUMN 198 or HUMN 398 only once.

HUMN 399 Independent Study in Humanities (1–6)

(For advanced students.) Directed independent study of topics of special interest not covered by regularly scheduled courses. May be repeated to a maximum of 6 credits when topics differ.

HUMN 442 Contemporary Sexual Ethics (3)

An inquiry into ethical considerations of contemporary sexual behavior. Topics include the changing dynamics between male and female (modes, expectations, and codes); the increase of sexual activity and freedom (premarital, postmarital, and extramarital); laws, such as those concerning abortion, homosexuality, and rape (whether outside or within marriage); the sexual rights of women; and speculations as to ethical dimensions of human sexual activity in the future.

HUMN 486A Internship in Humanities Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in the humanities. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to the humanities and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HUMN 486B Internship in Humanities Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in the humanities. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to the humanities and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Human Resource Management

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

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

A description of the curriculum for the human resource management minor begins on p. 54. Descriptions of other management-related curricula may be found on the following pages: accounting (p. 25), business administration (p. 29), environmental management (p. 44), fire science (p. 46), management studies (p. 59), and marketing (p. 61).

HRMN 300 Human Resource Management (3)

(Formerly BMGT 360.) A basic study of human resource management. Major aspects covered are human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these historical developments affect the various personnel functions. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

(Formerly BMGT 398N and MGMT 320.) Prerequisite: BMGT 364 or equivalent. A study of the structure of communication in organizations. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. The examination of theory and examples is intended to improve managerial effectiveness in communication and negotiation. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, 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 HRMN 362.

HRMN 363 Negotiation Strategies (3)

Prerequisite: HRMN 362 or equivalent. An introduction to methods and processes of negotiation and collective bargaining. Negotiation strategies related to selected products, services, and management issues are explored. Case studies and exercises in negotiation are used to examine various strategies. Students may receive credit for only one of the following courses: BMGT 398W, HRMN 363, or MGMT 398W.

HRMN 365 Conflict Management in Organizations (3)

(Fulfills the civic responsibility requirement.) An introduction to processes observed in and management of conflict within organizations. Topics include general models of conflict, methods of managing conflict, and issues related to disagreements in organizational contexts. Students may receive credit for only one of the following courses: BMGT 398X, HRMN 365, or MGMT 398X.

HRMN 367 Organizational Culture (3)

(Formerly BMGT 398T.) Prerequisite: BMGT 364 or equivalent. An examination of the nature, definitions, theories, and aspects of organizational culture. Analysis covers patterns of behavior and their relationship to organizational culture, especially the impact of the organization's business on employee behavior and culture. The role of nationality, gender, and race within organizational culture is discussed. Implications of addressing organizational challenges, as well as theory versus practice, are evaluated. The relative roles of the individual, groups, and the organization in a cultural context are explored. Students may receive credit for only one of the following courses: BMGT 398T or HRMN 367.

HRMN 390 Contemporary Compensation Management (3)

Prerequisite: HRMN 300 or equivalent. An exploration of alternative compensation philosophies. Topics include strategies of employee compensation, incentives to productivity, employee motivation, and performance appraisal. Strategies, such as incentive cash and/or stock compensation programs, employee ownership, and nonmonetary rewards, are discussed and evaluated in varying situations. Techniques are discussed for identifying and classifying critical job components and observable standards and measures, setting compensation for job performance, and developing an executive compensation program. The interrelationship between compensation, motivation, performance appraisal, and performance within the organization is also examined. Students may receive credit for only one of the following courses: BMGT 388L or HRMN 390.

HRMN 392 Stress Management in Organizations (1)

(Formerly BMGT 398Y and MGMT 398Y.) An exploration of the changing nature of work and stress in organizations, due to a business emphasis on productivity and personal and family demands. Focus is on the causes of stress and methods of managing stress in organizational settings. Topics include interactions, performance objectives, social structure, job characteristics, and other factors causing stress in organizations. Consideration is given to political climate, pressure to achieve, interpersonal conflict, and time pressures. Practical approaches to reduce stress at work are discussed. Students may receive credit for only one of the following courses: BMGT 398Y, HRMN 392, or MGMT 398Y.

HRMN 394 Motivation, Performance, and Productivity (3)

(Formerly BMGT 398S.) Prerequisite: BMGT 364 or equivalent. An examination of the challenges of motivating employees. Topics include effective principles for job design, theories and practices of successful leadership, the setting of goals and objectives, the development of reward systems, and the attributes of effective managerial communication. The causes and impact of performance problems and methods for measuring management practices are explored. Students may receive credit for only one of the following courses: BMGT 398S or HRMN 394.

HRMN 400 Human Resource Management: Analysis and Problems (3)

(Formerly BMGT 460.) Prerequisite: HRMN 300 or equivalent. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. The critical evaluation of human resource problems is supported with a review of research findings, readings, discussions, case studies, and applicable federal regulations. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 404 Managing Diversity in Organizations (3)

(Formerly BMGT and MGMT 498G Organizational Change and Diversity.) Prerequisite: BMGT 364 or equivalent. An examination of the major forces in technological and industrial change, with emphasis on workforce diversity. Topics include issues related to valuing and managing diversity, problem solving, team building, customer service, strategic management, organizational adaptability, and changing technologies, markets, and customers. Students may receive credit for only one of the following courses: BMGT 498G, HRMN 404, or MGMT 498G.

HRMN 406 Employee Training and Development (3)

(Formerly BMGT 498I.) Prerequisite: BMGT 364 or equivalent. An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored. Students may receive credit for only one of the following courses: BMGT 498I, HRMN 406, or MGMT 498I.

HRMN 408 Employment Law for Business (3)

(Formerly BMGT 468. Fulfills the civic responsibility requirement.) A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace. Primary topics include wrongful discharge; discrimination based on race, sex, age, and disability; testing and performance appraisal; labor/management issues; and employee benefits. Salient global issues are also examined. Assignments may include conducting relevant research using computer databases and networks (such as LEXIS-NEXIS and the Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

HRMN 462 Labor Relations Law (3)

(Formerly BMGT 462.) A conceptual and functional analysis and application of legal principles relevant to labor/management relations and the collective bargaining process in both the domestic and global industrial and public sectors. Topics include the historical and statutory development of the National Labor Relations Act and other related statutes; union organization and unfair labor practices; negotiation and administration of the collective bargaining agreement; economic pressures, including strikes, pickets, boycotts, and lockouts; arbitration and conflict resolution; public-sector regulation; and global labor/management issues. Students may receive credit for only one of the following courses: BMGT 462 or HRMN 462.

HRMN 463 Public-Sector Labor Relations (3)

(Formerly BMGT 463.) Prerequisite: HRMN 362 or equivalent. A study of the development and structure of labor relations in public-sector employment. The responses of federal, state, and local governments to unionization and collective bargaining are analyzed. Case studies of governmental units, public unions, and union issues are used to demonstrate and reinforce principles. Students may receive credit for only one of the following courses: BMGT 463 or HRMN 463.

HRMN 486A Internship in Human Resource Management Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in human resource management. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to human resource management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HRMN 486B Internship in Human Resource Management Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in human resource management. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to human resource management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

HRMN 490 International Human Resource Management (3)

(Formerly BMGT 498K. Fulfills the civic responsibility requirement.) Prerequisite: HRMN 300 or equivalent. A survey of international labor markets, workplaces, multinational alliances, global corporate cultures, and national cultural differences as elements of international human resource planning. Fundamental human resource issues such as compensation, benefits, productivity, training, employment security, and unions are analyzed within an international context. Case studies of multinational, international, and global companies are used to demonstrate and reinforce principles. Students may receive credit for only one of the following courses: BMGT 498K or HRMN 490.

HRMN 494 Strategic Human Resource Management (3)

(Formerly BMGT 388K.) Prerequisite: HRMN 300 or equivalent. An exploration of methods for aligning human resource management functions and activities with corporate strategic goals. The case-study method is used to illustrate and analyze principles of integration. Topics include human resource planning and diversity; strategies for recruitment, selection, and development; and equal opportunity, sexual harassment, and discrimination policies, compensation planning, appraisal system planning, and strategic labor/management issues. The influence of changes in legislation and federal regulation, new forms of business, and the growth of teleworking is discussed. Students may receive credit for only one of the following courses: BMGT 388K or HRMN 494.

Information Systems Management

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

- the general education requirement in computing;
- a major in information systems management, computer information technology, or management studies;
- a major or minor in computer studies;
- a certificate in various computer-related areas; and
- electives.

A description of the curriculum for the information systems management major begins on p. 56. Descriptions of other computer-related curricula may be found on the following pages: computer and information science (p. 35), computer information technology (p. 36), computer science (p. 37), and computer studies (p. 38).

IFSM 201 Introduction to Computer-Based Systems (3)

An overview of computer information systems in which hardware, software, procedures, systems, and human resources are explored in relation to their integration and application in business and other segments of society. Students may receive credit for only one of the following courses: CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 204 History and Future Trends of Computing (3)

(Fulfills the historical perspective requirement.) A historical account of the pioneers of computing and the rise of the computer industry (as well as related industries). Although technical and institutional developments are the focus, developments are explained in a broader historical context. Factors such as the state of scientific knowledge, economic conditions, defense requirements, the nature of business and financial systems, and governmental policy are taken into consideration.

IFSM 296 COBOL Programming I (3)

Prerequisite: IFSM 201 or equivalent. An introduction to COBOL, a business-oriented programming language, with some of its standard applications.

IFSM 297 COBOL Programming II (3)

Prerequisite: IFSM 296 or equivalent. Practice in designing complex systems, sophisticated file structures, and advanced COBOL facilities for use in business and industry. A programming style is developed that minimizes errors and facilitates modification and maintenance. Students may receive credit for only one of the following courses: CMIS 180, IFSM 297, or IFSM 498J.

IFSM 300 Information Systems in Organizations (3)

(Fulfills the international perspective requirement.) Prerequisite: IFSM 201 or equivalent. An overview of information systems, their role in organizations, and the 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 310 Software and Hardware Concepts (3)

Prerequisites: IFSM 201 and MATH 012, or equivalent. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. The architectures of processors and storage systems are explored. Implications for system software design are covered. The effects of the design of hardware and system software on the development of application programs in a business environment are discussed. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 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 390 Multimedia Design and Evaluation for Information Systems Managers (3)

Prerequisite: IFSM 300. An investigation of microcomputer-based multimedia systems and their application. Emphasis is on concepts and techniques for creating professional presentations using sound, clip art, video, and text. The Internet is introduced and used as a resource for multimedia projects. Hardware selection is discussed. The effects of multimedia presentations and the social issues involved in their use are examined.

IFSM 410 Database Concepts (3)

(Formerly Database Program Development.) Prerequisites: IFSM 296 (or equivalent programming experience) and 300, or equivalent. 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, 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 420 Advanced Database Concepts (3)

Prerequisite: IFSM 410 or CMIS 320. Investigation and application of advanced database concepts, including database administration, database technology, and the selection and acquisition of database management systems. An intensive practicum in data modeling and system development in a database environment is provided. An overview of future trends in data management is also included.

IFSM 425 Decision Support and Expert Systems (3)

Prerequisites: IFSM 300 (or equivalent) and 410 (or IFSM 411). An analysis of information support systems that serve the management user at all levels of the decision-making process. The information provided by such systems is derived from multiple models and databases within and/or external to an organization. Theoretical concepts are related to examples from specific organizations. Research on the development of expert systems and commercially available applications is included.

IFSM 430 Information Systems and Security (3)

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

IFSM 432 Disaster Recovery Planning (3)

(Formerly IFSM 498N.) A study of disaster recovery and emergency planning as applied to the information-systems function in corporations. Topics include current concepts, skills, and managerial controls needed to protect a company's most important asset: information. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

IFSM 438 Project Management (3)

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

IFSM 446 Java-Based Information Systems Applications (3)

(Formerly IFSM 498W.) Prerequisites: Programming experience and IFSM 410. An introduction to the use of Java in designing and maintaining interconnectivity, accessing information, and supplying online information to clients, vendors, and remote staff. Strategies for protecting and securing Internet/intranet systems are also examined. Projects include building a Java-based application, such as one part of an electronic commerce system. Students may receive credit for only one of the following courses: IFSM 446 or IFSM 498W.

IFSM 450 Telecommunication Systems in Management (3)

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

IFSM 460 Systems Analysis (3)

(The first course in the two-course series IFSM 460–465.) Prerequisites: IFSM 300 and experience in a high-level programming language. A study of the methods used in analyzing needs for information and in specifying requirements for an application system. Topics include the concept of the system life cycle, the iterative nature of the processes of analysis and design, and the methodology for developing a logical specification for a system.

IFSM 465 Systems Design (3)

(The second course in the two-course series IFSM 460–465.) Prerequisite: IFSM 460 or equivalent. A study of the concepts and techniques for developing a physical design for an operational system based on the logical design developed in IFSM 460. Implementation of the operational system, integration of computer technology, analysis and design of systems, and aspects of organizational behavior in the design support system are examined.

IFSM 486A Internship in Information Systems Management Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in information systems management. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to information systems management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

IFSM 486B Internship in Information Systems Management Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in information systems management. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to information systems management and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

IFSM 490 Information-Systems Resource Management (3)

Prerequisite: IFSM 300; at least 9 credits in upper-level computing courses recommended. A theoretical study of information-systems resource management. Practical principles of computer technology, systems analysis and design, and organizational theory and design are amalgamated.

IFSM 495 Systems Engineering (3)

Prerequisite: IFSM 300; at least 9 credits in upper-level computing courses recommended. A project-oriented capstone study of systems engineering. Focus is on designing and developing the logical specifications for a system, then tracking the design through the analysis and implementation phases. Research and documentation techniques are stressed.

IFSM 498 Special Topics in Information Systems (1–3)

A seminar on topics in the design and implementation of information-processing systems.

IFSM 498D Data Mining: Introduction and Application (3)

Prerequisites: IFSM 410 and a working knowledge of statistics and Structured Query Language. An introduction to data mining with hands-on computer research using state-of-the-art data-mining tools. Emphasis is on the process used to successfully conduct a data-mining project, along with real-world applications and examples. Techniques studied include decision trees, memory-based reasoning, neural networks, affinity analysis, link analysis, and clustering. Commercially available data-mining tools and products are used to explore, compare, and contrast technique strengths and weaknesses.

IFSM 498E Enterprise Network Management (3)

Prerequisite: IFSM 450. An introduction to network and enterprise management. A detailed analysis of Simple Network Management Protocol (SNMP), the technology upon which most enterprise management systems are based, is provided. The strengths and weaknesses of commercial applications currently underpinned by SNMP are explored. Emphasis is on selecting the appropriate application for a workplace.

IFSM 498F Information Technology Infrastructure of Electronic Commerce (3)

Prerequisite: IFSM 300 or equivalent. An introduction to both the theory and practice of doing business over the Internet and World 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.

IFSM 498G E-Commerce and Customer Relationship Management (3)

Prerequisite: IFSM 300 or equivalent. An exploration of electronic commerce and customer relationship management. Focus is on the importance of the provider developing a relationship based on trust with the customer. Topics include electronic commerce design issues (such as risk mitigation, control, audit, and security) that affect the trust-based relationship between provider and customer. Trends and the future of electronic commerce are also discussed.

IFSM 498H Information Security and E-Commerce (3)

Prerequisite: IFSM 450. 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.

IFSM 498O PL/SQL

(Designed to help prepare students to take Oracle Application Developer Certificate Examinations 1 and 2.) Prerequisites: IFSM 411 (or equivalent SQL programming experience) and knowledge of the Oracle SQL*Plus environment. An in-depth study of the use of PL/SQL to develop enterprise-level database applications in industry. Topics include application programs, Graphical User Interface (GUI) forms, and standard third-generation language (3GL) programming constructs (such as IF-THEN-ELSE, LOOPS, record-at-a-time processing, and error handling).

IFSM 498S Seminar: Issues in Computer Technology (3)

Prerequisite: 9 credits in upper-level IFSM, CMIS, or CMSC courses. An examination of selected recent developments in information systems technology. Issues, strategies, and policy developments for managing the use of information technology in today's changing environment are investigated via a seminar format. Emphasis is on the implementation of new technology, its impact on the organization, and the manager's role in the process.

IFSM 498U Rapid Application Prototyping for System Development (3)

Prerequisite: IFSM 460 or IFSM 465. An examination of rapid application prototyping techniques for planning, designing, and implementing a functional and effective information system. Topics include information modeling techniques and the impact of business process reengineering on systems development. Joint application development models for developing business, process, and data models are used.

IFSM 498V Health Information-Systems Management (3)

Prerequisite: HMGT 320 or IFSM 300. A study of the use of health information systems to manage the flow of data in various medical professions—a key factor in managing health care costs. The systems perspective is examined in assessing, selecting, and implementing vital processes within the organization. Topics include billing and scheduling systems, accounting and financial information systems, medical records, processing, imaging systems, staffing and work flow, and medical research systems. Governmental and public policy issues related to the transmittal of health care data are also considered. Students may receive credit for only one of the following courses: HMGT 498V or IFSM 498V.

Japanese

Courses in Japanese (designated JAPN) 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 minor in Asian studies; and

- electives.

UMUC offers a limited number of foreign language courses each semester.

A description of the curriculum for the humanities major and minor begins on p. 52.

JAPN 105 Introduction to Japanese Language and Culture (3)

(Not open to students whose native language is Japanese. Conducted in English. Fulfills the international perspective requirement.) An introduction to Japanese language and culture. Emphasis is on practical application.

Journalism

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

- a major or minor in communication studies (including the journalism track in the communication studies major);

- a minor in journalism; and

- electives.

JOUR 201 fulfills the general education requirement in communications.

A description of the curriculum for the journalism minor begins on p. 58. Descriptions of related curricula may be found on the following pages: communication studies (p. 33) and speech communication (p. 68).

JOUR 201 Writing for the Mass Media (3)

Recommended: 30 wpm typing ability. An introduction to researching, organizing, and writing news and feature articles for the mass media, including print and online newspapers and broadcast media. Emphasis is on writing, from mechanics (grammar, spelling, punctuation, and style) to content (accuracy, completeness, audience, and readability).

JOUR 202 Editing for the Mass Media (3)

Prerequisite: JOUR 201. Presentation of the basic editing skills that apply to all mass media. Copyediting, graphic principles and processes, and news-media technology are surveyed. Students may receive credit for only one of the following courses: JOUR 202 or JOUR 310.

JOUR 320 News Reporting (3)

Prerequisite: JOUR 202. A survey of the principles and practices of news reporting. Emphasis is on gathering news for all the media and on covering news beats and other news sources. Researching a news story for accuracy, comprehensiveness, and interpretation is covered.

JOUR 330 Public Relations Theory (3)

Prerequisite: JOUR 201. A study of the historical development and contemporary status of public relations in business, government, associations, and other organizations. Communication theory and social science methodology are studied as they apply to the research, planning, communication, and evaluation aspects of the public relations process.

JOUR 331 Public Relations Techniques (3)

Prerequisite: JOUR 330. A review of the techniques of public relations. Emphasis is on news releases, publications and printed materials, speeches, special events, and audiovisual media. Techniques are applied in laboratory and field projects. Students may receive credit only for only one of the following courses: BMGT 398U or JOUR 331.

JOUR 334 Public Relations Programs (3)

Prerequisite: JOUR 330. Analysis of eight major programs typically carried out by public relations: employee relations, media relations, financial relations, member relations, governmental relations, community relations, fund raising, and dealing with an activist public.

JOUR 340 Advertising Communication (3)

Prerequisite: JOUR 202. An exploration of advertising within mass communication and an evaluation of its role in the public-information system of the United States. The application of communication theory and research methods to the research, planning, communication, and evaluation aspects of global advertising is discussed.

JOUR 341 Advertising Techniques (3)

Prerequisite: JOUR 340. A study of theory and practice in writing and producing advertisements for the print and broadcast media. Opportunities for applying techniques are provided through laboratory and field projects.

JOUR 345 Advertising Campaigns (3)

Prerequisite: JOUR 341. A discussion of ways to plan and execute advertising campaigns in typical situations that arise in an advertising agency. Integration of advertising theories and techniques into a complete campaign is covered.

JOUR 350 Photojournalism in the Digital Age (3)

(Formerly Photojournalism. Students are required to use their own camera and budget for the costs of film and processing of 20–30 rolls of film.) Prerequisite: JOUR 201. An exploration of the techniques and trends in photojournalism. Practice in the fundamentals of photography (exposure, basic lighting techniques, portraiture and composition, and scanning and digitally toning photos using Photoshop) is provided. Assignments include developing a mini portfolio of short photo essays and a final story project to be published on the course Web site. The history of photojournalism is surveyed, focusing on the recent development of "webzines" and online newspapers.

JOUR 371 Magazine Article and Feature Writing (3)

Prerequisite: JOUR 201. A study of various types of feature articles, particularly in the magazine market. The medium and its specialized audiences are analyzed. Practice in researching and writing the feature article, and in evaluating freelance markets, is provided.

JOUR 380 Science Writing for Magazines and Newspapers (3)

Prerequisite: JOUR 320. An introduction to writing and editing scientific and technical material for both the general audience and the specialist.

JOUR 400 Law of Mass Communication (3)

(No previous study of law required; however, a fundamental knowledge of U.S. government is essential.) Recommended: GVPT 170 or equivalent. A review of the fields of law that affect the working journalist: copyright, FCC, defamation, invasion of privacy, freedom of information, and freedom of speech and the press. Traditional limits on speech in the areas of advertising, obscenity, and criminal justice are also examined.

JOUR 410 History of Mass Communication (3)

(Fulfills the historical perspective requirement.) A discussion of the development of newspapers, magazines, radio, television, and motion pictures as media of mass communication. The influence of the media on the historical development of the nation is considered.

JOUR 459 Special Topics in Mass Communication (3)

(Open to all students.) Study of issues of special concern and current interest. May be repeated to a maximum of 6 credits when topics differ.

JOUR 486A Internship in Journalism Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in journalism. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to journalism and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

JOUR 486B Internship in Journalism Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in journalism. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to journalism and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Korean

Courses in Korean (designated KORN) 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 minor in Asian studies; and
- electives.

UMUC offers a limited number of foreign language courses each semester.

A description of the curriculum for the humanities major and minor begins on p. 52.

KORN 105 Introduction to Korean Language and Culture (3)

(Not open to students whose native language is Korean. Conducted in English. Fulfills the international perspective requirement.) An introduction to Korean language and culture. Emphasis is on practical application.

Legal Studies

Courses in legal studies (designated LGST) may be applied as appropriate (according to individual program requirements) toward

- a major in legal studies;
- a certificate in Paralegal Studies; and
- electives.

LGST 401 may be applied toward the general education requirement in upper-level writing; LGST 360 and 363A may be applied toward the general education requirement in computing.

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

A description of the legal studies major begins on p. 58.

LGST 101 Introduction to Law (3)

(Formerly PLGL 101.) A survey of the U.S. legal system and the role of the paralegal in the legal environment. Topics include the organization and powers of federal and state lawmaking institutions, court procedures, and the analysis of statutory provisions and judicial opinions. Students may receive credit for only one of the following courses: LGST 101 or PLGL 101.

LGST 200 Techniques of Legal Research (3)

(Formerly PLGL 200.) Prerequisite: LGST 101. An introduction to the book-based methods paralegals use to locate relevant, mandatory, and current rules and interpretations. Topics include the analysis, publication, and citation of judicial opinions, statutory provisions, and administrative law and the features and use of secondary sources, digests, and citators. Computer-assisted research systems are introduced. Assignments require legal research in a library with a law collection. Students may receive credit for only one of the following courses: LGST 200 or PLGL 200.

LGST 201 Legal Writing (3)

(Formerly PLGL 201.) Prerequisite: LGST 200. An introduction to the principles of writing clearly and effectively, in the legal environment. Emphasis is on types of documents that paralegals may be called upon to draft, including intake memos, legal memos, and client letters. Students may receive credit for only one of the following courses: LGST 201 or PLGL 201.

LGST 204 Legal Ethics (3)

(Formerly PLGL 204. Fulfills the civic responsibility requirement.) A survey of basic principles relating to the ethical practice of law and the responsibilities of paralegals. Rules and guidelines governing the ethical conduct of lawyers and nonlawyers are introduced. Also covered are law office management principles relevant to ethical requirements. Students may receive credit for only one of the following courses: LGST 204 or PLGL 204.

LGST 223 Investigative Techniques (3)

(Formerly PLGL 223.) An exploration of the techniques for gathering factual information relevant to legal situations. Topics include interviewing and using a wide variety of print and online resources to obtain information related to individuals, businesses, institutions, and organizations. Students may receive credit for only one of the following courses: CCJS 220, LGST 223, or PLGL 223.

LGST 312 Torts (3)

(Formerly PLGL 312.) Prerequisite: LGST 201. A study of the causes of action, defenses, and remedies in the major categories of tort law as well as tort-litigation procedures and writings for which a paralegal may be responsible. Topics include intentional torts, negligence, strict liability, damages, and civil procedures. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 312 or PLGL 312.

LGST 314 Workers' Compensation Law (1)

(Formerly PLGL 398H.) A thorough study of the Maryland Workers' Compensation Act and the practice of workers' compensation law in Maryland. Practical aspects of the workers' compensation system (including jurisdiction, employer/employee relationships, injuries covered by the Act, defenses, compensation benefits, vocational rehabilitation, and appeals) are covered. Students may receive credit for only one of the following courses: LGST 314 or PLGL 398H.

LGST 315 Domestic Relations (3)

(Formerly PLGL 315.) Prerequisite: LGST 201. A study of the various legal aspects of family law. Emphasis is on the processes, procedures, and writings a paralegal may handle. Topics include divorce, separation, and annulment; child custody and visitation; and alimony, child support, disposition of property, and legal rights of children. Relevant aspects of civil procedures, enforcement, and the modification of orders and agreements are covered. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: FMCD 487, LGST 315, or PLGL 315.

LGST 316 Estates and Probate (3)

(Formerly PLGL 316.) Prerequisite: LGST 201. A study of the legal concepts entailed in drafting and preparing simple wills and administering estates in Maryland, as well as the processes, procedures, and writings for which a paralegal may be responsible. Topics include preliminary and practical considerations of administering an estate; the appraisal of estate assets and probate inventory; inheritance taxes; claims against the estate; management of debts, accounting, and distribution considerations; the drafting and execution of wills; and guardianships. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 316, PLGL 216, or PLGL 316.

LGST 320 Criminal Law and Procedures (3)

(Formerly PLGL 320.) Prerequisite: LGST 201. A study of the substantive and procedural aspects of the criminal justice system, particularly those aspects related to the work of a paralegal. Topics include crimes and defenses, penalties, and court procedures. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: CJUS 234, LGST 320, or PLGL 320.

LGST 322 Evidence (3)

(Formerly PLGL 322.) Prerequisite: LGST 201. A study of laws that govern the admissibility of evidence for establishing or controverting facts in trials and administrative proceedings and the role of the paralegal in gathering evidence and helping attorneys prepare for trial. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 322, PLGL 222, or PLGL 322.

LGST 325 Litigation (3)

(Formerly PLGL 325.) Prerequisite: LGST 201. An examination of the process of civil litigation and responsibilities commonly assigned to paralegals. Topics include investigation and interviewing, preparation of pleadings and motions, discovery, the conduct of the trial, and post-trial activity. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 325 or PLGL 325.

LGST 327 Alternative Dispute Resolution (3)

(Formerly PLGL 327. Fulfills the civic responsibility requirement.) An overview of the various processes and techniques to settle disputes without court adjudication. Topics include negotiation, mediation, and arbitration, and the role of the paralegal in these areas. Students may receive credit for only one of the following courses: LGST 327, PLGL 327, or PLGL 398G.

LGST 330 Administrative Law (3)

(Formerly PLGL 330.) Prerequisite: LGST 201. An overview of the functions and procedures of federal and state administrative agencies, as well as preparation of writings pertinent to administrative law practice. Topics include rulemaking, adjudication, the use and control of agency discretion, and disclosure of information. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 330 or PLGL 330.

LGST 333 Administrative Advocacy (3)

(Formerly PLGL 398P.) Prerequisite: LGST 201. The fundamentals of preparing and presenting a case at an administrative agency hearing that allows representation by nonattorneys. Topics include gathering, reviewing, and organizing information; reviewing agency files; interviewing, preparing, and examining claimants and witnesses; drafting memoranda of law and opening and closing statements; organizing a hearing notebook; negotiating with the agency; and interpreting and applying agency regulations. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 333 or PLGL 398P.

LGST 335 Elder Law (3)

(Formerly PLGL 335.) Prerequisite: LGST 201. An overview of legal issues that are increasingly relevant as the older population increases. Topics include health care, public entitlements, and legal and financial decision making. Emphasis is on the role of the paralegal in those areas. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 335, PLGL 335, or PLGL 398E.

LGST 340 Contract Law (3)

(Formerly PLGL 340.) Prerequisite: LGST 201. A comprehensive study of the major areas of contract law that paralegals are most likely to encounter. Topics include the legal concepts of formation; modification, assignment, delegation, and status of possible third-party beneficiaries; interpretation and enforcement; discharge; breach and remedies for breach; the statute of frauds; and the parole evidence rule. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 340 or PLGL 340.

LGST 343 Real Estate Transactions (3)

(Formerly PLGL 343.) Prerequisite: LGST 201. A study of the essentials of real estate law. Emphasis is on settlement procedures in Maryland, with a study of the processes, procedures, and writings for which a paralegal may be responsible. Discussion covers real estate contracts, types and sources of mortgage financing, title work, and closing and settlement. Other topics examined include easements and covenants, and condos, PUDs, and co-ops. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 343 or PLGL 343.

LGST 345 Landlord Tenant Law (1)

(Formerly PLGL 398K.) A nuts-and-bolts study of landlord/tenant issues. Focus is on the rights and obligations of landlords in rental properties and the rights of tenants and how to assert those rights. Topics include lease provisions and eviction processes and how to defend against eviction. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 345 or PLGL 398K.

LGST 360 Computer Application in the Legal Environment (3)

(Formerly PLGL 360.) Prerequisite: Basic familiarity with computers. An overview of uses of computer software in the legal environment for the prospective paralegal. The concepts and theory of computer operations are explained in the context of needs analysis for law firms. Applications such as text processing, database management, electronic spreadsheets, timekeeping, docket control, and litigation support are emphasized. Students may receive credit for only one of the following courses: CAPP 343, LGST 360, or PLGL 360.

LGST 363A Computer-Assisted Litigation Support (3)

(Formerly PLGL 363A.) Prerequisite: LGST 325. A focused study for the intermediate computer user of the uses of computer software to support litigation. Topics include databases, document discovery, document coding and abstracting, search and retrieval methods, and project management. Students may receive credit for only one of the following courses: LGST 363A or PLGL 363A.

LGST 370 Advanced Legal Analysis (3)

(Formerly PLGL 370.) Prerequisite: LGST 201. An advanced study of the legal analysis skills needed by the paralegal to successfully complete a variety of tasks in the legal environment. Skills covered include spotting and framing legal issues, identifying and applying relevant law to predict and to advocate the outcome of legal issues, and using legal rules and interpretations to develop informal and formal discovery plans. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 370 or PLGL 370.

LGST 400 Advanced Legal Research (3)

(Formerly PLGL 400.) Prerequisites: LGST 200 and 201. An exhaustive study of methods and techniques for planning and completing a complex legal research project. Features and uses of book-based and online sources for both primary and secondary legal authority are presented. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 400 or PLGL 400.

LGST 401 Advanced Legal Writing (3)

(Formerly PLGL 401.) Prerequisite: LGST 201. A thorough grounding in the principles and techniques of drafting sophisticated legal memoranda that paralegals may be called upon to prepare. Kinds of writings that are covered include complex office and advocacy memoranda as well as selected parts of appellate briefs. Assignments include legal research. Students may receive credit for only one of the following courses: LGST 401 or PLGL 401.

LGST 411 Consumer Protection Law (3)

(Formerly PLGL 411.) Prerequisites: LGST 201 and 340. A general overview of consumer protection law and the roles of federal, state, and local agencies for the prospective paralegal. Topics include warranties, the regulation of consumer credit, restrictions on advertising, and credit reporting. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 411 or PLGL 411.

LGST 415 Intellectual Property (3)

(Formerly PLGL 415.) Prerequisite: LGST 201. An overview of patents, trademarks, and copyright law. Emphasis is on the role of the paralegal in application, maintenance, research, and litigation processes. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 415, PLGL 398D, or PLGL 415.

LGST 420 Immigration Law (3)

(Formerly PLGL 420.) Prerequisite: LGST 201. An overview of the laws, agencies, and procedures involved in U.S. immigration law and the role of paralegals in immigration practice. Topics include sources and administration of immigration law and research and preparation of various immigration documents. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 420, PLGL 420, or PLGL 398F.

LGST 425 Advanced Civil Litigation (3)

(Formerly PLGL 398N.) Prerequisites: LGST 201 and 325; LGST 322 recommended. A study of the nuts and bolts of paralegal practice in large-case civil litigation. Topics include discovery and motion practice; pretrial preparation, including the pretrial memorandum; and preparation of the excerpt of record for the appellate court. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 425 or PLGL 398N.

LGST 431 Government Information Practices (3)

(Formerly PLGL 431.) Prerequisites: LGST 201 and 330. An introduction to federal statutes and interpretive case law governing requirements, exemptions, and procedures related to the disclosure of information by the federal government. Focus is on the processes, procedures, and writings for which a paralegal may be responsible. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 431, PLGL 331, or PLGL 431.

LGST 434 Government Contracts (3)

(Formerly PLGL 434.) Prerequisites: LGST 201 and 340. An overview of the rules and regulations that must be followed in preparing and executing government contracts for the prospective paralegal. Methods of acquisition, types of contracts and settlements, modifications, socioeconomic provisions, and disputes and remedies are covered. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 434 or PLGL 434.

LGST 442 Business Organizations (3)

(Formerly PLGL 442.) Prerequisite: LGST 201. An overview of the legal aspects of establishing, organizing, developing, and operating a business enterprise, and the processes, procedures, and writings for which a paralegal may be responsible. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 442, PLGL 342, or PLGL 442.

LGST 445 Employment Law (3)

(Formerly PLGL 398O.) Prerequisite: LGST 201. An overview of federal and state laws governing the employment relationship in the public and private sectors. Topics include employee protection from discrimination and harassment, employer obligations toward disabled workers, privacy issues, and employment contract matters. Focus is on the knowledge and practical skills required for a paralegal working in this area. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 445 or PLGL 398O.

LGST 450 Bankruptcy Law (3)

(Formerly PLGL 450.) Prerequisites: LGST 201. A study of the bankruptcy code and the related rules of procedure, and the role of the paralegal in assisting attorneys in bankruptcy practice. Techniques detailed include how to identify and gather relevant data, and how to draft and file appropriate documents. Assignments include legal research and written analysis. Students may receive credit for only one of the following courses: LGST 450 or PLGL 450.

LGST 486A Legal Studies Internship Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in legal studies. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to legal studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

LGST 486B Legal Studies Internship Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in legal studies. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to legal studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Library Skills

Courses in library skills (designated LIBS) may be applied toward

- the general education requirement in information literacy; and

- electives.

LIBS 100 Introduction to Library Research (1)

An introduction to the scope of library resources. Experience in selecting research topics and using advanced techniques to retrieve information on topics of professional or personal interest is provided through the process of preparing a research pathfinder or a bibliography. Topics include the use of libraries, online computer-search services and databases, government documents and technical reports, and indexes and abstracts of periodicals. Students may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

LIBS 150 Information Literacy and Research Methods (1)

A self-paced tutorial that provides 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.

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.

A description of the curriculum for the management studies major and minor begins on p. 59. Descriptions of related curricula may be found on the following pages: accounting (p. 25), business administration (p. 29), environmental management (p. 44), fire science (p. 46), human resource management (p. 54), and marketing (p. 61).

MGST 120 Fundamentals of the Accounting Process (3)

(For students with little or no prior background in accounting. Not open to students who have successfully completed ACCT 220 or an equivalent course in financial accounting.) A study of the analysis and recording of business transactions. The entire accounting cycle, from journal and ledger entries to the preparation and analysis of financial statements, is examined in-depth for both service and retail concerns. Topics include special journals and cash and payroll 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 161 Managerial Communication 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 that 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 techniques of effective leadership (motivation, delegation, conflict resolution, employee performance evaluation, etc.) is emphasized. Students may receive credit for only one of the following courses: MGMT 300, MGST 310, or TEMN 310.

MGST 315 Organizational Communication (3)

Prerequisite: BMGT 110 or equivalent business or management experience. A study of organizations and communication as a framework for understanding the link between the two. Theories and concepts of organizational behavior and communication are discussed. Case histories, class exercises, and projects are used to analyze the structure and problems of organizational communication and examine skills and techniques to manage it more effectively. Students may receive credit for only one of the following courses: MGMT 320, MGST 315, or TEMN 315.

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.

MGST 398 Special Topics in Management Studies (1–3)

Investigation of special topics focusing on relevant problems and general interest. May be repeated when topics differ.

MGST 486A Internship in Management Studies Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in management studies. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to management studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

MGST 486B Internship in Management Studies Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in management studies. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to management studies and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the marketing major and minor begins on p. 61. Descriptions of other management-related curricula may be found on the following pages: accounting (p. 25), business administration (p. 29), environmental management (p. 44), fire science (p. 46), human resource management (p. 54), and management studies (p. 59).

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 312 Services Marketing (3)

(Formerly BMGT and MGMT 498D.) Prerequisite: MRKT 310 or equivalent. Evaluation of successes and failures in the marketing of services in service businesses, professional service firms, and government agency settings. Topics include marketing research and analysis; segmentation; strategic planning; design of services and training; customer service and service quality; channel management; pricing; advertising and sales promotion; sales; and implementation, monitoring, and control. Students may receive credit only once under this course number and for only one of the following courses: BMGT 498D, MGMT 498D, or MRKT 312.

MRKT 314 Nonprofit Marketing (3)

(Formerly BMGT 398B.) Prerequisite: MRKT 310 or equivalent. An introduction to key issues in nonprofit marketing. Topics include nonprofit marketing issues related to constituencies, planning, products and services, membership, and promotion as well as association and social marketing. Students may receive credit for only one of the following courses: BMGT 398B or MRKT 314.

MRKT 317 Issues in Pricing (1)

(Formerly BMGT and MGMT 398V.) Prerequisite: MRKT 310 or equivalent. An introduction to the determination of pricing for a firm's product or service. Integration of pricing strategy with other marketing-mix elements is considered. Case studies and exercises in pricing are used to examine the issues. Students may receive credit for only one of the following courses: BMGT 398V, MGMT 398V, or MRKT 317.

MRKT 318 Exploring Internet Marketing (1)

(Formerly BMGT 398O.) Prerequisite: MRKT 310 or equivalent. 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 398O, BMGT 398R, MGMT 398O, MGMT 398R, or MRKT 318.

MRKT 319 Contemporary Issues in Marketing (1)

Prerequisite: MRKT 310 or equivalent. A review of current marketing practices with emphasis on how best practices support marketing theory and relationship building. The marketing decisions of companies reported in the news within the previous year are analyzed and their ramifications considered. New trends in marketing practices (such as the impact of technology on marketing strategy and the business cycle) are emphasized.

MRKT 320 New Product Development (1)

Prerequisite: MRKT 310 or equivalent. An exploration of the new product development process from scanning the environment for new product ideas through development and execution of marketing strategy to commercialization. Emphasis is on the need for innovation, product adoption, and product diffusion. Development of new services is also covered.

MRKT 321 Analyzing the Competition (1)

Prerequisite: MRKT 310 or equivalent. An overview of theoretical frameworks used to analyze industries and competitors, and how these frameworks can be used to gain and maintain competitive advantage and build relationships. Emphasis is on how competitive analysis affects marketing strategy and marketing mix decisions.

MRKT 322 Evaluating Marketing Programs (1)

Prerequisite: MRKT 310 or equivalent. An exploration of the techniques and tools used by marketers to assess marketing strategies. The control process, profitability analysis, customer satisfaction, expectation measures, and performance measures are reviewed. Emphasis is on appropriate corrective actions to modify marketing strategies for better results.

MRKT 323 Fundamentals of Direct Marketing (1)

(Formerly BMGT 398C.) Prerequisite: MRKT 310 or equivalent. An introduction to direct marketing issues. Planning for direct marketing, media, production of direct marketing packages, and operations is briefly explored. Students may receive credit for only one of the following courses: BMGT 398C or MRKT 323.

MRKT 324 Developing Market Segments (1)

Prerequisite: MRKT 310 or equivalent. An in-depth review of the market segmentation process. Topics include identification of market segments, selection of target markets, and competitive positioning. Types of segmentation variables and means for obtaining segmentation data are covered.

MRKT 325 Developing Channels for Relationship Marketing (1)

Prerequisite: MRKT 310 or equivalent. An introduction to the types of channel members used to build relationships and bring products and services to market. Topics include channel design, use of technology to enhance channel member performance, and assessing the channel member's ability to add value for customers. Both direct and indirect channel design are discussed.

MRKT 353 Retail Management (3)

(Formerly BMGT 353.) Prerequisite: MRKT 310 or equivalent. A review of the organization, location, design, layout, management, and policies of retail stores. Topics include retail planning, administration, operational control, customer behavior, competition, marketing channels, the legal environment, financial planning, merchandise planning and buying, credit policies, pricing, brands, and advertising and promotion. Personal selling, customer service, sales management, strategic planning, human resource management, training, and information technologies commonly applied in retailing are also examined. Students may receive credit for only one of the following courses: BMGT 353 or MRKT 353.

MRKT 354 Integrated Marketing Communications (3)

(Formerly BMGT 354.) Prerequisites: MRKT 310 or equivalent. An in-depth study of promotional activities such as advertising, personal selling, sales promotions, and direct marketing (including use of the Internet). Emphasis is on strategic planning of promotional activities to communicate with customers to achieve marketing objectives. The relationship of integrated marketing communications to other elements of promotional activities is also explored. Students may receive credit for only one of the following courses: BMGT 354 or MRKT 354.

MRKT 357 Marketing Public Relations (3)

(Formerly BMGT 398U.) Prerequisite: MRKT 310 or equivalent. An in-depth study of how public relations has evolved from a corporate communications function to its current expanded role in the achievement of marketing and sales objectives. Discussion covers the theoretical basis of marketplace forces driving the growth of marketing public relations and how these forces can be used to create value for customers. Topics include planning marketing public relations as part of a firm's overall integrated marketing strategy and using marketing public relations to reinforce advertising messages and launch new products. Special events marketing, sports marketing, public service programming, and cause-related marketing are also discussed. Case studies are used to assess the impact of both proactive and reactive marketing of public relations strategies. Experience with basic public relations techniques is provided in areas such as writing news, planning special events, and generating publicity and other multimedia communications used by public relations practitioners. Students may receive credit for only one of the following courses: BMGT 398U or MRKT 357.

MRKT 371 Professional Selling (3)

(Formerly BMGT 355.) Prerequisite: MRKT 310 or equivalent. A study of the role of selling and sales skills in the modern marketing environment. Types of selling covered include in-store and outside retailing, organizational and industrial sales, trade-show and exhibition sales, consultative sales, and telemarketing. Other topics include the psychology of selling, planning and preparation, time management, profitability analysis, and the entire sales process. Students may receive credit for only one of the following courses: BMGT 355, BMGT 498B, or MRKT 371.

MRKT 373 Marketing Channels (3)

(Formerly BMGT 388A.) Prerequisite: MRKT 310 or equivalent. A study of how strategic channel design adds value to marketing exchanges, allowing firms to sustain competitive advantage. The process of how products move from manufacturer to resellers to users is explored. Channel members (manufacturers, wholesalers, retailers, and specialized logistics agencies), strategic channel planning and implementation, legal issues, and the impact of information systems and the Internet on channels are covered. Emphasis is on the roles of service quality, relationship marketing, and supplier/reseller partnerships as the keys to successful channel design. Profit and nonprofit industries, as well as international channel management issues, are addressed. Students may receive credit for only one of the following courses: BMGT 388A or MRKT 373.

MRKT 374 Small-Business Marketing (3)

Prerequisite: MRKT 310 or equivalent. An overview of how marketing principles and theories apply to small businesses and entrepreneurial efforts. Topics include marketing tools and techniques required for start-up businesses, including new business development, core competencies and technologies, marketing research, marketing planning, relationship marketing, and partnerships with customers and suppliers. Marketing mix issues specific to small business (such as developing new products and services, selecting sites, choosing distribution channels, establishing pricing policies, and developing and evaluating promotional campaigns) are also explored. Types and sources of marketing information available to the small-business person are identified. Students may receive credit for only one of the following courses: MGMT 332 or MRKT 374.

MRKT 410 Consumer Behavior (3)

(Formerly BMGT 451 Consumer Analysis.) Prerequisite: MRKT 310 or equivalent; PSYC 100 or PSYC 221 recommended. An overview of the increasing importance of American consumers in the marketing system and the importance of understanding them. The foundations of consumer behavior (such as economic, social, psychological, and cultural factors) are examined. Consumers are analyzed in marketing situations as buyers and users of products and services and in relation to the various social and marketing factors that affect their behavior. The influence of well-directed communications is also considered. Students may receive credit for only one of the following courses: BMGT 451, CNEC 437, or MRKT 410.

MRKT 412 Marketing Research Applications (3)

(Formerly BMGT 452 Marketing Research Methods.) Prerequisites: BMGT 230 and MRKT 310, or equivalent. A study of the specialized field of marketing research as it is used to identify market needs, profile target markets, test promotional efforts, and measure the effectiveness of marketing plans. Procedures for planning survey projects, designing statistical samples, tabulating data, and preparing reports are covered. Emphasis is on managing the marketing research function. Students may receive credit for only one of the following courses: BMGT 452 or MRKT 412.

MRKT 415 Independent Study in Marketing (3)

(Designed to allow students an opportunity to explore a marketing topic of special interest.) Prerequisite: MRKT 310 or equivalent and departmental approval of a proposed topic before registration. Independent research or project in marketing, conducted under the supervision of a faculty member. Students may receive credit only once under this course number.

MRKT 454 Global Marketing (3)

(Formerly BMGT 454. Fulfills the international perspective requirement.) Prerequisite: MRKT 310 or equivalent. An in-depth study of marketing principles as they relate to the global marketplace. Emphasis is on understanding the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics include the political, economic, legal, regulatory, and sociocultural trends affecting international marketing, the dynamic environments in which global marketing strategies are formulated, and the challenge of implementing marketing programs leading to competitive advantage. Students may receive credit for only one of the following courses: BMGT 454 or MRKT 454.

MRKT 456 Advertising (3)

(Formerly BMGT 456.) Prerequisite: MRKT 310 or equivalent. An exploration of the role of advertising in the American economy. Analysis covers the effects of advertising on economic and social life; the methods and techniques that advertising practitioners use; the role of newspapers, magazines, and other media in developing an advertising campaign; modern methods of research to improve the effectiveness of advertising; and the organization of the advertising business. Students may receive credit for only one of the following courses: BMGT 456 or MRKT 456.

MRKT 457 Web Marketing (3)

(Formerly BMGT 398R.) Prerequisites: CMST 385 and MRKT 310, or equivalent. An exploration of how computer applications, databases, and the World Wide Web enhance the marketing process and create relationships with customers. Topics include the use of the computer in developing marketing strategy, conducting market research, and making marketing-mix decisions. Emphasis is on the Internet as a marketing communications tool; creative approaches to home page design are included. Use of the computer to measure the effectiveness of marketing efforts is also covered. Students may receive credit for only one of the following courses: BMGT 398O, BMGT 398R, MGMT 398O, or MGMT 398R.

MRKT 471 Business Marketing (3)

(Formerly BMGT 453.) Prerequisite: MRKT 310 or equivalent. An examination of the basic marketing functions applied to business and government sectors rather than individual consumers. Topics include planning and introducing products, analyzing and forecasting markets, developing and using channels, pricing and planning promotional strategies, and managing a sales force and business marketing. Students may receive credit for only one of the following courses: BMGT 453 or MRKT 471.

MRKT 475 Sales Management (3)

(Formerly BMGT 455.) Prerequisite: MRKT 310 or equivalent. An overview of the role of the sales manager, both at headquarters and in the field, in managing people, resources, and functions of marketing. The problems of organizing, forecasting, planning, communicating, evaluating, and controlling sales are analyzed. Quantitative techniques and pertinent concepts of behavioral science are applied to the management of the sales effort and sales force. Students may receive credit for only one of the following courses: BMGT 455 or MRKT 475.

MRKT 486A Internship in Marketing Through Co-op (3)

Prerequisites: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in marketing. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to marketing and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

MRKT 486B Internship in Marketing Through Co-op (6)

Prerequisites: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in marketing. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to marketing and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

MRKT 495 Marketing Policies and Strategies (3)

(Formerly BMGT 457. To be taken in student's last 30 semester hours.) Prerequisites: MRKT 310 and one other marketing course. A study of integrative decision making in marketing, with case studies. The use of appropriate decision models is stressed, along with the analysis of consumers and markets. Students may receive credit for only one of the following courses: BMGT 457 or MRKT 495.

Mathematics

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

- the general education requirement in mathematics (with the exception of MATH 009, 009M, and 012);

- a minor in mathematical sciences;

- a major in computer science; and

- electives.

Students who are planning to major or minor in management, computing, or science-related fields of business administration, computer and information science, or the biological or social sciences should consider courses from sequence I. Students who are planning a major or minor in computer science, mathematical sciences, or the physical and engineering sciences should consider courses from sequence II. Students in other majors or minors should refer to their chosen curriculum for mathematics requirements.

Sequence I

MATH 012	Intermediate Algebra
MATH 107	College Algebra
MATH 220	Elementary Calculus I
MATH 221	Elementary Calculus II
Approved course in statistics	

Sequence II

MATH 012	Intermediate Algebra
MATH 115*	Pre-Calculus
MATH 140	Calculus I
MATH 141	Calculus II
MATH 240	Introduction to Linear Algebra
MATH 241	Calculus III

* or MATH 107–108

Students are strongly urged to complete lower-level mathematics courses early in their college career.

Placement tests are required for enrollment in MATH 012, 105, 107, 108, 115, 140, and 220. Students may either consult the *Undergraduate Schedule of Classes* for times and locations of tests or contact the Testing Center by phone at 301-985-7645 or by e-mail at *fdes@info.umuc.edu.*

A description of the curriculum for the mathematical sciences minor begins on p. 63. A description of the computer science major beings on p. 37.

MATH 009 Introductory Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) 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 100.

MATH 009M Introductory Algebra (3)

(For students whose academic progress is being blocked by anxiety about their mathematics coursework. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 001 or an appropriate score on a placement test. A comprehensive review of fractions, percentages, operations with signed numbers, and geometric formulas. Basic algebraic topics include exponents, polynomials, and linear equations. Strategies to build self-confidence in mathematics are offered. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 100.

MATH 012 Intermediate Algebra (3)

(Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate score on a placement test. A study of problem-solving techniques in intermediate-level algebra. Numbers and algebraic properties, graphic skills, and applications drawn from a variety of areas (such as statistics, computing, and discrete mathematics) are emphasized. Topics include polynomials; factoring; exponents and their notation; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 101, MATH 101M, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

MATH 105 Mathematics: Contemporary Topics and Applications (3)

(Not intended for students planning to take MATH 107 or higher-numbered courses; does not serve as a prerequisite for these courses.) Prerequisite: MATH 012 or an appropriate score on the placement test. A survey of contemporary topics in mathematics, covering applications and projects. Topics include problem solving, sequences and series, financial management, geometry, probability, and statistics.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107–108. An alternative to MATH 115 Pre-Calculus.) Prerequisite: MATH 012 or an appropriate score on the placement test. An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. Applications are also covered. Students may receive credit for only one of the following courses: MATH 107 or MATH 115.

MATH 108 Trigonometry and Analytic Geometry (3)

(The second course in the two-course series MATH 107–108. An alternative to MATH 115 Pre-Calculus.) Prerequisite: MATH 107 or an appropriate score on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. Analytic 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 115 Pre-Calculus (3)

(Not open to students who have completed MATH 140 or any course for which MATH 140 is a prerequisite.) Prerequisite: MATH 012 or an appropriate score on the placement test. Explication of elementary functions and graphs. Topics include polynomials, rational functions, and exponential and logarithmic functions. Algebraic techniques preparatory for calculus are presented. Students may receive credit for only one of the following: MATH 107–108 or MATH 115.

MATH 140 Calculus I (4)

Prerequisite(s): MATH 107 and 108, MATH 115, or an appropriate score on the placement test. An introduction to calculus. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, MATH 140, or MATH 220.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions, with application, and coverage of other topics. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, MATH 141, or MATH 221.

MATH 220 Elementary Calculus I (3)

Prerequisite: MATH 107, MATH 115, or an appropriate score on the placement test. A presentation of the basic ideas of differential and integral calculus. Emphasis is on elementary techniques of differentiation, as well as applications. Students may receive credit for only one of the following courses: MATH 130, MATH 131, MATH 140, or MATH 220.

MATH 221 Elementary Calculus II (3)

Prerequisite: MATH 140 or MATH 220. A study of differential and integral calculus. Emphasis is on elementary techniques of integration and various applications. Students may receive credit for only one of the following courses: MATH 131, MATH 132, MATH 141, or MATH 221.

MATH 240 Introduction to Linear Algebra (4)

Prerequisite: MATH 141. An explanation of the basic concepts of linear algebra. Topics include vector spaces, applications to line and plane geometry, linear equations, and matrices, as well as linear transformations, changes of basis, diagonalization, similar matrices, Jordan canonical forms, eigenvalues, determinants, and quadratic forms. Students may receive credit for only one of the following courses: MATH 240, MATH 400, or MATH 461.

MATH 241 Calculus III (4)

Prerequisites: MATH 141. An introduction to multivariable calculus. Exposition covers vectors and vector-valued functions; partial derivatives and applications of partial derivatives (such as tangent planes and Lagrangian multipliers); multiple integrals; volume; surface area; and the classical theorems of Green, Stokes, and Gauss.

MATH 246 Differential Equations (3)

Prerequisite: MATH 141. An introduction to the basic methods of solving differential equations. Separable, exact, and linear differential equations are addressed. The main techniques considered are undetermined coefficients, series solutions, Laplace transforms, and numerical methods. Students may receive credit only once under this course number.

MATH 301 Concepts of Real Analysis I (3)

(The first course of a two-course sequence.) Prerequisites: MATH 240 and 241. An approach to real analysis. Topics include sequences and series of numbers, continuity and differentiability of real-valued functions of one variable, the Riemann integral, sequences of functions, and power series. Also discussed are the functions of several variables, including partial derivatives, multiple integrals, line and surface integrals, and the implicit-function theorem. Students may receive credit for only one of the following courses: MATH 301 or MATH 410.

MATH 302 Concepts of Real Analysis II (3)

(The second course of a two-course sequence. A continuation of MATH 301.) Prerequisite: MATH 301. Further study of real analysis. Students may receive credit for only one of the following courses: MATH 302 or MATH 411.

MATH 370 Actuarial Science (3)

Prerequisite: MATH 241. A study of the computation of rates based on statistical probabilities. Focus is on measurement of interest, force of interest, term-certain annuities, and mathematical techniques in analyzing life insurance settlement options. Topics may also include materials from the mathematics of compound interest in the associateship examinations of various actuarial organizations.

MATH 381 Operations Research (3)

Prerequisite: MATH 240. An exploration of linear programming models and applications, simplex algorithms, sensitivity analysis, integer programming, and network flow models.

MATH 390 Mathematics of Communication (3)

Prerequisite: MATH 240. An overview of the mathematics of electronic communication. Topics include signaling and modulation; filtering and signal-to-noise ratio; encoding for error correction/detection and compression; Fourier analysis; congestion in networks, queuing, routing, and flow control; and cryptography.

MATH 402 Algebraic Structures (3)

Prerequisite: MATH 240. An overview of groups, rings, integral domains, and fields; detailed study of several groups; and exploration of properties of integers and polynomials. Topics may include introduction to computer algebra and Boolean algebra.

MATH 432 Point Set Topology (3)

Prerequisite: MATH 241. A survey of connectedness, compactness, transformations, and homomorphisms. The concepts are applied to various spaces. Particular attention is paid to the Euclidean plane.

MATH 436 Modern Geometry (3)

Prerequisites: MATH 240 and 241. A survey of the basic concepts of modern geometry. Topics include curves in the plane and Euclidean space; surfaces in Euclidean space and orientability of surfaces; Gaussian and mean curvatures; surfaces of revolution and ruled and minimal surfaces; special curves on surfaces; Theorema Egregium; and the intrinsic geometry of surfaces.

MATH 450 Logic for Computer Science (3)

(Also listed as CMSC 450. Accessible to advanced undergraduates majoring in computer science.) Prerequisites: CMSC 150 and MATH 241. Elementary development of propositional logic (including the resolution method) and first-order logic (including Hebrand's unsatisfiability theorem). Discussion covers the concepts of truth and interpretation; validity, provability, and soundness; completeness and incompleteness; and decidability and semidecidability. Students may receive credit for only one of the following courses: CMSC 450, MATH 444, MATH 445, or MATH 450.

MATH 463 Complex Variables (3)

Prerequisite: MATH 241. A survey of analytic functions, mapping properties of the elementary functions, the algebra of complex numbers, and the Cauchy integral formula. Further topics include conformal mapping as well as theory of residues and its application to evaluation of integrals.

MATH 466 Numerical Analysis (3)

Prerequisites: MATH 240 and 241. A study of various methods of numerical analysis. Topics include solutions of equations in one variable, interpolation and polynomial approximation, and numerical integration. Also discussed are direct methods for solving linear systems and applications to finance and actuarial science.

MATH 475 Combinatorics and Graph Theory (3)

(Also listed as CMSC 475.) Prerequisites: MATH 240 and 241. An exploration of general enumeration methods, difference equations, and generating functions. Focus is on elements of graph theory, matrix representations of graphs, and applications of graph theory to transport networks. Matching theory and graphical algorithms are also considered. Students may receive credit for only one of the following courses: CMSC 475 or MATH 475.

MATH 486A Internship in Mathematics Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in mathematics. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to mathematics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

MATH 486B Internship in Mathematics Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in mathematics. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to mathematics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Microbiology

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

- the general education requirement in the biological and physical sciences;

- a minor in microbiology or natural science; and

- electives.

A description of the curriculum for the microbiology minor begins on p. 63. A description of the curriculum for the natural science minor begins on p. 64.

UMUC offers only a limited number of courses each semester in this discipline.

MICB 200 General Microbiology (4)

(Fulfills the laboratory science requirement. Lab fee required.) Prerequisite: BIOL 105 or BSCI 105. An investigation of fundamental concepts in morphology, physiology, genetics, immunology, ecology, and pathogenic microbiology. Applications of microbiology to medicine, the food industry, and biotechnology are considered. Students may receive credit for only one of the following courses: BSCI 223 or MICB 200.

MICB 310 Applied Microbiology (4)

(Fulfills the laboratory science requirement.) Prerequisite: MICB 200. A discussion of the ways microorganisms and microbiological principles are involved in industrial processes. The control of microorganisms, industrial fermentations, antibiotics, and sterilization are addressed.

MICB 322 Microbiology and the Public (3)

An overview of the sociopolitical effects of microbial phenomena. The roles of epidemic disease, water pollution, immunization requirements, and solid-waste disposal in the current social and political problems of the United States are assessed.

MICB 360 Medical Virology (3)

(For students interested in health-related careers.) Prerequisite: MICB 200. A summary of viral structure and multiplication, a review of the biology of the immune response, and systematic coverage of the pathogenesis and pathology of major viral diseases. Focus is on the host's response to viral infection.

MICB 388 Special Problems in Microbiology (1–6)

Prerequisite: 8 credits in microbiology or other life science. Presentation and discussion of special subjects in the field of microbiology.

MICB 388D Vaccine Development (3)

Recommended: MICB 200 and 440. A discussion of the basic principles of vaccine development including bacterial and viral vaccines. Whole organism and subunit vaccines, as well as the use of adjuvants and animal models, are discussed.

MICB 388E Epidemiology of Emerging Infections (3)

An investigation of factors contributing to the emergence of new infectious diseases and the resurgence of diseases once thought to have been controlled. Disease symptoms, patterns of spread, and possible control measures are examined for new infectious diseases (such as Lyme disease and AIDS and those caused by E. coli 0157, the Ebola virus, hantaviruses, and cryptosporidia); resurgent diseases (such as dengue, influenza, tuberculosis, cholera, and malaria) and those caused by flesh-eating bacteria are discussed.

MICB 399 Microbiological Problems (1–6)

Prerequisite: 6 credits in upper-level MICB courses and agreement of faculty member to act as supervisor. Directed independent study of topics of special interest not covered by regularly scheduled courses in microbiology. May be repeated to a maximum of 6 credits when topics differ.

MICB 420 Epidemiology and Public Health (2)

Prerequisite: MICB 200. A history of epidemiology and its characteristic features. The role of vital statistics is examined, and the critical responsibilities of public health are highlighted.

MICB 440 Pathogenic Microbiology (4)

(Fulfills the laboratory science requirement. Lab fee required.) Prerequisite: MICB 200. An investigation of the role that bacteria and fungi play in human disease. Emphasis is on learning to differentiate and culture microorganisms. Types of disease and their modes of transmission are reviewed. Prophylactic, therapeutic, and epidemiological aspects of microbial diseases are investigated.

MICB 450 Immunology (4)

(Fulfills the laboratory science requirement.) Prerequisite: MICB 440. An exposition of the principles of immunity and hypersensitivity. The fundamental techniques of immunology are presented.

MICB 460 General Virology (3)

(Students seeking to satisfy the laboratory science requirement should take MICB 461). Prerequisite: MICB 200 or equivalent. A broad investigation of viruses. Topics include the physical and chemical nature of viruses, methods of cultivation and assay, modes of replication, characteristics of the major viral groups, and the types of viral diseases. Emphasis is on viral genetics and the oncogenic viruses. Students may receive credit for only one of the following courses: MICB 460 or MICB 461.

MICB 461 General Virology with Laboratory (4)

(Fulfills the laboratory science requirement. Lab fee required.) Prerequisite: MICB 200. Comprehensive survey of viruses and techniques for their investigation. Topics include the physical and chemical nature of viruses, methods of cultivation and assay, modes of replication, characteristics of the major viral groups, and the types of viral diseases. Emphasis is on viral genetics and the oncogenic viruses. Students may receive credit for only one of the following courses: MICB 460 or MICB 461.

MICB 470 Microbial Physiology (3)

Prerequisite: MICB 200, BCHM 261, or equivalent. An investigation of the processes of growth in microbial cells and populations. Processes studied include the metabolism of fermentation, the physiology of anaerobiosis, and the conservation and transformation of energy in bacterial membranes. The efficiency with which energy is used for growth is assessed; the structure and transport of membranes are examined. Bacterial chemotaxis and the regulation of replication in bacterial chromosomes are examined; the connections between RNA and protein synthesis are traced; the control of metabolic pathways is considered.

MICB 480 Microbial Ecology (3)

Prerequisites: CHEM 243 and MICB 200. A study of the interaction of microorganisms with the environment, with other microorganisms, and with higher organisms. The roles of microorganisms in the biosphere are assessed. The relation of microorganisms to current environmental problems is examined.

MICB 486A Internship in Microbiology Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in microbiology. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to microbiology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

MICB 486B Internship in Microbiology Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in microbiology. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to microbiology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the humanities major and minor begins on p. 52.

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.

MUSC 140 Music Fundamentals I (3)

An introduction to music theory. Notation, scales, intervals, triads, rhythm, form, and basic aural skills are covered. Students may receive credit for only one of the following courses: HUMN 140 or MUSC 140.

MUSC 210 The Impact of Music on Life (3)

(Formerly HUMN 211. Fulfills the civic responsibility and international perspective requirements.) A study of music as a part of culture. Materials are drawn from traditions throughout the world to illustrate issues of historical and contemporary significance, including the impact of race, class, and gender on the study of music. Students may receive credit for only one of the following courses: HUMN 211 or MUSC 210.

MUSC 436 Jazz: Then and Now (3)

(Formerly HUMN 436.) An examination of jazz during the past 75 years—its major styles and its influential artists. Students may receive credit for only one of the following courses: HUMN 436 or MUSC 436.

MUSC 448B The Music of the Symphony (1)

(Formerly HUMN 448.) An overview of the symphony, from its birth in the courts of the nobility through its growth into the definitive public musical form in the Western concert arena. Topics include the elements of the symphony; its construction, performers, and composers; and its development as a means of expression in a changing culture. Selected works are explored through reading, discussion, and active listening. The goal is to become familiar with broader trends in the symphonic style. Students may receive credit for only one of the following courses: HUMN 448 or MUSC 448B.

Natural Science

Courses in natural science may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences;

- a minor in natural science; and

- electives.

A description of the curriculum for the natural science minor begins on p. 64.

NSCI 100 Introduction to Physical Science (3)

(Formerly GNSC 100. For students not majoring or minoring in a 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: GNSC 100 or NSCI 100.

NSCI 110 Introduction to Oceanography (3)

(Formerly GNSC 110. For students not majoring or minoring in a science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

NSCI 130 Introduction to Earth Science (3)

(Formerly GNSC 130. For students not majoring or minoring in a science.) A survey of the earth sciences, including Earth's surface, interior, atmosphere, and oceans. Earth's resources, the future of Earth, the sun and the planets, and Earth's place in the solar system are also discussed. Students may receive credit for only one of the following courses: GNSC 130 or NSCI 130.

NSCI 135 The Earth Revealed (3)

(Formerly GNSC 135. For students not majoring or minoring in a science.) A detailed overview of the geological forces that shape Earth and make it unique, and an examination of the interrelation between its inhabitants and their physical environment. Topics include the beginnings of the solar system and the evolution of Earth; major features of the sea floor; theory of plate tectonics; the evolution of mountain belts and continents; earthquakes; the origins, classifications, and uses of minerals; volcanoes; processes of change in minerals and rocks; erosional characteristics of moving water; deserts; and glaciers. Students may receive credit for only one of the following courses: GNSC 135 or NSCI 135.

NSCI 170 Concepts of Meteorology (3)

(Formerly GNSC 170. For students not majoring or minoring in a science.) Prerequisite: MATH 012. An introduction to the basic principles of atmospheric science. Topics include weather patterns and prediction, climate and climatic change, the role of Earth's topography in determining weather and climate, and the effects of the interaction of sunlight with Earth's atmosphere. The impact of humans on Earth's atmosphere is discussed (with respect to global warming, pollution, and the depletion of the ozone layer) as well as the resulting impact on humans (such as the increase in skin cancer rates). Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

NSCI 171 Laboratory in Meteorology (1)

(Formerly GNSC 171. For students not majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: MATH 012. Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. Focus is on the observation, measurement, and prediction of weather patterns and conditions, and the interpretation and analysis of meteorological data. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

NSCI 301 Laboratory Organization and Management (3)

(Formerly GNSC 301. Does not fulfill the general education requirement in the biological and physical sciences.) An overview of the day-to-day organization and management of research and development laboratories. Topics include laboratory operating systems, finances and recordkeeping, communication systems, safety procedures, data management, project planning, problem solving, procurement, personnel training, and inventory execution and maintenance. Students may receive credit for only one of the following courses: GNSC 301, MEDT 301, or NSCI 301.

NSCI 361 Global Environmental Change (6)

(Formerly GNSC 361. Also listed as BEHS 361 and HUMN 360. Yields 3 natural science credits and either 3 social science credits or 3 humanities credits. Fulfills the civic and international perspective requirements.) An in-depth examination of environmental changes that many believe are caused by human adaptations to Earth's natural resources, and the possible effects on both the global biosphere and the human condition. Scientific and social issues are explored through various questions: Is global warming really happening? Will sea levels rise? What are the consequences of massive deforestation? What can be done when there is so much scientific uncertainty and global social diversity? The concept of sustainability, as it applies to human interactions with the environment, is emphasized. Students may receive credit for only one of the following courses: BEHS 361, GNSC 361, HUMN 360, or NSCI 361.

NSCI 398 Special Topics in Natural Science (3)

A study of topics in the sciences of special interest to students and faculty.

NSCI 398E Environmental Damage: Separating Fact from Fiction (1)

(Formerly GNSC 398E.) An examination of the controversies surrounding current environmental issues and the underlying evidence. Topics include the destruction of tropical rainforests; loss of biodiversity; the proliferation of Pfiesteria in waterways; contamination of local communities by PCBs, lead, and nuclear waste; chlorination of drinking water; the use of pesticides and herbicides on food supplies; global warming; and the state of the ozone layer. These topics are also considered with respect to the history and evolution of the environmental movement and environmental regulations. Students may receive credit for only one of the following courses: BEHS 361, ENMT 301, GNSC 361, GNSC 398E, HUMN 360, NSCI 361, or NSCI 398E.

NSCI 398I Astrobiology (3)

(Formerly GNSC 398I. For students not majoring in a science.) An introduction to planetary astronomy with an overview of biology, geology, and chemistry related to the existence of life on Earth and to speculations that affect the search for life elsewhere in the cosmos. Topics include the chemistry of comets, space missions to Mars and Europa in search of life, the relevance of life on Earth in extreme environments (e.g., deep-sea vents and Antarctica), the assembly of prebiotic amino acids into DNA, and the possibility of life elsewhere in the universe. Students may receive credit for only one of the following courses: ASTR 380, GNSC 398I, or NSCI 398I.

NSCI 399 Independent Study in Natural Science (1–6)

Prerequisite: 6 credits in upper-level natural science courses and agreement of faculty member to act as supervisor. Directed independent study of topics of special interest not covered by regularly scheduled courses in natural science. May be repeated to a maximum of 6 credits when topics differ.

NSCI 486A Internship in Natural Science Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in natural science. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to natural science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

NSCI 486B Internship in Natural Science Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in natural science. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to natural science and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Nutrition

Courses in nutrition (designated NUTR) may be applied toward

- electives.

NUTR 100 may be applied toward the general education requirement in the biological and physical sciences.

NUTR 100 Elements of Nutrition (3)

A study of the fundamentals of human nutrition. The changing nutritional needs of individuals and families are explored. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

Paralegal Studies

Courses formerly listed under paralegal studies (and designated PLGL) are now listed under legal studies (and designated LGST).

Pharmacology

Courses in pharmacology (designated PCOL) may be applied toward

- electives only.

Courses in this discipline do not fulfill the general education requirement in the biological and physical sciences.

PCOL 450A Basic Pharmacology and Therapeutics I (3)

Prerequisite: Some background in a medical or biological science. A survey of the systemic effects of pharmacologic agents based on classification by group. General principles of the action of drugs are outlined, with consideration of drugs that act on the autonomic nervous system, the cardiovascular system, and the kidneys. The discussion of each group of drugs attempts to include its historical background as well as cover the physiological and the pharmacological bases of its action. Pharmacological effects, clinical indications and contraindications, recommended dosages, and toxicity are considered. For each system, a review of relevant physiology is presented.

PCOL 450B Basic Pharmacology and Therapeutics II (3)

Prerequisite: Some background in a medical or biological science. A survey of the systemic effects of pharmacologic agents, focusing on the classification of drug groups. Agents that act on the central nervous system, endocrine agents, antibacterial agents, and cancer-chemotherapeutic agents are emphasized. The discussion of each group of drugs attempts to include its historical background as well as cover the physiological and the pharmacological bases of its action. Pharmacological effects, clinical indications and contraindications, recommended dosage, and toxicity are considered. For each system, a review of relevant physiology is presented.

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.

UMUC offers only a limited number of courses each semester in this discipline.

A description of the curriculum for the humanities major and minor begins on p. 52.

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 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 245 Political and Social Philosophy (3)

(Formerly HUMN 245. Fulfills the historical perspective requirement.) A critical examination of classical political theories. Examples are drawn from the 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 307 Asian Philosophy (3)

(Fulfills the international perspective requirement.) An examination of the major philosophical systems of the East, and their relation to important ideas of Western thought.

PHIL 311 Studies in Existentialism (3)

A presentation of the high points of existential philosophy as it developed over the last 150 years. In addition to the historical survey, various literary works that dramatize or embody existential viewpoints are examined.

PHIL 320 Modern Philosophy (3)

(Fulfills the historical and international perspective requirements.) A study of major philosophical issues of the 16th, 17th, and 18th centuries. Writings of philosophers such as Descartes, Newton, Hume, and Kant are explored.

PHIL 331 Philosophy of Art (3)

A study of concepts central to thought about art, including the concept of the fine arts both in its historical development and in its present problematic situation.

PHIL 341 Introduction to Ethical Theory (3)

(Formerly PHIL 142. Fulfills the civic responsibility requirement.) A critical examination of classical and contemporary systems of ethics, such as those of Aristotle, Kant, Mill, and Rawls. Students may receive credit for only one of the following courses: PHIL 142 or PHIL 341.

PHIL 342 Moral Problems in Medicine (3)

(Fulfills the civic responsibility requirement.) A critical exploration of the dimensions of decisions in health-related contexts. Readings are drawn from philosophical, medical, and other sources. Students may receive credit for only one of the following courses: HUMN 342 or PHIL 342.

PHIL 343 Sexual Morality (3)

(Fulfills the civic responsibility requirement.) A critical examination of practical moral issues related to sexual conduct. The resources of moral and social philosophy are used as texts. Students may receive credit for only one of the following courses: HUMN 343 or PHIL 343.

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.

A description of the natural science minor begins on p. 64.

PHYS 111 General Physics I (3)

Prerequisite: MATH 107; MATH 108 recommended. A general study of physics covering classical mechanics at the level of college algebra. Elementary trigonometric and vector properties are introduced. Topics include length, time, mass, motion, force, momentum, and energy.

PHYS 121 Fundamentals of Physics I (4)

(The first course in a two-course sequence for students majoring or minoring in science. Together with PHYS 122, generally satisfies the minimum requirement of medical and dental schools. Fulfills the laboratory science requirement.) Prerequisite: MATH 108, MATH 115, or knowledge of college-level trigonometry. An exploration of mechanics. Topics include kinematics, force, dynamics, conservation laws, and rotational motion.

PHYS 122 Fundamentals of Physics II (4)

(A continuation of PHYS 121. Together with PHYS 121, generally satisfies the minimum requirement of medical and dental schools. Fulfills the laboratory science requirement.) Prerequisite: PHYS 121 or equivalent. An exploration of the fields of heat, sound, electricity, magnetism, optics, and modern physics.

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 141, PHYS 161, PHYS 171, or PHYS 191.

PHYS 262 General Physics: Vibrations, Waves, Heat, Electricity, and Magnetism (4)

(Fulfills the laboratory science requirement.) Prerequisite: PHYS 161. A rigorous study of general physics. Topics include vibrations, waves, and fluids; heat, kinetic theory, and thermodynamics; and electrostatics, circuits, and magnetism. Students may receive credit for only one of the following courses: PHYS 142, PHYS 192, PHYS 262, or PHYS 272.

PHYS 263 General Physics: Electrodynamics, Light, Relativity, and Modern Physics (4)

(Fulfills the laboratory science requirement.) Prerequisite: PHYS 262. Further rigorous study of general physics. Topics include electrodynamics, Maxwell's equations, and electromagnetic waves; geometrical optics; interference and diffractions; special theory of relativity; and modern physics. Students may receive credit for only one of the following courses: PHYS 263, PHYS 273, or PHYS 293.

Psychology

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

- the general education requirement in the social and behavioral sciences;

- a major or minor in psychology;

- a major in social science; and

- electives.

A description of the curriculum for the psychology major and minor begins on p. 65. A description of the social science major begins on p. 66.

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: BEHS 101 or PSYC 100.

PSYC 200 Introduction to Statistical Methods in Psychology (3)

(May be applied toward a specialization in behavioral and social sciences.) Prerequisites: PSYC 100 and college algebra (MATH 107, MATH 115, or equivalent). An introduction to quantitative methods in the behavioral and social sciences and psychological research. Topics include the measurement of variables, measures of central tendency and dispersion, correlation, statistical inference and probability, hypothesis testing, t-tests, analysis of variance, and chi-square tests. Students may receive credit only once under this course number. Students who receive credit for PSYC 200 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, SOCY 201, or STAT 100.

PSYC 221 Social Psychology (3)

(May be applied toward a specialization in behavioral and social sciences.) Prerequisite: PSYC 100. An examination of the influence of social factors on individual and interpersonal behavior. Topics include conformity, attitudinal change, personal perception, interpersonal attraction, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, 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 307 Special Topics in Psychology: Natural Science Theme (1–3)

Prerequisite: PSYC 100. Seminar discussion of topics of current interest. The areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 307C Computers and Psychology (1)

Prerequisite: PSYC 100. A broad discussion of the various ways in which the fields of computing and psychology intersect. The growing field of "cyberpsychology"—the study of how people use the Internet to obtain and process information, build relationships at a distance, and learn in a virtual environment—is explored. Clinical and educational applications of computers are addressed, as are data collection and analysis. Class participation is emphasized.

PSYC 307D Improving Memory and Thinking (1)

(Formerly PSYC 309D.) Prerequisite: PSYC 100. A presentation of methods of improving memory and thinking as outcomes of basic theory and research. Assignments include workshop activities and critical review of relevant research. Students may receive credit only once under this course title.

PSYC 307F Psychology of Superstition (1)

Prerequisite: PSYC 100. An in-depth examination from a psychological perspective of the phenomenon known as superstition and its antidote, skepticism. Laboratory studies of superstitious behavior in animals and humans and the history of superstition are reviewed. The reasons behind the seemingly unlimited capacity for and the tenacious persistence of superstitious behavior in human beings are examined. The causes of and cures for superstition are also discussed.

PSYC 307G Parapsychology (1)

Prerequisite: PSYC 100. An introduction to parapsychology and experimental methods used in that field. Topics include the history of parapsychology, superstition and science, ESP in the laboratory, evidence for life after death, and reincarnation. Rival explanations for phenomena are considered critically.

PSYC 307H Sleep and Dreams (1)

Prerequisite: PSYC 100. An introduction to the clinical, cultural, and research aspects of sleep and dreams. Topics include historical and theoretical approaches to sleep and dreams, sleep deprivation and disorders, biological rhythms, typical dreams, and dream interpretation.

PSYC 307S Psychology of Humor (1)

(Formerly PSYC 309S.) Prerequisite: PSYC 100. A presentation of the theory and research on the concept of humor. Topics include personality and the development of a sense of humor, as well as the relationship between humor, health, and psychotherapy. Students may receive credit only once under this course title.

PSYC 307T Introduction to the Psychology of Sports (1)

Prerequisite: PSYC 100. An introduction to the field of sports psychology. Key topics include performance-enhancement applications related to concentration, goal setting, and visualization. The application of sports psychology principles to business, the performing arts, and other areas is also explored.

PSYC 307U Military Psychology (1)

(Formerly PSYC 309U.) Prerequisite: PSYC 100. An introduction to the basic principles of and issues in military psychology. The selection and training of personnel, the interaction of soldiers and machine systems, the development of military organizations, the use of psychology in warfare, and the clinical implications of military organizations are considered. Direct application of research to implementation in the field is also addressed. Students may receive credit only once under this course title.

PSYC 307X Substance Abuse: An Introduction (1)

(Formerly PSYC 309X.) Prerequisite: PSYC 100. An introduction to the study of drug abuse. Topics include the causes, symptoms, and defenses for substance abuse, as well as prevention and treatment. Biology, personality, lifestyle, and relationships with families, peers, and communities are reviewed. Drug abuse is compared to other social problems, including self-destructive, high-risk, and sabotaging behavior. How different cultures respond to drug abuse is also addressed. Practice exercises, observations, interviews, and media summaries supplement class discussions. Students may receive credit only once under this course title.

PSYC 308 Special Topics in Psychology: Social Science Theme (1–3)

Prerequisite: PSYC 100. Seminar discussion of topics of current interest. The areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 308A Creative Problem Solving (1)

Prerequisite: PSYC 100. An investigation of psychological theory, research, and practical applications of creative problem solving. Emphasis is on learning successful problem-solving techniques for personal growth and job enrichment. Students may receive credit for only one of the following courses: PSYC 308A or PSYC 309A.

PSYC 308B Sexual Prejudice and Discrimination (1)

(Formerly PSYC 309B.) Prerequisite: PSYC 100. An overview of psychological and social research and theory, covering various ways in which sexist thought and practice are manifested in society. Topics include foundations of sexism, overt sexism, subtle and covert sexism, and outcomes and reduction of sexism. Students may receive credit only once under this course title.

PSYC 308E Cultivating Executive Skills (1)

Prerequisite: PSYC 100. A presentation of relevant behavioral and managerial science theory, research, and real-world applications of leadership training. Focus is on applied executive skills. Issues of workplace diversity, technology, and effective use of human resources are also covered.

PSYC 308G Marketplace Psychology (1)

Prerequisite: PSYC 100. A study of psychological and cultural influences on consumer behavior. Special attention is given to the psychology of advertising as it pertains to marketing strategies and market segmentation. The application of relevant psychological theory and principles to the production and delivery of advertisements is also covered.

PSYC 308H Psychology of Motivating People at Work (1)

(Formerly PSYC 309H.) Prerequisite: PSYC 100. An examination of successful strategies for motivating people in work settings. Basic theories of work motivation are covered. Focus is on identifying managerial and personal motivational strategies in organizations through review of relevant research and case studies. Students may receive credit only once under this course title.

PSYC 308J Women Across Cultures (1)

Prerequisite: PSYC 100. An exploration of how women respond to the interaction of gender, culture, and ethnicity. Focus is on examining cultural commonalities and differences in psychological issues that women encounter. Both the problems that affect women as a result of race, class, or gender and their possible solutions are presented. Students may receive credit for only one of the following courses: PSYC 308J or PSYC 309J.

PSYC 308K Introduction to Black Psychology (1)

Prerequisite: PSYC 100. An introduction to issues and perspectives in the study of the psychological development of Black people, particularly in America, over the past 100 years. Topics include the Afrocentric and Eurocentric ethos, the nature of black personality as affected by slavery and racism, psychological assessment, treatment and counseling techniques, and the relationship between psychological research and social policy in American and Western research.

PSYC 308N Psychology of Extreme Environments (1)

Prerequisite: PSYC 100. An exploration of the biological, cognitive, and social factors affecting psychological survival and stress under extreme or unusual environmental conditions (e.g., those found in desert, arctic, underwater, and cybernetic environments and in outer space). Emphasis is on applying theory and research methodology to relevant issues such as wellness, communication, problem solving, and interpersonal relationships.

PSYC 308O Death and Dying Across Cultures (1)

Prerequisite: PSYC 100. An overview of dying, death, and grief customs among selected racial and ethnic groups.

PSYC 308P Multicultural Training in Organizations (1)

(Formerly PSYC 309P.) Prerequisite: PSYC 100. A study of strategies to improve self-image, communication style, and public presentations based on a cross-cultural perspective of management. Theoretical foundations and relevant research are examined as the basis for practical applications of multicultural training in organizations. Activities and demonstrations are designed to provide valuable knowledge and cross-cultural skills. Students may receive credit only once under this course title.

PSYC 308Q Psychology of Religion (1)

(Formerly PSYC 309Q.) Prerequisite: PSYC 100. An examination of the relationship of modern psychology and traditional religion in finding meaning in human reality and providing concepts and techniques for the ordering of the interior life. Topics include attitudes toward anxiety, issues of guilt, existential trust, the nature of suffering and evil, and the image of God and the function of belief. Students may receive credit only once under this course title.

PSYC 308R Feminism in Culture and Life (1)

(Formerly PSYC 309R.) Prerequisite: PSYC 100. An overview of the impact of the feminist movement. Focus is on identifying different feminist viewpoints on pertinent issues (e.g., feminism in research) and understanding the impact of feminism on popular culture (e.g., the media) and the lives of women (e.g., family, careers, and therapy). Students may receive credit only once under this course title.

PSYC 308S Psychology of Social Advocacy and Justice (1)

Prerequisite: PSYC 100. An introduction to the history, research methods, and real-world applications of advocacy for social justice. Focus is on individual, interpersonal, group, and organizational factors in social advocacy. Topics include personal skills, persuasion and attitude change, couples and family advocacy, risk analysis and management, strategic empowerment, and the impact of advocacy, consumerism, and peace building on the legal and mental health professions. Practical tools of advocacy discussed include the media and the arts.

PSYC 308T Psychology of Political Behavior (1)

(Formerly PSYC 309T.) Prerequisite: PSYC 100. An overview of psychological influences on domestic and international politics. Focus is on analyzing political behavior from a psychological perspective. Topics include what voters look for in a candidate, how the various media affect elections, how foreign policy is made, and how our perceptions of other nations may be distorted. Students may receive credit only once under this course title.

PSYC 308V Psychology of Law (1)

(Formerly PSYC 309V.) Prerequisite: PSYC 100. An overview of the basic concepts and principles of the law and psychological practices, as well as the relationship between human behavior and consequences. Topics include patient rights, confidential communications, expert testimony, psychological testing and the law, and malpractice. Students may receive credit only once under this course title.

PSYC 309 Special Topics in Psychology: Clinical Science Theme (1–3)

Prerequisite: PSYC 100. Seminar discussion of topics of current interest. The areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 309B Great Cases in Psychology (1)

Prerequisite: PSYC 100. An introduction to great case histories in psychology from both a clinical and a literary point of view. Case histories are examined in terms of effective structure and style, historical and cross-cultural perspectives, and developmental issues. Biographical, socioclinical, and nosological aspects of psychology and psychiatry are represented.

PSYC 309C Psychology of Eating Disorders (1)

Prerequisite: PSYC 100. An introduction to the current research on eating disorders—anorexia nervosa, bulimia nervosa, and obesity. Topics include adolescent eating behavior, theoretical explanations, associated factors with eating disorders, and the general management of disorders.

PSYC 309D Holistic and Medical Psychology (1)

(Formerly Psychology and Medicine.) Prerequisite: PSYC 100. A study of the mind-body connection and its relevance to sickness and health. Topics include the "placebo effect" and its relevance to today's medicine, and prevention as a major focus in today's health care environment.

PSYC 309F Introduction to Adolescent Psychopathology (1)

Prerequisite: PSYC 100. An exploration of both theoretical and applied aspects of abnormal adolescent development. Topics include eating disorders, juvenile delinquency, theft, murder, depression, and suicide. An overview of key elements in the clinical diagnosis of adolescent psychopathology is also presented.

PSYC 309H Psychological Consequences of War and Violent Conflict (1)

Prerequisite: PSYC 100. A study of the effects of war on various groups of vulnerable people using a case example. Theoretical issues and underpinnings are emphasized to better understand the development of disorders, the expression of these disorders, and treatment or rehabilitation.

PSYC 309I Introduction to Psychoanalysis (1)

(Not a course in psychotherapy.) Prerequisite: PSYC 100. A study of psychoanalysis as a means to illuminate healthy and unhealthy human behaviors, especially in interpersonal relationships. The goal is to gain a basic understanding and appreciation of psychoanalytic theory. Readings and exercises are designed to encourage the application of analytical theory to personal situations.

PSYC 309K Managing Interpersonal Stress and Conflict (1)

Prerequisites: PSYC 100. An exploration of the nature and causes of stress and techniques for its management. Psychological processes that cause interpersonal conflict and those that can bring about its reduction are covered. Interpersonal and group factors, such as cooperation and negotiation, are discussed.

PSYC 309L Traumatic Stress Disorder (1)

Prerequisite: PSYC 100. A presentation of the causes, symptoms, diagnosis, and treatment of individuals suffering from traumatic stress disorders. Biological, environmental, and developmental perspectives are considered. Relevant activities and real-world applications supplement study.

PSYC 309N Group Psychotherapy (1)

Prerequisite: PSYC 100. An introduction to basic issues about group psychotherapy as a modality for psychotherapeutic treatment using lecture, audiovisual materials, and discussion. Emphasis is on technique and the practical problems faced by the group therapist, such as selection of appropriate clients, introduction of clients to the group, resistance, and role of the facilitator.

PSYC 309O Interpersonal and Family Counseling (1)

Prerequisite: PSYC 100. An overview of counseling approaches and techniques. Focus is on compiling rules and suggestions for effective counseling and understanding the differences between counseling, therapy, and friendship through a case-study analysis. Exposure to role playing and alternative counseling approaches is provided. The analysis of personality and interpersonal dynamics and various methods of coping with culturally diverse counseling situations are also addressed.

PSYC 309P Multicultural Psychotherapy (1)

Prerequisite: PSYC 100. An exploration of the impact of race, ethnicity, religion, and other cultural differences on the practice of sensitive and effective psychotherapy. Topics include communication, family structure, values, and motivation. The interrelationship of culture, clinical assessment, and diagnosis is also considered. Students may receive credit only once for this course.

PSYC 309Q Creative Arts in Psychotherapy (1)

Prerequisite: PSYC 100; PSYC 432 or 436 recommended. An exploration of how creative-arts therapies are used in inpatient psychiatric settings (as adjuncts to psychotherapy) and many group and individual outpatient psychotherapy settings. Emphasis is on experiential learning through participation in art therapy, music therapy, movement therapy, poetry therapy, drama therapy, and psychodrama. An individual study project is based on one of the creative approaches.

PSYC 309R Pastoral Counseling (1)

Prerequisite: PSYC 100. An overview of religious and behavioral science themes (e.g., suffering and forgiveness) that establish identity, focus, and direction for the pastoral counselor. The basic concepts and skills used in pastoral counseling (including listening and empathy and the management of feelings, prayer, and resistance) are introduced. Assessment of the client's problems, needs, and resources and therapeutic goals and methods are also considered.

PSYC 309S Introduction to the Psychology of Parenting (1)

Prerequisite: PSYC 100. An overview of psychological issues relevant to parenting. Key theories and research findings that directly apply to effective and ineffective parenting are presented. Topics include grand-, step-, and single-parenting; learning disabilities; the influence of media and technology; and cross-cultural aspects. Emphasis is on practical applications.

PSYC 309W Professional Psychology (1)

Prerequisite: PSYC 100. An overview of the profession of psychology. Lessons learned in teaching, research, therapy, and organizational consulting are presented by a panel of psychologists. Career goals and aspirations are also addressed.

PSYC 309X Ethics in Mental Health and Psychological Treatment (1)

Prerequisite: PSYC 100. A general introduction to ethical considerations in the diagnosis and treatment of psychologically impaired persons. Topics include confidentiality, dual relationships, credentialing, record keeping, informed consent, and legal concerns.

PSYC 309Y Introduction to Hypnosis (1)

Prerequisite: PSYC 100. An introduction to some of the basic concepts and principles of hypnosis for psychological practice. The relationship between hypnosis and systematic desensitization and their respective roles in affecting human behavior are examined. Therapeutic uses of hypnosis and practical exercises in the use of self-hypnosis are also explored.

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 315 Motivation (3)

Prerequisites: PSYC 100 and 301; PSYC 200 and 305 recommended. A study of the interaction of physiological, neurological, and pharmacological aspects of motivation with environmental influences such as culture, learning, and social dynamics. Relevant issues (such as aggression, sex, achievement, and cognition) are discussed.

PSYC 332 Psychology of Human Sexuality (3)

(May be applied toward a specialization in behavioral and social sciences.) 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 335 Psychology of Men (3)

Prerequisite: PSYC 100. A survey of the biology, life-span development, socialization, personality attributes, mental health factors, and special problems of men.

PSYC 336 Psychology of Women (3)

Prerequisite: PSYC 100. A survey of the biology, life-span development, socialization, personality attributes, mental health factors, and special problems of women.

PSYC 337 Community Psychology (3)

Prerequisite: PSYC 100. A survey and critical examination of the interrelationship of environmental factors and variations in individual functioning. The effects of social process and social structure on the mental health of individuals in community life are evaluated. Discussion covers both theoretical models and other topics in community psychology.

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: EDCP 498E, 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, methods of research, and findings in the fields of memory, problem solving, and language. Applications as well as theory are explored.

PSYC 342 Psychology of Aggression (3)

(Formerly PSYC 308W.) Prerequisites: PSYC 100 and 221; PSYC 305 recommended. An exploration of the psychology of aggression. Topics include theories of violence and aggression, the classification, treatment, and modification of antisocial behavior, and the development of conscience and prosocial behavior.

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 309A, PSYC 345, 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 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)

(Fulfills the civic responsibility and 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 psychological development, from conception through childhood. Physiological, conceptual, and behavioral changes are addressed, with attention to the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 333, PSYC 355, or PSYC 433.

PSYC 356 Psychology of Adolescence (3)

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 and 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 370 Foundations of Forensic Psychology (3)

Prerequisite: PSYC 100; PSYC 200 and 305 recommended. A survey of psychological research and theory dealing with behavior in the criminal trial process. Topics include jury selection, criminal profiling, eyewitness testimony, prediction of violent behavior, and mental competency of the accused.

PSYC 385 Health Psychology (3)

Prerequisite: 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)

(May be applied toward a specialization in behavioral and social science.) Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. Stress is studied as the product of the interactions of one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is brought to bear on the organizations, political climate, definitions of achievement, socioeconomic pressures, and the conflicts of those circumstances with ethical and moral values. Practical applications discussed include 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: BEHS 463 or PSYC 386.

PSYC 391 Introduction to Neuropsychology (3)

Prerequisites: PSYC 100, PSYC 200, and either PSYC 301 or PSYC 305, or permission of faculty member. An examination of how the human brain governs and influences cognition, language, memory, and emotion. Principles of the organization of the brain and the interaction of the brain and behavior are presented. Clinical, developmental, and experimental factors in psychological assessment of disorders are also considered. Students may receive credit for only one of the following courses: PSYC 307A or PSYC 391.

PSYC 402 Physiological Psychology (3)

Prerequisites: PSYC 100 and 301; PSYC 200 and 305 recommended. An introduction to research on the physiological basis of human behavior. Sensory phenomena, motor coordination, emotion, drives, and the neurological processes of learning are covered.

PSYC 403 Animal Behavior (3)

Prerequisites: PSYC 100 and 301; PSYC 200 and 305 recommended. An inquiry into the social interactions, learning, sensory processes, motivations, and other aspects of animal behavior. Study explores experimental methods. Emphasis is on the behavior of mammals.

PSYC 405 Applied Behavior Analysis (3)

Prerequisites: PSYC 100 and 200; PSYC 305 recommended. A review of various features of human behavior. Literature on theory and research is evaluated in the application of operant and respondent conditioning principles. Approaches to behavioral problems in school, home, and professional settings are analyzed.

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 424 Communication and Persuasion (3)

Prerequisites: PSYC 100 and 221; PSYC 200 and 305 recommended. A study of the effect of social communication on behavior and attitudes. Theory and research concerning social influence and change of attitude are examined.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. Historical as well as current trends in content and methodology are examined.

PSYC 435 Personality Theories (3)

Prerequisite: PSYC 100. A study of major theories and perspectives on personality, including trait, psychodynamic, behavioristic, and humanistic theories. Methods of personality research and relevant findings are also introduced and applied to real-world settings.

PSYC 436 Introduction to Clinical Psychology (3)

Prerequisite: PSYC 100. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The scientist-practitioner model is emphasized through the critical analysis of theories and empirical research that provide the foundation for determining effective treatments of mental disorders.

PSYC 441 Psychology of Human Learning (3)

Prerequisite: PSYC 100; PSYC 200 and 305 recommended. A review and analysis of the major phenomena and theories of human learning. Conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research are also presented.

PSYC 442 Psychology of Language (3)

Prerequisites: PSYC 100 and 341; PSYC 200 and 305 recommended. An introductory survey of psycholinguistic research, theory, and methodology. Emphasis is on the contribution of linguistic theory to the psychological study of linguistic behavior and cognition. Linguistic theory and the psychological studies of syntax and semantics are presented. Topics include the biological basis of the grammars of language and speech, phonetics and phonological performance, and the perception and production of speech. The role of language as part of cognitive development is assessed, and the relation of language comprehension to thought is analyzed.

PSYC 443 Thinking and Problem Solving (3)

Prerequisites: PSYC 100 and 341; PSYC 200 and 305 recommended. A survey of topics in the psychology of thinking and problem solving. Current theories, data, and research on methods of problem solving are studied in light of the historical development of this field. Major concepts of inquiry include formal problem-solving theory, computer models of thinking and human problem-solving behavior, and strategies for sharpening thinking processes and making problem-solving behaviors more effective.

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 life span. 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.

PSYC 451 Principles of Psychological Testing (3)

Prerequisites: PSYC 100 and 200; PSYC 305 recommended. An examination of basic concepts and theories of psychological assessment, including test development. Social, legal, cultural, and ethical considerations in psychological testing are also discussed.

PSYC 462 The Psychology of Advertising (3)

(May be applied toward a specialization in behavioral and social sciences.) Prerequisite: PSYC 100; PSYC 361 recommended. An analysis of advertising in terms of psychological theories and observations of consumer behavior. The information and fundamental insights presented regarding advertising provide understanding of consumer motivation. The analysis of the purchase process includes environmental variables, the individual determinants of behavior, and the consumer's decision process. General theoretical principles in psychology are applied to the processes of identifying a target population and developing and evaluating an advertising plan, as well as determining the effectiveness of advertising. Students may receive credit for only one of the following courses: BEHS 462 or PSYC 462.

PSYC 463 Psychology of Motivation and Attitudes in Organizational Settings (3)

Prerequisites: PSYC 100 and 361; PSYC 200 recommended. A study of theories, research, and practice regarding the assessment, understanding, and prediction of motivation at work. Focus is on theories and the assessment and consequences of various work-related attitudes. Theory, research, and practice are integrated.

PSYC 464 Psychology of Leaders in Work Organizations (3)

Prerequisites: PSYC 100 and 361; PSYC 200 and 305 recommended. A study of the psychological assumptions and implications of various theories of management and leadership. The challenges examined include selecting and training workers, developing workers' careers, changing the behavior of managers, and influencing organizational processes. The ways managers' behavior is affected by the larger environment, the nature of the product or service, and the organizational structure are also considered.

PSYC 465 Psychology of Organizational Processes (3)

(May be applied toward a specialization in behavioral and social sciences.) Prerequisite: PSYC 100; PSYC 200 and 361 recommended. A review of various theories of interpersonal, intragroup, and intergroup relations. Emphasis is on issues of conflict, competition, and cooperation, in light of the role of power in organizations. Ways of diagnosing organizational problems, and intervention as a means of solving them, are explored. Students may receive credit for only one of the following courses: BEHS 411 or PSYC 465.

PSYC 466 Environmental and Ecological Psychology (3)

Prerequisite: PSYC 100; PSYC 200 and 305 recommended. An examination of the measurement, description, and impact of the physical environments that affect various aspects of cognition and social behavior in school, at work, and at leisure. Topics include responses to environmental stress and catastrophes, personal and space territoriality, urban living, and psychological solutions to everyday environmental problems.

PSYC 486A Psychology Field Experience Through Co-op (3)

Prerequisites: Formal admission to the Co-op program (program requirements are listed on p. 12); a minimum GPA (overall and in PSYC) of 3.0; and PSYC 305 (for a research experience) or PSYC 436 (for a clinical experience). An opportunity to combine academic theory with supervised field experience in hospital, school, clinical, and research or other appropriate work settings in clinical psychology, psychology research, or other psychology-related areas. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements (participation in online class discussions and completion of five academic assignments) must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to psychology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

PSYC 486B Psychology Field Experience Through Co-op (6)

Prerequisites: Formal admission to the Co-op program (program requirements are listed on p. 12); a minimum GPA (overall and in PSYC) of 3.0; and PSYC 305 (for a research experience) or PSYC 436 (for a clinical experience). An opportunity to combine academic theory with supervised field experience in hospital, school, clinical, and research or other appropriate work settings in clinical psychology, psychology research, or other psychology-related areas. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements (participation in online class discussions and completion of five academic assignments) must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to psychology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the sociology minor begins on p. 67. A description of the curriculum for the social science major begins on p. 66.

SOCY 100 Introduction to Sociology (3)

An introduction to the fundamental concepts and principles of sociology. The study of cultures, patterns of social values, social institutions, stratification, and social change is delineated. Students may receive credit for only one of the following courses: BEHS 102, BEHS 312, SOCY 100, or SOCY 311.

SOCY 105 Introduction to Contemporary Social Problems (3)

(Fulfills the civic responsibility requirement.) An exploration of various personal, institutional, cultural, and historical or global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, the environment, and alienation in modern society to economic and political conflicts that are national and global in nature. Special attention is paid to high-tech virtual reality as a new arena for problematic social issues.

SOCY 201 Introductory Statistics for Sociology (4)

Prerequisite: SOCY 100 or equivalent. An overview of elementary descriptive and inferential statistics. Presentation covers constructing and percentaging bivariate contingency tables, discovering frequency distributions and presenting them in graphics, and calculating measures of central tendency and dispersion. Other topics include parametric and nonparametric measures of association and correlation; regression; probability; hypothesis testing; the normal, binomial, and chi-square distributions; and point and interval estimates. Students who receive credit for SOCY 201 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, or STAT 100.

SOCY 227 Introduction to the Study of Deviance (3)

An introduction to the sociological study of deviant behavior. Topics include mental illness, sexual deviance, and the use of drugs. Students may receive credit for only one of the following courses: SOCY 227 or SOCY 327.

SOCY 243 Sociology of Marriage and Family (3)

A study of demographic trends in family and marriage, including childbearing and divorce, sociological theories of mate selection, marital interaction, and marital dissolution. Contemporary controversial issues, such as the relationship of unmarried couples, alternative marriage forms, abortion, and violence in the family, are discussed. Students may receive credit for only one of the following courses: SOCY 243 or SOCY 343.

SOCY 300 American Society (3)

A survey of the social structure and organization of American society, with special reference to recent social changes. The character, structure, values, and ideology of American social movements are examined from a sociological perspective. Topics include urban demographic changes and other population trends, as well as changes in the conduct of work, family life, and recreation.

SOCY 311 The Individual and Society (6)

(May be applied toward a specialization in behavioral and social science. Fulfills the historical and international perspective requirements.) A study of interactions between the individual and society. Basic sociological concepts, theories, and methods of research are presented as they apply to the individual. Those means are used in examining how the individual is shaped by history, family, and the surrounding cultural environment. Another focus is the reciprocal relationship, whereby individuals modify the world around them and their ideas influence society. Students may receive credit for only one of the following courses: BEHS 312 or SOCY 311.

SOCY 312 Family Demography (3)

Prerequisite: 3 credits in sociology. A study of the family and population dynamics. Issues of fertility (such as teenage pregnancy, the timing of parenthood, and the determinants and consequences of family size) are discussed as they relate to family behavior such as marital patterns, the use of child-care options, and the relationship between work and the family. Issues of policy as related to demographic changes in the family are also considered.

SOCY 325 The Sociology of Gender (3)

(Fulfills the civic responsibility requirement.) Prerequisite: 3 credits in sociology. An inquiry into the institutional bases of gender roles and gender inequality, cultural perspectives on gender, gender socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

SOCY 331 Work, Bureaucracy, and Industry (3)

Prerequisite: 3 credits in sociology. A sociological approach to the world of work. Occupational careers and personal experiences in the bureaucratic organizations of modern industrial society are investigated.

SOCY 335 Sociology of Violence (3)

Prerequisite: 3 credits in sociology. An examination of collective domestic conflict and an evaluation of the sociological theories that explain why such conflict occurs. Topics include ethnic conflict, colonial insurrections, terrorism, coups d'état, and revolution.

SOCY 398 Special Topics in Sociology (3)

Prerequisite: 3 credits in sociology. A study of topics of special interest.

SOCY 403 Intermediate Sociological Theory (3)

Prerequisite: Two courses in sociology. A study of major theoretical approaches to sociology, including functionalism, conflict, and symbolic interactionism. Original works of major theorists are examined in historical perspective.

SOCY 410 Social Demography (3)

(Fulfills the civic responsibility requirement.) Prerequisite: 3 credits in sociology. A study of social demography. Topics include types of demographic analysis, demographic data, population characteristics, migration, mortality, fertility, population theories, world population growth, and population policy.

SOCY 423 Ethnic Minorities (3)

(Fulfills the civic responsibility and international perspective requirements.) Prerequisite: 3 credits in sociology. An exposition of basic social processes in the relations of ethnic groups, immigrant groups, African Americans, and Native Americans in the United States, and of ethnic minorities in Europe.

SOCY 424 Sociology of Race Relations (3)

Prerequisite: 3 credits in sociology. An analysis of race-related issues, focusing mainly on American society. Topics include the historical emergence, development, and institutionalization of racism; the effects of racism on its victims; and conflicts that are racially based.

SOCY 425 Gender Roles and Social Institutions (3)

(Fulfills the civic responsibility requirement.) Prerequisite: 3 credits in sociology. An investigation of the relationship between gender roles and the structure of social institutions (such as the economy, the family, the political system, religion, and education). Discussion covers the incorporation of gender roles into social institutions, perpetuation or transformation of gender roles by social institutions, and how changes in gender roles affect social institutions.

SOCY 426 Sociology of Religion (3)

A survey of the varieties and origins of religious experience and religious institutions. The role of religion in social life is explored.

SOCY 427 Deviant Behavior (3)

Prerequisite: 3 credits in sociology. An exploration of current theories of the genesis and distribution of deviant behavior. Topics include definitions of deviance, implications for a general theory of deviant behavior, labeling theory, and secondary deviance.

SOCY 430 Social Structure and Identity (3)

A study of theoretical issues in social psychology, focusing on social construction of identity. Identity formation and transformation in social processes and structural and cultural dimensions of social identity are covered.

SOCY 432 Social Movements (3)

Prerequisite: 3 credits in sociology. An examination of movements that seek change in the social and political structure of society. Topics include the origins, tactics, organization, recruitment, and success of such movements. Case studies feature movements in the areas of labor, civil rights, feminism, the environment, student and neighborhood activism, and gay rights.

SOCY 441 Social Stratification and Inequality (3)

Prerequisite: 3 credits in sociology. A sociological study of social class, status, and power. Topics include theories of stratification, correlates of social position, functions and dysfunctions of social inequality, status inconsistency, and social mobility.

SOCY 443 The Family and Society (3)

Prerequisite: 3 credits in sociology. An examination of the family as a social institution. Its biological and cultural foundation; its historic development, changing structure, and function; the interaction of marriage and parenthood; and the disorganizing and reorganizing factors in current trends are explored.

SOCY 464 Military Sociology (3)

Prerequisite: 3 credits in sociology. An overview of social change and its effects on the growth of military institutions. The structure of complex formal military organizations is clarified. Military service is evaluated as an occupation or a profession. The sociology of military life as a distinct cultural ethos is probed. The interrelations of military institutions, civilian communities, and society are explored.

SOCY 486A Internship in Sociology Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in sociology. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to sociology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

SOCY 486B Internship in Sociology Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in sociology. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to sociology and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

UMUC offers a limited number of foreign language courses each semester.

A description of the curriculum for the humanities major and minor begins on p. 52.

SPAN 101 Elementary Spanish I (4)

(Open only to students with fewer than two years of Spanish. Fulfills the international perspective requirement. Video programs, Windows 95, sound card, microphone, and CD-ROM required for online sections.) Introduction to the basic structures, vocabulary, and pronunciation of the Spanish language. Focus is on developing working proficiency in the four skills of listening, speaking, reading, and writing, using authentic, unedited spoken and written text to find and communicate information.

SPAN 102 Elementary Spanish II (4)

(Fulfills the international perspective requirement. Video programs, Windows 95, sound card, microphone, and CD-ROM required for online sections.) Prerequisite: SPAN 101 or equivalent. Further study of the functions and structures of the Spanish language. Focus is on developing working proficiency in the four skills of listening, speaking, reading, and writing, using authentic, unedited spoken and written text to find and communicate information.

SPAN 201 Intermediate Spanish (4)

(Fulfills the international perspective requirement. Video programs, Windows 95, sound card, microphone, and CD-ROM required for online sections.) Prerequisite: SPAN 102 or equivalent. Continued development of the functions and structures of the Spanish language. Focus is on the four skills of listening, speaking, reading, and writing, using authentic, unedited spoken and written text to find and communicate information, with emphasis on workplace situations. Students may receive credit for only one of the following courses: SPAN 201 or SPAN 203.

SPAN 315 Commercial Spanish I (3)

(Fulfills the international perspective requirement. Video programs, Windows 95, sound card, microphone, and CD-ROM required for online sections.) Prerequisite: At least 9 credits in Spanish or equivalent. A study of business terminology, vocabulary, formats, and practices. Emphasis is on everyday spoken and written workplace Spanish, using authentic, unedited readings and discussion of Spanish commercial topics. Exposure to Spanish business environments is included.

SPAN 360 Work Projects in Spanish (1)

(Video programs, Windows 95, sound card, microphone, and CD-ROM required for online sections.) Prerequisite: SPAN 201 or equivalent Spanish proficiency. A project in Spanish involving specific vocabulary, forms of professional communication, and cultural protocols relevant to the student's workplace or major. Projects must involve spoken and written research or preparation and spoken and written reporting or presentation. May be repeated to a maximum of 4 credits when topics and projects differ.

SPAN 486A Internship in Spanish Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in Spanish. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to Spanish and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

SPAN 486B Internship in Spanish Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in Spanish. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to Spanish and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the speech communication minor begins on p. 68. Descriptions of related curricula may be found on the following pages: communication studies (p. 33) and journalism (p. 58).

SPCH 100 Foundations of Speech Communication (3)

(Prerequisite for all 300- or 400-level speech courses.) An overview of the principles of communication. Verbal and nonverbal language, listening, group dynamics, and public speaking are highlighted. Emphasis is on applying communication principles to contemporary problems and preparing various types of oral discourse. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 107 Speech Communication: Principles and Practice (3)

Study and practice in oral communication, covering principles of interviewing, group discussion, listening, informative briefings, and persuasive speeches. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 125 Introduction to Interpersonal Communication (3)

An overview of the concepts of interpersonal communication. Topics include nonverbal communication, the relationship of language to meaning, perception, listening, and feedback.

SPCH 200 Advanced Public Speaking (3)

Prerequisite: SPCH 101, SPCH 107, or previous public speaking experience. A study of rhetorical principles and models of speech composition. Principles are studied in conjunction with preparing and presenting particular forms of public communication.

SPCH 220 Small-Group Discussion (3)

A consideration of the principles, methods, and types of discussion. Principles are applied to the analysis of contemporary problems.

SPCH 222 Interviewing (3)

A presentation of the principles and practices used in the recognized types of interview. Special attention is given to behavioral objectives and variables in communication as they figure in the process of interviewing. Students may receive credit for only one of the following courses: SPCH 222 or SPCH 422.

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 397 Organizational Presentations (3)

(Formerly Delivering Organizational Presentations: Technique and Technology.) Prerequisite: SPCH 100 or equivalent. A study of techniques for planning small and large group presentations, including audience profiling and needs analysis. Topics include listener patterns and preferences, presentation organization, confidence-building techniques, platform skills, and audio/video technology and presentation software, such as PowerPoint.

SPCH 420 Group Discussion and Decision Making (3)

Prerequisite: SPCH 100 or equivalent. A study of current theory, research, and techniques regarding small-group process. Group dynamics, leadership, and decision making are covered.

SPCH 423 Communication Processes in Conferences (3)

Prerequisite: A course in speech communication. An exploration of methods of problem solving, semantic aspects of language, and interpersonal dynamics in conferences. Focus is on two aspects of conferences: how communication facilitates participation by members of the group, and how conferences function in settings of business, industry, and government.

SPCH 424 Communication in Complex Organizations (3)

Prerequisite: A course in speech communication. An examination of the structure and function of communication in organizations. Organizational climate and culture, information flow, networks, and role relationships are major themes.

SPCH 426 Negotiation and Conflict Management (3)

(Fulfills the civic responsibility requirement.) Prerequisite: SPCH 100 or equivalent. A study of the role of communication in shaping negotiation and conflict processes and outcomes. Simulation and role play are used to model workplace practices.

SPCH 427 Communications Assessment (3)

Prerequisite: Familiarity with basic statistical concepts and techniques and COMM 421. Field research in designing, administering, and evaluating communication audits. Methods for evaluating the effectiveness of particular messages in an organization's internal and external communications, such as focus groups, are studied, and the effectiveness of communication training through pre- and post-testing is evaluated.

SPCH 470 Listening (3)

(Formerly Theories of Listening.) A survey of theories of the listening process. Emphasis is on functional analysis of listening behavior. Students may receive credit only once under this course number.

SPCH 472 Theories of Nonverbal Communication (3)

Prerequisite: A course in speech communication. A survey of nonverbal communication in human interactions. Theory and research on proxemics, kinesics, and paralinguistics are recognized and identified in expressions of relationship, affect, and orientation both within and across cultures.

SPCH 482 Intercultural Communication (3)

(Fulfills the civic responsibility and international perspective requirements.) Prerequisite: A course in speech communication. An examination of the major variables of communication in an intercultural context. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

SPCH 486A Internship in Speech Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in speech. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; a minimum of four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to speech and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

SPCH 486B Internship in Speech Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in speech. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to speech and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

Statistics and Probability

Courses in statistics and probability (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.

A description of the curriculum for the mathematical sciences minor begins on p. 63.

STAT 100 Elementary Statistics and Probability (3)

Prerequisite: MATH 107. Introduction to the simplest tests of statistical hypotheses; applications to before-and-after and matched-pair studies; and events, probability, combinations, and independence. Topics include binomial probabilities and confidence limits, as well as random variables, expected values, median, and variance. Explication extends to tests based on ranks, law of large numbers and normal approximation, and estimates of mean and variance. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, or STAT 100.

STAT 250 Intermediate Statistics and Probability (3)

Prerequisite: STAT 100. Further study of elementary statistics and probability. Topics include inference for two populations, population standard deviations and proportions, chi-square procedures, descriptive and inferential methods in regression and correlation, analysis of variance, multiple regression analysis, model building in regression, and experimental design and analysis of variance.

STAT 400 Applied Probability and Statistics I (3)

Prerequisite: MATH 141. An intermediate study of statistical theory. Topics include random variables and standard distributions, sampling methods, law of large numbers and the central-limit theorem, moments, estimation of parameters, and testing of hypotheses.

STAT 401 Applied Probability and Statistics II (3)

(A continuation of STAT 400.) Prerequisite: STAT 400. Explication of more advanced statistical concepts. Topics include sufficient and consistent estimators, minimum variance and maximum likelihood estimators, point estimation, and interval estimation. Applications include testing of hypotheses, regression correlation and analysis of variance, sampling distributions, sequential tests, and elements of nonparametric methods.

STAT 410 Introduction to Probability Theory (3)

Prerequisites: MATH 240 and 241. A discussion of probability and its properties. Presentation covers random variables and distribution functions in one dimension and in several dimensions, as well as moments, characteristic functions, and limit theorems.

STAT 450 Regression and Variance Analysis (3)

Prerequisite: STAT 401 or STAT 420. A study of statistical techniques, concentrating on one-, two-, three-, and four-way layouts in analysis of variance. Concepts and techniques presented include multiple-regression analysis, the Gauss-Markov theorem, fixed-effects models, linear regression in several variables, and experimental designs.

STAT 486A Internship in Statistics Through Co-op (3)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in statistics. At least 12 hours per week must be devoted to new tasks for a total of 180 hours during the Co-op session; four new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to statistics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

STAT 486B Internship in Statistics Through Co-op (6)

Prerequisite: Formal admission to the Co-op program (program requirements are listed on p. 12). An opportunity to combine academic theory with new, career-related experience in statistics. At least 20 hours per week must be devoted to new tasks for a total of 300 hours during the Co-op session; five to eight new tasks must be delineated in the Learning Proposal; and the course requirements must be completed. May be repeated upon approval of a new Learning Proposal that demonstrates new tasks and objectives related to statistics and that continues to advance application of academic theory to the workplace. Students may earn up to 15 semester hours in all internship coursework through Co-op toward a first bachelor's degree and up to 9 semester hours toward a second bachelor's degree.

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.

A description of the curriculum for the humanities major and minor begins on p. 52.

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.

THET 120 Acting I (3)

(Formerly HUMN 111.) An introduction to basic acting techniques, with exercises to develop concentration, imagination, sensing abilities, and emotional memory. Textual analysis, character analysis, and scene study are introduced. Assignments include applying techniques to character portrayal by performing short scenes. Students may receive credit for only one of the following courses: HUMN 111 or THET 120.

THET 320 Acting II (3)

(A continuation of THET 120.) Prerequisite: THET 111 (or THET 120) or audition. Further study of the fundamentals of acting. Focus is on textual analysis, personalization, objectives, and characterization in performing short plays.

THET 420 Acting III (3)

Prerequisites: THET 221 and 320, an audition, and permission of department. Exploration and application of the techniques necessary for the preparation and performance of Shakespeare and other drama.

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.

The description of the curriculum for the women's studies minor begins on p. 70.

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.

Graduation Credit and Institutional Credit

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

Grading Methods

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

GRADE	INTERPRETATION	QUALITY POINTS
A	Outstanding scholarship	4
B	Good scholarship	3
C	Satisfactory scholarship	2
D	Marginal performance	1
F	Failure	0
P	Passing (D or higher)	0
S	Satisfactory (C or higher)	0
I	Incomplete	0
AU	Audit	0
W	Withdrawal	0

Standard

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

Pass/Fail

Degree-seeking students who have earned 30 semester hours (including at least 15 semester hours at UMUC) and who have a cumulative grade-point average of 2.0 may take one course of up to 6 semester hours of credit each semester (fall, spring, or summer) on a pass/fail basis, up to a maximum of 18 credits. Students must elect pass/fail grading at the time of registration. This status may not be changed after the second week of classes has ended.

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

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

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

Satisfactory/D/Fail

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

Audit

Students who do not wish to receive credit may register for courses as auditors after they have been admitted. Students must indicate this intention when they register. Students may request a change from credit to audit status anytime before the end of the fifth scheduled week of a semester or the third week of classes in an eight-week term.

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned.

Passing: The Grade of P

The grade of P is conferred after a teacher has evaluated coursework under the normal procedure for letter grades and has submitted a standard grade (A, B, C, or D). Then Undergraduate Student Affairs converts that standard grade into the grade of P.

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

Satisfactory: The Grade of S

The grade of S is equivalent to a grade of C or higher. This grade is used to denote satisfactory progress in an experiential setting or practicum, such as EXCL 301. Although the grade of S confers credit and appears on the permanent record, courses graded S are not used in determining grade-point averages.

Failure: The Grade of F

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

Incomplete: The Mark of I

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

- The student must have completed at least 60 percent of the work in the course.

- The work already completed must be of satisfactory quality.

- The mark of I must be requested before the end of the course.

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

- The student must ask the teacher for a mark of I. (Teachers cannot award a mark of I on their own initiative.)

- The teacher decides whether to grant the request.

- The teacher sets a date (no more than six months after submitting the original grade) for completion of the remaining requirements of the course.

- The teacher and the student together agree on the remaining requirements of the course and the deadline for submitting the work.

- The student is responsible for completing the work.

- After the work is completed, the teacher submits a grade-change form to replace the mark of I on the student's record with a grade.

If the mark of I is not made up within six months or by the agreed-upon deadline, the I is changed to an F.

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

Withdrawal: The Mark of W

Students may receive the mark of W by withdrawing through the Interactive Registration and Information System (IRIS), by completing a registration-change form in Undergraduate Student Affairs, or by submitting a written request approximately two weeks before the last scheduled class in a semester or term. Any of these procedures constitutes official withdrawal.

This mark appears on the permanent record unless withdrawal is completed before a course begins. For purposes of academic retention, the mark of W is counted as attempted hours. It is not used in determining grade-point averages.

Changes in Grade

Teachers may change a grade previously assigned only by submitting a Grade Adjustment Report, along with a written explanation for the change. Any change must be made no later than six months after the original grade was awarded.

Grading Repeated Courses

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

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

Repeated Registration for a Course

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

Grades and Quality Points

The grade-point average is calculated using the quality points assigned to each grade or mark (chart on p. 218). First, the quality-point value of each grade or mark is multiplied by the number of credits; then the sum of these quality points is divided by the total number of credits attempted for which a grade of A, B, C, D, or F was received.

Academic Warning and Dismissal

At the end of every term, the cumulative grade-point average of each student who has attempted at least 15 semester hours at UMUC

(except provisional students) is computed based on all UMUC graded coursework. At the end of each semester (fall, spring, or summer), Undergraduate Student Affairs takes action, required by UMUC policy, according to the student's level of progress as described below.

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

Levels of Progress

Satisfactory

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

Warning

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

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

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

A student on academic warning is limited to a maximum enrollment of 7 semester hours per semester or to a maximum of 4 semester hours per term I or term II.

Probation

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

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

A student on academic probation is limited to a maximum enrollment of 7 semester hours per semester or to a maximum of 4 semester hours per term I or term II.

Dismissal

A student on probation whose semester GPA is less than 2.0 will be dismissed.

Regardless of cumulative GPA, a student who has maintained an average of at least 2.0 during a particular semester will not be dismissed at the end of that period. A student who is dismissed is ineligible to register again for UMUC courses until he or she is reinstated.

Reinstatement After Dismissal

A student seeking reinstatement is required to

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

- Meet with an advisor before petitioning for reinstatement.

- Wait at least one semester before petitioning for reinstatement. Such an appeal should be made in writing to the associate provost, Undergraduate Student Affairs.

Deadlines for requesting reinstatement are as follows:

Fall enrollment . . . . .July 15
Spring enrollment . . . . .November 15
Summer enrollment . . . . .April 15

After the student's record, the advisor's recommendation, and the student's petition have been reviewed, the student will receive a written response. Reinstated students will be placed on warning immediately or will retain provisional status, as appropriate.

Scholastic Recognition

Dean's List

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

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

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 2 percent, magna cum laude on the next 3 percent, and cum laude on the next 5 percent. To be eligible for any of these categories of recognition, a student must have earned at least 45 semester hours at UMUC in courses for which a letter grade and quality points were assigned.

For honors to be conferred with a second bachelor's degree, the student is required to have a total of 45 semester hours of UMUC credit (including the 30 semester hours of new credit) and the requisite GPA. More information on attaining a second bachelor's degree may be found on p. 19.

Honor Societies

Inquiries concerning honor societies should be addressed to the student's resource team.

Phi Kappa Phi

The honor society of Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership in Phi Kappa Phi, candidates must have completed at least 90 semester hours of credit toward the bachelor's degree, at least 45 of which must have been for UMUC courses carrying letter grades of A, B, C, D, or F. The candidate's grade-point average in UMUC courses must be in the top 10 percent of the previous UMUC graduating class.

Alpha Sigma Lambda

UMUC students are eligible for membership in Alpha Sigma Lambda, the national honor society for students in continuing higher education. To qualify for membership, a student must be pursuing a first bachelor's degree, have completed at least 30 semester hours at UMUC in courses graded A, B, C, D, or F, and maintained a GPA of 3.7 or higher in all UMUC courses. At least 15 semester hours, from UMUC or transferred, must be in courses outside the major.

Sigma Tau Delta

Membership in Sigma Tau Delta, the international English honor society, is open to qualified UMUC students with a major in English. To be eligible, students must have earned at least 45 semester hours toward the bachelor's degree with an overall GPA of 3.5 or higher. At least 30 semester hours must have been earned at UMUC and must include 12 semester hours of English beyond ENGL 101 and 6 semester hours of upper-level credit. Students must also have earned a GPA of 3.6 in English coursework at UMUC.

Phi Alpha Theta

UMUC students may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, students must attain a GPA of 3.5 or higher in at least 12 semester hours of UMUC history courses and have an overall UMUC GPA of 3.4.

Attendance

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

In some courses, in which active participation is integral to the learning process, teachers may base part of the final grade on class participation; those courses obviously require regular attendance. Teachers must announce any such requirement at the beginning of the semester.

Courses offered online have their own policies on attendance. The requirements expected for participation are specified in all courses offered online.

Examinations

The student is responsible for obtaining information about quizzes and examination schedules and policies. Final examinations are usually given during the last scheduled class meeting.

Make-up examinations and tests may be given to students who for valid reasons are unable to take exams at the scheduled time. Teachers are not required to offer make-up examinations because of a student's absence unless the student can present evidence that it was caused by unavoidable circumstances or occurred on a religious holiday.* In such cases, an examination may be rescheduled for the mutual convenience of student and teacher and must cover only the material for which the student was originally responsible. Such a rescheduling must not cause a conflict with the student's other classes. The Testing Center schedules make-up exam sessions for students whose teachers cannot schedule a special make-up session. There is a fee for this service.

Course Loads

No student may register for courses whose scheduled meeting times overlap to any extent. Decisions on the number of courses a student can successfully complete in any one semester are normally left to the student's discretion. It should be noted, however, that the majority of UMUC students register for between 3 and 9 semester hours, and students are strongly advised not to exceed this limit. Students should carefully and realistically assess other commitments before registering for more than 9 semester hours. In no case may a student register for more than 18 semester hours in a 15-week period without written permission from his or her resource team. Permission to register for more than 18 semester hours is based on demonstrated academic

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* The UMUC policy on religious holidays is stated in the appendices.

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excellence at UMUC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMUC are required.

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity, as expressed in the University System of Maryland policy "Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity." Details are available from the Office of the Dean, School of Undergraduate Studies.

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

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

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

Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes (but is not limited to) copying verbatim all or part of another person's work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator.

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

UMUC's policy on Academic Dishonesty and Plagiarism can be found at *www.umuc.edu/ugphandbook/bkVI.html* or is available from the Office of the Dean, School of Undergraduate Studies.

Appealing a Grade

Procedures for appealing a grade are available from the Office of the Dean, School of Undergraduate Studies, or online at *www.umuc.edu/ugphandbook/bkVI.html.*

There is a time limit for appealing a grade. Therefore, students who want to appeal a grade must initiate the process within 30 days of the posting of the grade.

Code of Student Conduct

Students are subject to the UMUC Code of Student Conduct, which can be found at *www.umuc.edu/ugphandbook/bkVI.html* or is available from the Office of the Dean, School of Undergraduate Studies. Violations of the code are considered to be violations of UMUC policy and are grounds for discipline by UMUC. Allegations of misconduct by UMUC students should be referred to the associate provost, Undergraduate Student Affairs.

Required Withdrawal

When a competent authority, using established procedure, judges a student's behavior to be detrimental to the interests of the university community, the student may be required to withdraw from UMUC.

Filing Students' Grievances

The procedures necessary to file a formal complaint concerning the actions of members of the UMUC faculty or administrative staff are available at *www.umuc.edu/ugphandbook/bkVI.html* or from the Office of the Dean, School of Undergraduate Studies.

Change of Address

Students who move during the semester or term should not only leave a forwarding address with the U.S. Postal Service but should also notify Undergraduate Student Affairs as soon as possible. Forms are available in that office.

Transfer of Credits from UMUC

To have credits earned through UMUC transferred, each student must obtain authoritative guidance from the destination institution (including other institutions in the University System of Maryland). Only the destination institution can answer specific questions about its own residency and degree requirements or about the applicability of UMUC courses to its curricula. Specific policies dealing with transfer students are given in the appendices.

Transcripts

Official academic records are maintained by Undergraduate Student Affairs at UMUC. Official transcripts show coursework taken through UMUC. For students who have received an official evaluation and have regular status, transfer credit from other institutions (including others in the University System of Maryland) is listed as well. The request for a transcript from UMUC and the fee should be sent to the following address:

Undergraduate Student Affairs
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8070

Students who were last enrolled with UMUC in Europe or Asia should mail requests for transcripts directly to the Office of Admissions and Registrations of the program most recently attended, since the records of students last enrolled overseas are kept in the appropriate overseas headquarters.

The addresses are as follows:

UMUC–Europe
Attn.: Transcripts
Unit 29216
APO AE 09102

UMUC–Asia
Unit 5060, Box 0100
APO AP 96328-0100

Students' records are considered confidential. Therefore, UMUC releases transcripts only upon receiving a signed request from the student (by mail or fax, or in person) and payment of the appropriate fee. To pay by fax, students must use VISA or MasterCard; credit-card information must include the expiration date.

When requesting transcripts, the student must specify a full name, including maiden name or any other names under which records may be filed; student identification number; date of birth; and dates and places of attendance. Each UMUC transcript that is issued costs $5 (rush transcripts are available for an additional $15 each). Payment must accompany each signed request for a transcript. There is no charge for sending a transcript to another institution in the University System of Maryland. Checks should be made payable to University of Maryland University College.

Transcripts should be requested at least two weeks before they will actually be needed. No transcripts will be released until all financial obligations have been satisfied.

Application for Diploma

Before applying for a diploma, students are required to have received an official evaluation (details on p. 224).

Students who expect to complete the requirements for a degree are responsible for filing an application for a diploma with Undergraduate Student Affairs, and for paying the appropriate fee (currently $50). This may be done at the time of the final semester's registration or up to the following dates:

December graduation	October 1
May graduation	February 15
August graduation	June 15

Students whose applications for a diploma are received after the deadlines will be considered for receiving degrees at the next graduation. Students who do not complete degree requirements in the semester or term in which they first applied for graduation must complete a new application for diploma and pay the fee for the semester or term in which they will graduate.

A graduation ceremony is held in May each year. Students who completed degree requirements the previous August and December, as well as those who complete their requirements that May, are invited to participate.

RESPONSIBILITIES OF UMUC

UMUC considers the following goals in designing and reviewing the courses it offers. These goals are also considered in evaluating the acceptability of courses presented for transfer of credit from other institutions.

1. Presentation of material should conform to representations in official publications, announcements, and advertisements, or descriptions furnished to students before a course begins.
2. Students should be able to have regular contact with members of the faculty.
3. Students should be able to participate in the process of learning.
4. Students should have opportunities to interact with one another.
5. Students are entitled to have their work evaluated on an individual basis by faculty members.

CODE OF CIVILITY

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

Respect

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

Kindness

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

Truth

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

Responsibility

Take responsibility for one's own actions instead of blaming others.

Cooperation

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

Privacy

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

For many services, students turn to a single centralized source—their resource team—for assistance. Resource teams assist with admission, academic advising, career planning and job searches (including résumé review), and applying for financial aid and veterans benefits. Services for disabled students are provided by the Staff Support Team. Continuing, in-depth advice regarding financial aid is provided by the Financial Aid Office.

Prospective or New Students

The Information and Enrollment Team serves individuals who are inquiring about becoming UMUC students at some future time, are admitted but have not yet registered, have not attended UMUC for two or more years and need to be readmitted (at no charge), or attended UMUC overseas.

Students should contact the Information and Enrollment Team at 301-985-7000 to find out about services available to help them get started.

Enrolled Students

Students are assigned to a resource team when they enroll. Each team provides services at times and places convenient to the students it serves. To arrange a mutually convenient time to meet with a team advisor, students should call their resource teams between 8:30 a.m. and 5 p.m. eastern time, Monday through Friday. The resource teams are as follows:

Based at Adelphi
(Student and Faculty Services Center)

Rock Creek	301-985-7939 or 1-800-283-6832
Liberty	301-985-7960 or 1-800-283-6832
St. James	301-985-7662 or 1-800-283-6832
Wingate	301-985-7353 or 1-800-283-6832

Based at Andrews Air Force Base

Seneca	301-981-3123

Based at Annapolis

Chesapeake	410-266-3774 or 301-261-8199

Based at Fort Meade

Chesapeake	410-551-0431 or 301-621-9882

Based at Shady Grove

Potomac	301-738-6000

Based at Waldorf

Patuxent	301-645-4303 or 301-870-6013

Students may check their team assignments by calling the Interactive Registration and Information System (IRIS) at 301-985-7499.

Advising Assistance from Admission to Graduation

Each team provides prospective or enrolled students the information needed to plan an academic program. This assistance can include an evaluation of potential transfer credit, help with clarification of education and career goals, and aid in selecting appropriate courses.

Initial Estimate of Transfer Credit

Prospective or newly admitted students can have a review of their potential transfer credit done by an Information and Enrollment Team advisor. This review is an estimate of the academic credit UMUC might accept toward a particular degree and of the requirements that would remain to be fulfilled. (Sources of credit are described on p. 10.) This review is not binding on either the student or UMUC and is subject to change.

Evaluation of International Records

Students who are seeking an evaluation of potential transfer credit from international postsecondary educational institutions need to

- Be admitted and be seeking an undergraduate degree at UMUC.
- Send their official international transcripts to the international credit evaluation services selected by UMUC. (Forms are available online at *www.umuc.edu/studserv/credeval.html* or may be requested by calling 301-985-7000.)
- Pay fees associated with the international evaluation.
- Have all official transcripts from any U.S. institution previously attended sent to UMUC.

Official Evaluation for Degree-Seeking Students

Students who have completed 6 semester hours at UMUC, with a cumulative grade-point average (GPA) of 2.0 or better, are eligible to request an official evaluation of their transfer credit. For this evaluation, students need to submit official transcripts from all colleges and universities previously attended, including other institutions of

the University System of Maryland, whether or not transfer credit is requested or granted. UMUC may deny transfer credit from any institution not listed on the application for admission. Sources of transfer credit not listed at the time of admission or approved by an advisor after admission cannot be applied toward the UMUC degree.

An official evaluation

- Includes all transfer credits earned up to the date of the evaluation that may be applied to a UMUC degree program.

- Lists all courses completed at UMUC.

- Incorporates other types of academic credit.

- Indicates the amount and type of coursework still required for the degree being sought.

The official evaluation remains in effect only while the student remains continuously enrolled.

Students are responsible for submitting all pertinent academic documents (such as academic transcripts, confirmation of credit conferred by examination, or records of credit from military services schools). To be considered official, documents must be sent directly from the issuer to the following address:

Undergraduate Student Affairs
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8070

Students should apply for an official evaluation early in their program. No one may apply for graduation before receiving an official evaluation.

FINANCIAL AID

UMUC's Financial Aid Office administers a variety of financial assistance programs—including grants, loans, federal work-study, and scholarships—to help students meet the costs of their university education. Aid is available for students who can prove financial need, academic merit, or both. Students are urged to research the various sources of aid through their employers and through the UMUC Financial Aid Office.

UMUC attempts to assist all adult students, particularly those studying part time, who would otherwise be unable to afford a college education. Regardless of income level, all students are encouraged to apply for assistance; many financing alternatives are available.

Students must apply for aid through UMUC, not through any other office or institution of the University System of Maryland. (This can be a confusing point; students must be clear in all correspondence.) Students must reapply for financial aid at each school attended.

General Eligibility Requirements

An eligible applicant for UMUC need-based-assistance must

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

- Be a U.S. citizen or classified as an eligible noncitizen.

- Be enrolled for 3 or more credits for most federal and institutional aid programs. Federal loan programs require enrollment of at least 6 credits. Audited courses, some repeated courses, credit by examination, and EXCEL portfolio credits cannot be counted.

- Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC policy.

- Have a high school diploma or GED.

- Possess a valid Social Security number.

- Register with Selective Service, if required to do so.

- Not be in default on any federal student loans, nor have borrowed in excess of loan limits, nor owe a refund or repayment on any grant under Title IV federal student aid programs.

- Not be ineligible based on a drug conviction.

Students enrolled in certificate programs may be subject to prorated aid eligibility depending upon the length of the certificate program. A financial aid advisor can provide more detailed information.

Financial Aid Programs

Most aid programs are available to both full- and part-time students. UMUC offers several kinds of aid, including grants, scholarships, work-study, and loans. In most cases, at least half-time enrollment (6 semester hours) is required.

Amounts and eligibility for financial aid vary from year to year. Following is a brief description of amounts likely to be available for the 2001–02 award year. For more detailed information, students may refer to the current *UMUC Guide to Financial Aid.*

Grants and Scholarships

Gift assistance, for which no repayment is required, is offered by the federal government, the state of Maryland, and UMUC. The UMUC Financial Aid Office administers several types of gift assistance: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), UMUC scholarships and grants, and Maryland state scholarships and grants.

The **Federal Pell Grant** program is a federal, need-based grant program for high-need, first-time undergraduates. Awards for the 2001–02 year will range from $200 to $1,875 per semester. Award amounts vary by need level and enrollment status.

The **Federal Supplemental Educational Opportunity Grant (SEOG)** program offers need-based awards for high-need, first-time undergraduates. The amount of the award varies depending

on the availability of funds allocated by the Department of Education. Typical awards during the 2001–02 year will range from $150 to $300 per semester. Funds are limited, so students are encouraged to apply early.

The **UMUC President's Grant** program offers grants to students who demonstrate financial need. Typical awards during the 2001–02 year will range from $100 to $500 per semester, based on need. Funds are limited, so students are urged to apply early.

UMUC scholarship programs, which include the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. A separate scholarship application must be completed for consideration. Requirements vary according to the individual scholarship programs. Typical awards range from $200 to $1,500 per semester, depending on the specific program. Most scholarships require a minimum GPA for consideration. Students may refer to the UMUC scholarship brochure for further information.

Maryland state grant and scholarship programs provide financial assistance to Maryland residents based primarily on financial need. Awards typically require enrollment of at least 12 credits per semester. Award amounts range from $200 to $3,000 annually. Senatorial and Delegate Scholarship awards are based on criteria established by the elected official. High school seniors may qualify for the Guaranteed Access Grant if they meet specific criteria. The Educational Assistance Grants are a need-based general state scholarship program. For more information, students should contact the Maryland State Scholarship Administration at 401-974-5370.

The **Maryland Part-Time Grants** program offers assistance to Maryland residents enrolled for at least 6, but fewer than 12, credits per semester. Awards are based on need. Typical awards are $300 to $600 per semester. Funds for these grants are allocated to state colleges on an annual basis and are administered by the institution.

Many UMUC students receive **private scholarships** offered by corporations, associations, foundations, and other organizations that offer awards on a competitive basis to students who meet specific criteria. Students should inquire about scholarship possibilities through organizations with which they have an affiliation. Additional scholarship links and search tools are available through the Web at *www.umuc.edu/studserv/fincaid.html.*

Loans

Loan programs are available to students enrolled for at least 6 credits per semester. Students who take loans to pay for college expenses must repay the principal and interest in accordance with the terms of the promissory note.

The **Federal Perkins Loan** program offers need-based, low-interest federal loans. UMUC is the lender. Award amounts typically range between $500 and $1,500 per semester. The current interest rate is 5 percent. Repayment is made to UMUC and begins nine months after the borrower leaves school or attendance drops below half time.

The **William D. Ford Federal Direct Loan** program offers low-interest federal loans to students. Students may qualify for a subsidized Federal Direct Loan, which is based on financial need. Students can also acquire an unsubsidized Federal Direct Loan, which is not based on need—that is, personal or family income level is not considered. The federal government pays the interest on need-based Federal Direct Loans while the borrower is in school or a deferment status. Students with an unsubsidized Federal Direct Loan (not based on need) are responsible for the interest during in-school and deferment periods. The interest rate is variable but will not exceed 8.25 percent. Interest rates are set each year in June. Loan amounts vary based on grade level and dependency status. Repayment begins six months after the student leaves school or attendance drops below half time. For annual award amounts and general repayment terms, students should see the *UMUC Guide to Financial Aid.*

The **Federal Direct PLUS Loan** program enables parents with good credit histories to borrow for a dependent student enrolled for at least 6 credits per semester. It is a federal loan program, available to parents of undergraduate dependent students, that is not based on need. Parents are eligible to borrow up to the cost of education less other financial aid received by the student. Repayment begins 60 days after disbursement, though deferments (granted by the Department of Education) may allow for a delay in payment until after the period of enrollment. The PLUS interest rate is variable but is capped at 9 percent.

Alternative student loan programs are also an option for UMUC students. Students whose financial aid awards do not meet their financial need may be able to borrow up to their cost of attendance through private student loan programs offered by many banks and other lenders. These education loans are not federal loans; students borrow directly from and make payments to the lender. Alternative student loans typically require a credit check and often a cosigner. Students are generally required to be enrolled for at least 6 credits. Students with an alternative loan must pay their tuition charges when they register for classes. Registration will not be held pending payment, since alternative loan checks are mailed directly to the borrower. Students who are interested in an alternative student loan should contact the bank of their choice or visit UMUC's Web page on alternative student loans at *www.umuc.edu/studserv/fincaid.html* for more information.

Employment Programs for Students

UMUC recognizes the importance of flexible, part-time employment for students who are in transition or who have financial need. Employment opportunities involve positions in the university setting; some community-service positions are available.

The **UMUC Student Assistants** program offers UMUC students an opportunity to obtain part-time employment with UMUC, providing a flexible schedule that adjusts to the student's classes. Students should contact Undergraduate Student Affairs at 301-985-7000 for more information on the opportunities available.

The **Federal Work-Study** program is a need-based program that provides jobs to assist students in meeting college costs. The

amount of award varies according to financial need and availability of funds. Funds are paid biweekly, based on hours worked. Students must apply and be hired for employment in the university setting. Students who do not secure such employment forfeit their work-study award.

UMUC Financial Aid Standards for Satisfactory Academic Progress

Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degree or certificate. Students who fail to meet the minimum academic standard are placed on financial aid probation for one semester, during which they may receive financial aid. If a student fails to meet the minimum requirements during probation, the student is denied aid the following semester and financial aid is not disbursed. Students should refer to the appendices for details of the appeal process and the complete Satisfactory Academic Progress policy for financial aid students.

Completing the Financial Aid Application Forms

Students must complete the Free Application for Federal Student Aid (FAFSA) and the UMUC Financial Aid Data Form to be considered for any type of financial aid at UMUC. There is no cost to the student to obtain or process these forms. The FAFSA must also be completed for a student to be considered for need-based Maryland state scholarships. The application process can take from six to ten weeks, so students are encouraged to apply early. The *UMUC Guide to Financial Aid* provides more information on the application process.

UMUC Financial Aid Priority Deadlines

One of the most important aspects of the financial aid process is applying for assistance as early as possible. The application deadlines listed on this page are priority deadlines. Students meeting these dates will have the opportunity to be considered for the various grant and scholarship programs with limited funds. Students meeting the priority deadlines will also enjoy the security of having their award authorizations ready at the time of registration. Those who do not meet these deadlines may not receive their financial aid in time for registration.

Students who apply late may still receive aid, depending on their eligibility and the availability of funds. Late applications are processed continually throughout the award year, so students are always encouraged to apply. Eligibility for both loans and grants can be authorized even after the semester has begun.

To be given high priority for their financial aid applications and a determination of eligibility early enough for funds to be reserved by registration, students should complete both their Free Application for Federal Student Aid (FAFSA) and the UMUC Financial Aid Data Form by the priority deadlines shown at right.

PROGRAM OR PERIOD BEING APPLIED FOR	PRIORITY DEADLINE FOR FILING FINANCIAL AID FORMS
Maryland State Scholarships	March 1
Full Academic Year or Fall Semester Only	June 1
Spring Semester Only	November 1
Summer Semester	April 1

Federal Return of Funds Policy

Students receiving federal financial aid have the responsibility to follow the institution's withdrawal procedures as outlined on p. 9 of this catalog. The 1998 Reauthorization of the Higher Education Act requires the university to calculate a return of Title IV funds for all federal financial aid students who withdraw from all classes on or before the 60-percent attendance point in the semester. UMUC is required to return to the federal programs any award funds that were "unearned" based on the percentage of attendance. Students who stop attending all classes without officially withdrawing are also subject to a return of funds calculation at the end of the semester based on the last documented date of attendance as determined by the teachers. For further information, students should refer to the *UMUC Guide to Financial Aid.*

For Further Information

Information and applications are available from the Financial Aid Office. Students can also obtain a current financial aid kit by contacting their resource team. All financial aid information and forms also are available at *www.umuc.edu/studserv/fincaid.html* on the UMUC Web site. Students with additional questions should either contact the Financial Aid Office by phone at 301-985-7510 or by e-mail at *finaid@umuc.edu.*

VETERANS BENEFITS

Veterans Benefits Programs

The following is a summary of the educational assistance that the U.S. Department of Veterans Affairs makes available to active-duty military personnel, veterans, and their dependents who are attending UMUC:

- The **Post–Vietnam Era Educational Assistance Program** (VEAP, Chapter 32) may extend benefits to active-duty personnel and veterans who enlisted in the military after January 1, 1977. Eligible applicants who contributed to an educational fund have their contributions matched at the rate of two dollars for each dollar. (Eligibility to enroll in this program ended on March 31, 1987.)

- The **Montgomery GI Bill–Active Duty Educational Assistance Program** (Chapter 30) assists students who entered active duty for the first time after July 1, 1985, and agreed to have their pay reduced $100 for 12 months. Veterans must have been honorably discharged; active-duty personnel must have served at least two years.

- Certain veterans and active-duty military personnel who were eligible for educational assistance under the **GI Bill** (Chapter 34) on December 31, 1989, may become eligible for benefits under the Montgomery GI Bill if they meet specific criteria (available from Undergraduate Student Affairs) and have some unused entitlement. Other veterans who were voluntarily or involuntarily separated and who elected to participate in Chapter 30 may be eligible. Certain Post–Vietnam Era Educational Assistance Program participants who elected to participate in Chapter 30 may also be eligible.

- **Vocational Rehabilitation** (Chapter 31) provides assistance to veterans who have a service-connected disability of at least 20 percent and need vocational rehabilitation.

- The provisions of the **Survivors' and Dependents' Educational Assistance Program** (Chapter 35) award educational benefits to spouses and children of veterans who either died while in service, died as a result of a service-connected disability, or became totally and permanently disabled as a result of their military service.

- Besides Chapter 35, the **Restored Entitlement Program for Survivors** also assists dependents. Eligibility for educational benefits under this program is limited to unmarried full-time students between the ages of 18 and 22 whose parent died while on active duty before August 13, 1981, or as a result of a service-connected disability incurred before August 13, 1981.

- Educational assistance through the provisions of the **Montgomery GI Bill–Selected Reserve Educational Assistance Program** (Chapter 106) may be available to students who have a six-year obligation in the Selected Reserves that was signed after June 30, 1985. Students who are officers must agree to serve an additional six years beyond their current obligation.

- Benefits awarded under the **Department of Defense Educational Assistance Test Program** (Sections 901 and 903) are available to veterans whom the department chose for participation from among those who enlisted between November 30, 1980, and September 30, 1981.

Application Procedures

Students who are (or who think they may be) eligible for educational benefits from the U.S. Department of Veterans Affairs should contact their resource team each semester to complete necessary paperwork. Every educational-assistance program requires different paperwork and documentation to process a claim. After the paperwork has been received by the resource team, the student is certified to the U.S. Department of Veterans Affairs. The U.S. Department of Veterans Affairs processes claims and issues payment six to eight weeks after receiving completed paperwork.

Amounts and Methods of Payment

The amount of money a student may receive from the U.S. Department of Veterans Affairs depends on which assistance program the student is eligible for, how many semester hours of credit the student is registered for, how long the semester is, and for (certain programs) how many dependents the student has. Applicants should contact their resource team for detailed information.

Benefits are paid directly to students. The money may be used to help with tuition, books, or other costs of college education.

The benefits that are paid for accelerated courses differ from those granted for other types of courses. Benefits may be paid to students enrolled in Co-op courses if specific criteria are met.

Evaluation of Prior Training

When a student files a claim for educational benefits, the U.S. Department of Veterans Affairs requires previous training to be evaluated so that the student receives correct transfer credit. (Information about types of training that qualify begins on p. 13; these include military training and service schools, postsecondary education, certain correspondence courses, and credit by examination.) Each student must have an evaluation completed during the first semester. Students who do not comply may find future benefits delayed. After their first registration, eligible students are provided with information on the necessary procedure.

Students' Responsibilities

Students receiving benefits are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending UMUC.

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

- Each student is expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC.

- Each student must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.

- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.

- Payment of benefits will be disallowed for any course in which a nonpunitive grade is assigned. Nonpunitive grades are I (Incomplete) and AU (Audit).

- Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade of A, B, C, D, P, or S was assigned.

- Payment of benefits will be disallowed for any course that is not a requirement in a student's degree or certificate program.

Tutorial Assistance

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

Work-Study Allowance

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

For Further Information

Information and applications are available from the student's resource team or at *www.umuc.edu/studserv/vainfo.html* on the UMUC Web site.

OTHER SERVICES

Bookstores

Textbooks and supplies may be ordered online, by phone or fax, or in person from several bookstores, many of which are convenient to the sites where classes meet. At some regional locations, either the textbooks themselves or order forms are available to facilitate purchases. Bookstores usually have updated lists of the books required for each course. The *Undergraduate Schedule of Classes* and the UMUC Web site contain information about obtaining required and recommended textbooks and other materials.

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. Some services are provided in conjunction with the resource team advisors and representatives from Graduate Services. Students and alumni may take advantage of career resources by calling 301-985-7780, visiting the center in Adelphi, or accessing the Web page at *www.umuc.edu/careercenter.* Students coming to the center are encouraged to call or send an e-mail in advance to request an appointment. The e-mail address is *careercenter@info.umuc.edu.*

Programs and resources of the Career and Cooperative Education Center include

- Online résumé posting.
- Access to online job postings.
- Online resources and links for career decision making and development.
- Online career assessment.
- Résumé review online, by phone, or in person.
- Interview preparation.
- Job posting notebooks (available on site).
- A computer workstation available in the Adelphi offices by appointment or on a first-come, first-served basis.
- Occasional career events and job fairs, held locally and online (publicized at *www.umuc.edu/careercenter*).

Workshops offered by the center include

- The Job Development Seminar, offered online and on site for a fee. This seminar provides comprehensive information on preparing for and conducting a job search. Optional follow-up services include résumé revision and review and a mock interview session. Résumé 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.*

CAPL 171 Personal Career Planning and Development, a 3-credit course, is available to help students clarify their career goals by assessing their skills, values, and vocational interests; identifying career options; and using career-information resources.

Specifics about Cooperative Education may be found on p. 12.

Disabled Students

Reasonable accomodations are available for students who have disabilities and are enrolled in any program offered at UMUC. To allow for adequate planning, students who need accommodations should contact the director of Veteran and Disabled Student Services on the Staff Support Team at least four to six weeks before the beginning of the semester.

Students must request accommodations each time they register. The first time a student requests accommodation, current (within three years) documentation of a disability must be submitted. Depending on the disability, documentation may include secondary school records; medical, psychiatric, or psychological reports and diagnoses; or a psychoeducational evaluation. The documentation must provide clear and specific evidence of a disability and recommended accommodations from a qualified licensed professional.

Students should call the Staff Support Team at 301-985-7930 or 301-985-7466 (TTY) for more information.

Drug and Alcohol Awareness

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

Information and Library Services

UMUC's Office of Information and Library Services 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 direct borrowing privileges at all University System of Maryland (USM) campus libraries; access to VICTORWeb, the online catalog of the USM; interlibrary loan services; access to library resources via the Internet; and guides to area libraries.

For information on library services, students may send an e-mail message to *library@info.umuc.edu* or call 301-985-7209. Students outside the local calling area may call 1-800-888-UMUC. Information and Library Services, located in the Student and Faculty Services Center, is open from 8:30 a.m. to 5 p.m. eastern time, Monday through Friday. The library at the USM Shady Grove Center provides library services and assistance Monday through Saturday.

Direct Borrowing Privileges

Currently enrolled students have borrowing privileges at the libraries of the following institutions. To borrow materials, students must have a current validation sticker and bar code on their student identification cards.

Bowie State University
Coppin State College
Frostburg State University
Morgan State University
Salisbury State University
St. Mary's College of Maryland
Towson University
University of Baltimore
University of Maryland, Baltimore
University of Maryland, Baltimore County
University of Maryland Center for Environmental Science
University of Maryland, College Park
University of Maryland Eastern Shore
University of Maryland University College

Library Resources

Students may access an extensive array of online journal databases and national and international newspapers through MdUSA, the USM's single database interface, via the Information and Library Services Web page at *www.umuc.edu/library.* MdUSA offers access to more than 60 databases, many of which are full text, in the business, management, and computing areas.

The USM online catalog, VICTORWeb, also provides access to MdUSA, as well as to the System's books. All USM libraries; USM and UMUC centers at Adelphi, Annapolis, Shady Grove, and Waldorf; and other UMUC regional sites offer access to VICTORWeb. VICTORWeb is available through any Web browser or through WebTycho. The text-based version of VICTOR is available through a Telnet connection.

Books reserved through VICTORWeb can be picked up at any USM library, the Waldorf Center for Higher Education, or the Annapolis Center. Students should already be registered in the library system to place a hold on books or access the journal databases. Students who are not recognized by the system should contact Information and Library Services at 301-985-7209 or by e-mail at *library@info.umuc.edu.*

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. Information and Library Services provides two sources of assistance: in-class instruction and individualized research assistance.

At the request of a faculty member, Information and Library Services can arrange for an in-class presentation to introduce students to relevant library resources. UMUC also offers LIBS 100 Introduction to Library Research and LIBS 150 Information Literacy and Research Methods. Subjects covered in the courses include selecting research topics, developing research skills, using sources, organizing material, and footnoting.

UMUC reference librarians are available at the Student and Faculty Services Center in Adelphi, the McKeldin Library at College Park, and the Shady Grove Library/Media Center in Rockville. The reference librarians are available during established hours or by appointment to answer questions or provide one-to-one instruction to help students with their research needs. For more information, students may call Information and Library Services at 301-985-7209, the McKeldin Library reference office at 301-405-9115, or the Shady Grove Library at 301-738-6020.

Tutoring

A number of online, on-site, and referral services are available to students who are interested in academic help beyond the classroom. UMUC services that are provided online or on-site (in computing and writing) carry no charge. Fees for tutors on UMUC referral lists are arranged privately between student and tutor. Students may call 301-985-7000 for general tutoring information.

Writing Resources

The *Guide to Writing and Research* is now required for use in all undergraduate courses where another such guide to writing and research is not already required. Students may purchase a print copy of the guide or access the online guide at *http://tychousa.umuc.edu/writinggde/.*

Free, in-person writing services are available to UMUC students at the University of Maryland, College Park, Writing Center, located in room 0125 of Taliaferro Hall on the College Park campus. Students should call 301-405-3785 for information about hours and appointments.

The UMUC Online Writing Center may be accessed on the Web at *www.umuc.edu/writingcenter.*

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.

• UMUCstart.com, a free Internet portal created exclusively for UMUC alumni and students.

• Eligibility to apply for an Alumni Association affinity credit card.

• Discounted GEICO automobile insurance.

• Networking opportunities and access to career resources.

More information about the UMUC Alumni Association is available online at *www.umucalumni.org,* by contacting the Alumni Relations office at 301-985-7179, or by sending an e-mail to *alumni@umuc.edu.* Student inquiries are always welcome.

DEGREE AND CERTIFICATE PROGRAMS

After the undergraduate degree, University of Maryland University College can help students continue their education through graduate studies. Established in 1978 to prepare business, industry, government, and not-for-profit midlevel managers, UMUC's Graduate School now has more than 5,600 students. Faculty members are distinguished by their extensive professional managerial experience as well as by their advanced education and teaching ability. All degree programs, except those leading to the Master of Business Administration, consist of 33–39 semester hours of graduate study.

UMUC currently confers 15 master's degrees, including an on-line Master of Business Administration, a Master of Education, a Master of Arts in Teaching, and a Doctor of Management. 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 and an Executive Master's Program in Information Technology. The Graduate School offers more than 30 certificate programs. For more information, students should call 301-985-7155 or e-mail *UMUCinfo@umuc.edu*.

NATIONAL LEADERSHIP INSTITUTE

The Graduate School also administers the National Leadership Institute (NLI), which offers a wide range of programs and services designed to help managers and executives become more effective as leaders in their organizations and to help organizations enhance their overall leadership effectiveness. NLI programs and services are offered to individuals through open enrollment and to organizations on a contractual basis. NLI programs include the Leadership Development Program and Foundations of Leadership, both offered in association with the Center for Creative Leadership (CCL), the preeminent education and research insitution devoted to the development of creative leadership and effective management. NLI also designs training programs and consulting services to meet an organization's unique leadership development needs, provides executive coaching in highly individualized coaching sessions especially suitable for senior managers, and conducts leadership application workshops on topics such as team-centered leadership, leadership assessment and feedback, and leading in a global economy.

For more information, students should call 301-985-7195 or e-mail *nli@umuc.edu*.

School of Undergraduate Studies

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Robert McDonald, *Director, Effective Writing Program*

Computer and Information Systems and Technology

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Roger Davis, *Assistant Director for Academic Support*

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Arthur Huseonica, *Academic Director, Computer Studies*

Duane Jarc, *Professor of Practice*

Charles Kann, *Professor of Practice*

Gary Muren, *Academic Director, Computer Information Technology*

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Patti Wolf, *Assistant Director, Computing*

Andy Yao, *Professor of Practice*

Janet Zimmer, *Academic Director, Information Systems Management*

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Adelaide A. Lagnese, *Academic Director, Legal Studies*

Robin Majeski, *Academic Director, Gerontology and Social Science*

Palanivel Manoharan, *Academic Director, Mathematics and Statistics*

Stanley O. Onye, *Academic Director, Government and Politics and Criminal Justice*

Christina Sax, *Academic Director, Natural Science*

Instructional Technology

Enid Bank, *Director*

Prior Learning

Theresa A. Hoffman, *Director*

Jay LeMaster, *Associate Director*

Cassandra Lewis, *Assistant Director*

Stan Lacienski, *Coordinator*

Eric Dolce, *Assistant Coordinator*

Student Affairs

Office of the Vice Provost and Registrar

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SCHWÄBISCH GMÜND CAMPUS

U.S. Office

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University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8067

Telephone

301-985-7070

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301-985-7725

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sginfo@umuc.edu

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University of Maryland University College
Universitätspark
73525 Schwäbisch Gmünd
Germany

Telephone

+49-7171-1807-125

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+49-7171-1807-320

E-Mail

enroll@aiug.de

Web Site

www.aiug.de

Catalogs

A Schwäbisch Gmünd catalog may be obtained by writing to
Enrollment Management Office, University of Maryland University
College, Universitätspark, 73525 Schwäbisch Gmünd, Germany or
to Overseas Programs, University of Maryland University College,
3501 University Boulevard East, Adelphi, MD 20783-8067.

UMUC–EUROPE

Heidelberg Headquarters

Addresses

• From overseas U.S. military installations or from the United
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  University of Maryland University College
  Unit 29216
  APO AE 09102

• International (civilian from outside the United States):

  University of Maryland University College
  Im Bosseldorn 30
  69126 Heidelberg
  Germany

Telephones

- Military

  DSN: 370-6762/7157

- Civilian

  06221-3780 (within Germany)

  +49-6221-3780 (outside Germany)

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E-Mail

edstudent_svc@ed.umuc.edu

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www.ed.umuc.edu

Mannheim Campus

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

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  University of Maryland University College
  Gebäude 485
  Grenadier Strasse 4
  68167 Mannheim
  Germany

Telephones

- Military

  DSN: 380-4877/4878/4879/4880

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  0621-3374-0 (within Germany)

  +49-621-3374-0 (outside Germany)

Fax

0621-3374-103 (within Germany)

+49-621-3374-103 (outside Germany)

E-Mail

mcadmissions@ed.umuc.edu

Web Site

www.ed.umuc.edu/campus/mannheim

London Office

Addresses

- From overseas U.S. military installations or from the United
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  University of Maryland University College
  United Kingdom Office
  PSC 821, Box 99
  FPO AE 09421-0010

- International (civilian from outside the United States):

  University of Maryland University College
  Box 99
  RAF West Ruislip
  Ickenham Road
  Ruislip, Middlesex HA4 7DW
  England

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- Military

  DSN: 235-5481/5482

- Civilian

  020-8-868-9638/7689 (within the United Kingdom)

  +44-20-8-868-9638/7689 (outside the United Kingdom)

Fax

+44-20-8-868-7637

E-Mail

eduk@ed.umuc.edu

Catalogs

Requests for undergraduate and graduate catalogs for UMUC–
Europe should be sent to University of Maryland University College,
Unit 29216, APO AE 09102. Requests for the Mannheim Campus
catalog or video should be directed to the UMUC Mannheim
Campus, Unit 24560, APO AE 09183. These catalogs may also be
obtained from Overseas Programs, University of Maryland University
College, 3501 University Boulevard East, Adelphi, MD 20783-8067.

Yokota Headquarters

Addresses

- From overseas U.S. military installations or from the United States:

      University of Maryland University College
      Unit 5060, Box 0100
      APO AP 96328-0100

- International (civilian from outside the United States):

      University of Maryland University College
      Building 526, Yokota Air Base
      Fussa, Fussa-shi
      Tokyo (197-0001) Japan

Telephones

- Military

      DSN: 225-3680/81/82/83/84

- Civilian

      From the continental United States:

            +81-3117-55-3680/81/82/83/84

      From elsewhere:

            +81-42-552-2511, ext. 5-3680/81/82/83/84

Fax

- Military within Asia
      DSN: 225-8485

- Military outside Asia
      DSN: 315-225-8485

- Civilian

      From the continental United States:

            +81-425-51-8305

      From elsewhere:

            +81-425-51-8305

E-Mail

      student_services@ad.umuc.edu

Web Site

      www.ad.umuc.edu

Japan Office

Addresses

- From overseas U.S. military installations or from the United States:

      University of Maryland University College
      Unit 5060, Box 0100
      APO AP 96328-0100

- International (civilian from outside the United States):

      University of Maryland University College
      Building 3000, Yokota Air Base
      Fussa, Fussa-shi
      Tokyo (197-0001) Japan

Telephones

- Military

      DSN: 225-3690

- Civilian

      From the continental United States:

            +81-3117-55-3690

      From elsewhere:

            +81-42-552-2511, ext. 5-3690

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      ojapan@ad.umuc.edu

Korea Office

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      Unit 15556, Box 0614
      APO AP 96205-0614

- International (civilian from outside the United States):

      University of Maryland University College
      Yongsan Army Post
      Building 2212, Room 206
      Seoul (140-022) Korea

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- Military or United States

    DSN: 315-723-7141/42/43

- Civilian

    From the continental United States:

    +82-2-7913-7141

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    +82-2-7913-7141

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- Military

    DSN: 315-723-4087

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    +82-2-797-8843

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Okinawa Office

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    Unit 5134, Box 40
    APO AP 96368-5134

- International (civilian from outside the United States):

    University of Maryland University College
    Education Center
    Kadena Air Base
    Building 721, Room 101
    Kadena-cho Okinawa-shi,
    Okinawa-ken (904) Japan

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- Military

    DSN: 634-0400/0458

- Civilian

    From the continental United States:

    +81-6117-34-0400

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APO AP 96543-4001

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- Military

    DSN: 366-7132

- Civilian

    1-671-366-7132

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oguam@ad.umuc.ed

Catalogs

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MBA, U.S. International University, 1985
DBA, U.S. International University, 1988

Abou-Auf, Ahmed A.

Computer Studies

BS, University of Alexandria (Egypt), 1983
MS, University of Alexandria (Egypt), 1986
PhD, University of Maryland, College Park, 1993

Abrahamson, Robert-Louis

English

BA, Amherst College, 1971
MA, Rutgers University, 1976
PhD, Rutgers University, 1983

Achter, H. Larry

Accounting

BBA, Drexel University, 1975
MPA, George Washington University, 1995

Acklin, James

Health Services Management

BS, U.S. Military Academy, 1962
MA, University of Southern California, 1970
MS, Tulane University, 1972

Adams, Belinda R.

Business and Management

BA, Glassboro State College, 1979
MS, Johns Hopkins University, 1992
MRE, Loyola University New Orleans, 1995

Adams, Heidi

Gerontology

BA, Hampton University, 1991
MA, University of Baltimore, 1993
MHA, George Washington University, 1996

Adascalitei, Adrian

Computer Studies

BSEE, Gh. Asachi Technical University of Iasi
 (Romania), 1976
PhD, Gh. Asachi Technical University of Iasi
 (Romania), 2001

Ade, Ann Marie

Communication Studies

BA, Utica College of Syracuse University, 1986
MS, State University of New York College at
 Cortland, 1990

Agarwal, Kamal

Information Systems Management

BBA, Banaras Hindu University (India), 1971
MBA, Banaras Hindu University (India), 1973
MPh, Himachal Pradesh University (India), 1976
PhD, Himachal Pradesh University (India), 1982

Akukwe, Chinua

Health Services Management

MD, University of Nigeria, 1985
MPH, Hebrew University of Jerusalem (Israel), 1991

Aldrich, Charles D.

Behavioral and Social Sciences

BA, University of Kansas, 1961
PhD, University of California, Berkeley, 1971

Alexander, Lenora C.

Women's Studies

BS, State University of New York College at Buffalo, 1953
MEd, State University of New York at Buffalo, 1969
PhD, State University of New York at Buffalo, 1974

Alfalaij, A. Rahman

Psychology

BA, Texas Tech University, 1978
MA, Washington University (Missouri), 1986
PhD, University of Pittsburgh, 1991

Allen, Eva

Art History

BA, Oklahoma City University, 1970
MA, University of Oklahoma, 1971
PhD, University of Maryland, College Park, 1987

Allen, Mary

English

BA, Brigham Young University, 1962
MA, Brigham Young University, 1963
PhD, University of Maryland, College Park, 1973

Alloy, Michael

Computer Studies

BS, University of Maryland, College Park, 1972

Altman, Barbara

Education: Counseling and Personnel Services

BA, University of Michigan, 1981
MA, University of California, Berkeley, 1985
MLA, St. John's College (Maryland), 1990

Ammons, Deanna

Accounting

BS, Shepherd College, 1989
MBA, Hood College, 1998

Anderson, Mary W.

Computer and Information Science

BS, Virginia Polytechnic Institute and State University,
 1986
MS, University of Wisconsin–Madison, 1987

Anderson, Robert

Business and Management

BS, Brigham Young University, 1990
MS, Texas A&M University, 1992
PhD, Pennsylvania State University, 1996

Andoh, Jacob

Health Services Management

MS, Columbia University, 1981
MPH, Columbia University, 1981

Anoruo, Emmanuel C.

Business and Management

BS, Morgan State University, 1984
MBA, Morgan State University, 1985
PhD, Howard University, 1996

Argentiero, Peter D.

Computer Science

BS, Villanova University, 1961
MA, Temple University, 1963
PhD, Virginia Polytechnic Institute and State University,
 1968

Ashley, Helen

Legal Studies

BA, University of Maryland University College, 1995
JD, Catholic University of America, 2000

Attaway, John

Business and Management

BS, Central State College (Ohio), 1950
MBA, Babson College, 1956
DBA, George Washington University, 1979

Au, John

Computer and Information Science

BS, University of Hawaii at Manoa, 1994
MS, University of Maryland, College Park, 1997

Babbitts, Judith A.

Behavioral and Social Sciences

BA, Rutgers University, 1964
MA, Sarah Lawrence College, 1976
MA, Yale University, 1978
PhD, Yale University, 1987

Babiskin, Robert

Information Systems Management

BS, University of Maryland, College Park, 1971
MBA, University of Maryland, College Park, 1972

Bacchus, Alban N.

Health

BS, Andrews University, 1972
MA, Andrews University, 1975
PhD, Michigan State University, 1978

Bail, William G.

Computer and Information Science

BS, Carnegie Institute of Technology, 1966
MS, University of Maryland, College Park, 1973
PhD, University of Maryland, College Park, 1985

Bailey, Alex C.

Behavioral and Social Sciences

BS, Hampton University, 1974
MA, Hampton University, 1977
JD, Howard University, 1981

Bailey, Louise M.

Legal Studies

BS, University of Maryland University College, 1988
BS, University of Maryland University College, 1991
JD, University of Baltimore, 1995

Baird, Robert W.

Information Systems Management

BS, Western Michigan University, 1981
MBA, George Washington University, 1992

Baker, Jack T.

Mathematics

MS, Ohio State University, 1970
MBA, Wright State University, 1980
PhD, University of Maryland, College Park, 1998

Baldwin, Stuart W.

Computer and Information Science

BES, Johns Hopkins University, 1983
MS, Florida Institute of Technology, 1992

Bancroft, Barbara Ham

Art

BA, University of Maryland, College Park, 1981
MFA, Pratt Institute, 1986

Bank, Enid

Computer Studies

BS, University of Maryland, College Park, 1962
MEd, Towson State University, 1976

Banks, David

Behavioral and Social Sciences

BA, Le Moyne College, 1982
MS, University of Texas at Austin, 1986
MPH, University of North Carolina at Chapel Hill, 1989
PhD, University of Maryland, College Park, 1992

Bansal, Bhagwati

Computer Information Technology

BS, Ranchi University (India), 1973
MA, San Francisco State University, 1987
MBA, Marymount University, 1989

Bardi, Abigail

English

BA, Occidental College, 1975
MA, University of Maryland, College Park, 1982
MFA, University of Maryland, College Park, 1997

Barilla, Anthony F.

Spanish

BA, University of Maryland, College Park, 1969
MA, University of Maryland, College Park, 1971
PhD, University of Maryland, College Park, 1982

Barks, Cathy W.

English

BS, University of Tennessee, 1974
MA, University of Maryland, College Park, 1989
PhD, University of Maryland, College Park, 1995

Barnes, Danny

Mathematics

BA, Hampton University, 1994
MS, Hampton University, 1996

Barnes, Robert C.

Business and Management

BS, Morgan State University, 1978
MBA, Morgan State University, 1980

Baronoff, Lynne

Accounting

BS, University of Maryland, College Park, 1972
MBA, Frostburg State University, 1993

Barto, Bradley E.

Computer Studies

BE, State University of New York Maritime College, 1982
MGA, University of Maryland University College, 1989

Bartoo, Diane

Psychology

BS, University of Florida, 1969
MS, University of Maryland, Baltimore, 1975
PhD, University of Southern Mississippi, 1985

Bassette, Lorraine Pratt

Business and Management

BS, Central State University (Ohio), 1970
MA, Catholic University of America, 1972

Baten, Abdul K.

Accounting

BS, Dhaka University (Bangladesh), 1960
MA, Dhaka University (Bangladesh), 1961
MBA, American University, 1966
MS, Southeastern University, 1978

Bates, Leroy

Computer and Information Science

BA, Syracuse University, 1960
MA, American University, 1966

Battle, Kenneth D.

Business and Management

BA, Winston-Salem State University, 1977
JD, Howard University, 1981

Baughn, Thomas M.

History

BA, Oklahoma State University, 1972
MA, University of Central Florida, 1977

Baume, Lawrence I.

Humanities

BA, University of Northern Colorado, 1970
MA, Colorado State University, 1984

Beach, Linda M.

Information Systems Management

BA, Luther Rice University, 1975
MBPA, Southeastern University, 1977

Beard, DeLawrence

Business and Management

BA, University of Missouri, 1964
JD, University of Baltimore, 1970
LLM, Georgetown University, 1977

Beck, Kenneth H.

Health

BS, Pennsylvania State University, 1972
MA, Syracuse University, 1975
PhD, Syracuse University, 1977

Becker, Wendy

Computer Science

BS, University of Maryland, College Park, 1984
MS, George Mason University, 1990

Beckett, Candace H.

Criminology/Criminal Justice

BA, University of Illinois, 1971
MA, University of Hawaii at Manoa, 1973
MS, Southern Illinois University, 1980
JD, University of Maryland, Baltimore, 1988
LLM, George Washington University, 1991

Beckwith, Hubert E.

Music

BA, Michigan State University, 1976
BA, George Mason University, 1979
PhD, University of Maryland, College Park, 1983

Beebe, Richard W.

Business and Management

BS, Johns Hopkins University, 1971
JD, University of Baltimore, 1975
MBA, George Washington University, 1980
LLM, Georgetown University, 1983

Beegle, Joseph L.

Information Systems Management

BS, University of Maryland University College, 1978
MBA, George Washington University, 1982
BS, University of Maryland University College, 1989

Beisel, Joseph
Business and Management
BS, Saint Joseph's University, 1974
MEd, Howard University, 1974
MDiv, Catholic University of America, 1993

Belding, John
Computer Studies
BS, University of Alabama, 1965
PhD, University of Alabama, 1968
MS, George Washington University, 1973

Belenker, Jerry
Experiential Learning
BA, Brooklyn College, 1951
MA, University of Minnesota, 1953
JD, Salmon P. Chase College of Law, 1959

Beller-Simms, Nancy
Behavioral and Social Sciences
BS, University of Maryland, College Park, 1978
MS, University of Michigan, 1981

Belton, Brenda
Computer Studies
BS, District of Columbia Teacher's College, 1969
MS, George Washington University, 1980

Benbury, Karen Zak
Mathematics
BS, University of Massachusetts, 1969
MS, University of Massachusetts, 1971
PhD, University of Massachusetts, 1979

Benedek, Cindy
Biology
BS, University of Maryland, College Park, 1990
MS, Hood College, 1995

Bensimon, Simon
Business and Management
BS, Columbia University, 1967
MA, New York University, 1968
PhD, University of Chicago, 1975

Berman, Carl R.
Natural Science
BA, Tulane University, 1964
MS, Old Dominion University, 1977
PhD, College of William and Mary, 1983

Bhaskar, Shivarajpur K.
Computer and Information Science
BE, Bangalore University (India), 1979
ME, Indian Institute of Science (India), 1981
PhD, University of Maryland, College Park, 1993

Bilker, David
Accounting
BBA, Temple University, 1974
MBA, Drexel University, 1977

Billeter, Paul A.
Natural Science
BA, Hofstra University, 1970
MA, Hofstra University, 1973

Binkley, John C.
History
BA, Loyola University Chicago, 1970
MA, Loyola University Chicago, 1975
JD, DePaul University, 1983
PhD, Loyola University Chicago, 1985

Bishop, Perry C.
Communication Studies
BA, University of Arizona, 1968
MSEd, University of Southern California, 1974
MS, Butler University, 1978

Black, Theodore S.
Economics
BA, Florida Atlantic University, 1973
MA, University of Washington, 1975
PhD, University of North Carolina at Chapel Hill, 1980

Blank, Murray D.
Business and Management
BS, U.S. Naval Academy, 1958
MS, George Washington University, 1970
MBA, Loyola College in Maryland, 1985
EdD, George Washington University, 1995

Blankenship, Jesse L.
Microbiology
BS, University of South Carolina, 1980
DPM, Temple University, 1999

Blattman, Michael
Accounting
BA, Queens College (New York), 1974
MBA, St. John's University (New York), 1978

Blegen, Michael L.
Computer Studies
BS, Cornell University, 1992
MS, George Mason University, 2000

Blinder, Karen J.
Biology
BS, Yale University, 1977
PhD, Georgetown University, 1996

Blissett, Rodney Ricardo
Information Systems Management
BS, University of Maryland University College, 1981
MGA, University of Maryland University College, 1990

Blumberg, Jeffrey S.
Criminology/Criminal Justice
BA, Washington University (Missouri), 1987
JD, University of Maryland, Baltimore, 1990

Blunck, Ronald G.
Business and Management
BS, Iowa State University, 1969
MBA, University of Maryland, College Park, 1974

Bobrowsky, Matthew S.
Astronomy
BA, Northwestern University, 1977
MS, University of Maryland, College Park, 1980
PhD, University of Maryland, College Park, 1985

Boland, Frederick E.
Computer and Information Science
BS, University of Maryland, College Park, 1974
MS, Pennsylvania State University, 1977
MS, University of Maryland, College Park, 1986

Bonfigli, Michael C.
Journalism
BA, University of Vermont, 1985
MA, Indiana University Bloomington, 1991

Boubsil, Ouanessa
Computer and Information Science
BS, University of Algiers (Algeria), 1976
MBA, Case Western Reserve University, 1980

Bouling, Edward
Computer Studies
BS, University of Maryland University College, 1991
MS, Bowie State University, 1997

Bowler, Michael H.
Behavioral and Social Sciences
BS, College of the Holy Cross, 1957
MSW, Boston College, 1959
PhD, Washington University (Missouri), 1979

Boyd, Mary
Business and Management
BS, Columbia Union College, 1990
MS, Johns Hopkins University, 1993

Boyd, Thomas
Microbiology
BA, Washington and Lee University, 1987
MS, Scripps Institute of Oceanography, 1992
PhD, Scripps Institute of Oceanography, 1993

Bracy, Tina D.
Gerontology
BA, University of Maryland, Baltimore County, 1981
MBA, Howard University, 1987

Bradley, Diane
Business and Management
BA, California State University, Long Beach, 1985
JD, Howard University, 1989

Brandmark, Edward

Computer and Information Science

BS, State University of New York at Binghamton, 1986
MS, University of Virginia, 1988
MS, Marymount University, 1993

Breeskin, John

Psychology

AB, Teachers College, Columbia University, 1957
MA, Teachers College, Columbia University, 1958
PhD, University of Texas at Austin, 1966

Bridge, Diane L.

Legal Studies

BA, Duquesne University, 1983
JD, Duquesne University, 1986
MA, George Washington University, 1992
MPA, Harvard University, 1996

Bridgeman, Christine M.

Behavioral and Social Sciences

BA, University of Maryland, College Park, 1995
MA, Edinboro University of Pennsylvania, 1997

Briggs, Cory J.

Humanities

BA, University of California, Riverside, 1992
JD, California Western School of Law, 1995
MA, Claremont Graduate School, 1997

Brittan-Powell, Christopher

Psychology

BA, Boston College, 1984
MA, University of Maryland, College Park, 1995
PhD, University of Maryland, College Park, 1998

Brock, Gerald

Accounting

BS, New Mexico State University, 1967
MS, New Mexico State University, 1969
BS, University of Maryland University College, 1989

Brockunier, Nicholas

Business and Management

BA, Knox College, 1969
BS, University of Maryland University College, 1976
MBA, University of Maryland, College Park, 1978

Brodie, Steven

Biology

BS, University of Texas at San Antonio, 1989
MS, University of Texas at San Antonio, 1990
PhD, University of New Mexico, 1996

Brown, Johnnie

Business and Management

BS, Morgan State University, 1976
MPA, University of Baltimore, 1979
PhD, Morgan State University, 1997

Brown, Major L.

Information Systems Management

BS, University of Maryland University College, 1978
MPA, American University, 1981

Brown, Sabrina P.

Health Services Management

BA, Loyola University New Orleans, 1989
MHSA, University of Michigan, 1994

Brown, Stephen L.

Health

BS, Brigham Young University, 1992
MS, Arizona State University, 1997

Bruzdzinski, Michael C.

Information Systems Management

BA, Loyola College in Maryland, 1978
MA, Northern Illinois University, 1979
MA, University of Baltimore, 1982

Buchoff, David E.

Mathematics

BS, University of Maryland, College Park, 1966
MA, University of Maryland, College Park, 1970

Buck, Richard Sutton

Business and Management

BA, University of Maryland, College Park, 1958
JD, George Washington University, 1961
LLM, George Washington University, 1970

Buckley-Fletcher, Carolyn

English

BA, George Mason University, 1977
MA, Catholic University of America, 1983
PhD, Catholic University of America, 1992

Burgoyne, Susan G.

Speech

BA, Towson State University, 1989
MA, San Diego State University, 1992

Burkhard, Bud

History

BA, Rutgers University, 1978
MA, Rutgers University, 1980
PhD, University of Wisconsin–Madison, 1986

Burnett, Cornell C.

Biology

BS, Tougaloo College, 1959
MS, Howard University, 1975
PhD, Howard University, 1978

Burns, Edward R.

Experiential Learning

BA, George Washington University, 1969
MGA, University of Maryland University College, 1995

Burson, Phyllis J.

Psychology

BS, Valparaiso University, 1961
MA, University of Chicago, 1965
PhD, University of Chicago, 1974

Busch, William E.

Accounting

BS, University of Maryland, College Park, 1982
MS, American University, 1985

Bush, Roberta

Computer Studies

BA, San Francisco State University, 1983
MA, San Francisco State University, 1987

Buss, Deann

Computer Studies

BS, University of Wisconsin–Madison, 1987
MS, Northeastern University, 1995

Buszuwski, James A.

Economics

BS, St. Bonaventure University, 1974
PhD, Boston College, 1978

Butler, Charles J.

Computer and Information Science

BS, University of Maryland, College Park, 1985
MS, Bowie State University, 1989

Butler, Dollrinia H.

Gerontology

BS, District of Columbia Teacher's College, 1969
MA, Ohio University, 1970
MPH, University of Pittsburgh, 1981

Butler, John J.

Accounting

BS, Pennsylvania State University, 1969
MBA, Pennsylvania State University, 1971

Butts, Barrington G. P.

Business and Management

BS, University of Maryland University College, 1982
JD, Southland University, 1983

Cabot, Adele

Theatre

BA, American University, 1979
MFA, City University of New York, 1992

Cain, Kim L.

Information Systems Management

BS, University of Maryland University College, 1997
MS, University of Maryland University College, 2000

Callahan, Barbara J.

Communication Studies

BA, State University of New York at Albany, 1962
MA, Teachers College, Columbia University, 1965
EdD, Lehigh University, 1973

Calloway, Nathaniel Roy
Accounting
BA, Oberlin College, 1968
MSA, Southeastern University, 1977
MBA, Southeastern University, 1984
MPA, Southeastern University, 1984

Campanelli, Linda C.
Gerontology
BS, Concordia University (Canada), 1976
MA, University of Maryland, College Park, 1978
PhD, University of Maryland, College Park, 1987

Campbell, Catherine A.
Marketing
BS, Kent State University, 1972
MBA, Florida Atlantic University, 1981

Campbell, I. Matthew
Behavioral and Social Sciences
BA, Pomona College, 1967
MA, Catholic University of America, 1970
JD, Catholic University of America, 1976

Campbell, James R.
Microbiology
BA, University of California, Los Angeles, 1972
MA, San Diego State University, 1977
PhD, University of California, Los Angeles, 1981

Cantor, Eugene H.
Accounting
BS, University of Maryland, College Park, 1972
JD, Emory University, 1976
LLM, Georgetown University, 1980

Capasso, John
Health Services Management
BS, Geneva College, 1979
MS, George Washington University, 1990

Carbone, Elisa L.
Speech
BA, University of Maryland, College Park, 1985
MA, University of Maryland, College Park, 1988

Carnaroli, Giovanni
Environmental Management
BS, North Carolina State University, 1991
MBA, University of Maryland, College Park, 1993

Carr, Deborah M.
Legal Studies
BA, University of Illinois, 1984
JD, Chicago-Kent College of Law, Illinois Institute
   of Technology, 1989

Carriere, Colin C.
Legal Studies
BS, Le Moyne College, 1974
JD, Creighton University, 1977

Carrol, Nora
*Business and Management, Human Resource
   Management*
BFA, Syracuse University, 1971
MS, Syracuse University, 1991

Carson-Candy, Tiffany H.
Computer Studies
BS, Long Island University, 1993
MS, George Washington University, 2000

Caruso, Louis
English
BS, Suffolk University, 1973
MEd, Suffolk University, 1978

Carvalho, Julie
Psychology
BA, University of Maryland, College Park, 1962
MA, George Washington University, 1966

Carwell, Louise
Legal Studies
BA, University of Rochester, 1984
JD, Case Western Reserve University, 1984

Cashman, Richard
Computer Studies
BS, University of Maryland University College, 1992
MA, Webster University, 1994

Cassidy, Mary
Mathematics
BS, Ohio State University, 1954
MA, Marycrest College, 1974

Cassler, Robert
Journalism
BA, Brandeis University, 1972
JD, Georgetown University, 1975

Cavanaugh, Andrew
English
BA, Michigan State University, 1984
MA, Eastern Michigan University, 1991

Chaires, Margaret S.
Economics
AB, Catholic University of America, 1966
MA, Claremont Graduate School, 1972
AA, Prince George's Community College, 1986

Champ, Robert L.
English
BA, Loyola University Chicago, 1979
MA, Loyola University Chicago, 1985
PhD, University of Maryland, College Park, 1993

Chandramouli, Ramaswamy
Computer and Information Science
MS, Indian Institute of Technology (India), 1979
MS, University of Texas at Dallas, 1984
PhD, George Mason University, 1994

Charlton, Suzan F.
Legal Studies
BA, Vassar College, 1988
JD, Georgetown University, 1991

Chase, Virginia J.
Business and Management
BA, Troy State University, 1983
MS, Troy State University, 1984

Chavis, Earl V.
Information Systems Management
BA, University of Maryland, College Park, 1969
MA, University of Maryland, College Park, 1972
PhD, Howard University, 1979

Chawla, Nishi
English
MA, University of Delhi (India), 1980
PhD, George Washington University, 1996

Cheng, Min-Hwa H.
Accounting
BS, National Taiwan University, 1981
MAS, Johns Hopkins University, 1985

Chiang, Lee
Mathematics
BS, University of Science and Technology of China,
   1982
MS, Anhui University (China), 1984
PhD, University of Maryland, College Park, 1994

Chiappelli, Theodore
Health Services Management
MHA, University of Pittsburgh, 1985
MSSM, University of Southern California, 1989
DrPH, Johns Hopkins University, 1996

Chiarella, Donald
Computer and Information Science
BA, University of Maryland, College Park, 1979
MS, American University, 1987

Chirhart, Ann S.
History
BA, Florida State University, 1974
MA, Emory University, 1993
PhD, Emory University, 1997

Chiricosta, Tracey C.
Communication Studies
BA, Smith College, 1988
MS, Rensselaer Polytechnic Institute, 1989

Choy, Marguerite E.

Mathematics

BA, Reed College, 1967
MS, Case Western Reserve University, 1969

Ciliberti, Barrie S.

History

BA, Ursinus College, 1957
MA, Georgetown University, 1960
PhD, Catholic University of America, 1975

Claiborne, Gay D.

English

BS, New Mexico State University, 1970
MA, New Mexico State University, 1972
PhD, University of South Florida, 1991

Clark, Lawrence

English

BA, William Carey College, 1984
MA, University of Texas–Pan American, 1990
PhD, Texas A&M University, 1999

Clauson, James R.

Computer Studies

BSBA., University of Central Florida, 1976
MBA, University of South Carolina, 1979
MS, Murray State University, 1990

Claytor, Bobby

Computer Studies

BS, University of Maryland University College, 1997
MS, University of Oklahoma, 2000
MS, George Washington University, 2000

Clegern, Robert W.

Natural Science

BA, University of Colorado, 1965
MS, University of Illinois at Urbana-Champaign, 1966
PhD, University of Illinois at Urbana-Champaign, 1972

Clemens, Karen

Biology

BS, Indiana University Bloomington, 1983
PhD, University of Missouri, 1988

Cohen, Margaret

Business and Management

BA, Brooklyn College, 1968
MA, University of Pittsburgh, 1970
PhD, University of Pittsburgh, 1975
JD, Brooklyn Law School, 1983

Cohen, Mark A.

Information Systems Management

BS, Old Dominion University, 1978
JD, University of Baltimore, 1981

Cole, James R.

Information Systems Management

BA, Western Maryland College, 1959
MBA, Loyola College Chicago, 1980

Coleman, Anne

Biology

BS, Eastern College, 1990
PhD, Allegheny University of the Health Sciences, 1997

Collert, Gerald J.

Business and Management

BS, Wayland Baptist University, 1986
MA, Midwestern State University, 1988
MS, State University of New York College at Plattsburgh, 1992

Collins, Dale R.

Business and Management

BA, Western Reserve University, 1964
MPA, Syracuse University, 1966
PhD, Syracuse University, 1973

Collins, Pamela

Business and Management

BS, Texas Southern University, 1973
MS, American University, 1995

Colston, Valerie

Computer Studies

BA, University of California, San Diego, 1980
MA, San Diego State University, 1986

Colton, Rodney A.

Information Systems Management

BSEE, University of Nevada, 1969
MSEE, Naval Postgraduate School, 1979

Coltri, Laurie S.

Legal Studies

BS, California Institute of Technology, 1974
JD, University of Southern California, 1978
PhD, University of Maryland, College Park, 1995

Columbia, Kenneth

Business and Management

BS, George Washington University, 1977
MA, George Washington University, 1980

Conway, Timothy

Criminology/Criminal Justice

BA, University of Pittsburgh, 1974
MA, University of Pittsburgh, 1985

Cooper, Karen

Experiential Learning

BSW, Indiana University of Pennsylvania, 1985
MA, Bowie State University, 1999

Copeland, Mary

Psychology

MEd, Kean College, 1971
MDiv, Virginia Union University, 1986
DMin, Howard University, 1991

Corbin, David A.

History

BA, Marshall University, 1969
MA, Marshall University, 1972
PhD, University of Maryland, College Park, 1978

Corbin, Saladin K.

Psychology

BS, University of California, Irvine, 1989
MS, Virginia Polytechnic Institute and State University, 1991
PhD, Catholic University of America, 1998

Cornick, Delroy L.

Business and Management

BA, Ripon College, 1952
MA, American University, 1969
MPA, University of Southern California, 1976
DPA, University of Southern California, 1978

Corte, Denise M.

Theatre

BA, Universidade do Rio de Janeiro (Brazil), 1990
MA, University of Maryland, College Park, 1995

Cottle, James

Communication Studies

BA, University of Maryland, College Park, 1971
MEd, University of Maryland, College Park, 1972
PhD, University of Maryland, College Park, 1976

Cowden, Craig

Psychology

BA, Oberlin College, 1981
MS, Pennsylvania State University, 1987
PhD, Pennsylvania State University, 1992

Craig, Patrick M.

Art

BFA, Western Michigan University, 1974
MFA, University of Cincinnati, 1976

Crain, Barbara

Natural Science

MAEd, Ruprecht-Karls-Universität Heidelberg (Germany), 1979
MEd, State of Bavaria (Germany), 1982
MS, Johns Hopkins University, 1998

Credle, Joann

Behavioral and Social Sciences

BA, North Carolina Central University, 1975
MA, North Carolina Central University, 1980
EdD, Indiana University of Pennsylvania, 1989

Creech, Pat L.

Communication Studies

BS, Purdue University, 1961
MA, University of Wisconsin–Milwaukee, 1970
MA, University of Wisconsin–Milwaukee, 1973
PhD, Indiana University Bloomington, 1979

Cremins, Casey

Mathematics

BSC, Texas A&M University, 1986
MA, Johns Hopkins University, 1987
PhD, University of Glasgow (Scotland), 1997

Cromp, Robert

Computer Science

BA, State University of New York at Buffalo, 1982
MS, Arizona State University, 1983
PhD, Arizona State University, 1988

Crosson, Dena

Art History

BA, George Washington University, 1980
MA, New York University, 1986

Csulak, Emery Jonathan

Computer Science

BS, George Mason University, 1991
MS, University of Maryland University College, 1997

Cubillos, Pedro O.

Computer Science

BS, Universidad de Chile, 1974
MS, University of Iowa, 1981
PhD, University of Iowa, 1981

Cuccia, Robert A.

Communication Studies

BA, Valparaiso University, 1962
MA, American University, 1968

Culver-Jamieson, Marguerite M.

Communication Studies

BA, American University, 1984
MA, University of North Carolina at Chapel Hill, 1986
MEd, East Carolina University, 1994

Cummins, Melvin B.

Business and Management

BS, Towson State University, 1976
MBA, University of Baltimore, 1980
PhD, University of Maryland, College Park, 1994

Curry, Emily Dale

Accounting

BA, Antioch College, 1978
MA, University of Alaska, 1985

Cutler, Herschel

Business and Management

BS, Boston University, 1957
MBA, University of Pennsylvania, 1958
PhD, Syracuse University, 1960

Cuty-Ruiz, Laura

Psychology

BS, Florida State University, 1989
MA, University of Alabama, 1991
PhD, University of Alabama, 1995

Dade, René Lennell

Psychology

BS, Lincoln University (Pennsylvania), 1984
MA, Indiana University of Pennsylvania, 1986
PhD, Howard University, 1993

Daigh, John

Accounting

BS, U.S. Military Academy, 1970
MD, University of Texas Southwestern Medical School, 1978
BS, University of Maryland University College, 1998

Damera, Raveendra

Environmental Management

BS, Nagarjuna University (India), 1986
MS, University of Maryland, College Park, 1994

Damond, Marietta E.

Behavioral and Social Sciences

BA, Gannon University, 1984
MA, George Washington University, 1988
PhD, George Washington University, 1992

Danner, Horace G.

Communication Studies

BA, University of the Philippines, 1955
MRE, New Orleans Baptist Theological Seminary, 1961
PhD, American University, 1973

Dao, Hung

Computer and Information Science

BS, University of Houston, 1986
MS, University of Maryland, College Park, 1990
PhD, University of Maryland, College Park, 1996

Darius, Robert G.

Behavioral and Social Sciences

BA, Glenville State College, 1964
MA, American University, 1968
MA, University of Maryland, College Park, 1973
PhD, University of Maryland, College Park, 1973

Daston, Melissa G.

Business and Management

BA, Duke University, 1976
MA, University of Maryland, College Park, 1978
MBA, University of Maryland, College Park, 1980
MS, University of Maryland, College Park, 1987

Daumit, Richard

Information Systems Management

BEE, Catholic University of America, 1962
MS, George Washington University, 1969
MBA, University of Maryland, College Park, 1973

Davies, Diane

Mathematics

BS, Boston University, 1980
MBA, Boston University, 1982

Davis, Cynthia A.

English

BA, University of Texas at Austin, 1968
MA, University of Wisconsin–Madison, 1969
PhD, University of Wisconsin–Madison, 1972

Davis, Marlene

Business and Management

BS, University of Maryland University College, 1994
MA, University of Maryland University College, 1997

Dawson, David T.

Business and Management

BS, University of Maryland, College Park, 1975
JD, Thomas M. Cooley Law School, 1979

Dean, Michael

Information Systems Management

BS, Christian Brothers University, 1971
MS, University of Arkansas, 1978

Dean, Robert L.

Criminology/Criminal Justice

BA, Amherst College, 1973
JD, Villanova University, 1976

Dean, Ronald O.

Computer and Information Science

BS, University of Maryland, College Park, 1968
BS, University of Maryland, College Park, 1976
MA, University of Maryland, College Park, 1982

DeFina, Anna

Communication Studies

MA, Escuela Nacional de Antropología e Historia (Mexico), 1985
MPh, University of Cambridge (England), 1986
PhD, Georgetown University, 1999

DeFina, Philip A.

Psychology

BA, New York University, 1978
MA, New York University, 1980
PhD, Fielding Institute, 1995

DeGross, Robert L.

History

BA, St. Bonaventure University, 1967
MA, Villanova University, 1968
PhD, Miami University, 1974

Deise, Erich C.

Humanities

BA, Swarthmore College, 1995
MA, New York University, 1998

Delahanty, Kathryn A.

Business and Management

BA, State University of New York at Albany, 1986
JD, University of Maryland, Baltimore, 1994

Del Rossi, Michael A.

Sociology

BS, University of Maryland, College Park, 1976
MA, Pepperdine University, 1981

Demasco, Joseph M.

Computer and Information Science

BS, Polytechnic Institute of New York, 1970
MS, Cornell University, 1972

Deming, William J.

Information Systems Management

BS, University of Maryland University College, 1981
MGA, University of Maryland University College, 1991

DePauw, John

Business and Management

BA, Swarthmore College, 1959
MA, American University, 1964
PhD, American University, 1977

Deppe, John B.

Mathematics

BS, Drexel University, 1986
MS, University of California, Irvine, 1990
PhD, University of California, Irvine, 1990

Derr, Nancy R.

History

BA, Oberlin College, 1968
PhD, George Washington University, 1979

Dharamsi, Manoj

Computer Science

BE, Jabalpur University (India), 1959
MS, Illinois Institute of Technology, 1967
PhD, Southern Methodist University, 1972

Dickens, David R.

Psychology

BS, University of Baltimore, 1988
MPA, University of Baltimore, 1991
PhD, University of Maryland, College Park, 1997

Didier, Michelle

Communication Studies

BA, University of Toledo, 1977
BS, University of Toledo, 1977
MA, Bowling Green State University, 1983

Diedrich, Paul O.

Computer Studies

BS, Baldwin Wallace College, 1966
MS, Naval Postgraduate School, 1971

Dietrich, Julie A.

Legal Studies

BA, College of the Holy Cross, 1992
JD, Catholic University of America, 1995

Dietz, Elaine M.

Computer Studies

BA, Michigan State University, 1970
MEd, Virginia State University, 1992

Digirolamo, Vincent

Information Systems Management

BS, U.S. Naval Academy, 1978
MS, Naval Postgraduate School, 1985

Dillinger, James J.

Art

BA, University of Maryland, College Park, 1964
MFA, University of Maryland, College Park, 1966

Di Marco, Andie J.

English

BA, Rutgers University, 1994
MA, University of Maryland, College Park, 1997

Dolan, Kevin C.

Accounting

BBA, University of Notre Dame, 1969
MBA, Temple University, 1975

Donovan, Dianne

Career Planning

BA, George Mason University, 1988
MA, Marymount University, 1997

Dorsher, Michael D.

Journalism

BA, University of St. Thomas, 1978
MPA, University of North Dakota, 1990
PhD, University of Maryland, College Park, 1999

Doyle, Aimee E.

English

BA, University of Maryland, College Park, 1979
MA, University of Maryland, College Park, 1984

Drasner, Steven

Computer Studies

BS, State University of New York at Albany, 1977
MS, University of Maryland, College Park, 1979

Drew, Lashawn R.

Natural Science

BS, Spelman College, 1991
PhD, Howard University, 1998

Duan, Nick N.

Computer and Information Science

BS, Rheinisch-Westfälische Technische Hochschule Aachen (Germany), 1987
MS, Rheinisch-Westfälische Technische Hochschule Aachen (Germany), 1987
MS, Pennsylvania State University, 1990
PhD, Pennsylvania State University, 1993

Duchon, Nicholas

Computer and Information Science

BS, University of California, Berkeley, 1974
PhD, University of Maryland, College Park, 1982

Dudley, Susan D.

Psychology

BS, Old Dominion University, 1973
MA, College of William and Mary, 1976
PhD, University of Massachusetts, 1980

Duncan, Richard L.

Criminology/Criminal Justice

BA, University of Baltimore, 1973
MDiv, Wesley Theological Seminary, 1978

Durmowicz, Meredith

Biology

BS, Marquette University, 1992
PhD, Johns Hopkins University, 1998

Dwyer, Joseph M.

Criminology/Criminal Justice

BS, St. Joseph's University, 1962
MSA, George Washington University, 1981

Eckhart, Richard

Computer Studies

BS, Lehigh State University, 1957
MS, Pennsylvania State University, 1961
PhD, Pennsylvania State University, 1964

Edwards, Steven T.

Fire Science

BS, University of Maryland University College, 1983
MGA, University of Maryland University College, 1991

Ehrenstein, Gerald

Natural Science

BEE, Cooper Union for the Advancement of Science and Art, 1952
MA, Columbia University, 1958
PhD, Columbia University, 1962

Ehresmann, Elaine C.

Business and Management, Human Resource Management

BS, Salve Regina University, 1984
MHSA, Salve Regina University, 1985
PhD, George Mason University, 1995

Ehrmann, Tanya E.
Health Services Management
BA, New York University, 1993
MPH, Columbia University, 1997

Eibel, Patrick
Business and Management
BA, University of Maryland, College Park, 1995
MGA, University of Maryland University College,
   1999

Ellingston, Damon
Natural Science
BA, St. John's College (Maryland), 1984
MA, Wesleyan University, 1990

Ellis, Ronald
Psychology
BS, Eastern Michigan University, 1968
MDiv, United Theological Seminary, 1971
DMA, Drew University, 1985
PhD, La Salle University, 1997

Ellison-Potter, Patricia A.
Psychology
BS, Towson State University, 1990
MA, Towson State University, 1993
PhD, Colorado State University, 1997

Emershaw, Gerard
Philosophy
BA, Wilkes University, 1994

English, Joseph
Information Systems Management
BS, Pennsylvania State University, 1958
MEd, Pennsylvania State University, 1964
EdD, Temple University, 1984

Enwefa, Stephen C.
Health Services Management
BS, Grambling State University, 1982
MPA, Grambling State University, 1987
MA, University of Illinois, 1995

Epps, Jorden K.
Computer Information Technology
BS, Morgan State University, 1992

Ericson, Mark D.
History
BA, University of Washington, 1970
MA, University of Hawaii at Manoa, 1972
PhD, University of Hawaii at Manoa, 1978

Eutsey, Dwayne
Humanities
BA, University of Maryland, College Park, 1988
MA, Georgetown University, 1997

Evans, Joan
Information Systems Management
BA, University of Massachusetts, 1972
MEd, Worcester State College, 1977
BS, Roger Williams College, 1990

Everard, Walter
Communication Studies
BA, Syracuse University, 1965
MA, University of Maryland, College Park, 1972

Everetts, Roxanne
Information Systems Management
BA, George Washington University, 1995
MS, University of Maryland University College, 1998

Ezeka, Hyacinth A.
Accounting
BS, Alabama Agricultural and Mechanical University,
   1985
MBA, Alabama Agricultural and Mechanical
   University, 1987

Fansler, Vince F.
Business and Management
BA, University of Maryland, College Park, 1975
BS, University of Maryland University College, 1997
MS, University of Maryland University College, 1999

Feigenbaum, Kenneth
Psychology
AB, Queens College (New York), 1953
AM, University of Chicago, 1958
PhD, University of Chicago, 1961

Fekete, Gyorgy
Computer Science
BS, University of Maryland, College Park, 1978
MS, University of Maryland, College Park, 1979
PhD, University of Maryland, College Park, 1988

Ferandez, Dan
Natural Science
BS, U.S. Naval Academy, 1981
MS, Naval Postgraduate School, 1993

Ferraris, Patricia A.
Legal Studies
BA, Towson State University, 1985
JD, University of Maryland, Baltimore, 1989

Fierston, Suzanne B.
Communication Studies
BS, University of Massachusetts, 1983
MA, Northwestern University, 1988

Figueroa, Elizabeth
Legal Studies
BA, National College of Education, 1980
JD, Antioch School of Law, 1984

Files, William E.
Speech
BS, Lincoln Memorial University, 1968
MA, University of Maine, 1973
EdS, College of William and Mary, 1986

Finkel, Leonard J.
Accounting
BS, Temple University, 1961
MBA, Southern Illinois University, 1983

Finley, Diane L.
Behavioral and Social Sciences
BA, College of Notre Dame of Maryland, 1974
MA, Louisiana State University, 1980
PhD, University of Maryland, College Park, 1990

Fischer, George
Computer Studies
BA, Pace University, 1974
MBS, Troy State University, 1989

Fisher, Charles D.
Communication Studies
BA, Virginia Polytechnic Institute and State
   University, 1988
MA, George Mason University, 1997

Fisher, Pauline
Gerontology
BA, Temple University, 1975
MA, George Washington University, 1978

Fitzpatrick, Norma
Humanities
BS, Loyola University Chicago, 1976
MS, Naval Postgraduate School, 1983

Fitzsimmons, Charles F.
Business and Management
AB, Loyola College in Maryland, 1959
MLA, Johns Hopkins University, 1965
EdD, George Washington University, 1975

Fitzsimmons, Theodora J.
English
BA, University of Maryland University College, 1982
BA, University of Maryland University College, 1984
MEd, University of Maryland, College Park, 1995

Flaisher, Harvey S.
Computer Studies
BEng, Northwestern University, 1981
MS, Weizmann Institute of Science (Israel), 1983
PhD, Weizmann Institute of Science (Israel), 1987

Flanagan, Gregory T.
Gerontology
BA, Howard University, 1976
MPA, Long Island University, 1984

Fletcher, Charles
Mathematics
BS, Purdue University, 1969
MA, University of Maryland, College Park, 1980
PhD, University of Maryland, College Park, 1990

Fletcher, Kim L.
Communication Studies
BA, Regis College, 1978
MA, Georgetown University, 1984

Flynn, David
Mathematics
BA, Pennsylvania State University, 1987
BS, Pennsylvania State University, 1987
MS, University of Maryland, College Park, 1990

Foley, Christopher M.
Business and Management
BA, Washington College (Maryland), 1989
JD, Widener University, 1992

Folsom, Virginia J.
Biochemistry
BA, Washington University (Missouri), 1976
PhD, Princeton University, 1982

Forbai, Jacob T.
Accounting
BBA, Howard University, 1982
MSA, Southeastern University, 1994

Fournier, Alfred J.
Biology
BS, George Washington University, 1992
MS, University of Maryland, College Park, 1997

Fratta-Hill, Sharon A.
Information Systems Management
BS, James Madison University, 1975
MEd, University of Maryland, College Park, 1979
PhD, University of Maryland, College Park, 1990

French, Gregory T.
Natural Science
BS, University of Maryland, College Park, 1986
MA, University of Maryland, College Park, 1991

Fried, Stephanie G.
Business and Management
BA, Smith College, 1987
MBA, George Washington University, 1994

Frohnhoefer, Frank
Accounting
AB, Catholic University of America, 1963
MBA, University of Pennsylvania, 1978

Fudge, Valerie
Communication Studies
BA, James Madison University, 1992
MA, University of Maryland, College Park, 1994

Fulcher, Debra P.
Mathematics
BS, Salisbury State College, 1960
MEd, Loyola College in Maryland, 1963
AA, Prince George's Community College, 1984

Gabello, David P.
Computer and Information Science
BS, Pennsylvania State University, 1979
MS, George Washington University, 1988

Gaetjens, Lesley A.
Environmental Management
BS, American University, 1980
MS, Columbia University, 1982

Gagnon, Sharon L.
Computer Studies
BS, University of Maryland University College, 1997
MS, University of Maryland University College, 2000

Galen, Steven M.
Health Services Management
BA, Wesleyan University, 1966
MA, George Washington University, 1972

Galleher, Kathleen
Psychology
BA, University of Steubenville, 1987
MS, Colorado State University, 1991
PhD, Colorado State University, 1993

Galloway, Guice
English
MA, University of Florida, 1993

Gannon, Michael
Journalism
BS, South Dakota State University, 1971
MA, Oklahoma University, 1976

Gao, Shaojian
Computer Studies
BS, Shandong University (China), 1984
PhD, University of Kentucky, 1994

Gardner, Leland L.
Business and Management
BS, University of Maryland, College Park, 1970
MBA, University of Maryland, College Park, 1976

Garrett, Tracy
Health
MA, Towson State University, 1986
MA, California School of Professional Psychology, 1990
PhD, California School of Professional Psychology, 1995

Gates, John L.
Computer Studies
BS, University of Maryland, College Park, 1973
MBA, Southeastern University, 1983

Gaudiosi, John A.
Business and Management
BA, Temple University, 1965
MA, Wharton School, University of Pennsylvania, 1967

Gaughan, Donna F.
Criminology/Criminal Justice
BS, University of Maryland, College Park, 1988
MA, Bowie State University, 1999

Gay, Billy F.
Information Systems Management
BS, Morehouse College, 1962
MS, American University, 1973
PhD, University of California, Santa Barbara, 1980

Gentry, Nancy
Business and Management
BS, University of Maryland University College, 1991
MS, University of Maryland University College, 1999

Georgiou, George C.
Economics
BA, Drew University, 1973
MPh, George Washington University, 1978
PhD, George Washington University, 1979

Ghent, Robert C.
Computer and Information Science
BA, University of Oregon, 1964
AM, Harvard University, 1970

Ghosh, Teesta
Government and Politics
BA, Calcutta University (India), 1985
BA, St. Xavier's College (India), 1985
MA, Jadavpur University (India), 1987
MA, Tulane University, 1991
PhD, Tulane University, 1995

Giacomozzi, Denise
Humanities
BA, Wesleyan University, 1979
MDiv, Wesleyan Theological Seminary, 1986

Gibbons, Lori A.
Computer Information Technology
BA, Michigan State University, 1985
MA, Michigan State University, 1987

Gibson, Sidney
Information Systems Management
BS, Northrop University, 1984
MS, Creighton University, 1990

Gilday, Mark A.
Legal Studies
BA, University of Maryland, College Park, 1982
JD, Catholic University of America, 1985

Giles, Inez

Business and Management

BA, Carlow College, 1972
MA, Duquesne University, 1978
MBA, University of Southern Illinois, 1983
PhD, Virginia Polytechnic Institute and State
    University, 1999

Gill, Janet A.

Computer and Information Science

BS, University of West Florida, 1985
MS, Naval War College, 1989
MS, Naval Postgraduate School, 1990

Gillin, James O.

Communication Studies

BA, Glassboro State College, 1966
MA, Montclair State College, 1968

Gilyeat, Colin B.

Computer Science

BS, Washington State University, 1982
MS, George Mason University, 1997

Gittelman, Richard C.

Accounting

BS, Temple University, 1961
MS, American University, 1990

Glass, James M.

Government and Politics

BA, University of California, Berkeley, 1961
MA, University of California, Berkeley, 1964
PhD, University of California, Berkeley, 1970

Glick, Susan I.

English

BA, University of Maryland, College Park, 1976
MA, University of Maryland, College Park, 1982

Glickman, Mortimer

Business and Management

BBA, St. John's University (New York), 1942
MA, New York University, 1971
PhD, Walden University, 1996

Glover, Ken

Business and Management

BA, Amherst College, 1974
MA, University of Maryland, College Park, 1975

Glover, Lauren

Business and Management

BA, University of Wisconsin–Madison, 1979
MBA, Manhattan College, 1994

Goebl, Daniel R.

Psychology

BS, John Carroll University, 1961
MS, American University, 1970
PhD, American University, 1978

Gohari, Shahrzad

Economics

BS, University of London (England), 1973
MA, George Washington University, 1981
MPh, George Washington University, 1983

Golden, Jim

Computer Studies

BS, Central State University, 1983
MS, University of Maryland University College, 1998

Gonzalez, Joe F.

Statistics and Probability

BS, St. Mary's University, 1970
MS, George Washington University, 1982

Gooch, Melinda J.

Information Systems Management

BS, Strayer College, 1991
MS, Strayer College, 1994

Goodman, Alan P.

Business and Management

AB, Rutgers University, 1971
MEd, Ohio University, 1972
PhD, Ohio State University, 1984

Goodwyn, James

Computer and Information Science

BS, Long Island University, 1986
MS, Bowie State University, 1991

Gopal, Rakesh

Computer and Information Science

BE, Birla Institute of Technology and Science, Pilani
    (India), 1987
MS, Virginia Commonwealth University, 1989

Gordon, Diane R.

History

BA, Valparaiso University, 1959
MA, University of Wisconsin–Madison, 1964
PhD, University of Wisconsin–Madison, 1968

Gordon, Martin K.

History

BA, University of Notre Dame, 1963
MA, University of Wisconsin–Madison, 1965
PhD, George Washington University, 1975

Gorman, C. Jade

English

BA, East Carolina University, 1980
MA, University of Maryland, College Park, 1995

Gottfried, Richard A.

Accounting

BS, Syracuse University, 1982
MS, Georgetown University, 1993

Goyal, Shiv N.

Accounting, Business and Management

BS, Agra University (India), 1957
MS, Agra University (India), 1959
LLB, Agra University (India), 1961
MBA, University of Maryland, College Park, 1980
PhD, University of Maryland, Baltimore, 1993

Goyal, Swarn

Business and Management

MA, University of Delhi (India), 1977
MBPA, Southeastern University, 1977

Grabowsky, Norman S.

Accounting

BS, Fairleigh Dickinson University, 1966
MS, Fairleigh Dickinson University, 1968
MBA, George Mason University, 1981

Gray, Christine R.

English

BA, George Washington University, 1982
MA, University of Maryland, College Park, 1986
PhD, University of Maryland, College Park, 1995

Green, Sidney

Environmental Management

BA, Dillard University, 1961
MS, Howard University, 1972
PhD, Howard University, 1972

Greenblatt, Lonnie

Business and Management

BA, University of Maryland, College Park, 1979
JD, Widener University, 1982
LLM, George Washington University, 1988

Greene, James

Information Systems

BS, University of Maryland University College, 1989
MS, American University, 1992
JD, University of Maryland, Baltimore, 1998

Greene, Melvin

Business and Management

BA, University of Maryland, College Park, 1974
MS, Howard University, 1976

Greenhut, Jeffrey

History

BS, Arizona State University, 1964
MPA, Cornell University, 1968
MPH, University of California, Berkeley, 1969
PhD, Kansas State University, 1978

Griffith, Gladis C.

Business and Management

BA, Boston College, 1990
JD, Boston College, 1993

Groce, Thomas C.
Business and Management
BS, Delaware State University, 1956
MS, University of Wisconsin–Milwaukee, 1968
MBA, Naval Postgraduate School, 1971
PhD, American University, 1976

Gruber, Kerry
Psychology
BA, Indiana University of Pennsylvania, 1992
MEd, Boston University, 1993

Grzesik, Nancy
Accounting
BS, Gwynedd-Mercy College, 1970
MEd, Suffolk University, 1975

Gudsnuk, Joseph
Information Systems Management
BA, Southern Connecticut State University, 1966
BA, University of Connecticut, 1968
MBA, New York Institute of Technology, 1986
MAS, Johns Hopkins University, 1990

Guha, Roy Pallabi
Mathematics
BS, University of Calcutta (India), 1985
MS, University of Calcutta (India), 1988
PhD, University of Maryland, College Park, 1999

Gungordu, Nafia
Computer Studies
BS, Boğaziçi University (Turkey), 1976
MS, Boğaziçi University (Turkey), 1978

Gunther, Stefan
English
BA, State University of New York College at Oneonta,
   1988
MA, Brandeis University, 1993
PhD, Brandeis University, 2000

Guss, Edward Jon
Business and Management
BS, Seton Hall University, 1960
MA, University of Maryland, College Park, 1973

Gustafson, John W.
Psychology
AB, University of California, Berkeley, 1966
PhD, University of Rochester, 1972

Guthrie, Sally
Communication Studies
BS, University of Tennessee, 1961
MS, University of Tennessee, 1992
PhD, University of Tennessee, 1995

Habermacher, Andrew L.
Behavioral and Social Sciences
BA, Bucknell University, 1965
MA, Catholic University of America, 1970
PhD, University of Florida, 1986

Hadi, Khaled A.
Computer Studies
BS, Pittsburg State University (Kansas), 1984
MS, Rochester Institute of Technology, 1990

Haiman, Arnold J.
Business and Management
BA, City College of New York, 1967
JD, New York University, 1970
LLM, George Washington University, 1983

Haine, W. Scott
History
BA, University of California, Berkeley, 1976
MA, University of Wisconsin–Madison, 1980
PhD, University of Wisconsin–Madison, 1984

Hale, Julie L.
Business and Management
BS, Mount St. Mary's College (Maryland), 1979
MBA, Kent State University, 1981

Hale, Thomas Winter
Economics
BA, Emporia State University, 1976
MA, University of Missouri, 1980
PhD, University of Nebraska, 1987

Hall, Bryant
Gerontology
BA, State University of New York at Stony Brook,
   1974
BS, State University of New York at Stony Brook,
   1974
MPS, Long Island University, 1977

Hallion, Marie E.
Government and Politics
BA, University of Maryland, College Park, 1963
MA, University of Maryland, College Park, 1964
PhD, University of Maryland, College Park, 1968

Hamilton, Ernest
English
BA, University of the Panjab (Pakistan), 1960
MA, University of the Panjab (Pakistan), 1963
PhD, Kent State University, 1975

Hanahoe-Dosch, Patricia
English
BA, Richard Stockton College of New Jersey, 1982
MFA, University of Arizona, 1987

Hancsak, Lynne J.
Natural Science
BS, University of Akron, 1980
MS, University of Toledo, 1982

Hanley, Susan
Natural Science
BS, University of Maryland, College Park, 1984
MS, University of Maryland, College Park, 1987

Hanson, Timothy R.
History
BA, Gonzaga University, 1987
MA, Eastern Washington University, 1991

Harasti, Gina M.
Legal Studies
BS, University of Maryland, College Park, 1986
JD, University of Baltimore, 1991

Harden, Michael P.
Information Systems Management
BS, Virginia Polytechnic Institute and State University,
   1974
MA, Central Michigan University, 1977

Hardy, Michele
English
BA, University of Maryland, College Park, 1993
MA, Johns Hopkins University, 1998

Harrell, William W.
Communication Studies
BA, University of North Carolina at Chapel Hill,
   1983
MA, University of Georgia, 1986

Harrington, Donna
Education: Counseling and Personnel Services
BA, State University of New York at Stony Brook,
   1978
MFA, University of Maryland, College Park, 1990

Harris, Edward A.
Communication Studies
BS, Memphis State University, 1961
MA, Memphis State University, 1966
PhD, Vanderbilt University, 1972

Harris, Kendra L.
Business and Management
BS, American University, 1983
MBA, Duke University, 1985

Harris, Marion H.
Business and Management
MS, University of Pittsburgh, 1971
MPA, University of Southern California, 1984
DPA, University of Southern California, 1985

Harris, Tracy S.
Business and Management
BS, Fontbonne College, 1985
MBA, Saint Louis University, 1989
MGA, University of Pennsylvania, 1994

Hart, John J.
Computer Studies
BS, Northeastern University, 1958
MS, Northeastern University, 1960
MS, American University, 1984

Harter, Thomas R.

Business and Management

BS, Washington University (Missouri), 1964
MBA, Washington University (Missouri), 1966
PhD, Northwestern University, 1972

Hart-Gonzalez, Lucinda

Theatre

BA, University of Massachusetts, 1975
MS, Georgetown University, 1978
PhD, Georgetown University, 1980

Hartsock, James

Business and Management

BS, Frostburg State University, 1981
MGA, University of Maryland University College, 1995

Haseltine, Reginald Y.

Computer and Information Science

BS, Cornell University, 1972
MS, George Washington University, 1976

Hassig, Ralph C.

Psychology

BA, Albion College, 1968
PhD, University of California, Los Angeles, 1974
MBA, University of San Francisco, 1987

Hause, Spedden A.

Business and Management

BA, Hood University, 1984
MS, Johns Hopkins University, 1986
PhD, University of Maryland, College Park, 1993

Hawala, Sam

Business and Management

BS, San Francisco State University, 1986
MA, San Francisco State University, 1988
PhD, University of California, Davis, 1994

Hawkins, Anita S.

Health Services Management

BS, Georgetown University, 1976
MHS, Lincoln University (Pennsylvania), 1985

Hazra, Tushar K.

Computer Science

BS, University of Burdwan (India), 1981
BEng, University of Calcutta (India), 1985
MS, University of Bradford (England), 1986
PhD, University of Bradford (England), 1990

Hebert, Sherri C.

Business and Management

BS, University of Maryland University College, 1994
MS, Johns Hopkins University, 1997

Hecht, Sheldon

Criminology/Criminal Justice

BA, St. Joseph's College (New York), 1978
MPS, Long Island University, 1979

Hedges, Harold T.

Business and Management

BCS, Strayer College of Accountancy, 1948
BS, American University, 1954
MBA, American University, 1968

Heilman, Lawrence C.

History

BA, University of Florida, 1957
MA, University of California, Berkeley, 1960
PhD, American University, 1982

Heller, Henry B.

Government and Politics

BS, Frostburg State University, 1964
MA, Virginia Polytechnic Institute and State University, 1981
EdD, Virginia Polytechnic Institute and State University, 1986

Hendrickson, Scott

Information Systems Management

BS, U.S. Naval Academy, 1973
MBA, Golden Gate University, 1983
MA, George Washington University, 1995

Hendrzak, Gary E.

Computer and Information Science

BS, University of Toledo, 1985
MS, George Washington University, 1990

Henley, Carol D.

Computer and Information Science

BA, Fisk University, 1969
MS, University of Miami, 1976

Henley, D. Eugene

Business and Management

BS, University of Maryland, College Park, 1969
MBA, University of Maryland, College Park, 1970

Hennessey, J. Thomas

Business and Management

BA, Eastern Kentucky University, 1965
MPA, Eastern Kentucky University, 1973
PhD, George Mason University, 1996

Hennessy, William L.

Criminology/Criminal Justice

BS, University of Maryland, College Park, 1994
JD, University of Maryland, Baltimore, 1997

Hens, Julie

Biology

BA, Canisius College, 1991
MS, Pennsylvania State University, 1994

Herman, Eugene H.

Pharmacology

BA, University of California, Berkeley, 1959
MS, University of California, San Francisco, 1963
PhD, University of California, San Francisco, 1965

Higgins, Cheryl S.

Business and Management

BS, Norfolk State University, 1980
MBA, Monmouth College, 1983

Higgins, Nancy B.

Business and Management

BS, Westminster College, 1967
MA, Westminster College, 1970
MA, Pepperdine University, 1979
PhD, Vanderbilt University, 1990

Hildebrand, Joanne F.

Fire Science

BA, University of Maryland, College Park, 1978
MA, University of Maryland, College Park, 1984

Hill, Anthony

Psychology

BA, Lehman College, 1970
MS, Fordham University, 1972
PhD, Fordham University, 1978

Hill, James W.

Government and Politics

BA, University of Louisville, 1987
JD, University of Kentucky, 1990

Hill, Randolph L.

Business and Management

BA, University of California, San Diego, 1983
MPP, University of California, Berkeley, 1986
JD, University of California, Berkeley, 1987

Hiller, Cheryl

Education: Counseling and Personnel Services

BA, University of Maryland, College Park, 1968
MA, University of Maryland, College Park, 1988

Hirz, Lee J.

Computer and Information Science

BBA, George Washington University, 1976
MS, University of Maryland University College, 1999

Hoagland, Nancy

Communication Studies

MS, Jacksonville State University, 1968
EdD, Virginia Polytechnic Institute and State University, 1984

Hockenberry, William E.

Business and Management

AB, Gettysburg College, 1961
MA, Colgate University, 1969
JD, American University, 1971
DEd, American University, 1975
LLM, Georgetown University, 1977

Hoffmann, Theresa A.

Behavioral and Social Sciences, Experiential Learning

BGS, University of Maryland, College Park, 1982
MA, University of Maryland, College Park, 1986

Hoffmon, Sherri
Criminology/Criminal Justice
BA, University of Arkansas, 1994
MA, University of Arkansas, 1998

Holden, Dennis W.
Communication Studies
BA, Ohio University, 1969
MA, Ohio University, 1972

Holloway, Arnett
English
BS, Boston University, 1973
MA, Ohio State University, 1975
JD, Georgetown University, 1988

Hollowell, Gail P.
Natural Science
BS, North Carolina Central University, 1990
MS, Howard University, 1996
PhD, Howard University, 1998

Holt, Timothy
Computer and Information Science
BS, Howard University, 1987
BS, Bowie State University, 1987
MAS, Johns Hopkins University, 1991
MS, Johns Hopkins University, 1995

Horacek, Robert C.
Accounting
BA, University of California, Los Angeles, 1973
MA, California State University, Northridge, 1980

Horn, Robert C.
*Business and Management, Human Resource
    Management*
BA, University of Massachusetts, 1956
MS, University of Massachusetts, 1957
EdS, New Mexico State University, 1963
EdD, New Mexico State University, 1971

Hornbeak, Hortencia
Microbiology
BA, Skidmore College, 1968
PhD, Georgetown University, 1972

Horton, Clifton N.
Accounting
BA, University of Maryland University College, 1976
BS, University of Maryland University College, 1978
MS, George Washington University, 1978
MBA, George Washington University, 1982

Hossain, Emarat
Computer Information Technology
MS, University of Dhaka (Bangladesh), 1973
BS, University of Maryland, Baltimore, 1997
MS, University of Maryland, Baltimore, 1999

Hosseinzadeh, Manouchehr
Communication Studies
BS, College of Mass Communication (India), 1974
MS, Indiana University Bloomington, 1983

Hostetler, Craig
Health Services Management
BS, Purdue University, 1989
MHA, University of Minnesota Twin Cities, 1992

Houck, Janice M.
Library Skills
BA, University of Richmond, 1992
MSLS, Catholic University of America, 1996

Howard, Robert P.
Health Services Management
BA, California State University, Los Angeles, 1973
MA, University of California, Los Angeles, 1976
MS, California State University, Northridge, 1980

Hrutka, Joseph M.
Experiential Learning
BS, Northwestern University, 1962
MBA, Roosevelt University, 1970

Hrutka, Mary Ellen
Experiential Learning
BA, Southern Connecticut State University, 1968
MA, University of Maryland, College Park, 1970
PhD, University of Miami, 1983

Hudak, Daniel K.
Business and Management
BS, The Citadel, 1964
MSIA, Carnegie-Mellon University, 1972

Hudak, Seth
Information Systems Management
BS, U.S. Military Academy, 1962
PhD, Boston College, 1976

Hudson, Peter W.
Business and Management
BS, University of Maryland, College Park, 1974
MEd, University of Maryland, College Park, 1978

Huggins, Teresa S.
Psychology
BA, Stephen F. Austin State University, 1978
PhD, University of North Carolina at Chapel Hill,
    1983

Hughes, Arthur M.
Economics
AB, Princeton University, 1950
MPA, Princeton University, 1952

Hullet, Deborah
History
BA, University of Maryland University College, 1987
MA, Boston University, 1989
MS, Defense Intelligence College, 1993

Hundemer, Mary Sue
Behavioral and Social Sciences
BA, Salisbury State College, 1964
MEd, University of Maryland, College Park, 1976
MA, University of Maryland, College Park, 1978
PhD, University of Maryland, College Park, 1982

Hunt, Harold
Business and Management
BS, Park College, 1986
MS, Central Michigan University, 1994

Hunt, J. Christopher
Natural Science
BS, Murray State University, 1987
MS, University of Maryland, College Park, 1990
MA, University of Maryland, College Park, 1996

Hunter, Alain E.
Information Systems Management
BS, Pennsylvania State University, 1973
MEd, Pennsylvania State University, 1974
EdD, University of Illinois, 1980

Huseonica, Arthur K.
Computer Studies
BS, University of Maryland University College, 1987
MS, University of Southern California, 1989

Hutchinson, James
Computer and Information Science
BS, Fayetteville State University, 1982
MS, Boston University, 1984

Hutton, Leon
Business and Management
BBA, Northwood Institute, 1978
MA, Central Michigan University, 1980
MBA, Florida Institute of Technology, 1987

Hyde, David
Health
BS, State University of New York College at
    Brockport, 1968
MS, State University of New York College at
    Brockport, 1973
PhD, University of Maryland, College Park, 1992

Hyde, Peter
Computer Science
BA, Harvard University, 1963
MS, University of Pennsylvania, 1968
MS, University of Maryland, College Park, 1982

Hylton, Kevin

Behavioral and Social Sciences

BS, State University of New York College at Buffalo, 1992
MS, State University of New York College at Buffalo, 1993
PhD, Howard University, 1999

Iler, Marta

Information Systems Management

BA, Northwest Missouri State University, 1972
MBA, College of Notre Dame (California), 1983

Iler, Robert W.

Information Systems Management

BS, University of Kansas, 1972
MS, University of Southern California, 1976
MS, Naval Postgraduate School, 1983

Inukai, Connie

Communication Studies

BA, Ohio State University, 1970
MA, Columbia University, 1974

Isherwood, Alex C.

Business and Management

BA, San Diego State University, 1973
MA, San Diego State University, 1975
PhD, University of Maryland, College Park, 1986

Iwobi, Anthony

Accounting

BS, Central State University (Ohio), 1986
MBA, University of the District of Columbia, 1989

Iyer, Sridhar S.

Computer Science

BS, Madras Institute of Technology (India)
BS, University of Delhi (India)
MS, University of New South Wales (Australia), 1987
PhD, University of Sydney (Australia), 1992

Jackson, Jacqueline

Psychology

BMusEd, Howard University, 1978
MS, Howard University, 1985
PhD, Howard University, 1992

Jamal, Mahbub

English

BA, University of Dhaka (Bangladesh), 1975
MA, University of Dhaka (Bangladesh), 1977
MA, Lakehead University (Canada), 1983
PhD, Purdue University, 1995

James, A. Deloris

Communication Studies

MA, Ohio State University, 1974
MEd, Miami University of Ohio, 1980
PhD, University of Pennsylvania, 2000

James, Marian

Health

BS, Old Dominion University, 1985
MA, University of Maryland, College Park, 1993

Jansen, George J.

Computer and Information Science

BA, University of Denver, 1978
MS, George Washington University, 1994

Jansheski, Beverly L.

Gerontology

BS, Columbia Union College, 1968
MA, George Washington University, 1986

Jarc, Duane J.

Computer and Information Science

BS, Case Western Reserve University, 1970
MS, Case Western Reserve University, 1979
DSc, George Washington University, 1999

Jennings, Donald

Astronomy

BS, Northern Arizona University, 1970
PhD, University of Tennessee, 1974

Jessell-Shattles, Jennifer

Health

BS, Pennsylvania State University, 1988
MA, University of Maryland, College Park, 1996

Johnson, Allison

Communication Studies

BA, University of North Florida, 1989
MS, Mercer University, 1998

Johnson, David Patrick

Computer Studies

BA, University of Maryland, College Park, 1982
MS, University of Maryland University College, 1996

Johnson, Deborah A.

Business and Management

BS, University of Maryland, College Park, 1987

Johnson, Elizabeth Dale

English

BA, University of North Carolina at Chapel Hill, 1971
JD, University of North Carolina at Chapel Hill, 1976
MA, University of Maryland, College Park, 1987
PhD, University of Maryland, College Park, 1990

Johnson, Emelda

Criminology/Criminal Justice

BS, Virginia Commonwealth University, 1973
JD, Antioch School of Law, 1979

Johnson, Eric M.

Criminology/Criminal Justice

BS, University of Maryland University College, 1973
JD, University of Maryland, Baltimore, 1981

Johnson, Jack B.

Government and Politics

BS, Benedict College, 1970
JD, Howard University, 1975

Johnson, Jenny K.

Behavioral and Social Sciences

BA, Pennsylvania State University, 1952
PhD, University of Maryland, College Park, 1976

Johnson, Judy

Computer Studies

BS, Columbia College, 1996
MA, Webster University, 1998
MBA, Webster University, 1999

Johnston, Amy Ann

Business and Management

BA, St. Mary's College (Indiana), 1977
MBA, Loyola University Chicago, 1982
AM, University of Chicago, 1986

Johnston, Anne

Business and Management

BS, University of Maryland, College Park, 1966
MEd, Bowie State University, 1975

Jones, Charles L.

Business and Management

BA, Swarthmore College, 1953
MBA, Columbia University, 1959

Jones, Dionne J.

Behavioral and Social Sciences

BS, Howard University, 1974
MSW, Howard University, 1976
PhD, Howard University, 1987

Jones, Stephen

Criminology/Criminal Justice

BA, Villanova University, 1974
MS, Youngstown State University, 1977

Jones, Thomas L.

Business and Management

BS, Tougaloo College, 1963
JD, Howard University, 1971

Joyce, John J.

Government and Politics

BA, Kent State University, 1982
JD, Georgetown University, 1985

Joyner, Brenda F.

Health Services Management

BS, Memphis State University, 1972
MS, University of Texas at Austin, 1984
PhD, University of Texas at Austin, 1995

Jurca, Ioan
Computer and Information Science
MS, Universitatea Politehnica din Timisoara
   (Romania), 1970
PhD, Delft University of Technology (Netherlands),
   1977

Jurich, Steven J.
Gerontology
BWS, Adelphi University, 1988
MSW, Adelphi University, 1989

Kachura, Boris L.
Business and Management
BS, City University of New York, 1969
MS, George Washington University, 1974

Kalkay, Yvette
Computer Studies
BS, University of Tennessee, 1995
MS, University of Tennessee, 1998

Kammel, Frank J.
Mathematics
BS, St. John's University (New York), 1957
MA, Georgetown University, 1960

Kann, Charles W.
Computer Science
BChE, University of Delaware, 1980
MS, New Jersey Institute of Technology, 1989
DSc, George Washington University, 1998

Kariotis, Theodore C.
Economics
BA, University of Calgary (Canada), 1972
MA, American University, 1974
PhD, Aristotelian University (Greece), 1989

Karpel, Wendy B.
Legal Studies
BA, Haverford College, 1989
JD, Tulane University, 1992

Kase, Kevin P.
Communication Studies
BS, Clarion University of Pennsylvania, 1980
MA, Central Michigan University, 1981

Kashatus, Gerard P.
Natural Science
BS, Pennsylvania State University, 1984
MS, Texas A&M University, 1986

Kasper, Marvin
Statistics and Probability
BS, Brooklyn College, 1963
MA, University of Maryland, College Park, 1970

Kass, Barbara
Health
BS, University of Texas at El Paso, 1995
MPH, University of Texas Health Science Center at
   Houston, 1998

Kasunik, Diane
Business and Management
MS, Michigan State University, 1978
PhD, Wayne State University, 1989

Kaye, William G.
Business and Management
BA, Haverford College, 1954
MBA, Harvard College, 1956

Kaynek, Katherine
Behavioral and Social Sciences
BA, Yale University, 1993
MS, Rutgers University, 1996
PhD, Rutgers University, 1998

Keller, William K.
Fire Science
BA, University of Colorado, 1981
MPA, University of Baltimore, 1984

Kelsey, Serita R.
Behavioral and Social Sciences
BS, Florida Agricultural and Mechanical University,
   1970
MEd, Georgia State University, 1974
EdD, Morgan State University, 1999

Kemp, Natonne
Legal Studies
BA, Rutgers University, 1989
JD, George Washington University, 1992

Kendall, Walter
Business and Management
BA, University of Texas at Arlington, 1974
MA, U.S. Naval Postgraduate School, 1980

Kenkel, James E.
Legal Studies
BA, University of Maryland, College Park, 1955
JD, Georgetown University, 1962

Kenner, John M.
Business and Management
BBA, University of Cincinnati, 1970
MS, Marymount University, 1995

Kenner, Mary Ellen
Business and Management
BS, Marquette University, 1963
MBA, University of West Florida, 1988

Khilji, Anjum
Humanities
MA, University of the Punjab (Pakistan), 1980
PhD, University of the Punjab (Pakistan), 1983

Khoo, Kok Swee
Information Systems Management
BS, Nanyang Technological University (Singapore), 1987
MS, Andrews University, 1996
MS, University of Maryland, Baltimore County, 1998

Khoshand, Mehrdad
Computer and Information Science
BS, Memorial University, 1990
MS, George Washington University, 1992

Kiddy, Kevin D.
Computer and Information Science
BA, Frostburg State University, 1990
MS, Johns Hopkins University, 1995

King, Michelle Davis
Legal Studies
BA, Boston University, 1974
JD, State University of New York at Buffalo, 1977

Kirby, Michele
Gerontology
BA, University of Maryland, College Park, 1979
MSW, University of Maryland, Baltimore, 1981

Kirby, Patricia
Behavioral and Social Sciences
BA, Trinity College (Washington, D.C.), 1961
MA, Catholic University of America, 1964
EdD, Catholic University of America, 1982

Kirk, Cherlyn H.
Communication Studies
BA, University of Missouri, 1979
MA, Johns Hopkins University, 1997

Kirk, Susan E.
Education: Counseling and Personnel Services
BS, Hope College, 1988
MEd, University of Maryland, College Park, 1996

Kirkland, Michael B.
Communication Studies
BA, Louisiana State University, 1960
MA, George Washington University, 1971

Kish Wulsch, Julia A.
Health
BS, University of Delaware, 1993
MS, Pennsylvania State University, 1995

Klank, Richard E.
Art
BArch, Catholic University of America, 1962
MFA, Catholic University of America, 1964

Klemens, Melissa Lin
Legal Studies
BA, St. Bonaventure University, 1991
JD, State University of New York at Buffalo, 1994

Knapp, James
Sociology
BBA, Harding University, 1987
MA, Harding University, 1990
PhD, University of North Texas, 1995

Knight, William E.
Business and Management
BS, Old Dominion University, 1973
MA, Old Dominion University, 1974
MA, University of Maryland, College Park, 1984

Knoll, John Alexander
English
BA, University of Illinois, 1989
MS, University of Illinois, 1991

Knott, Bradley T.
Business and Management
BA, University of Iowa, 1981
MA, University of Iowa, 1982
JD, Catholic University of America, 1990

Kofie, Nelson F.
Sociology
BA, University of New Brunswick (Canada), 1983
MA, Queen's University (Canada), 1985
PhD, George Washington University, 1996

Koller, Carolyn C.
Legal Studies
BS, Roanoke College, 1981
MS, Virginia Commonwealth University, 1984
PhD, Virginia State University, 1988

Kopka, Richard W.
Computer and Information Science
BS, University of Pittsburgh, 1961
MS, University of Pittsburgh, 1967

Kovach, Kenneth A.
Business and Management
BA, Ohio University, 1968
MBA, Ohio University, 1972
PhD, University of Maryland, College Park, 1975

Kreger, Alan K.
Business and Management
BS, Temple University, 1959
MBA, Temple University, 1965

Kreiser, Jeanette
Behavioral and Social Sciences
BA, University of Chicago, 1965
MAT, University of Chicago, 1969
EdD, University of Rochester, 1980

Kreitzman, Horace
Business and Management
BS, Fairleigh Dickinson University, 1961
MS, George Washington University, 1978

Kronheim, Steven
Psychology
BA, University of Cincinnati, 1975
MA, University of Maine, 1977
MA, University of Maine, 1979
PhD, American University, 1990

Krout, Homer L.
Information Systems Management
BA, Park College, 1972
MS, Florida Institute of Technology, 1989
PhD, Florida Institute of Technology, 1992

Kuang, Lin
Computer Studies
BS, Heilongjiong University (China), 1984
MS, Harbin Institute of Technology (China), 1989
MS, Southeastern University, 1996

Kudel, John Patrick
Legal Studies
BA, University of Maryland, College Park, 1977
JD, American University, 1980

Kulansky, Michael A.
Business and Management
BS, Towson State University, 1970
MEd, University of Maryland, College Park, 1972
MBA, University of Maryland, College Park, 1981

Kulemeka, Andrew
English
BEd, University of Malawi, 1982
MA, Australian National University (Australia), 1987
PhD, Indiana University, 1993

Kumar, Veena
Communication Studies
MA, Karnataka University (India), 1971
PhD, Lucknow University (India), 1976

Kushner, Michael P.
Business and Management
BS, University of Pittsburgh, 1969
MBA, University of Dayton, 1979

Kwiatkowski, Karen U.
Information Systems Management
BS, University of Maryland, College Park, 1982
MS, University of Arkansas, 1987
MA, Harvard University, 1991

Lacienski, Stanley J.
Business and Management, Experiential Learning
BS, American International College, 1984
MGA, University of Maryland University College, 1995

Lagnese, Adelaide A.
Legal Studies
BA, St. John's University (New York), 1965
MA, Hofstra University, 1968
JD, Catholic University of America, 1976
MA, Antioch School of Law, 1979

Lahat, Zeev
Accounting
BBA, University of Texas at El Paso, 1984
MS, University of Texas at El Paso, 1990

Lall, Parshotam S.
Business and Management
BS, Oregon State University, 1961
MS, Purdue University, 1963
PhD, Purdue University, 1966
JD, American University, 1974

Lancaster, Morris S.
Computer Science
BS, North Carolina State University, 1972
MS, University of Tennessee, 1976

Land, Janet L.
Communication Studies
BS, University of Maryland University College, 1993
MA, Johns Hopkins University, 1995

Landry, Bart
Sociology
BA, Xavier University of Louisiana, 1966
PhD, Columbia University, 1971

Lanzer, Francis P.
Computer Studies
BSEE, U.S. Naval Academy, 1973
MSBA, Boston University, 1983
MSEE, University of Maryland, College Park, 1984

Lapiana, John K.
Legal Studies
BS, State University of New York at Buffalo, 1984
JD, State University of New York at Buffalo, 1987
MS, Johns Hopkins University, 1995

Lark, Regina
History
BA, California State University, Northridge, 1990
MA, California State University, Northridge, 1992
PhD, University of Southern California, 1999

Larsen, Lana C.
Psychology
BA, Southwest Texas State University, 1975
MA, Chapman College, 1983
MA, Southern Illinois University, 1991
PhD, Saint Louis University, 1997

Laska, William D.
Information Systems Management
BS, Kent State University, 1974
MS, Virginia Polytechnic Institute and State University, 1993

Lathrop, Elizabeth Laura
Behavioral and Social Sciences
BA, Hollins College, 1957
MA, Inter American University of Puerto Rico, 1966
PhD, University of Maryland, College Park, 1982

Lavine, Michael K.
Information Systems Management
BS, Touro College, 1988
MS, City University London (England), 1997
MS, Johns Hopkins University, 1998

Lazarus, Ferdinand F.

Computer Studies

BEE, City University of New York, 1951
MS, Florida Institute of Technology, 1979

Leahy, Ronald A.

Business and Management

PhB, Loyola College in Maryland, 1954
BS, Johns Hopkins University, 1960
MBA, George Washington University, 1963

Leake, Charles R.

Computer Science

BS, New York University, 1963
MS, New York University, 1965
PhD, New York University, 1969

Leary, William F.

Accounting

BA, College of Wooster, 1973
JD, University of Toledo, 1979
MST, DePaul University, 1982

Leberre, Maria L.

Communication Studies

BA, University of Virginia, 1986
MA, Ohio State University, 1988
PhD, George Mason University, 1997

Leerburger, Marian

Business and Management

BA, Colby College, 1984
MA, American University, 1986
MA, Georgetown University, 1988
PhD, University of Maryland, College Park, 1996

Lehman, Charles

Business and Management

BS, Miami University (Ohio), 1960
MBA, University of Cincinnati, 1962

Leitner, Kina D.

Psychology

BS, University of Denver, 1970
MS, Bank Street College of Education, 1977
PhD, Columbia University, 1992

LeMaster, John D.

German

BA, Indiana University of Pennsylvania, 1985
MA, University of Maryland, College Park, 1989

Lengermann, Joseph J.

Sociology

BA, University of Notre Dame, 1958
STL, Gregorian University, 1962
MA, University of Notre Dame, 1964
PhD, Cornell University, 1969

Lessans, Michael A.

Computer and Information Science

BS, University of Maryland University College, 1985
MS, George Washington University, 1991

Lesser, Lawrence M.

Business and Management

BS, American University, 1965
MBA, American University, 1968

Levin, Sharon L.

Accounting

BS, University of Maryland, Baltimore County, 1979
MBA, Loyola College in Maryland, 1992

Levine, Leonard F.

Information Systems Management

BA, Columbia University, 1972
MA, Columbia University, 1976
PhM, Columbia University, 1977

Levitas, Tulin M.

Humanities

BA, Wheaton College (Massachusetts), 1962
MA, Boston University, 1969
MA, University of Maryland, College Park, 1974

Lewis, Cassandra C.

Experiential Learning

BA, State University of New York at Buffalo, 1992
MA, Boston College, 1996

Lichtenstein, Cecile M.

Computer Studies

BA, University of North Carolina at Greensboro, 1962
MAT, Niagara University, 1968
BT, University of North Florida, 1985
MS, University of North Florida, 1991

Liebermann, Roxanne J.

Information Systems Management

BS, University of Pittsburgh, 1987
MS, University of Maryland University College, 1994

Liu, Lawrence W.

Computer and Information Science

BS, University of Tamkang (Taiwan), 1980
MBA, University of Dallas, 1985

Lloyd, Timothy

Information Systems Management

BA, University of Maryland, Baltimore County, 1982
MS, University of Maryland University College, 1987

Lomax, Glen F.

Gerontology

AAS, Washington Technical Institute (Ohio), 1971
MS, Case Western Reserve University, 1987

Lombardo, Peter

Computer Studies

BS, Frostburg State University, 1993
MS, Johns Hopkins University, 1995

Long, Anna

Computer Studies

BS, University of Louisville, 1982
MSEE, University of Louisville, 1983

Lopez-Gonzalez, José

Humanities

BA, Universidad Autónoma de Nuevo León (Mexico), 1970
MA, Johns Hopkins University, 1990
PhD, Johns Hopkins University, 1992

Loss, Roderick

Information Systems Management

BS, Rollins College, 1967
MBA, Roosevelt University, 1978

Loughlin, Brian C.

Accounting

BBA, Manhattan College, 1965
MBA, University of Maryland, College Park, 1988

Lovelace, Douglas

Business and Management

BS, Hampton University, 1976
MBA, Golden Gate University, 1980

Lubetkin, Beth A.

Criminology/Criminal Justice

BS, Miami University (Ohio), 1990
JD, American University, 1995

Lucas, Beverly S.

Education: Counseling and Personnel Services

BA, State University of New York at Buffalo, 1987
EdM, State University of New York at Buffalo, 1991

Lundak, Joel D.

Psychology

BA, University of Nebraska, 1963
MA, University of Nebraska, 1981
PhD, University of Nebraska, 1988

Lundregan, Christine C.

Business and Management

BS, University of Maryland, College Park, 1976
MS, University of Maryland University College, 1988

Lupica, Carmela Lena

Business and Management

BA, Cleveland State University, 1971
MS, University of Houston, 1977

Lutz, Blanche Sefton
Information Systems Management
BA, University of California, Berkeley, 1982
JD, University of California, Berkeley, 1985

Lyke, Robert F.
Accounting
BA, Swarthmore College, 1963
MA, Yale University, 1965
PhD, Yale University, 1968

Lynch, Michael E.
Computer Studies
BA, College of William and Mary, 1988
MA, George Mason University, 1996

MacDonald, Duncan
History
BA, University of Tulsa, 1972
MA, University of Tulsa, 1974
PhD, West Virginia University, 1983

MacFoy, Cyrus
Biology
BS, Royal Holloway College, University of London
(England), 1974
MS, Imperial College of Science, Technology and
Medicine (England), 1976
PhD, Imperial College of Science, Technology and
Medicine (England), 1979

Mack, Nanette G.
Mathematics
BA, Michigan State University, 1978
MS, Michigan State University, 1980

Maderi, Anthony D.
Computer and Information Science
BS, University of Maryland, College Park, 1992
MS, Loyola College in Maryland, 1997

Maggio, Mark J.
Behavioral and Social Sciences
BS, University of Maryland University College, 1987
PhD, University of Maryland, College Park, 1998

Malloy, Dorothea C.
Accounting
BS, University of Massachusetts, 1987
MS, University of Baltimore, 1993

Mangold, Sanford D.
*Business and Management, Human Resource
Management*
BS, University of Florida, 1969
MS, Air Force Institute of Technology, 1973
MA, Naval War College, 1987

Manicke, Robert L.
Mathematics
BA, University of Missouri, 1969
MS, University of Houston, 1971
PhD, University of Maryland, College Park, 1981

Mannina, Debra
Mathematics
BS, University of Maryland, College Park, 1987
MEd, University of Maryland, College Park, 1989

Manno, Joseph R.
Cooperative Education
BA, Pennsylvania State University, 1949
MA, American University, 1958
PhD, University of Maryland, College Park, 1989

Mantel, Wendy
Communication Studies
BA, Ramapo College of New Jersey, 1983
MS, Johns Hopkins University, 1999

Mardesich, Michael
Computer Studies
BS, California State University, Dominguez Hills,
1985
MS, University of Maryland University College, 1999

Marin, Allen
Human Resource Management
BA, University of Maryland, College Park, 1969
MA, University of Maryland, College Park, 1971
PhD, University of Maryland, College Park, 1985

Marin, Noemi
Speech
MEd, Universitatea din Bucaresti (Romania), 1977
MA, California State University, Northridge, 1994
PhD, University of Maryland, College Park, 1999

Mark, Winifred A. N.
Communication Studies
BA, Trinity College (Ireland), 1952
MA, Niagara University, 1975
PhD, Catholic University of America, 1978

Marks, Lori N.
Gerontology
BA, Wellesley College, 1987
MS, Pennsylvania State University, 1990
PhD, University of Maryland, College Park, 1995

Marquina, Allison A.
Business and Management
BS, Columbia Union College, 1987
JD, University of Baltimore, 1991

Marschall, Sabrina I.
Human Resource Management
BS, University of Maryland, College Park, 1985
MEd, University of Maryland, College Park, 1990
PhD, University of Maryland, College Park, 1995

Marshall, Heather M.
Business and Management
MS, Johns Hopkins University, 1996
MA, Fielding Institute, 1999

Martin, Gina
Biology
BS, University of Maryland, College Park, 1991
MA, Hood College, 1997

Martin, Sandra O.
English
BS, Saint Louis University, 1964
MA, Saint Louis University, 1967

Martinez, Rodolfo J.
Computer and Information Science
BS, George Washington University, 1976
MS, George Washington University, 1980

Martner-Hewes, Patricia M.
Natural Science
BS, University of California, Los Angeles, 1979
MS, University of California, Los Angeles, 1981
DrPH, University of California, Los Angeles, 1984

Mashayekhi, Mehrdad
Sociology
BA, Case Western Reserve University, 1976
MA, American University, 1979
PhD, American University, 1986

Matsakis, Aphrodite
Paychology
MA, Stanford University, 1969
MA, University of Maryland, College Park, 1972
PhD, University of Maryland, College Park, 1975

Mattingly, John A.
Business and Management
BS, Towson State University, 1993
JD, University of Baltimore, 1996

Maurer, Donna
Sociology
BA, University of Massachusetts, Dartmouth, 1985
MA, East Tennessee State Univesity, 1989
PhD, Southern Illinois University, 1997

Mauro, Benjamin C.
Psychology
BA, Temple University, 1980
MA, Temple University, 1984
PhD, Temple University, 1991

Mayer, Michael E.
Business and Management
BS, Loyola College in Maryland, 1968
MA, Central Michigan University, 1981

Mayeske, Betty Jo
Humanities
BA, University of Illinois, Urbana, 1956
MA, University of Illinois, Urbana, 1958
PhD, University of Maryland, College Park, 1972

Mazeroff, Paul

Psychology

BA, Western Maryland College, 1967
MA, University of Maryland, College Park, 1968
EdD, Peabody College, Vanderbilt University, 1977

McCaffrey, William E.

Information Systems Management

BS, Siena College, 1973
MBA, University of Notre Dame, 1987

McCauley, Susan Diane

Communication Studies

BA, University of Maryland, College Park, 1982
BS, University of Maryland, College Park, 1984
MA, Saint Louis University, 1985

McClean, Philip M.

Natural Science

BS, Loras College, 1959
MS, University of Iowa, 1967

McClintock, Dorothy A.

Information Systems Management

BS, University of Maryland University College, 1985
MS, Bowie State University, 1989

McCloskey, Leora

English

BA, University of California, Los Angeles, 1989
MA, North Carolina State University, 1994

McCotter, Verjeana C.

Criminology/Criminal Justice

BA, University of Maryland, College Park, 1989
JD, University of the District of Columbia, 1996

McDermitt, Edward V.

Humanities

AB, Georgetown University, 1975
MA, Georgetown University, 1978
JD, University of Santa Clara, 1980
LLM, University of Pennsylvania, 1984

McDonald, Georgiana C.

English

BA, Oberlin College, 1971
MA, University of Maryland, College Park, 1975

McDonald, Robert E.

English

BS, State University of New York College at
    New Paltz, 1963
MA, University of Maryland, College Park, 1970

McFeeley, Ann

Health Services Management

BS, University of Pittsburgh, 1980
MHA, University of Pittsburgh, 1984

McGinty, Patrick

Government and Politics

BA, University of Omaha, 1961
MA, Georgetown University, 1975
PhD, Georgetown University, 1983

McIntosh, Wayne V.

Government and Politics

BA, University of South Carolina, 1973
MA, Wichita State University, 1974
PhD, Washington University (Missouri), 1981

McKalip, Donna

Information Systems Management

BA, University of the Philippines, 1976
MA, Central Michigan University, 1978
MS, University of Maryland University College, 2000

McKeldin, William H.

Criminology/Criminal Justice

BS, University of Maryland University College, 1987
MBA, Frostburg State University, 1996

McKelvy, Rayolyn L.

Speech

BS, U.S. Air Force Academy, 1970
MA, State University of New York College at
    Plattsburgh, 1977
MPh, University of Cambridge (England), 1995

McKenzie, Charlotte

Computer and Information Science

BA, California State University, Long Beach, 1974
MS/MBA, Golden Gate University, 1987
MS, Johns Hopkins University, 1995

McKenzie, Ross A.

Computer Studies

BS, Lock Haven State University, 1982
MS, Missouri State University, 1985

McLaughlin, Debra F.

Psychology

BS, Clark College, 1986
PhD, University of North Carolina at Chapel Hill,
    1994

McLaughlin, William

Computer Studies

BS, University of Maryland, College Park, 1988
MA, Webster University, 1998

McLean, Kenneth

Computer Studies

MA, George Washington University, 1968
BS, University of Maryland University College, 1984
MS, George Washington University, 1988

McNeal, Bernard G.

Accounting

BS, Morgan State College, 1975
MSM, Purdue University, 1977

Meek, Steve

Business and Management

BS, University of Alabama, 1966
MS, University of California, Los Angeles, 1982

Mehalick, Michael R.

Information Systems Management

BA, University of Rochester, 1984
MS, University of Maryland University College, 1999

Meiring, Jeffery A.

Business and Management

BA, Ohio State University, 1988
MPA, Ohio State University, 1990
MLHR, Ohio State University, 1990

Mellin, Robert

Criminology/Criminal Justice

BA, University of Maryland University College, 1982
JD, University of Maryland, Baltimore, 1990

Memon, Altaf

Environmental Management

BE, University of Karachi (Pakistan), 1972
MS, Asian Institute of Technology (Thailand), 1975
MEng, University of Pittsburgh, 1979
PhD, University of Pittsburgh, 1980

Menasian, James

Computer and Information Science

AB, Columbia University, 1967
BS, University of Maryland, College Park, 1985

Mericle, Linda S.

Legal Studies

BS, University of Maryland University College, 1987
JD, University of Baltimore, 1991

Merkel, Janet R.

Psychology

BA, Alverno College, 1966
MS, Purdue University, 1972
MPS, Loyola University Chicago, 1987
MS, Loyola College in Maryland, 1988
PhD, Loyola College in Maryland, 1992

Michel, Kevin A.

Accounting

BS, Pace University, 1979
MBA, Pace University, 1986
PhD, Nova Southeastern University, 1999

Michelotti, Gregory A.

Microbiology

BS, Pennsylvania State University, 1986
PhD, University of South Carolina, 1992

Michelson, Bruce K.

Accounting

BS, University of Maryland, College Park, 1971
MBA, George Washington University, 1972

Mihall, John

Education: Counseling and Personnel Services

BS, University of Maryland, College Park, 1976
MA, Antioch University, 1979

Mikulski, George R.

Computer and Information Science

BS, King's College (Pennsylvania), 1985
MS, George Mason University, 1991

Miller, David F.

Accounting

BS, University of Maryland, College Park, 1967
MBA, George Washington University, 1976

Miller, Laura M.

Health

BS, University of Maryland, College Park, 1989
MS, Miami University of Ohio, 1993

Miller, Levi B.

Health Services Management

BS, Morgan State University, 1962
JD, University of Baltimore, 1976

Miller, Tammie A.

Computer Studies

BS, Norfolk State University, 1986
MBA, Southeastern University, 1999

Milman, Frank L.

Business and Management

BS, University of Maryland, College Park, 1970
MBA, University of Maryland, College Park, 1973

Mines, Cheryle A.

Gerontology

BA, Clark College, 1984
MSA, Central Michigan University, 1986
MPH, University of South Florida, 1991

Minetree, James L.

Fire Science

BGS, University of Nebraska, 1971
MA, University of Southern California, 1973

Miranda, Citlali

Spanish

BS, Unidad Profesional Interdisciplinaria de Ingeniera
  y Ciencias Sociales y Administrativas, Instituto
  Politécnico Nacional, Mexico, 1994
MA, University of Maryland, Baltimore County, 1999

Misram, Nidhi

Computer and Information Science

BS, University of Allahabad (India), 1991
MS, University of Allahabad (India), 1999

Moghadam, Linda L.

Sociology

BA, University of Maryland, College Park, 1976
MA, University of Maryland, College Park, 1981
PhD, University of Maryland, College Park, 1989

Montano, Robert F.

Computer Studies

BS, Syracuse University, 1974
MA, Loyola College in Maryland, 1984

Moonesinghe, Ramal

Statistics and Probability

BS, University of Columbo (Sri Lanka), 1979
MS, Bowling Green State University, 1985
MA, Bowling Green State University, 1988
PhD, University of Missouri, 1991

Moore, Dennis

Computer and Information Science

BS, U.S. Air Force Academy, 1987

Moore, Laura M.

Sociology

BA, Louisiana State University, 1989
MA, University of Maryland University College, 1996

Moore, Marla H.

Natural Science

BS, Pennsylvania State University, 1962
MS, Catholic University of America, 1967
PhD, University of Maryland, College Park, 1981

Moore, Thomas

English

BA, Towson State University, 1973
MA, Pennsylvania State University, 1975
PhD, University of Maryland, College Park, 1983

Morales, Angela

Environmental Management

BS, Cornell University, 1978
MS, Johns Hopkins University, 1996

Moran, John L.

Business and Management

BS, University of Illinois, 1969
MBA, DePaul University, 1977
MA, Georgetown University, 1989

Morris, Jon R.

Information Systems Management

BS, Illinois Wesleyan University, 1963
MA, University of Denver, 1965
PhD, University of Colorado at Boulder, 1971

Morrison, Philip Joseph

Astronomy

BA, College of the Holy Cross, 1969
MS, Johns Hopkins University, 1974
PhD, University of Maryland, College Park, 1979

Morse, Gordon A.

Business and Management

BA, American International College, 1962
MBA, University of Miami, 1966

Motes, Michael J.

Accounting

BS, Cornell University, 1975
MA, Central Michigan University, 1979

Moumena, Lhadj

Computer and Information Science

BS, University of Sciences and Technology (Algeria),
  1983
MS, University of Maryland, College Park, 1986
PhD, University of Maryland, College Park, 1991

Mounts, James A.

Business and Management

BA, Washington and Jefferson College, 1953
JD, University of Pennsylvania, 1958
MS, Michigan State University, 1967

Moyes, Glen D.

Accounting

BS, University of Utah, 1979
MBA, University of Nevada, 1984
DBA, U.S. International University, 1991

Mulhall, Raymond

Fire Science

BS, University of Maryland, College Park, 1979

Mulhern, Sally A.

Biology

BS, Marymount University, 1966
MS, George Washington University, 1968
PhD, George Washington University, 1971

Mulherrin, Elizabeth

Library Skills

BA, University of New Hampshire, 1985
MLIS, University of South Carolina, 1993

Muren, Gary P.

Computer Information Technology

BS, Illinois State University, 1966
MA, University of Illinois, 1968
PhD, University of Illinois, 1972
BA, University of Maryland University College, 1983

Murray, Teresa

Computer Studies

BA, Mount Vernon College, 1988
MA, University of Baltimore, 1995

Musavi, Hamid

Computer and Information Science

BS, Clemson University, 1980
MS, Johns Hopkins University, 1992

Nacev, Vladimir

Psychology

MA, California School of Professional Psychology,
  1974
PhD, U.S. International University, 1977

Narayan, Krishnaswami
Computer Studies
MA, University of Madras (India), 1980

Nash, Charles E.
Information Systems Management
BA, University of North Carolina at Chapel Hill, 1967
MA, George Washington University, 1974

Nassirdaftari, Saied
Computer Studies
BS, American University, 1981
MS, American University, 1985

Navarra, Joseph L.
Environmental Management
BS, University of Maryland, College Park, 1985
MS, National-Louis University, 1994

Nazma, Shirin
Economics
BS, University of Dhaka, Bangladesh, 1981
MA, Ohio State University, 1990
PhD, University of Illinois, 1996

Ndubuisi, Samuel C.
Sociology
BA, University of Ibadan (Nigeria), 1975
MA, Georgetown University, 1979
PhD, Howard University, 1986

Neal, Mark A.
Legal Studies
BA, University of Maryland, College Park, 1988
JD, University of Maryland, Baltimore, 1992

Neary, John
Information Systems Management
BS, University of Maryland University College, 1976
MS, Strayer University, 1998

Negm, M. Salah
Accounting
BS, Cairo University (Egypt), 1958
MBA, New York University, 1965
PhD, Lawrence University, 1975

Neimeyer, Charles P.
History
BA, University of Maryland, College Park, 1976
MA, Georgetown University, 1983
MA, Naval War College, 1991
PhD, Georgetown University, 1993

Neri, John A.
Economics
BS, University of Maryland, College Park, 1968
MA, University of Maryland, College Park, 1970
PhD, University of Maryland, College Park, 1973

Neuder, Stanley M.
Mathematics
BS, Brooklyn College, 1955
MS, University of Maryland, College Park, 1960
PhD, Catholic University of America, 1978

Newhouse, Franklin George
Business and Management
BA, University of Maryland University College, 1972
MBA, University of Hawaii at Honolulu, 1974

Newhouse, Quentin, Jr.
Behavioral and Social Sciences
BA, Marietta College, 1971
MS, Howard University, 1974
PhD, Howard University, 1980

Newman, John M.
History
BA, George Washington University, 1973
MA, George Washington University, 1978
PhD, George Washington University, 1991

Neyens, Ruth Lane
Business and Management
AB, Boston University, 1963
MBA, Boston University, 1976

Nichols, Linda
Business and Management
BA, Vassar College, 1982
DSc, George Washington University, 1984
MS, George Washington University, 1984

Nickens, Shelton
History
BA, North Carolina Wesleyan College, 1966
MA, East Carolina University, 1967
MA, University of London (England), 1971

Nickerson, Rosemary G.
Natural Science
BA, Rutgers University, 1981
PhD, State University of New York at Stony Brook, 1988

Nickols, Jacqueline
Information Systems Management
BA, University of Maryland, College Park, 1993
AA, Community College of the Air Force, 1994
MS, Central Michigan University, 1999

Nielson, Michael L.
English
BA, University of Maryland University College, 1981
MA, George Washington University, 1983

Niles, John C.
Computer and Information Science
BS, Catholic University of America, 1987
MS, University of Maryland University College, 1996

Nnadili, Anthony O.
Government and Politics
BA, Howard University, 1976
MA, Howard University, 1977
PhD, Howard University, 1984

Nolan, Eve
Business and Management
BA, University of Maryland, College Park, 1988
MS, University of Maryland University College, 1996

Nolan, Theresa A.
Legal Studies
BA, University of Baltimore, 1972
JD, University of Baltimore, 1975

Noone, Patricia A.
English
BA, University of Maryland, College Park, 1980
MA, University of Maryland, College Park, 1985

Northrop, Albert W.
Legal Studies
BA, University of Maryland, College Park, 1969
JD, University of Maryland, Baltimore, 1974

Nuth, Eugene M.
Criminology/Criminal Justice
BS, University of Baltimore, 1967
JD, University of Baltimore, 1970

Nutter, Kathleen B.
History
BA, Smith College, 1990
MA, University of Massachusetts Amherst, 1993
PhD, University of Massachusetts Amherst, 1998

Nwaka, Charles U.
Economics
BS, St. Joseph's University, 1975
MA, Minnesota State University, 1982
PhD, Howard University, 1994

Nye, Michael
Business and Management
JD, University of Nebraska, 1971
LLM, George Washington University, 1980

Oakcrum, Gloria
Business and Management
BS, University of Maryland, College Park, 1983
MS, Golden Gate University, 1987

Oakcrum, Lewis
Business and Management
BS, University of Maryland, College Park, 1982
MS, Golden Gate University, 1986

Obenwa, Peter
Accounting
BA, Eastern Washington University, 1978
MBA, Eastern Washington University, 1980
MA, American University, 1984
BS, University of Maryland University College, 1990

O'Connell, Walter R.

Business and Management

BS, Rutgers University, 1964
MBA, University of Virginia, 1972

Ogg, Sherry

Biology

BS, Delaware Valley College, 1984
MS, California State University, Chico, 1988
PhD, University of Maryland, College Park, 1994

Okigbo, Vincent C.

Speech

BA, Texas Southern University, 1990
MA, Texas Southern University, 1992

Okoh, Chitua Ada

Gerontology

BS, University of Nigeria, 1974
MS, Howard University, 1982
PhD, Howard University, 1988
MPH, George Washington University, 1994

Olden-Stahl, Susan K.

History

BA, University of Wisconsin–Madison, 1971
MA, University of Illinois, 1973

Oliva, Linda M.

Psychology

BS, University of Maryland, College Park, 1981
MEd, Boston University, 1984
EdD, Boston University, 1993

Oliver, George

English

BA, University of New Orleans, 1969
MA, Louisiana State University, 1980

O'Malley, Sharon R.

Journalism

BA, University of Maryland University College, 1989
MA, University of Maryland, College Park, 1991

Omidpanah, Parvis

Health Services Management

BS, Isfahan University of Technology (Iran), 1977
MA, Western Michigan University, 1979
PhD, Walden University, 1998

Onye, Stanley

Government and Politics

BA, St. Anselm College, 1977
MA, Howard University, 1979
PhD, University of Maryland, College Park, 1985

O'Rourke, Thomas

Business and Management

BA, Alfred University, 1970
MA, Webster University, 1975

Otiji, Sylvester N.

Computer Studies

BA, University of Minnesota Twin Cities, 1984
MUP, San Jose State University, 1986
MGA, University of Maryland University College, 1994

Owens, Garrison

Biology

BA, Talladega College, 1987
MS, Wayne State University, 1989

Page, Alfred A.

Accounting

BS, Towson State University, 1979
MS, University of Baltimore, 1982

Page, Norbert

Environmental Science

DVM, Ohio State University, 1956
MS, University of Rochester, 1963

Palm, Sylvia C.

Information Systems Management

BA, University of Maryland, College Park, 1975

Pang, Leslie

Computer Studies

BS, University of Hawaii at Honolulu, 1974
MS, University of Nebraska at Lincoln, 1979
PhD, University of Utah, 1983
MBA, University of Maryland, College Park, 1988

Patterson, Roland N.

Criminology/Criminal Justice

BA, Morgan State University, 1981
JD, Antioch College of Law, 1986

Patterson, Tom

Behavioral and Social Sciences

BA, University of Maryland, College Park, 1974
MA, University of Maryland, College Park, 1977

Patterson, William V.

Speech

BFA, University of Oklahoma, 1970
MFA, University of Utah, 1972

Payne, Jerald E.

Business and Management

BS, Troy State University, 1969
MEd, Loyola College in Maryland, 1979
PhD, University of Maryland, College Park, 1995

Payne, Twanna M.

Information Systems Management

BS, Virginia State University, 1994
MS, University of Maryland University College, 1999

Peabody, Richard M.

English

BA, University of Maryland, College Park, 1973
MA, American University, 1975

Peavey, Sandra S.

Legal Studies

BA, Cornell University, 1959
LLB, Duke University, 1962
JD, Duke University, 1962

Pegalis, Linda J.

Psychology

BS, Lehigh University, 1987
MS, University of Georgia, 1991
PhD, University of Georgia, 1994

Peirce, William P.

Communication Studies

BA, Westminster College, 1960
MA, University of Maryland, College Park, 1963

Pelletier, Jane

Accounting

BA, Colby College, 1980
MBA, University of Pittsburgh, 1982

Pennington, Elizabeth

Humanities

BA, Florida State University, 1975
MA, Florida State University, 1976

Perkins, Wendy

English

BA, Stockton State College, 1985
MA, Rutgers University, 1988
PhD, University of Delaware, 1996

Persaud, Motee

Business and Management

BA, University of Wisconsin–La Crosse, 1966
MA, Howard University, 1970
JD, George Washington University, 1974
PhD, American University, 1978

Persh, Michael G.

Accounting

BA, Washington University (Missouri), 1973
MBA, George Washington University, 1977

Pertillar-Brevard, Lisa A.

Humanities

BA, Smith College, 1991
MA, Emory University, 1994
PhD, Emory University, 1995

Peters, Erica

History

BA, Harvard University, 1991
MA, University of Chicago, 1994
PhD, University of Chicago, 2000

Peterson, Victoria M.

Business and Management

BA, Tennessee Wesleyan College, 1972
MBA, University of Nevada, 1994

Phillips, Janet B.
Behavioral and Social Sciences
BS, University of Maryland, College Park, 1971
MEd, University of Maryland, College Park, 1972
PhD, University of Maryland, College Park, 1981

Piccoli, Phil
Natural Science
BA, University of Montana, 1984
MS, University of Pittsburgh, 1987
PhD, University of Maryland, College Park, 1992

Pitocco, Nickolas J.
Computer and Information Science
BS, University of Maryland, College Park, 1986
MS, Troy State University, 1991
MS, University of Maryland University College, 1993

Pittner, Kristen M.
Computer Studies
BS, Florida Atlantic University, 1996
MS, Nova Southeastern University, 1999

Pitts, David D.
Computer Studies
BEng, Vanderbilt University, 1986
MBA, University of Maryland, College Park, 1995

Plude, Dana J.
Psychology
BA, State University of New York at Buffalo, 1976
MA, Syracuse University, 1979
PhD, Syracuse University, 1980

Pointer, Sharron K.
Information Systems Management
BS, University of California, San Bernardino, 1986
MS, Bowie State University, 1995

Poltilove, Rachel
Biology
BS, University of Maryland, College Park, 1996
MA, George Washington University, 2000

Pomietto, Robert J.
Information Systems Management
BS, Duquesne University, 1970
MS, University of Maryland, College Park, 1989

Ponds, Laveen
Business and Management
BS, Ohio State University, 1974
MA, Central Michigan University, 1978
JD, Capital University, 1983

Porosky, Peter
Communication Studies
BA, University of Washington, 1958
MFA, University of Oregon, 1965

Porter, Ronald P.
Computer and Information Science
BS, University of Maryland University College, 1993
MS, Johns Hopkins University, 1995

Porter, Yvette
Information Systems Management
BS, University of Maryland University College, 1987
MS, Johns Hopkins University, 1996

Post, Todd H.
Communication Studies
BA, Old Dominion University, 1984
MFA, George Mason University, 1988

Potter, Marshall R.
Computer and Information Science
BS, University of Maryland, College Park, 1971
MSEE, University of Maryland, College Park, 1974
MS, University of Maryland, College Park, 1979

Powell, Catherine
Psychology
BS, University of Pittsburgh, 1972
MS, University of Pittsburgh, 1973
JD, Antioch School of Law, 1986
LLM, American University, 1987

Powell, Vicky L.
Health Services Management
BA, Howard University, 1988
JD, Georgetown University, 1995

Powroznik, Daniel L.
Business and Management
BA, Allegheny College, 1971
MA, University of Maryland, College Park, 1972
PhD, University of Maryland, College Park, 1980
MBA, George Washington University, 1982

Prakash, Chilin S.
Geology
BS, Bangalore University (India), 1972
MS, Bangalore University (India), 1974
MPh, Bangalore University (India), 1975
MPh, University of Aston (England), 1977
PhD, University of Cambridge (England), 1980

Prasad, Surya S.
Information Systems Management
BS, Andhra Pradesh Agricultural University (India), 1970
MA, Sam Houston State University, 1971
PhD, Rutgers University, 1977

Prasannappa, Raju
Computer and Information Science
BS, University of Mysore (India), 1981
MS, University of Maryland, College Park, 1986

Preston-Dillon, Dee
Psychology
BEd, University of Hawaii at Honolulu, 1972
MA, University of Northern Colorado, 1976
PhD, Saybrook Graduate School and Research Center, 1999

Profozich, Richard P.
Communication Studies
BS, Pennsylvania State University, 1970
MS, Rensselaer Polytechnic Institute, 1972
PhD, University of Maryland, College Park, 1989

Pu, Fan-Tao
Computer Science
BS, National Chiao Tung University (Taiwan), 1986
MA, National Chiao Tung University (Taiwan), 1988
PhD, University of Maryland, College Park, 1998

Pugh, John C.
Natural Science
BS, University of Liverpool (England), 1978
PhD, University of Liverpool (England), 1982

Pugh, Kathleen W.
Business and Management
BA, State University of New York at Binghamton, 1991
MBA, University of Nevada, 1994

Pugh, Marilyn B.
Economics
BS, Ohio State University, 1969
MA, Ohio State University, 1971
PhD, George Mason University, 1994

Pullen, Jeffrey D.
Computer Studies
BS, University of Maryland University College, 1992
MGA, University of Maryland University College, 1996

Puma, Daniel R.
Business and Management
BA, University of Maryland, College Park, 1973
BS, University of Maryland, College Park, 1973
MA, Bowie State University, 1982

Quander, Linda
Communication Studies
BA, Brown University, 1975
MAT, Brown University, 1975
PhD, Howard University, 1981

Quinn, James T.
Art
BFA, Virginia Commonwealth University, 1964
MFA, Virginia Commonwealth University, 1966
PhD, Ohio University, 1972

Quinn, Maureen
Business and Management
BS, American University, 1982
JD, Temple University, 1987

Rabinovich, Beth
Psychology
BA, George Washington University, 1973
MA, George Washington University, 1975
PhD, University of Maryland, College Park, 1983

Radja, James E.
Business and Management
BS, Virginia Polytechnic Institute and State University, 1983
MBA, George Mason University, 1989

Rajagopal, Raj
Computer and Information Science
BS, Indian Institute of Science (India), 1978
MS, Indian Institute of Science (India), 1980
MBA, George Washington University, 1990

Rajaram, Balasubramanian (Raju)
Computer Science
BS, University of Madras (India), 1976
MS, University of Madras (India), 1978
MS, Indian Institute of Technology (India), 1981

Ramakrishnan, Sekharipuram
Computer and Information Science
BS, University of Kerala (India), 1963
MS, University of Kerala (India), 1965
MS, Case Western University, 1989

Ramamoorthy, Nagarajan
Business and Management
MA, University of Madras (India), 1982
MBA, Xavier Labor Relations Institute (India), 1986
PhD, University of Maryland, College Park, 1996

Ramhoff, Ralph E.
Computer and Information Science
BS, Frostburg State College, 1980
MEng, Loyola College in Maryland, 1993

Randall, Gail A.
Legal Studies
BA, Wichita State University, 1972
JD, Washington University (Missouri), 1984
LLM, George Washington University, 1992

Rangachar, Ramesh
Computer and Information Science
BE, Sri Jayachamarajendra College of Engineering (India), 1984
MS, University of Maryland, College Park, 1988

Ratnapala, Narendra
Art
HND, Reigate School of Art and Design, East Surrey College (England), 1981
BA, University of Maryland, College Park, 1987
MFA, University of Maryland, College Park, 1990

Ray, Loye L.
Information Systems Management
BS, University of Alabama, 1983
MBA, Embry-Riddle University, 1987
MS, LaSalle University, 1996

Redding, John L.
Computer Science
BS, Antioch College, 1966
MS, University of Maryland, College Park, 1973

Reed, Dale R.
Information Systems Management
BA, Hope College, 1972
MS, Frostburg State University, 1977

Reed, Randal
Business and Management
BA, Colgate University, 1988
MA, Northwestern University, 1990
PhD, Northwestern University, 1994

Reeder, Elizabeth
Natural Science
BS, University of Maryland, College Park, 1978
MS, University of California, Davis, 1983
MS, Towson University, 1999

Reeves, Robert F.
Computer and Information Science
BS, State University of New York at Buffalo, 1979
AA, Charles County Community College, 1982
MS, University of Maryland University College, 1989

Reeves, St. Clair
Accounting
BS, University of South Carolina, 1949
LLB, Georgetown University, 1960

Reier, John M.
English
BS, Mount St. Mary's College (Maryland), 1968
MEd, Loyola College in Maryland, 1986

Reis, Richard
Computer and Information Science
BE, State University of New York at Stony Brook, 1967
MS, California State University, Northridge, 1975
MS, Johns Hopkins University, 1987

Reston, Rocky R.
Business and Management
BS, U.S. Air Force Academy, 1984
MS, Air Force Institute of Technology, 1988
PhD, Air Force Institute of Technology, 1992

Reston, Victor F.
Business and Management
BS, U.S. Naval Academy, 1968
MS, University of Southern California, 1972
JD, Southwestern University, 1981

Reynolds, Carolyn B.
English
BA, University of Maryland, Baltimore County, 1977
MA, University of Maryland, College Park, 1981

Rhoads, Jeffrey
Gerontology
BA, University of California, Davis, 1978
MS, University of Alabama, 1981
PhD, Johns Hopkins University, 1995

Rhoads, T. Barry
Business and Management
BA, Ursinus College, 1963
MS, George Washington University, 1968

Rhodes, Laura K.
Legal Studies
BA, College of William and Mary, 1980
JD, University of Michigan, 1985

Rhodes, Thurman H.
Legal Studies
BA, Morgan State University, 1972
JD, Catholic University of America, 1975

Richardson, Emily
Humanities
BA, Sweet Briar College, 1957
MA, American University, 1979
PhD, American University, 1987

Richmond, Brian D. F.
Health
BSPH, Indiana University Indianapolis, 1979
MA, University of North Carolina at Chapel Hill, 1985
MPH, University of North Carolina at Chapel Hill, 1985

Riddick, Carol C.
Gerontology
BA, Florida State University, 1970
MS, Florida State University, 1972
PhD, Pennsylvania State University, 1980

Rider, Donald G.
Business and Management
BS, Cornell University, 1969
MA, University of Maine, 1973
JD, American University, 1987

Rigsby, Robert R.
Business and Management
BS, San Jose State University, 1983
JD, University of California, San Francisco, 1986

Riley, James B.
Business and Management
BS, University of Maryland, College Park, 1954
JD, University of Maryland, Baltimore, 1962

Rinaldi, James V.
Accounting
BS, University of Scranton, 1966
MPA, American University, 1972

Ring, Elizabeth
Computer and Information Science
BBA, James Madison University, 1986
MS, Johns Hopkins University, 1998

Rio, Daniel
Mathematics
BA, University of South Florida, 1974
MA, University of South Florida, 1981
PhD, University of Florida, 1984

Ritchie, Leah E.
Speech
BA, Merrimack College, 1990
MA, Suffolk University, 1994

Rizzo, Philip
English
BA, University of Pennsylvania, 1948
MA, University of Pennsylvania, 1949
PhD, University of Pennsylvania, 1959

Robertson, James A.
Information Systems Management
BS, University of Houston, 1989
MS, University of Dayton, 1995

Robinson, Egan G.
Humanities
BA, George Washington University, 1996
MA, George Washington University, 1998

Robinson, Eugene S.
Journalism
BA, University of Maryland University College, 1973
MA, University of Maryland, College Park, 1975
PhD, University of Maryland, College Park, 1984

Robinson, Keith
Business and Management
BS, Bowie State University, 1989
MSA, Central Michigan University, 1998

Robison, J. Kelly
History
BA, Kenyon College, 1988
MA, University of Montana, 1992
PhD, Oklahoma State University, 1996

Robson, Gwyn N.
Communication Studies
BA, Sacramento State University, 1970
MA, University of California, Davis, 1975
PhD, American University, 1985

Roddy, Robert
Business and Management
BS, University of Maryland University College, 1978
MA, Central Michigan University, 1980

Rodriguez-Stein, Emilia
Sociology
BA, Northeast Illinois University, 1978
MA, Northeast Illinois University, 1979
PhD, University of Arizona, 1989

Rogers, Gregory T.
Criminology/Criminal Justice
BS, University of Maryland University College, 1993
JD, John Marshall Law School, 1997

Roling, Duane G.
Business and Management
BS, University of Maryland, College Park, 1975
MS, Johns Hopkins University, 1978

Rose, David S.
Psychology
BA, Boston University, 1976
MA, American University, 1984
PhD, American University, 1987

Rose, Debra L.
Health
BSN, American University, 1985
MA, George Washington University, 1985

Rosman, Martin
Statistics and Probability
BEE, City College of New York, 1963
MS, Johns Hopkins University, 1969

Roth, Ellen
Communication Studies
BA, University of London (England), 1953
MS, Catholic University of America, 1971
PhD, University of Maryland, College Park, 1978

Rothman, Norman C.
History
BA, Dickinson College, 1966
MA, Northwestern University, 1969
PhD, Northwestern University, 1972
PhD, Georgia State University, 1981

Rott, Christopher A.
Business and Management
BS, Flagler College, 1989
MA, Nova Southeastern University, 1994

Rowe, Donna L.
Women's Studies
AB, Mount Holyoke College, 1991
MA, University of Maryland, College Park, 1994

Rowson, Rebecca
Statistics and Probability
BA, North Carolina State University, 1975
MS, North Carolina State University, 1977
MS, University of Southern Mississippi, 1985

Roy, Atul N.
Mathematics
MS, University of Allahabad (India), 1976
MS, Rutgers University, 1989
PhD, University of Allahabad (India), 1989

Rubin, Samuel B.
Speech
BA, University of Maryland, College Park, 1978
MA, University of Maryland, College Park, 1980
BS, University of Maryland, College Park, 1987

Rubinoff, Michael W.
History
BA, Arizona State University, 1973
MA, Arizona State University, 1973
PhD, University of Denver, 1978

Ruffin, Wanda L.
Psychology
BS, Mississippi Valley State University, 1968
MSW, University of Pittsburgh, 1976
PhD, University of Massachusetts, 1988

Ruggles, Linda
History
BFA, Windham College, 1976
MA, George Mason University, 1990

Ruh, Lawrence A.
Computer Science
BS, Pennsylvania State University, 1965
BA, Pennsylvania State University, 1966
MS, Pennsylvania State University, 1973

Ruohomaki, Connie
Business and Management
BS, University of Nebraska, 1966
MA, American University, 2000

Rupp, Nelson W.
Legal Studies
BA, Denison University, 1970
JD, American University, 1974

Ryan, Robert
Fire Science
BS, University of Maryland, College Park, 1970
MGA, University of Maryland University College, 1993

Sachidananda, Geet
Computer Science
BS, Bangalore University (India), 1988
MS, George Mason University, 1994

Sagar, Vidya
Computer and Information Science
BS, Punjab University (India), 1968
LLB, Delhi University (India), 1977
MEE, Catholic University of America, 1988
PhD, Catholic University of America, 1993

Sager, Robert
Natural Science
BS, University of Wisconsin, 1964
MS, University of Wisconsin, 1966
JD, Western State University, 1977

Sahibzada, Fayez M.
Communication Studies
BA, Edwardes College (Pakistan), 1967
MA, University of Peshawar (Pakistan), 1969
MA, Catholic University of America, 1974

Saliskas, Joan M.
Communication Studies
BA, DePaul University, 1976
MA, University of Illinois, 1977
PhD, University of Illinois, 1983

Salomie, Ioan
Computer and Information Sciences
MS, Universitatea Politehnica din Bucaresti (Romania), 1978
PhD, Universitatea Tehnica Cluj Napoca (Romania), 1994

Salomon, Amnon M.
Computer Studies
BS, Purdue University, 1979
MBA, George Mason University, 1992

Saltzman, Jennifer
Natural Science
BS, University of Rhode Island, 1989
PhD, University of Michigan, 1995

Sanchez, Loreto
Spanish
BA, Universidad de Salamanca (Spain), 1987
BA, Universidad Nacional de Educación a Distancia (Spain), 1993
MA, Howard University, 1997

Sander, Kathleen W.
Humanities
BS, Ohio State University, 1969
MA, University of Maryland, College Park, 1981
PhD, University of Maryland, College Park, 1994

Sands, Suzanne
Computer and Information Science
BA, Goucher College, 1975
MA, University of Maryland, College Park, 1978
PhD, University of Maryland, College Park, 1981

Sanocki, Jack M.
Computer Studies
BS, Westfield State College, 1974
MS, University of Southern California, 1991
PhD, Walden University, 1995

Santo, Adam
Computer Studies
BA, American University, 1995
MPA, American University, 1999

Sapp, Edwin G.
Communication Studies
BA, University of North Carolina at Chapel Hill, 1960
JD, University of North Carolina at Chapel Hill, 1962
MLA, Johns Hopkins University, 1973

Satin, Karen W.
Communication Studies
BA, University of Connecticut, 1958
MA, University of Maryland, College Park, 1984

Sax, Christina M.
Biology
BS, University of Rochester, 1982
PhD, Medical College of Virginia, Virginia Commonwealth University, 1987

Scarpinato, F. J. "Scarp"
Business and Management
BS, University of South Florida, 1975
MS, Pepperdine University, 1977

Schachter, Leon
Legal Studies
BS, University of Illinois, 1964
JD, Northwestern University, 1967

Scheffler, Elizabeth
Accounting
BS, University of Maryland University College, 1980
MGA, University of Maryland University College, 1995
BS, University of Maryland University College, 1997

Schehr, Leonard
Information Systems Management
BS, Johns Hopkins University, 1965

Schmeissner, Joanna F.
Communication Studies
BA, Agnes Scott College, 1960
MA, Yale University, 1962

Schmitter, Anthony V.
Computer and Information Science
BA, Le Moyne College, 1973
MA, University of Cincinnati, 1980
MS, University of Cincinnati, 1982
MS, Johns Hopkins University, 1994

Schoen, Steven Craig
Information Systems Management
BA, University of Virginia, 1975
MA, University of Hawaii at Manoa, 1981
MBA, University of Hawaii at Manoa, 1983

Schultz, Jason P.
Mathematics
BS, State University of New York at Binghamton, 1990
MA, University of Maryland, College Park, 1996
PhD, University of Maryland, College Park, 1998

Schwartz, Oscar
Computer Information Technology
BS, University of Maryland, College Park, 1993

Seaman, Matthew G.
Philosophy
BA, College of Wooster, 1994
MA, Tulane University, 1996

Secke, Leopold
Business and Management
BS, Université de Paris, Dauphine, 1978
MS, Université de Paris, Dauphine, 1978
DEA, Université de Paris, Dauphine, 1980
PhD, Université de Paris, Sorbonne, 1996

Seekri, Sweena
Psychology
BA, Wheaton College (Massachusetts), 1991
MA, University of South Dakota, 1993
PhD, University of South Dakota, 1996

Sekaran, Chandra
Computer and Information Science
BS, Birla Institute of Technology and Science (India), 1980
MS, Indian Institute of Technology, 1982
MS, Johns Hopkins University, 1988

Sellers, Cheryl A.
Computer and Information Science
BS, Towson State University, 1986
MS, Johns Hopkins University, 1990
JD, Chicago-Kent College of Law, Illinois Institute of Technology, 1994

Selvage, Robin
Information Systems Management
BS, University of Idaho, 1969
MS, Butler University, 1972
MS, Purdue University, 1974
MBA, Florida Institute of Technology, 1990

Seneschal, Phillip G.
Human Resource Management
BA, San Luis Rey College, 1969
MA, California State University, Los Angeles, 1971

Seymour, Thomas H.
Environmental Management
BS, University of Maryland, College Park, 1965
BS, University of Maryland, College Park, 1972
MS, George Washington University, 1978

Shapiro, Lawrence E.
Psychology
BA, University of Maryland, College Park, 1969
MS, University of Maryland, College Park, 1976
PhD, University of Florida, 1987

Sharoff, Steven
History
BA, State University of New York College at
     Plattsburgh, 1967
MA, State University of New York at Binghamton,
     1975
MAT, State University of New York at Binghamton,
     1976

Sharpe, John P.
Psychology
BS, West Virginia Wesleyan College, 1993
MA, Southern Illinois University, 1996
PhD, Southern Illinois University, 1999

Shaw-Taylor, Yoku
Sociology
BA, University of Baltimore, 1989
MA, University of Baltimore, 1990
MPh, George Washington University, 1994
PhD, George Washington University, 1998

Shea, Gordon
Communication Studies
BA, Syracuse University, 1950
MA, George Washington University, 1961

Sheehan, Thomas T.
Computer and Information Science
BS, Colorado State University, 1968
MS, George Mason University, 1993

Shender, Barry
Information Systems Management
BA, Temple University, 1977
MS, Drexel University, 1985
PhD, Drexel University, 1988

Sheppard, Dana
Legal Studies
BS, Bowie State University, 1988
JD, University of Texas at Austin, 1991

Shevlin, Eleanor F.
English
AB, Georgetown University, 1978
MA, University of Maryland, College Park, 1992

Shore, Nina A.
Legal Studies
BA, Alfred University, 1979
JD, Antioch School of Law, 1984

Shoukat, Mary V.
Behavioral and Social Sciences
BS, Park College, 1989
MA, Southern Illinois University, 1992

Siarnicki, Ronald
Fire Science
BS, University of Maryland University College, 1994

Siegel, Michael E.
Humanities
BA, American University, 1972
MA, Tufts University, 1975
PhD, Tufts University, 1976

Silard, Con D.
Computer and Information Science
BSBA, American University, 1973
MS, University of Maryland University College, 2000

Silenas, Rima V.
Legal Studies
BA, American University, 1982
JD, George Washington University, 1988

Silva, Magdalah R.
Business and Management
BA, Boston University, 1982
MIM, University of Maryland University College,
     1995

Simon, Marcella
Business and Management
BA, Antioch College, 1979
MIM, Thunderbird, the American Graduate School of
     International Management, 1984

Simpson, Thomas
Criminology/Criminal Justice
BA, University of Maryland, Baltimore County, 1974
MA, University of Baltimore, 1984

Sine, Lisa
Behavioral and Social Sciences
MS, Brigham Young University, 1995
MA, Syracuse University, 1997
PhD, Syracuse University, 1998

Singletary, Judith
Health Services Management
BA, University of Akron, 1985
MA, University of Maryland, College Park, 1992

Skomal, Susan
Anthropology
BA, Scripps College, 1974
PhD, University of California, Los Angeles, 1983

Sloan, Nicholas
Computer Studies
BS, University of Maryland, 1956
MS, George Washington University, 1967
DSc, George Washington University, 1971

Slowikowski, William
Mathematics
BS, U.S. Naval Academy, 1962
MS, Florida State University, 1967

Smaldone, Joseph P.
Behavioral and Social Sciences
BA, College of the Holy Cross, 1967
MA, Northwestern University, 1969
PhD, Northwestern University, 1970

Small, Darien C.
Computer Studies
BA, George Mason University, 1993
MA, George Mason University, 1998
MS, Johns Hopkins University, 1998

Smerin, Lawrance B.
Business and Management
BA, Knox College, 1972
MA, Columbia University, 1976
MBA, Rutgers University, 1979

Smit, Patrick D.
Computer and Information Science
BS, Rhodes University (South Africa), 1972
BS, Rhodes University (South Africa), 1976
MS, Johns Hopkins University, 1988

Smit, Roberta
Mathematics
BS, University of Cape Town (South Africa), 1969
BS, University of Cape Town (South Africa), 1970

Smith, Barry D.
Psychology
BA, Pennsylvania State University, 1962
MA, Bucknell University, 1964
PhD, University of Massachusetts, 1967

Smith, Gregory
Gerontology
BA, State University of New York College at
     Brockport, 1973
MA, Villanova University, 1979
EdD, University of Rochester, 1983

Smith, Judith M.
Communication Studies
BA, Mississippi State University, 1985
MS, Trinity College (Washington, D.C.), 1994

Smith, Maggie Jo
Business and Management
BA, Northeastern University, 1976
MA, University of Miami, 1977

Smith, Phillip
Environmental Management
BS, Brigham Young University, 1984
MPH, University of California, Berkeley, 1987
PhD, Utah State University, 1998

Smith, Timothy S.
Information Systems Management
BS, University of Maryland, College Park, 1982
MS, University of Southern California, 1984

Smith, Wayne
History
BS, Salisbury State College, 1958
MA, University of Maryland, College Park, 1961
PhD, University of Maryland, College Park, 1967

Smith, William
Music
BA, Howard University, 1994
MM, Howard University, 1995

Smucny, Darlene
Natural Science
BA, Lake Erie College, 1981
MS, Cleveland State University, 1989
PhD, University of California, Los Angeles, 1999

Snyder, Donald C.
Economics
BA, Alma College, 1966
MA, Miami University, 1968
PhD, University of Maryland, College Park, 1981

Solenberger, Thomas M.
Government and Politics
BS, U.S. Military Academy, 1963
MA, University of Southern California, 1976
PhD, Ruprecht-Karls-Universität Heidelberg
    (Germany), 1981

Solomon, Gerald D.
Business and Management
BA, University of Massachusetts, 1969
MBA, New York University, 1971

Somers, Jeri K.
Legal Studies
BA, George Mason University, 1983
JD, American University, 1986

Sondervan, William W.
Criminology/Criminal Justice
BS, Trenton State College, 1974
EdM, Boston University, 1976
MPA, Jacksonville State University, 1980
EdD, Virginia Polytechnic Institute and State
    University, 1995

Sonner, Andrew L.
Behavioral and Social Sciences
BA, American University, 1957
JD, American University, 1963

Spaulding, Jeff
Art
BA, Central Michigan University, 1970
MFA, Pennsylvania State University, 1974

Spear, Jean
Natural Science
BS, University of Delaware, 1997
MS, University of New Hampshire, 2000

Spear, Mary Helen C.
Behavioral and Social Sciences
BS, Saint Louis University, 1967
MA, University of Maryland, College Park, 1969
PhD, University of Maryland, College Park, 1971

Spencer, Patricia K.
Experiential Learning
BA, University of Denver, 1967
MBA, Marymount University, 1989

Spicer, Tracy H.
Business and Management
BA, University of Maryland, Baltimore County, 1987
JD, University of Maryland, Baltimore, 1990

Stairs, Allen
Philosophy
BA, University of New Brunswick (Canada), 1973
MA, University of Western Ontario (Canada), 1975
PhD, University of Western Ontario (Canada), 1978

Starcher, Mark L.
Information Systems Management
BS, West Virginia University, 1977
JD, West Virginia University, 1979
LLM, Georgetown University, 1982
MS, Johns Hopkins University, 1996

Stark, Joan B.
Business and Management
BA, University of Baltimore, 1990
MBA, University of Baltimore, 1995

Statler, Lance S.
Business and Management
BA, Gettysburg College, 1993
MBA, University of Maryland, College Park, 1987

Stauffer, Stephanie J.
English
BA, Princeton University, 1985
MA, Monterey Institute of International Studies, 1990

St. Cyr, Robert
Computer Studies
BS, University of Maryland University College, 1998
MS, George Washington University, 2000

Stein, Peter B.
Hotel and Restaurant Management
BS, Florida International University, 1975
MBA, Hood College, 1989

Stephens, Gregory J.
Natural Science
BS, Ohio University, 1990
MS, Syracuse University, 1993

Sterin, Charles
Journalism
BS, University of Oregon, 1971
MS, University of Oregon, 1973
PhD, International College, 1978

Stiffler, William M.
Communication Studies
BA, Eastern Washington University, 1970
MA, Eastern Washington University, 1971

Stoff, David M.
Psychology
BA, State University of New York at Buffalo, 1966
PhD, Yeshiva University, 1973

Stojkovic, Vojislav
Computer Science
BS, Univerzitet u Beogradu (Yugoslavia), 1972
MS, Univerzitet u Beogradu (Yugoslavia), 1977
PhD, Univerzitet u Beogradu (Yugoslavia), 1981

Stolker, Richard S.
Legal Studies
AB, Dickinson College, 1966
JD, Temple University, 1969

Stough, Michael A.
Criminology/Criminal Justice
BS, University of Maryland University College, 1991
MS, Auburn University, 1995

Strahs, Roanne P.
Accounting
BSBA, Georgetown University, 1977
MBA, George Washington University, 1986

Straub, John
Computer Studies
BA, University of Wisconsin–Madison, 1968
MS, University of Wisconsin–La Crosse, 1971
PhD, Indiana University Bloomington, 1978

Strauss, Barry L.
Business and Management
BS, DePaul University, 1977
MBA, George Washington University, 1985

Strauss, Betty M.
Accounting
BS, University of Baltimore, 1970
MBA, Morgan State University, 1972
PhD, University of Maryland, College Park, 1986

Strickland, Paula

Natural Science

BS, Winston-Salem State University, 1975
PhD, Howard University, 1985
MPH, George Washington University, 1997

Subramanian, Sathiya

Information Systems Management

BSC, Valliammal Science College for Women,
    University of Madras (India), 1992
MCA, Valliammal Science College for Women,
    University of Madras (India), 1995

Sullivan, Brian

Information Systems Management

BS, Central Connecticut State University, 1965
MS, Central Connecticut State University, 1972
MS, University of Connecticut, 1975

Sullivan, William

Mathematics

BA, City University of New York, 1961
MA, University of California, Long Beach, 1965
PhD, University of Maryland, College Park, 1999

Summerill, Joseph J.

Business and Management

BA, Colby College, 1989
JD, Franklin Pierce Law Center, 1993
LLM, George Washington University, 1997

Summons, Terry G.

History

BS, Kutztown University of Pennsylvania, 1965
MEd, Bowie State University, 1975

Susman, Jack

Criminology/Criminal Justice

BS, University of Pittsburgh, 1940
BA, George Washington University, 1950
PhD, University of Maryland, College Park, 1991

Sussan, Sidney M.

Accounting

BS, University of Maryland, College Park, 1966
MBA, University of Maryland, College Park, 1968

Swank, Lowell J.

Natural Science

BS, University of California, Berkeley, 1960
PhD, University of Illinois, 1967

Swartz, James M.

Accounting

BS, Rochester Institute of Technology, 1968
MBA, State University of New York at Buffalo, 1970

Swartz, Richard W.

Computer Studies

BS, University of Maryland, College Park, 1976
MS, Johns Hopkins University, 1981

Swayze, Susan

Business and Management

BA, Washington and Lee University, 1990
MA, University of California, Los Angeles, 1991
PhD, University of California, Los Angeles, 1995

Sweo, Robert

Business and Management

BA, California State University, Northridge, 1985
MA, California State University, Northridge, 1988
PhD, University of North Texas, 1995

Sypeck, Jeffrey

English

BA, University of Delaware, 1993
MA, University of New Hampshire, 1994
MA, Catholic University of America, 1998

Szporer, Michael M.

Communication Studies

BA, Hunter College, 1969
MA, Indiana University Bloomington, 1980
PhD, Indiana University Bloomington, 1980

Takacs, George J.

Computer Studies

BA, Mount Carmel College (Canada), 1966
MA, University of Notre Dame, 1971

Takacs, Linda

Education: Counseling and Personnel Services

BA, Frostburg State College, 1968
MEd, University of Maryland, College Park, 1970

Tamialis, James

Mathematics

BS, Michigan State University, 1971
MA, Michigan State University, 1975

Tarquinio, Michael

Computer and Information Science

BS, University of Maryland, College Park, 1986
MS, Johns Hopkins University, 1991

Tavani, Nick

Gerontology

BA, Northwestern University, 1974
MS, Georgetown University, 1975
MD, Georgetown University, 1980
PhD, Georgetown University, 1984

Taylor, David L.

Computer Studies

BS, University of Maryland University College, 1993
MA, Webster University, 1996

Taylor, Frederick E.

Government and Politics

BA, University of Rhode Island, 1959
MA, Fletcher School of Law and Diplomacy, Tufts
    University, 1959
PhD, Georgetown University, 1971

Taylor, Kasia J.

Computer Studies

BA, Pennsylvania State University, 1981
MA, University of Maryland, College Park, 1988

Taylor, Sonja

Business and Management

BA, University of New Mexico, 1982
MA, George Mason University, 1994

Ten Eyck, Lawrence

Health Services Management

BSBA, University of Redlands, 1986
MBA, Loyola College in Maryland, 1995

Tengel, Patricia

Gerontology

BS, Bowling Green State University, 1961
MS, Cornell University, 1964
PhD, Pennsylvania State University, 1976

Terry, Raymond

Gerontology

BS, Morgan State University, 1972
PhD, University of Maryland, College Park, 1983

Terwilliger, Douglas L.

Business and Management

BS, University of Maryland, College Park, 1989
MS, University of Maryland University College, 1997

Thacker, Joann K.

Psychology

BA, University of Maryland, College Park, 1965
MA, American University, 1969
PhD, Catholic University of America, 1981

Theison, David

Humanities

BS, University of Wisconsin–Milwaukee, 1972
MS, University of Maryland, College Park, 1980

Thomas, Katya

Communication Studies

BA, University of Michigan, 1980
MA, University of California, Berkeley, 1983
MBA, Saint Xavier University, 1993

Thomas, Patricia

English

BA, Carlow College, 1964
MLA, Johns Hopkins University, 1998

Thompson, Bruce

Behavioral and Social Sciences

BA, Marshall University, 1984
MA, Marshall University, 1986
PhD, University of Maryland, College Park, 1996

Thompson, Joseph D.

Communication Studies

BA, University of Maryland, College Park, 1978
MA, University of Maryland, Baltimore, 1991

Thompson, Michael D.
Health Services Management
BA, Lafayette College, 1981
MBA, Howard University, 1984
MPA, Howard University, 1985

Thompson, Scott
Computer and Information Science
BS, Bucknell University, 1986
MS, University of Maryland, College Park, 1989
PhD, University of Maryland, College Park, 1994

Thompson, Terri A.
Health Services Management
MSA, Central Michigan University, 1992
JD, Georgia State University, 1994

Thompson, Thomas G.
Human Resource Management
BS, University of Illinois, 1963
MS, University of Illinois, 1965

Thorn, Virgelean J.
Information Systems Management
BS, Bowie State University, 1989
MS, Bowie State University, 1990

Thorpe, James G.
Art
BA, University of Maryland, College Park, 1973
MFA, University of Maryland, College Park, 1975

Tiberino, Ernest
Computer Studies
BS, University of Notre Dame, 1980
MS, University of Texas at Austin, 1983

Timko, Thomas J.
Computer and Information Science
BA, University of Dayton, 1965
MA, Georgetown University, 1969
AA, Montgomery College, 1981

Timmerman, Edward
Computer Science
BS, University of Maryland, College Park, 1971
MS, Johns Hopkins University, 1989

Toback, B. Fred
Business and Management
BA, Lafayette College, 1962
MPA, Syracuse University, 1965

Tofanelli, Dave E.
Health Services Management
BA, Our Lady of the Lake University, 1979
MBA, Golden Gate University, 1983
MS, University of Denver, 1992

Toplin, Marc B.
Communication Studies
BA, Temple University, 1975
MA, University of Maryland, College Park, 1977
MBA, American University, 1986

Tornow, Carina E.
Psychology
BA, Shippensburg University, 1992
MA, Ohio State University, 1994

Towns, Kenneth H.
Business
BS, Pennsylvania State University, 1991
MEd, Pennsylvania State University, 1995

Transeau, Leon W.
Business and Management
BIE, Georgia Institute of Technology, 1959
MBA, University of Delaware, 1963
PhD, American University, 1968

Tray, Jim Q.
Computer and Information Science
BS, Zhejiang University (China), 1982
MS, University of Maryland, College Park, 1985
PhD, University of Maryland, College Park, 1989

Tuamokumo, François
Mathematics
BS, University of Kansas, 1978
MS, University of Southwestern Louisiana, 1980
MS, University of West Florida, 1986
PhD, University of Alabama, 1993

Tucker, Irving
Psychology
BA, University of Massachusetts, 1959
MA, University of Iowa, 1961
PhD, University of Iowa, 1962

Tudose, Florin Catalin
Economics
BS, Universitatea Politehnica din Bucaresti (Romania), 1997
MS, Universitatea Politehnica din Bucaresti (Romania), 1998
BS, Academy of Economic Studies (Romania), 1999

Tulay, Preston M.
Information Systems Management
BBA, Howard University, 1979
MS, University of Maryland University College, 1999

Turner, Marvin W.
Business and Management
BBA, Howard University, 1981
MBA, George Washington University, 1988
JD, Georgetown University, 1997

Upadhyay, Shiv R.
Communication Studies
BA, Tribhuvan University (India), 1976
MA, Tribhuvan University (India), 1979
MA, Ohio University, 1989

Urman, Sheila
Experiential Learning
BS, University of Connecticut, 1968
MS, University of Maryland, College Park, 1983

Van Brunt, John E.
Experiential Learning
BS, Fairleigh Dickinson University, 1965
PhD, University of Maryland, College Park, 1972

Vanison, Shirley
Information Systems Management
BA, University of Maryland, College Park, 1995
MA, University of Maryland, College Park, 1997

Vecchiollo, Dominic J.
Communication Studies
BS, University of Evansville, 1996
MA, University of Baltimore, 1999

Vener, Patricia C.
Natural Science
BS, State University of New York Empire State College, 1988
MS, Rensselaer Polytechnic Institute, 1991

Vidal, Jose C.
Psychology
BA, San Francisco State University, 1962
MS, California State University, Hayward, 1969
PhD, University of Southern California, 1978

Volkov, Marina L.
Psychology
BS, University of Pennsylvania, 1983
MA, New York University, 1986
PhD, New York University, 1991

Voss, Lisa J.
English
BS, University of Maryland, College Park, 1988
MA, Johns Hopkins University, 1998

Vowels, Eleanor E.
Health Services Management
BS, Howard University, 1962
MA, Catholic University of America, 1965
PhD, Howard University, 1988

Vucetic, Jelena
Computer and Information Science
BS, Univerzitet u Beogradu (Yugoslavia), 1983
MS, Univerzitet u Beogradu (Yugoslavia), 1986
PhD, Univerzitet u Beogradu (Yugoslavia), 1990

Wadbrook, William P.

Economics

BS, Georgetown University, 1959
MA, Fletcher School of Diplomacy, Tufts University, 1959
PhD, Fletcher School of Diplomacy, Tufts University, 1970

Waldman, Jean M.

English

BA, University of Maryland, College Park, 1981
MEd, University of Maryland, College Park, 1988

Waldorf, Gerard

Sociology

BA, Fordham University, 1956
MA, Fordham University, 1960
PhD, City University of New York, 1973
MA, Fordham University, 1986

Walker, Danna

Journalism

BA, Northeast Louisiana University, 1975
MA, Georgetown University, 1989

Walker, Friend L.

Criminology/Criminal Justice

BS, New School for Social Research, 1983
MS, Grambling State University, 1994

Walker, Kelly

Behavioral and Social Sciences

BS, Brigham Young University, 1996
MS, Brigham Young University, 1998

Walker, Thomas L.

Business and Management

BS, Hampton University, 1979
MBA, Florida Institute of Technology, 1981

Wallach, Hal

Gerontology

BS, University of Bridgeport, 1957
MA, University of Michigan, 1958

Walters, Laurie

Psychology

MA, Valdosta State University, 1982
MS, University of Georgia, 1985
PhD, University of Georgia, 1989

Wappel, Joseph

English

BA, Eastern Illinois University, 1977
MA, Southern Illinois University, 1980

Ward, Maurice S.

Criminology/Criminal Justice

BA, University of Maryland, College Park, 1972
MA, Coppin State University, 1976
MA, George Washington University, 1981

Washington, Michele A.

Information Systems Management

BA, Howard University, 1979
MS, Central Michigan University, 1989
MS, Syracuse University, 1997

Watkins, Charles, Jr.

Computer Studies

BS, University of Maryland, College Park, 1984
MS, Johns Hopkins University, 1990

Watkins, Deniece L.

Legal Studies

BS, Bradley University, 1985
JD, Loyola University New Orleans, 1990

Watts, Geneva

Business and Management

BA, University of Maryland, College Park, 1975
MA, University of Maryland, College Park, 1979
EdD, George Washington University, 1984

Weatherford, Claudine

Humanities

BA, University of Wisconsin–Madison, 1967
MA, Washington State University, 1971
MA, State University of New York College at Oneonta, 1978
PhD, George Washington University, 1985

Weatherly, Julia B.

Legal Studies

BS, University of Michigan, 1975
JD, George Washington University, 1978

Weaver, John J.

Communication Studies

BA, St. Francis College (New York), 1964
MA, University of Denver, 1974

Wei, Kun-Yao

Computer Studies

BA, National Central University (Taiwan), 1975
MA, National Taiwan University, 1979

Weinberg, Joseph A.

Psychology

BS, City College of New York, 1972
MS, City College of New York, 1977
PhD, University of Georgia, 1985

Weingarten, Barry E.

Spanish

BA, George Washington University, 1972
MA, University of Pennsylvania, 1974
PhD, University of Pennsylvania, 1978

Weir, Gary E.

History

BA, Manhattan College, 1973
MA, University of Tennessee, 1975
PhD, University of Tennessee, 1982

Weiskopf, David A.

Business and Management

BA, St. Mary's College of Maryland, 1993
JD, University of Baltimore, 1996

Weiss, Michael D.

Mathematics

BA, Brandeis University, 1964
PhD, Brown University, 1970
MA, University of Maryland, College Park, 1984

Weissman, Robert A.

Legal Studies

BS, Swarthmore College, 1973
JD, Georgetown University, 1976

Wellens, Tracy

Psychology

BS, Pennsylvania State University, 1986
MA, New York University, 1989
PhD, New York University, 1991

Wennar, Jeffrey T.

Legal Studies

BA, Ricker College, 1972
JD, Potomac School of Law, 1979

Werber, Morton

Psychology

MA, American University, 1960
MPh, George Washington University, 1970
PhD, George Washington University, 1973

Whalen, Michael P.

Legal Studies

BA, University of Maryland, College Park, 1969
JD, University of Baltimore, 1973

Wharton, Arthur L.

Business and Management

BA, Howard University, 1980
MA, George Washington University, 1989

Wheeler, Frederick O.

Information Systems Management

BS, University of Baltimore, 1969
MBA, Loyola College in Maryland, 1971

Whelan, Joseph M.

Accounting

BS, University of Maryland, College Park, 1977
MBA, George Washington University, 1980
MS, George Washington University, 1988

Whitesel, Cynthia H.

Communication Studies

BA, University of Maryland, College Park, 1970
MA, University of Maryland, College Park, 1973

Whitlock, Jerry M.

Communication Studies

BA, Emory University, 1968
MA, Rice University, 1973

Whitney, Raymond

Business and Management
BS, University of Pennsylvania, 1964
MBA, Wharton School, University of Pennsylvania, 1971
MS, Iona College, 1979

Williams, Adelisia V.

Health Services Management
BS, Indiana University Bloomington, 1988
JD, Indiana University Bloomington, 1991

Williamson, David L.

Information Systems Management
BS, Randolph-Macon College, 1968
MS, Johns Hopkins University, 1985

Wilson, Alvin W.

Information Systems Management
BS, University of Maryland University College, 1985
MS, Johns Hopkins University, 1992
MS, Defense Intelligence College, 1993

Wilson, Connie

Speech
BS, Saint Paul's College (Virginia), 1975
MEd, University of Maryland, College Park, 1988

Wilson, David J.

Business and Management
BS, U.S. Naval Academy, 1974
MS, Naval Postgraduate School, 1989

Windapo, Adeyinka

Computer Information Technology
BS, Morgan State University, 1994
MS, George Washington University, 1997

Wink, Robin S.

Legal Studies
BS, U.S. Air Force Academy, 1984
JD, Catholic University of America, 1992

Winston, Elizabeth A.

Communication Studies
BS, Georgetown University, 1974
MA, Gallaudet University, 1988
PhD, Georgetown University, 1993

Winston, Joshua P.

Accounting
BS, Rochester Institute of Technology, 1989
MBA, University of Virginia, 1995

Winters, Benjamin H.

Mathematics
BS, Saint Peter's College, 1955
MS, University of Delaware, 1957
PhD, Catholic University of America, 1963

Wisan, Gail

Business and Management
BA, Hunter College, 1966
MA, University of Illinois, 1969
PhD, University of Illinois, 1972

Wiseman, Marian

English
BA, Western Michigan University, 1966
MA, University of Michigan, 1974

Witcher, Pamela M.

Behavioral and Social Sciences
BA, University of Southern California, 1979
MA, University of Maryland, College Park, 1982
PhD, George Washington University, 1992

Witkin, Jeffery

Psychology
BS, University of Maryland, College Park, 1975
PhD, University of North Carolina, 1979

Witz, Jean

Biology
BS, George Washington University, 1981
MD, George Washington University, 1985
JD, George Washington University, 1994

Wolf, Patricia

Computer Studies
BA, James Madison University, 1986
MA, Johns Hopkins University, 1992

Wolvin, Andrew D.

Speech
BA, University of Nebraska, 1962
MA, University of Nebraska, 1963
PhD, Purdue University, 1968

Wolvin, Darlyn

Speech
BS, University of Nebraska, 1964
MA, University of Nebraska, 1965

Wood, Donald H.

Fire Science
BS, University of the District of Columbia, 1982
BA, University of the District of Columbia, 1986
MA, Bowie State University, 1994

Wood, E. Gaynell

Communication Studies
BA, University of Illinois, 1963
MA, San Francisco State University, 1967

Wood, James G.

Information Systems Management
BS, U.S. Military Academy, 1957
MBA, Harvard College, 1963
PhD, Temple University, 1993

Wood, Marjorie A.

Mathematics
BS, Drexel University, 1968
MS, University of Southern California, 1986

Wood, Owen

Microbiology
BA, Bates College, 1958
MPh, Yale University, 1968
PhD, Yale University, 1972

Wood, Robert L.

Economics
BS, Sophia University (Tokyo), 1955
MA, George Washington University, 1958
BS, Georgetown University, 1960

Woodman, Daniel

Microbiology
BS, University of Maine, 1964
MS, University of Maryland, College Park, 1966
PhD, University of Maryland, College Park, 1972

Wortman, Kristin

Computer and Information Science
BS, University of Maryland University College, 1979
MS, University of Maryland University College, 2000

Wright, Angela C.

Gerontology
BA, Towson State University, 1984
MA, Marymount University, 1987

Wright, Brian

Computer Studies
BS, U.S. Coast Guard Academy, 1983
MS, Naval Postgraduate School, 1992

Wright, Paul L.

Accounting
BS, Fordham University, 1976
JD, Syracuse University, 1979

Wright, Rosalind

Gerontology
BSN, Coppin State University, 1981
MSN, University of Maryland, Baltimore, 1986

Wright, Wayne E.

Business and Management
BA, Williams College, 1947
MBA, Harvard University, 1950

Wussow, John

Business and Management
BS, University of Wisconsin–Madison, 1957
MS, University of Wisconsin–Madison, 1960

Xenakis, William

Mathematics

BA, Boston University, 1961
MA, University of Southern California, 1970
EdD, University of Southern California, 1982

Xiong, Xiaoxiong

Computer Studies

BS, Beijing Institute of Technology (China), 1984
MS, University of Massachusetts, 1986
PhD, University of Maryland, College Park, 1991

Yao, Andy S.

Computer and Information Science

BS, Old Dominion University, 1983
MS, Old Dominion University, 1984

Yost, Anastasia D.

Career Planning

BA, University of Maryland, College Park, 1993
MA, University of Maryland, College Park, 1996

Young, Leon R.

Behavioral and Social Sciences

BA, Roanoke College, 1965
MA, University of Maryland, College Park, 1969

Yuan, Bill P.

Business and Management

BS, University of Maryland, College Park, 1984
MS, Université Catholique de Louvain (Belgium),
 1987

Zachary, Woodford

Mathematics

BS, North Carolina State, 1957
MS, University of Michigan, 1958
PhD, University of Maryland, College Park, 1965

Zarnoch, Robert A.

Government and Politics

BA, Loyola College in Maryland, 1967
MA, American University, 1969
JD, Georgetown University, 1974

Zavala, Norma

Spanish

BA, Benemérita Universidad Autonóma de Puebla
 (Mexico), 1997
MA, University of Maryland, Baltimore County, 2000

Ziegler, Herbert L.

Behavioral and Social Sciences

BA, State University of New York at Stony Brook,
 1970
MA, State University of New York at Stony Brook,
 1976
PhD, University of Maryland, College Park, 1982

Zietoon, Raeda

Education: Counseling and Personnel Services

BA, University of Akron, 1985
MA, University of Akron, 1987

Zigo, Edward C.

Business and Management

BA, Villanova University, 1974
MBA, Fordham University, 1981

Zimmer, Janet

Information Systems Management

BA, Briar Cliff College (Iowa), 1985
MS, Johns Hopkins University, 1989

Zinner, Ellen S.

Psychology

BA, Goucher College, 1967
MA, Duke University, 1968
PhD, Norfolk State University, 1989

Zubritsky, John

Communication Studies

BA, University of Maryland, College Park, 1964
MA, George Washington University, 1972
PhD, George Washington University, 1981

Appendix A

Policy on Student Classification for Admission, Tuition, and Charge Differential Purposes

(Approved by the Board of Regents August 28, 1990; Amended July 10, 1998; Amended November 27, 2000)

I. Policy

It is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the categories of in-state and out-of-state students for the purposes of admission, tuition, and charge differentials at those institutions where such differentiation has been established.

A. An in-state student is a student whom the university determines to be a permanent resident of the State of Maryland. For the purposes of this policy, "permanent resident" is defined as a person who satisfies all the following conditions and has done so for at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the person seeks in-state status:

  1. Is not residing in the state of Maryland primarily to attend an educational institution; and,

  2. Owns and continuously occupies or rents and continuously occupies living quarters in Maryland. There must exist a genuine deed or lease in the individual's name reflecting payments/rents and terms typical of those in the community at the time executed. Persons not having such a lease may submit an affidavit reflecting payments/rents and terms as well as the name and address of the person to whom payments are made that may be considered as meeting this condition. As an alternative to ownership or rental of living quarters in Maryland, a student may share living quarters in Maryland that are owned or rented and occupied by a parent, legal guardian, or spouse; and,

  3. Maintains within Maryland substantially all personal property; and,

  4. Pays Maryland income tax on all earned taxable income, including all taxable income earned outside the state; and,

  5. Registers all owned motor vehicles in Maryland in accordance with Maryland law; and,

  6. Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law; and,

  7. Is registered in Maryland, if registered to vote; and,

  8. Receives no public assistance from a state other than the state of Maryland or from a city, county or municipal agency other than one in Maryland; and,

  9. Has a legal ability under federal and Maryland law to live permanently without interruption in Maryland.

B. In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

  1. A full-time or part-time (at least 50-percent time) regular employee of the University System of Maryland.

  2. The spouse or financially dependent child of a full-time or part-time (at least 50-percent time) regular employee of the USM.

  3. A full-time active member of the Armed Forces of the United States whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.

  4. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.

  5. A graduate assistant appointed through the University System of Maryland for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

C. Students not entitled to in-state status under the preceding paragraphs shall be assigned out-of-state status for admission, tuition, and charge-differential purposes.

D. Assignment of in-state or out-of-state classification will be made by the university upon an assessment of the totality of facts known or presented to it. The person seeking in-state status shall have the burden of proving that he or she satisfies all requirements.

E. The following circumstances raise a presumption that the student is residing in the state of Maryland primarily for the purpose of attending an educational institution:

  1. The student was attending high school or residing outside Maryland at the time of application for admission to a USM institution.

  2. The student is both (a) not financially independent and (b) is financially dependent upon a person who is not a resident of Maryland.

The burden shall be on the student to rebut the presumption.

II. Procedures

A. An initial determination of in-state status will be made by the university at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.

B. A change in status must be requested by submitting a USM "Petition for Change in Classification for Admission, Tuition, and Charge Differential." A student applying for a change to in-state status must furnish all required documentation with the petition by the last published date to register for the forthcoming semester/term for which the change in classification is sought.

C. The student shall notify the institution in writing within fifteen (15) days of any change in circumstances that may alter in-state status.

D. In the event incomplete, false, or misleading information is presented, the institution may, at its discretion, revoke in-state status and take disciplinary action provided for by the institution's policy. Such action may include suspension or expulsion. If in-state status is gained due to false or misleading information, the university reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

E. Each institution of the University System of Maryland shall develop and publish additional procedures to implement this policy. Procedures shall provide that on request the president or designee has the authority to waive any residency criterion set forth in Section I if it is determined that the student is indeed a permanent resident and the application of the criteria creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

III. Definitions

A. Financially Dependent: For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes or who receives more than one-half of his or her support from another person during the twelve- (12-) month period immediately prior to the last published date for registration for the semester or session. If a student receives more than one-half of his or her support in the aggregate from more than one person, the student shall be considered financially dependent on the person providing the greater amount of support.

B. Financially Independent: A financially independent student is one who (1) declares himself or herself to be financially independent as defined herein; (2) does not appear as a dependent on the federal or state income tax return of any other person; (3) receives less than one-half of his or her support from any other person or persons; and (4) demonstrates that he or she provides through self-generated support one-half or more of his or her total expenses.

C. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the state of Maryland, an adoptive parent.

D. Guardian: A guardian is a person so appointed by a court order recognized under the law of the state of Maryland.

E. Spouse: A spouse is a partner in a legally contracted marriage.

F. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

G. Self-Generated: Self-generated describes income that is derived solely from compensation for an individual's own efforts as evidenced, for example, by federal or state W-2 forms or IRS Form 1099, where interest income is based upon finances created from one's own efforts. For the purposes of this policy, grants, stipends, awards, benefits, loans, and gifts (including federal and state aid, grants, and loans) may not be used as self-generated income.

H. Regular Employee: A regular employee is a person employed by USM who is assigned to a state budget line or who is otherwise eligible to enroll in a state retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

IV. Implementation

This policy as amended by the Board of Regents on November 27, 2000, shall be applied to all student residency classification decisions made on or after this date.

Appendix B

Policies of the Maryland Higher Education Commission on General Education and Transfer from Public Institutions in Maryland

(Code of Maryland Regulations Title 13B, Subtitle 06, Chapter 01)

I.   Scope and Applicability

This chapter applies only to public institutions of higher education.

II.   Definitions

A.   In this chapter, the following terms have the meanings indicated.

B.   Terms Defined

1.   "AA degree" means the Associate of Arts degree.

2.   "AAS degree" means the Associate of Applied Sciences degree.

3.   "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.

4.   "AS degree" means the Associate of Sciences degree.

5.   "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

6.   "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

7.   "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

8.   "General education program" means a program that is designed to introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines, to encourage the pursuit of lifelong learning, and to foster the development of educated members of the community and the world.

9.   "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

10.   "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

11.   "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

12.   "Parallel program" means the program of study or courses at one institution of higher education that has objectives comparable to those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a program parallel to a baccalaureate psychology program at a four-year institution of higher education.

13.   "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

14.   "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, that is applicable to a baccalaureate program at a receiving institution—and ordinarily the first two years of the baccalaureate degree.

15.   "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

16.   "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects that focus on history and cultural diversity; concepts of groups, work, and political systems; applications of qualitative and quantitative data to social issues; and interdependence of individuals, society, and the physical environment.

17.   "Transfer student" means a student entering an institution for the first time, having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

III. **Admission of Transfer Students to Public Institutions**

A. Admission to Institutions

1. A student attending a public institution who has completed an AA, AAS, or AS degree, or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade-point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection 4 below.

2. A student attending a public institution who has not completed an AA, AAS, or AS degree, or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credits earned if the student satisfied the admission criteria of that receiving public institution as a high school senior and 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 based on criteria developed and published by the receiving public institution and 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 are developed and published by the receiving public institution and 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 based on criteria developed and published by the receiving public institution and made to provide fair and equal treatment for native and transfer students.

3. Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility

1. The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

2. A receiving public institution may set program requirements in major fields of study that simultaneously fulfill general education requirements.

3. A receiving public institution, in developing lower-division coursework, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

IV. **General Education Requirements for Public Institutions**

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by

1. Requiring each program leading to the AA or AS degree to include no fewer than 30 and no more than 36 semester hours, and each baccalaureate degree program to include no fewer than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:

   a. Arts and humanities,
   b. Social and behavioral sciences,
   c. Biological and physical sciences,
   d. Mathematics, and
   e. English composition

   or

2. Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

B. Each core course used to satisfy the distribution requirements of Section A.1 of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least

1. One course in each of two disciplines in arts and humanities;

2. One course in each of two disciplines in social and behavioral sciences;

3. Two science courses, at least one of which shall be a laboratory course;

4. One course in mathematics at or above the level of college algebra; and

5. One course in English composition.

D. Interdisciplinary and Emerging Issues

1. In addition to the five required areas in Section A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may

   a. Be integrated into other general education courses or be presented as separate courses; and
   b. Include courses that
      (i) Provide an interdisciplinary examination of issues across the five areas; or
      (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

2. Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in Section A.1 of this regulation.

E. General education programs leading to the AAS degree shall include at least 20 semester hours from the same course list designated by the sending institution for the AA and AS degrees. The AAS degree shall include at least one 3-semester-hour course from each of the five areas listed in Section A.1 of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding Section A.1 of this regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

V. **Transfer of General Education Credit**

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in regulation IV of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in regulation IV.M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10–16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. AAS Degrees

1. While there may be variance in the numbers of hours of general education required for AA, AS, and AAS degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

2. An AAS student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in regulation IV.M of this chapter, the total general education credits for baccalaureate-degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities

A student is held

1. Accountable for the loss of credits that

   a. Result from changes in the student's selection of the major program of study,
   b. Were earned for remedial coursework, or
   c. Exceed the total course credits accepted in transfer as allowed by this chapter.

2. Responsible for meeting all requirements of the academic program of the receiving institution.

VI. **Transfer of Nongeneral Education Program Credit**

A. Transfer to Another Public Institution

1. Credit earned at any public institution in the state is transferable to any other public institution if the

   a. Credit is from a college- or university-parallel course or program,
   b. Grades in the block of courses transferred average 2.0 or higher, and
   c. Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

2. If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to

1. One-half the baccalaureate degree program requirement but no more than 70 semester hours, and

2. The first two years of the undergraduate education experience.

C. Nontraditional Credit

1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.

2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:

   a. Technical courses from career programs,
   b. Course credit awarded through articulation agreements with other segments or agencies,
   c. Credit awarded for clinical practice or cooperative education experiences, and
   d. Credit awarded for life and work experiences.

3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

4. The receiving institution shall inform a transfer student of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations, and satisfactory completion of the next course in sequence in the academic area.

5. The receiving baccalaureate-degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation

1. Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution's lower-division coursework requirement.

2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VII. **Academic Success and General Well-Being of Transfer Students**

A. Sending Institutions

1. Community colleges shall encourage their students to complete the associate's degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.

2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

3. The sending institution shall

a. Provide to community college students information about the specific transferability of courses at four-year colleges.

b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution.

c. Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions

1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

2. A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

3. A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results no later than midsemester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.

4. A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

VIII. **Programmatic Currency**

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

IX. **Transfer Mediation Committee**

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public four-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

X. **Appeal Process**

A. Notice of Denial of Transfer Credit by a Receiving Institution

1. Except as provided in Section A.2 of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit no later than midsemester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before midsemester.

2. If transcripts are submitted after 15 working days before midsemester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

3. A receiving institution shall include in the notice of denial of transfer credit

   a. A statement of the student's right to appeal, and

   b. A notification that the appeal process is available in the institution's catalog.

4. The statement of the student's right to appeal the denial shall include notice of the time limitations in Section B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution

1. A receiving institution shall

   a. Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit, and

   b. Respond to a student's appeal within 10 working days.

2. An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

3. Unless a student appeals to the sending institution, the written decision in Section C.2 of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution

1. If a student has been denied transfer credit after an appeal to the receiving institution, the student may request that the sending institution intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

2. A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions

1. Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

2. As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

3. The receiving institution shall inform a student in writing of the result of the consultation.

4. The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

XI. Periodic Review

A. Report by Receiving Institution

1. A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary of the Maryland Higher Education Commission.

2. An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

3. A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator: A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

Appendix C

Statement on Transferring Undergraduate College-Level Credits to UMUC

University of Maryland University College actively subscribes to the policy of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (found in Appendix B) and welcomes transfer students. UMUC is also a designated four-year Servicemembers Opportunity College (SOC); the SOC institutions have developed degree networks corresponding to Army, Navy, 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.

Newly admitted and prospective students may request a tentative evaluation of potential transfer credit from the Information and Enrollment Team. Degree-seeking students who have completed 6 semester hours at UMUC with a grade-point average of at least 2.0 may request an official evaluation of transfer credit from an advisor on their resource team. (More information on credit evaluation is given on p. 224.)

Maximum Number of Transfer Credits Accepted

UMUC accepts up to 90 semester hours (45 semester hours for the associate's degree) of transfer credit from all sources combined toward the bachelor's degree. No more than 60 of the 90 semester hours may be accepted from two-year institutions (details on p. 13).

Maximum Number of Credits Allowed for Innovative Learning

UMUC allows up to 60 semester hours of credit (one-half the total credit required for the degree) for innovative learning that is applicable to the student's curriculum (subject to limitations as follows):

- Up to 30 semester hours of credit for portfolio assessment (details on p. 12).

- Up to 60 semester hours of credit for learning evaluated by means of UMUC course-challenge examinations 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, if (1) there is no duplication of other academic credit and (2) the scores presented meet the standards of UMUC (details on pp. 12 and 14).

- Up to 15 semester hours of cooperative education credit; however, no more than 6 of the 15 semester hours may be applied to an academic major (details on p. 12). 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 of credit for study completed in service schools or in Military Occupational Specialties (MOSs), 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* (details on p. 13).

- Up to 60 semester hours of credit for professional (not technical) courses that have been evaluated by either (1) the ACE *National Guide to Educational Credit for Training Programs* or (2) the University of the State of New York National Program on Noncollegiate Sponsored Instruction (PONSI) *College Credit Recommendations* (details on p. 14).

- 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 (details on p. 14).

Minimum Number of Credits Required for Instruction in the Major and for the Degree

UMUC requires students to complete 120 semester hours of credit for the bachelor's degree. Regardless of the number of transfer credits they present, students must complete a minimum of 30 credits at UMUC. As part of that minimum, students must earn at least 15 semester hours of the major at UMUC.

Grade Level Acceptable for Transfer

UMUC may accept transfer credits from regionally accredited two- and four-year colleges and universities for courses graded C or above, if they apply to the student's curriculum. The grade of C-minus is not acceptable in transfer.

Statement on Transfer of General Education Requirements

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will have met UMUC's general education requirement, as stated in Appendix B. For other students, courses are evaluated on a case-by-case basis. UMUC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and at *www.umuc.edu/studserv/ugp_ss/transfer.html* on the Web. Students should see an advisor for details.

Appendix D

Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities. The university does not discriminate against any person because of age, race, national origin, color, disability, religion, gender, sexual orientation, or veteran status.

All inquiries regarding UMUC's nondiscrimination policy should be directed to the director, Diversity Initiatives and Affirmative Action, Office of the President, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 301-985-7395).

Appendix E

Policy on Religious Observances
(UMUC Policy 51.00)

I. UMUC conforms to the Board of Regents Policy III-5.10 Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, approved on January 11, 1990.

II. So that the academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. Students who miss a course session because of an observance of their religious beliefs must be allowed

   A. To make up any examinations, other written tests, or class work;

   B. To have access to any handouts or other material distributed in class; and

   C. To have the opportunity to obtain or review any duplicated lecture notes or slides presented in class.

III. UMUC prohibits scheduling examinations on the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

Appendix F

Financial Aid—Satisfactory Academic Progress
(UMUC Policy 220.30)

I. Purpose

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

B. Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each semester or term in which they are enrolled. Satisfactory academic progress, as described below, is evaluated at the end of the fall, spring, and summer semesters or each term of enrollment. 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.

II. Definitions

A. Basic Standard for Undergraduate Students

1. UMUC's institutional requirements for minimum satisfactory performance for financial aid recipients are defined as follows:

   a. Minimum cumulative grade-point average (GPA). The student must maintain a minimum cumulative GPA of 2.0.

   b. Minimum completion rate. The minimum completion rate is 50 percent of credits attempted for the semester or term. For example, for a student who attempted 12 credits for the semester or term, a 50-percent completion rate would mean that the student must have earned at least 6 of those 12 credits.

   c. Federally mandated maximum time frame to complete the program or degree. Students must complete their educational program within a time frame no longer than 150 percent of the published length of the educational program. For example, a student must complete his or her program after attempting a maximum of 180 semester hours for a 120-semester-hour program.

2. Federal regulations require that UMUC track the academic progress of financial aid recipients from the first date of enrollment at UMUC, whether or not financial aid was received.

3. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the 150-percent program-completion standard. The two cumulative standards outlined above are eligibility requirements for student aid.

4. Students whose attempted credits, including transfer credits, exceed the 150-percent time frame for any reason will be placed in Financial Aid Denial, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent semesters or terms unless the student has made an appeal of the Financial Aid Denied and the appeal is granted.

B. Treatment of W, I, AU, F, and S Grades, No Grade Reported, and Repeated Coursework

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a noncompletion of attempted coursework.

2. Incomplete (I) grades are not included in the GPA calculation, and are considered a noncompletion of attempted coursework until the Incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated.

3. An audit (AU) grade is not considered attempted coursework. It is not included in the GPA calculation or completion-rate determinations.

4. A satisfactory grade (S) is treated as attempted semester hours that are earned, but it is not included in calculation of GPA.

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

6. If no grade is assigned, for any reason, the grade will be treated as an I in determination of satisfactory academic progress.

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

C. Financial Aid Academic Probation

1. Students who fail to meet the minimum 2.0 cumulative grade-point average standard or fail to meet the minimum 50-percent completion rate will be placed in Financial Aid Probation for the next semester or term of enrollment. Financial aid can be received during the semester or 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 semester or term of Financial Aid Probation.

2. 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 in a previous semester or term of enrollment at UMUC as noted in this policy.

D. Financial Aid Denied Status

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

2. Students who fail to satisfy the 150-percent requirement will also be placed in Financial Aid Denied status. No aid will be disbursed during subsequent semesters or terms unless the student has made an appeal and the appeal is granted for that semester or term. There are no exceptions to this requirement. Students in a 120-semester-hour bachelor's degree program who have attempted more than 180 credits, including transfer credits, are no longer eligible for financial aid. There is no probationary period.

III. **Student Procedures**

A. Reinstatement of Aid After Financial Aid Denied Status

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

    a. The student submits an appeal, in writing, in accordance with the appeal process in Section III.A.2 and the Financial Aid Appeals Committee grants the appeal. The student is placed in Financial Aid Probation rather than on Financial Aid Denied status for the semester or term.

    b. The student attends UMUC, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility in a probationary status. *Students who are in Financial Aid Denied status for failure to meet the 150-percent requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150 percent of their program cannot regain financial aid eligibility except on a semester-by-semester or term-by-term basis through the appeals process.*

    c. The student does not enroll in any courses at UMUC for three calendar years following the assignment of Financial Aid Denied status. When the student is readmitted, the student will be placed in Financial Aid Probation. Students who are in Financial Aid Denied status for failure to meet the 150-percent requirement cannot regain eligibility this way. *Students whose attempted credits have exceeded 150 percent of their program cannot regain financial aid eligibility except on a semester-by-semester or term-by-term basis through the appeals process.*

2. Appeal Process

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

Appendix G

Disclosure of Student Records

(UMUC Policy 210.14)

UMUC complies with the Family Educational Rights and Privacy Act of 1974 (also known as "the Buckley Amendment"). The policy of UMUC is (1) to permit students to inspect and review their education records, (2) to provide students the opportunity to seek an amendment of their education records where appropriate, (3) to limit disclosure to others of personally identifiable information from education records without the student's prior written consent, and (4) to provide students with information about how to file formal complaints with the Department of Education.

I.   Definitions

A. "Student" means an individual who is attending or who has attended UMUC. It does not include any applicant for admission to UMUC who does not matriculate, even if he or she previously attended UMUC. (However, such an applicant would be considered a "student" for purposes of his or her records relating to that previous attendance.)

B. "Education records" includes records that contain information directly related to a student and that are maintained as official working files by UMUC. The following are not education records:

1. Campus police records maintained solely for law-enforcement purposes and kept separate from the education records described above.

2. Employment records, except where a currently enrolled student is employed as a result of his or her status as a student.

3. Records of a physician, psychologist, or other recognized professional or paraprofessional if made or used only for treatment purposes and available only to persons providing treatment. (These records, however, may be reviewed by an appropriate professional of the student's choosing.)

4. Records that contain only information relating to a person's activities after that person is no longer a student at UMUC.

II.   Inspection and Review of Education Records by Students

A. Right of Access—Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation received prior to January 1, 1975.

A student may, by a signed writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. UMUC will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time; and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

B. Types and Locations of Education Records; Titles of Custodians of Record

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; and

d. Veterans' benefits folder.

2. The officials responsible for the maintenance of each type of record are

a. For UMUC–Adelphi—the registrar located in Adelphi, Maryland.

b. For UMUC–Asia—the registrar located in Tokyo, Japan.

c. For UMUC–Europe (except Mannheim Campus)—the registrar located in Heidelberg, Germany.

d. For the Mannheim Campus—assistant to the dean.

e. For the Schwäbisch Gmünd Campus—registrar.

C. Procedure: Requests for access should be made in writing to the appropriate official. UMUC will comply with a request for access within a reasonable time. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is 50 cents per page. UMUC will not provide copies of any transcripts in the student's records other than the student's current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

III. Amendment of Education Records

UMUC provides students with the opportunity to seek correction of their education records.

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or violative of privacy 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 of 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 Family Education Rights and Privacy Act (FERPA) may file a written complaint to

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

COMMUNITY COLLEGE ALLIANCES

UMUC has formed alliances with several area community colleges to allow adult, part-time students to move seamlessly into a bachelor's degree program within their communities, through integrated curricula. Students may be concurrently admitted to their local community college and UMUC through a single application, and may take advantage of any of UMUC's locations for their upper-level coursework. Students may also complete upper-level coursework through UMUC online. Advisors both at UMUC and the community college provide academic advising, financial aid coordination, and library services information.

More academic alliances are currently in the planning stages.

Maryland Alliances

AACC–UMUC Alliance

In Anne Arundel County, UMUC offers classes at Anne Arundel Community College, the UMUC Annapolis Center, Fort Meade, and the Glen Burnie Town Center. Students participating in the Anne Arundel Community College–University of Maryland University College Alliance may complete bachelor's degrees in accounting, business administration, computer and information science, computer science, computer studies, information systems management, and management studies.

CCC–UMUC Alliance

The Carroll Community College–University of Maryland University College Alliance offers students in Carroll County the ability to use their associate's degree programs as the foundation to complete their bachelor's degrees. CCC programs in computer information systems, computer graphics, or computer-aided design are all linked with UMUC's bachelor's degree in computer studies. Additionally, articulated programs leading to majors in psychology and communication studies are available. Carroll County students may attend a limited number of UMUC courses at the community college, but will find it convenient to complete their programs online.

CSM–UMUC Alliance

In Southern Maryland, the College of Southern Maryland and University of Maryland University College have formed the CSM–UMUC Alliance. The Waldorf Center for Higher Education offers students a state-of-the-art education facility. Instructional technology (including computer labs), instructional television, and distance learning capabilities support the academic programs of both institutions. Coordinated student and academic services are available at the Center. Students also may be admitted to the alliance at any of CSM's and UMUC's other locations. The articulated programs include bachelor's degrees in accounting, business administration, computer and information science, computer science, computer studies, information systems management, and management studies.

FCC–UMUC Alliance

The Frederick Community College–University of Maryland University College Alliance allows students in Frederick County to complete both associate's and bachelor's degrees in the county. In Frederick County, UMUC offers courses at Frederick Community College and the Frostburg State University Center at Frederick. FCC associate's degrees in several disciplines are linked to the related UMUC bachelor's degrees in computer and information science, computer studies, information systems management, and psychology. Additional programs may be articulated at a later date.

HCC–UMUC Alliance

Washington County students will find the Hagerstown Community College–University of Maryland University College Alliance an ideal relationship as they pursue advanced education. Several articulated academic programs, the dual-admission process, and coordinated student support make the transition from associate's degree to bachelor's degree smooth and convenient. HCC programs in accounting, management, paralegal studies, and computer-related studies lead to bachelor's degrees in the same area at UMUC. Students may attend classes at the Frostburg State University Center at Hagerstown, participate in instructional television classes at the community college, or complete their UMUC requirements online.

MC–UMUC Alliance

The Montgomery College–University of Maryland University College Alliance offers students articulated bachelor's degree programs in accounting, business administration, computer and information science, computer science, computer studies, information systems management, and management studies. Students at the Montgomery College campuses in Rockville and Germantown may find it most convenient to take UMUC classes at the University System of Maryland Shady Grove Center, while students at the Montgomery College Takoma Park campus may take advantage of UMUC offerings at nearby College Park.

PGCC–UMUC Alliance

Students in Prince George's County who participate in the Prince George's Community College–University of Maryland University College Alliance may complete their bachelor's degree in Prince George's County at the UMUC sites of College Park, Andrews Air Force Base, and Prince George's Community College. The curricula include articulated bachelor's degree programs in accounting, business administration, communication studies, computer and information science, computer studies, criminal justice, English, information systems management, legal studies, management studies, psychology, and social science. Since the alliance is designed to serve part-time students, most classes are offered in the evening or on weekends.

Out-of-State Collaborations

UMUC also reaches out to students from community colleges outside Maryland who want to complete their bachelor's degree online. In 2000, UMUC formed its first out-of-state alliance with Honolulu Community College. Other collaborations with out-of-state community colleges are in development.

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APPLICATION FOR ADMISSION TO THE SCHOOL OF UNDERGRADUATE STUDIES

Undergraduate Admissions
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8076 USA

A $30 nonrefundable fee must accompany this application. You may mail this application and a check or money order for the fee to the above address, or you may fax it to 301-985-7978 and pay the application fee by credit card (see p. 4 of this application). Please print your name and Social Security number on each page of this application.

Check the semester for which you are applying.
☐ Fall   2001
☐ Mid-fall   2001
☐ Spring   2002
☐ Mid-spring   2002
☐ Summer   2002

1. Social Security number _____ - _____ - _____

2. Name (last, first, middle) _____
Any other name under which your educational records may be held _____

3. Current address _____ Apt. no. _____
City _____ County _____ State _____ Zip+4/Postal code _____Country_____
☐ Own   ☐ Rent   How long have you lived at this address?   Yrs _____ Mos _____
If you have lived less than one year at this address, please provide the following information:
Previous address _____ Apt. no. _____
City _____ County _____ State _____ Zip+4/Postal code _____Country_____
☐ Own   ☐ Rent   How long did you live at this address?   Yrs _____ Mos _____

4. Daytime phone number (_____) _____   Evening phone number (_____) _____
Fax number (_____) _____   E-mail address _____

5. Employer _____   Employer's Zip+4/Postal code _____

6. Gender ☐ Male   ☐ Female   **7.** Date of birth (Mo/Day/Yr) _____ /_____ /_____

8. Racial/ethnic category *(Optional)   Submission of this information is voluntary. This information will not be used to determine your admissibility to UMUC; it is being compiled for statistical purposes only.*
☐ African American   ☐ Asian/Pacific Islander ☐ Hispanic ☐ Native American ☐ White ☐ Other _____

9. Are you currently or have you ever been a member of the U.S. Armed Forces? ☐ Yes ☐ No *If yes, complete service information below. If currently on active duty, please attach a copy of most recent assignment orders.*
☐ Active duty ☐ Veteran ☐ Reserve component
Home state of record _____ Dates of service _____ Duty station _____
Branch of the military _____ Separation date (Mo/Day/Yr) _____ /_____ /_____

10. Are you the spouse or dependent of a full-time, active-duty member of the U.S. Armed Forces?
☐ No ☐ Yes (spouse) ☐ Yes (dependent)
If yes, complete service information below and attach a copy of servicemember's most recent assignment orders.
Home state of record _____ Dates of service _____ Duty station _____
Branch of the military _____ Separation date (Mo/Day/Yr) _____ /_____ /_____

11. Are you a U.S. citizen? ☐ Yes ☐ No *If no, please provide the following information and supply copies of all supporting documentation.*
Country of birth _____   Current citizenship _____
Type of visa _____   Expiration date (Mo/Day/Yr) _____ /_____ /_____
Alien registration no. _____   Date issued (Mo/Day/Yr) _____ /_____ /_____
Note: UMUC does not issue I-20s for student visas.

12. Is English your native language? ☐ Yes ☐ No   *If no, you must demonstrate college-level proficiency in written English before admission to UMUC.*

DO NOT WRITE BELOW THIS LINE

☐ MS   ☐ Citz   ☐ Res   ☐ Race   ☐ FA   ☐ DS   ☐ GID   ☐ DE   ☐ Cert   ☐ Geog

Name _____ Social Security number _____ - _____ - _____

13. Are you applying for any of the following types of aid?

Financial aid ☐ Yes ☐ No   Veterans benefits ☐ Yes ☐ No   Golden ID benefits ☐ Yes ☐ No

14. Have you already earned a college-level degree? ☐ No ☐ Yes *If yes, indicate below any degree you have already earned.*

☐ Associate's degree   ☐ Master's degree   ☐ Professional degree (MD, JD)

☐ Bachelor's degree   ☐ Doctoral degree   ☐ Other _____

15. What is your academic goal in attending UMUC?

☐ I plan to earn a bachelor's degree at UMUC.   ☐ I am undecided about my academic goal.

☐ I am interested in taking courses, but I am not   ☐ I plan to earn a certificate in one of UMUC's
   seeking a degree at UMUC.   specialized programs.

16. If you plan to earn a degree or certificate at UMUC, please select the appropriate choices below.

a. ☐ AA (for active-duty military only)   ☐ BA   ☐ BS   ☐ Certificate

FOR OFFICE USE ONLY
Team

b. Major _____

Minor _____

Certificate area of study _____

17. Please indicate below how you completed your secondary school education.

☐ High school

Name of high school _____

Location (City/State/Country)_____ Date of graduation (Mo/Yr) _____/_____

☐ GED

Date of exam (Mo/Yr) _____ /_____

Do your GED scores total at least 225, with no score lower than 40 on any of the five tests? ☐ Yes ☐ No

☐ Study abroad

Name of exam/certificate _____ Date (Mo/Yr) _____ /_____

18. List all colleges and universities previously attended, including other University System of Maryland institutions. *We may deny transfer credit from any institution not listed below.* To be eligible for transfer credit for previous college work, you must submit an official transcript from *all* colleges attended. To receive transfer credit for military experience, professional training, and credit by examination, you must submit appropriate documentation.

Full name of college or institution previously attended	City, State, Country	From	To	Number of credits earned	Type of degree earned	Date awarded
Example: University of MD, College Park	College Park, MD, USA	6/97	12/99	18	none	N/A

DO NOT WRITE BELOW THIS LINE

☐ New   ☐ Readmit   ☐ Regular   ☐ Provisional   ☐ Semester only

☐ Owes Fee   ☐ Fee Not Required   ☐ Fee Paid $ _____

Sign _____ Date _____ Letter _____ Type ☐ Decision ☐ ☐ ☐

Sign _____ Date _____ Letter _____ Change of Decision ☐ ☐ ☐

Name _____ Social Security number _____ - _____ - _____

19. If you have previously attended UMUC, please indicate where and list dates of attendance.
❏ In the United States ❏ In Europe ❏ In Asia Dates _____
If you attended UMUC courses on a military base, please indicate the base where you most recently attended class.
_____

20. Are you currently admitted to another institution in the University System of Maryland or to the UMUC Graduate School?
❏ No ❏ Yes If yes, indicate which institution _____

21. Indicate your status at the last institution you attended.
❏ In good academic standing ❏ Academically dismissed within the last two years ❏ Disciplinarily dismissed within the last three years

22. Do you have at least a 2.0 grade-point average from your last institution? ❏ Yes ❏ No

23. **Determination of Maryland Residency:** Do you wish to be considered for in-state tuition status? ❏ No ❏ Yes
If yes, you must complete the following questions. If no, skip to #35.

24. If any of the statements below apply to you, please check the appropriate box and provide the requested information. If none of the statements are applicable, skip to #25.
❏ I am a part-time (50-percent-time) or full-time regular employee of the University System of Maryland (USM) *or* I am the spouse or financially dependent child of a regular USM employee. *Please indicate your USM status or relationship to the USM employee* _____
Please attach a letter of employment verification from the Office of Human Resources at the appropriate USM institution.

❏ I am *or* my spouse is a full-time, active-duty member of the U.S. Armed Forces.
Please attach a copy of the most recent assignment orders and indicate date of expected separation from the military. _____

❏ I am the financially dependent child of a full-time, active-duty member of the U.S. Armed Forces who claims Maryland as his or her home of residency or who resides in or is stationed in Maryland. *Please attach a copy of the servicemember's most recent assignment orders* **and** *either the service-member's deed (or lease)* **or** *verification from the military that the servicemember has declared Maryland as his or her home of residency. Also, please indicate date of expected separation from the military.* _____

25. If you are seeking in-state status and did not select one of the statements in #24, you must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland residency policy. If UMUC discovers that false or misleading information has been provided, you may be billed retroactively to recover the difference between in-state and out-of-state tuition. You may be contacted for additional information, if necessary. Please indicate your financial status.

❏ **I am financially independent.** I have earned taxable income that covered one-half or more of my total expenses for the past 12 months, and I have not been claimed as a dependent on another person's most recent income tax returns. *Go to #26.*

❏ **I am financially dependent** on another person who has provided me with one-half or more of my total expenses for the past 12 months and/or claimed me as a dependent on his or her most recent income tax returns *or* I am a ward of Maryland. *If you are a ward of Maryland, please attach documentation verifying your status and go to #35; otherwise, please supply the following information.*
Provider's name _____ Relationship to applicant _____
a. Length of time you have been financially dependent on provider (Yrs/Mos) _____
b. Is the provider a resident of Maryland? ❏ Yes ❏ No
c. Provider's address _____
d. Is the provider a U.S. citizen? ❏ Yes ❏ No
If no, type of visa _____ Expiration date (Mo/Day/Yr) _____
Alien registration no. _____ Date issued (Mo/Day/Yr) _____
e. Has the provider filed a Maryland income tax return for the most recent year on all earned income, including taxable income earned outside the state? ❏ Yes ❏ No
If yes, list the year(s) in which a Maryland income tax return has been filed within the past three years _____ .
If a Maryland tax return has not been filed within the last 12 months, state the reason(s) _____
_____
f. Signature of provider _____

Name _____ Social Security number _____ - _____ - _____

The student applicant is responsible for completing #26–35.

26. Are you residing in Maryland primarily to attend an educational institution?   ❏ No   ❏ Yes

27. Permanent address _____ Apt. no. _____

City _____ County _____ State _____ Zip+4/Postal code _____Country_____

How long have you lived at this address?   Yrs _____ Mos _____

If you have lived less than one year at this address, please provide the following information.
Permanent address _____ Apt. no. _____

City _____ County _____ State _____ Zip+4/Postal code _____Country_____

How long did you live at this address?   Yrs _____ Mos _____

28. Are all, or substantially all, of your possessions in Maryland?   ❏ No   ❏ Yes

29. Do you have a valid driver's license?   ❏ No   ❏ Yes

a. If yes, provide the initial date of issue _____ From which state was the license issued? _____
b. Were you previously licensed to drive in another state?   ❏ No   ❏ Yes

30. Do you own a motor vehicle?   ❏ No   ❏ Yes

a. If yes, provide the initial registration date _____ In which state? _____
b. Was your car previously registered in another state?   ❏ No   ❏ Yes

31. Are you registered to vote?   ❏ No   ❏ Yes

a. If yes, in which state? _____ Provide the original voter registration date (Mo/Yr) _____
b. Were you previously registered to vote in another state?   ❏ No   ❏ Yes

32. Have you filed a Maryland income tax return for the most recent year?   ❏ No   ❏ Yes

a. List the year(s) in which you filed a Maryland income tax return within the past three years _____
b. If you did not file a tax return in Maryland within the past 12 months, state the reason(s) _____

33. Are you currently paying Maryland income tax, either through payroll deduction or quarterly estimated payments?   ❏ No   ❏ Yes

If no, why not? _____

34. Do you receive public assistance from a state or local agency other than one in Maryland?   ❏ No   ❏ Yes

If yes, please explain _____

35. I hereby certify that I have completed all questions and that the information given above is complete and accurate, and I understand that summary dismissal is the penalty for falsification of that information. • Provision of my Social Security number is voluntary; if I so desire, I may request that another number be assigned to me for purposes of identification. • I understand and agree that, if I enroll in classes offered at military sites, my name, student identification number, and other personal information may be released for security purposes. • UMUC distributes an annual information report, including campus security information, which is available to prospective students. If I so desire, I may contact the vice provost for Student Affairs for additional information. • By signing below, I agree that the information in this application and all my records from any institution in the University System of Maryland may be released (at the discretion of the releasing institution) to any other institution in the System, in accordance with the System-wide policy on academic integrity. • In making this application, I accept and agree to abide by UMUC's policies and regulations concerning drug and alcohol abuse and understand that the unlawful use of alcohol or drugs will subject me to the penalties contained in those policies and regulations. If my circumstances change, affecting my residency status, I agree to notify UMUC in writing within 15 days.

Signature of applicant _____ Date of application (Mo/Day/Yr) _____

A $30 nonrefundable fee must accompany this application (unless you have attended UMUC before). If you pay by check or money order, please write your Social Security number on the check. If you wish to pay by credit card, please fill out the information below.

❏ MasterCard   ❏ VISA   Customer acct. no. _____ Exp. date (Mo/Yr) _____

CURRICULUM PLANNING WORKSHEET

This worksheet is designed to help you plan for your degree; it lists all of the graduation requirements. Full descriptions of courses and bachelor's degree programs are given in this catalog.

Requirement	Completed	In Progress	To Take	Notes
General Education Requirements (41 s.h.)				Courses applied to general education requirements may not be used to satisfy major requirements.
Communications (12 s.h.): • ENGL 101 or equivalent • Other writing • Writing, speech, or communications • Upper-level intensive writing	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	No more than 3 s.h. in writing may be earned through credit by exam. For other writing, choose from COMM (except 380 and 493); ENGL 278, 291, 294, 303, 391, 391X, 396, 493, 498, 499, 499N. For writing/speech/communications, choose from COMM; SPCH; ENGL 278F, 281, 281X, 291, 294, 303, 384, 391, 391X, 396, 493, 498, 499, 499N. For upper-level intensive writing courses, choose from COMM 390, 393, 393X, 394, 394X; ENGL 303, 391, 391X, 396; LGST 401.
Social and Behavioral Sciences (6 s.h.)	_____ _____	_____ _____	_____ _____	Choose from two areas: ANTH, BEHS, CCJS (105, 330, 350, 360, 432, 451, 452, 453, 454, or 461 only), ECON, GEOG, GERO (210, 220, 302, 304, or 415 only), GVPT, PSYC, SOCY.
Arts and Humanities (6 s.h.)	_____ _____	_____ _____	_____ _____	Choose from two areas: ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, foreign language.
Math (3 s.h.)	_____	_____	_____	MATH 105, MATH 107, or higher.
Biological and Physical Sciences (7 s.h.)	_____ _____ _____	_____ _____ _____	_____ _____ _____	• One 3-s.h. lecture course plus related 1-s.h. lab course, or one 4-s.h. lecture/lab course. • Any other 3-s.h. science course. Choose from the following areas: ASTR, BCHM, BIOL, CHEM, GEOL, MICB, NSCI, PHYS, botany, entomology, zoology.
Emerging Issues (7 s.h.): • Information literacy (1 s.h.) • Information technology (6 s.h.)	_____ _____ _____	_____ _____ _____	_____ _____ _____	• LIBS 100 or LIBS 150. • Non-computer majors: Two computer courses chosen from CMIS, CMIT, CMSC, CMST, IFSM, BMGT 301, LGST 360 or 363A. • Computer majors: Cross-curricular courses in global and civic responsibility.

Requirement	Completed	In Progress	To Take	Notes
Requirements for Major (30–38 s.h., at least half must be in upper-level courses)				
____ s.h. See Bachelor's Degree Curricula (pp. 24–70) for required courses for your major.	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Minor Requirements (15–19 s.h.) See requirements of individual minor. Minor is strongly recommended but optional. If no minor is selected, these credits are available for electives.	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	If a course required for the minor is used to satisfy the major requirement, substitute another course in the same discipline. An upper-level course must be replaced by an upper-level course.
Cross-Curricular Initiative Requirements (9 s.h.): • Historical (3 s.h.) • International (3 s.h.) • Civic responsibility (3 s.h.)	_____ _____	_____ _____	_____ _____	See Bachelor's Degree Requirements (pp. 15–19) for more information. If cross-curricular requirements are satisfied elsewhere in the degree, these credits are available as electives.
Electives and Related Requirements ____ s.h. Choose additional electives to meet 120 s.h. minimum.	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	If cross-curricular courses and/or related requirements are satisfied in general education requirements, more electives will be available. 12 s.h. of foreign language recommended for BA.

Additional Degree Requirements:

• 30 s.h. at UMUC, of which at least 15 must be in the major and 15 must be in upper-level courses (numbered 300–499).

• 45 s.h. must be upper level.

Hundreds of courses and programs are scheduled each term at times and places convenient to students. Because of that variety, conflicts may arise that affect the calendar dates. Dates given below are approximate. Specific dates, times, and locations are published in the *Undergraduate Schedule of Classes* each term. An *Undergraduate Schedule of Classes* is available from *umucinfo@umuc.edu*.

Fall 2001

Undergraduate Schedule of Classes available; registration (mail-in, fax, online, touch-tone, and walk-in) begins	Mid-June
Mail, fax, and online registration for standard semester and term I ends	August 10
Registration with no late fee for standard semester and term I ends	August 28
Standard semester and term I begin at most locations	August 30
Holiday	September 1–3
Late registration for standard semester and term I ends	September 6
Mail, fax, and online registration for mid-fall and term II ends	October 12
Term I classes end at most locations	October 22
Registration without late fee for mid-fall and term II classes ends	October 22
Mid-fall and term II classes begin at most locations	October 23
Late registration for mid-fall and term II classes ends	October 30
Holiday	November 21–25
Standard semester and term II classes end at most locations	December 17
Mid-fall classes end	February 12

Spring 2002

Undergraduate Schedule of Classes available; registration (mail-in, fax, online, touch-tone, and walk-in) begins	Mid-October
Registration for January term ends	January 3
January term begins	January 3
Mail, fax, and online registration for standard semester and term I ends	January 4
Holiday	January 21
Registration with no late fee for standard semester and term I ends	January 24
January term ends	January 27
Standard semester and term I begin at most locations	January 28
Late registration for standard semester and term I ends	February 4
Mail, fax, and online registration for mid-spring and term II ends	March 8
Term I classes end at most locations	March 19
Registration without late fee for mid-spring and term II classes ends	March 19
Holiday	March 25–31
Mid-spring and term II classes begin at most locations	April 2
Late registration for mid-spring and term II classes ends	April 8
Standard semester and term II classes end at most locations	May 14
Undergraduate Commencement	May 18
Mid-spring classes end	July 15

Summer 2002

Undergraduate Schedule of Classes available; registration (mail-in, fax, online, touch-tone, and walk-in) begins	Mid-March
Mail, fax, and online registration for standard semester and term I ends	May 10
Registration with no late fee for standard semester and term I ends	May 23
Standard semester and term I begin at most locations	May 28
Late registration for standard semester and term I ends	June 5
Mail, fax, and online registration for term II ends	June 21
Holiday	July 4
Term I classes end at most locations	July 8
Registration without late fee for term II classes ends	July 8
Term II classes begin at most locations	July 9
Late registration for term II classes ends	July 16
Standard semester and term II classes end at most locations	August 19

UMUC–Asia

Term I	August 20–October 13
Term II	October 29–December 22
Term III	January 21–March 16
Term IV	April 1–May 25
Term V	June 3–July 27
Tokyo Commencement	April 20

UMUC–Europe

Term I	August 20–October 12
Term II	October 29–December 21
Term III	January 14–March 8
Term IV	March 25–May 17
Term V	June 3–July 26
Commencement	May 26

Mannheim Campus

Fall semester	August 20–December 13
Spring semester	January 21–May 16
Commencement	May 11

Schwäbisch Gmünd Campus

Fall semester	August 27–December 14
Spring semester	January 21–May 10
Commencement	May 11

UMUC

THE ASIAN COLLECTIONS—THE ART OF CHINA

THE I-LING CHOW AND THOMAS M. LI FAMILIES OF MARYLAND HAVE CREATED A
UNIQUE VISION FOR PRESERVING VALUABLE CHINESE ART THROUGH DONATIONS
TO THE UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE (UMUC) ARTS PROGRAM.

The art has been passed down from the donors' ancestors over the years. Because both families are interested in ensuring that their treasured collections are kept intact, both in honor of their heritage and for the appreciation of future generations, they came to realize that UMUC would be the perfect place for their gifts. Recognized for its innovative use of technology in providing higher education worldwide, UMUC is also strongly committed to creating an environment in which artistic creativity is valued and the arts play a major role in providing students with a rich and balanced education. The university also has a strong historical connection to Asia, having spent the last 50 years providing educational opportunities for servicemembers and their families stationed there.

UMUC's students, faculty, and staff are profoundly grateful to the Chow and Li families for this, the largest donation ever received by the Arts Program. The collection will be incorporated into the appropriate art and history curricula for study by UMUC students and will serve as a valuable resource for faculty. And it will be cherished by all who see it, now and in perpetuity.